Memory Aid Guidelines

What is a Memory Aid?

A memory aid is an accommodation to support students who have documented challenges with memory. It is a tool to trigger information that the student has studied but may have difficulty recalling due to processing deficits with memory. If a memory aid is permitted, it will be listed under "Assessment Accommodations" on the Individual Education Plan (IEP).

> **The ideal memory aid would make no sense to anyone but you. If it is only useful to you, the more likely your teacher will be to approve it.**

What Is Allowed on the Memory Aid?

- ✓ Formulas
- ✓ Graphic organizers, for example mind maps, flow charts
- ✓ Examples
- ✓ Sample problems
- ✓ Definitions which are shortened, with teacher's permission
- ✓ Mnemonics or Acronyms, for example **H O M E S** (for the 5 Great Lakes)
- ✓ Key words or terms
- ✓ Notes that help memory recall; includes only information that is difficult to remember

What Is NOT Allowed on the Memory Aid?

- ✖ Labelled diagrams
- ✖ Pages taken directly from notebook
- ✖ Handouts
- ✖ Review sheets
- ✖ Complete definitions, unless allowed by the teacher

Format and Preparation

- Memory Aid can be handwritten or typed with font no smaller than size 12
- The length is one page - single-sided for tests and double-sided for exams
- Memory Aids can be obtained in Room 213 or on the school's website
  http://www.dpcdsb.org/RFHAL/Learning/Departments/Academic+Resource/
  Memory+Aids.htm
- Memory Aids should be prepared in advance and approved by the teacher **before** the test
- The student should check with the teacher if definitions are allowed for a particular test
- Memory Aids will be verified by the Resource teacher in Room 213 during the test
- The Memory Aid will be stapled to the test after completion and placed in the teacher's mailbox