

## CUE SHEET GUIDELINES

A cue sheet (also known as a memory aide) is an accommodation that students use during quizzes, tests, and exams. Cue sheets support students whose memory retrieval is specifically impaired due to a disability. Their disability documentation needs to confirm that the difference between the student's spontaneous recall and cued recall is significant. Low scores on measures of "working memory" or "auditory working memory" alone are not sufficient evidence to support the need for a cue sheet accommodation. A Cue sheet contains information that serves as a trigger to help cue a student's recall in the current testing situation of information that was previously learned in the course.

Each cue sheet is unique to the individual student and will likely be meaningful only to them.

**Cue sheets will not help if you have not learned or understood the course material.**

**Cue sheets are not:**

- Answer sheets or answers to exam or test questions
- Substitutes for studying
- Open textbooks
- Course notes or course slides
- A substitute to learning the course material

**Cue sheets might include the use of any of the following:**

- Acronyms
- Names, dates
- Key terms, word lists
- Short phrases
- Pictures, diagrams (must be drawn by the student)
- Tables, charts, formulas (must be written/drawn by the student)

**Cue sheets are not meant to provide students with answers.** Any information that is to be remembered as part of an essential learning outcome should not be included on a cue sheet. For example, for a quiz, test, or exam that requires students to define key terms, cue sheets would not include word-for-word definitions but may include acronyms.

**How cue sheet accommodations work**

Students, course instructors, and accessibility advisors all have a role to play in the successful implementation of this accommodation.

**Student's responsibilities**

**\*Cue sheets are a student-initiated process. The student must initiate the process described below.\***

- Develop a single-sided 8.5x11 size cue sheet that includes information that will best help your memory recall.
- Submit the proposed exam cue sheet to your course instructor a minimum of 7 days before the exam. Best practice is to email your instructor and cc your Accessibility Advisor.
- Make any required changes and resubmit the cue sheet to the course instructor.
- Keep a copy of the cue sheet for your study purposes.

The 7-day deadline is in place to allow enough time for you to talk and collaborate with your course instructor, especially if the course instructor has proposed revisions.

**Accessibility advisor responsibilities**

- Notify course instructors of this accommodation at the beginning of the term.
- Be available to answer questions or provide guidance on the creation of a cue sheet.
- Coordinate with course instructors and the student to ensure cue sheets are included with the quiz, test, or exam.

**Course instructor's role**

- Review the student's cue sheet for a quiz, test, or exam to ensure academic integrity.
- Faculty are encouraged to provide feedback and have final approval over the content of the memory aid; they can approve the cue sheet or advise that revisions are needed.
- Attach the approved cue sheet to the student's quiz, test, or exam. The exam and cue sheet are delivered to the Student Accessibility Centre/Student Success Centre by email or in person.

Course instructors may guide the student in developing the cue sheet but are not responsible for creating it.