



## **MEMORY AID AND UNLABELED FORMULA CARD**

### **WHAT DOES A MEMORY AID AND UNLABELED FORMULA CARD LOOK LIKE?**

Typical memory aids and unlabeled formula cards are one side of an 8 ½" x 11" sheet of paper or a double-sided index card handwritten or typed in size 12 font unless large print or braille is also an approved accommodation.

Students are responsible for learning course material, determining which material may require triggers, developing the memory aid/unlabeled formula card, and submitting it to their instructor at least three business days before exams/quizzes to allow adequate time for review and approval. Instructors are responsible for approving the memory aid/unlabeled formula card. Instructors can choose to remove content deemed essential learning objectives for a course.

### **MEMORY AIDS AND UNLABELED FORMULA CARDS COULD INCLUDE:**

Memory aids can be diverse and include various elements such as acronyms, acrostics (sentences or phrases representing the first letter), short phrases, pictures, schematic diagrams, names, definitions, tables, charts, key terms/words not paired with definitions, formulae if the ability to apply the formulae is the objective, example questions. Unlabeled formula cards can contain formulas but no additional labels.

### **MEMORY AIDS AND UNLABELED FORMULA CARDS MAY NOT INCLUDE:**

Memory aids and unlabeled formula cards should not include course notes, textbooks, specific examples of how formulas are used, complete terms and definitions.

## **PROCEDURE**

1. The student creates the memory aid/unlabeled formula card.
2. Student submits memory aid/unlabeled formula card via email to the instructor and Cc's [SADR.testing@wsu.edu](mailto:SADR.testing@wsu.edu), at least three business days before the exam/quiz.
3. The instructor reviews the memory aid/unlabeled formula card and makes whatever edits may be necessary. The student and the instructor may wish to discuss any edits.
4. The instructor approves the memory aid/unlabeled formula card and the student submits it to [SADR.testing@wsu.edu](mailto:SADR.testing@wsu.edu) with the instructor's written approval. The instructor can also reply all to the email from the student with approval.
5. Following the completion of an exam, the memory aid/unlabeled formula card is returned to the instructor along with the completed test.

## **INSTRUCTOR CONSIDERATIONS**

A memory aid/unlabeled formula card is not to contain answers to exams or compromise the integrity of the exam in any way. The contents of a memory aid/unlabeled formula card are at the instructor's discretion.

If you have any questions about memory aids or unlabeled formula cards, please contact the Alternative Testing Center at [SADR.testing@wsu.edu](mailto:SADR.testing@wsu.edu) or 509-335-8079.