



ACCESSIBILITY SERVICES NOTE CARD ACCOMMODATION

Description:

A memory aid, such as a note card, is a testing accommodation used to support those who have documented disabilities impacting memory. It is a tool used to trigger information that a student has studied but may also have difficulty recalling due to cognitive processing disabilities, disabilities associated with memory, or disabilities associated with recall. Examples of disabilities that may affect memory include (but are not limited to):

- Acquired Brain Injury
- Psychiatric Disability
- Specific Learning Disability
- ADD/ ADHD
- Other Medical Conditions and Medications

A note card allows students to demonstrate their knowledge of course material by 'prompting' their memory, not providing the answer. This provides students with equal opportunity to demonstrate their knowledge of the course material on a quiz or exam without taxing already compromised memory function. Notecards should be procedural in content, not factual.

Note: this accommodation is not intended to reduce academic requirements or alter the standards by which academic performance is assessed. The note card will not be useful to the student unless they have studied and understand how to use or engage the information it refers to. If the student does not already understand the course material, a proper note card/ cue card will not help.

Note Card Accommodation:

- Note cards may not be larger than 5 in. x 7 in.
- Note cards must be handwritten. They may be handwritten on both sides.
- Note cards **may not include** copied pages from text books; class notes, lecture notes, or slides; open textbooks, answer sheets from other exams or practice tests; contain full and complete synopsis of course material.

Note Card Policy – Student Responsibilities

1. Students are responsible for meeting with professors at the beginning of each semester to provide them with their Accommodation Letter. Should accommodations change during the semester, students are responsible for providing updated letters to faculty.
2. Students are responsible for learning all course material, discerning which material may require “cues” or “triggers,” and for developing the cues that will appear on the note card.
3. Students are responsible for securing the instructor’s approval. **All note cards must be reviewed/ approved by faculty prior to testing.**
4. Students must provide their notecard to faculty a minimum of two days before the scheduled examination.
5. Students must indicate that they will be utilizing a note card as an accommodation when they schedule an Accommodated Exam/ Quiz/ Test through SpaceFinder. This can be indicated under “Accommodation Special Needs” along with any other Accommodated requests (e.g. a scribe, a reader, the ability to take the examination on a computer).

Note Card Policy – Faculty

Suggestions:

- The contents of the note cards are at the instructor’s discretion and are NOT intended to fundamentally alter or reduce the essential requirements of the course.
- The notecard may contain mnemonics, ideas, or associations that assist in recalling information. They may also include formulas that would enable the student to solve the problem, so long as they do not contain a fully solved problem.
- If the purpose of the test is to determine whether or not the student knows specific definitions, having those words or definitions on a card would make it an answer sheet and therefore, likely not acceptable. If the definition were shortened but not connected to specific terms, this may be allowable.
- When reviewing the note card contents with a student, consider the learning objectives or course outcomes for the class. The instructor is able to provide feedback and instruction about what can be allowed on the note card.

Responsibilities:

1. Faculty will review student’s Accommodation Letters to confirm that a note card is an authorized accommodation prior to reviewing/ approving.
2. Faculty will complete review/ approval of note cards within two days of receiving the note card from student.

3. Faculty will approve the note card by putting their signature and date of approval on the note card.
4. MMU strongly values academic integrity. In support of this, faculty is asked to **not return the signed note card to the student**. Faculty should instead **place the signed note card with the accommodated test to be provided to the SSC**.
5. Faculty may return the note card to the student after the test has been completed/ received.

Note Card Policy – Student Success Center (SSC) Responsibilities

1. Proctors will confirm that the student is eligible to use a Note Card for testing upon arrival for the Accommodated Test.
2. Proctors will provide the student with the approved note card.
3. Proctors will collect the note card at the end of the Accommodated Test and return with the examination to faculty.

Mount Mary University (MMU) is committed to providing equal opportunities in higher education to academically qualified students with disabilities. We work towards an appreciation of students' abilities through partnerships with students, faculty and staff to create a campus community that values the unique talents each person brings.

The University is committed to providing a supportive environment for students with disabilities as well as to complying with all applicable provisions of the Americans with Disabilities Act as amended (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA).

Policy adapted from Eastern Washington University and Cascadia College.

Mount Mary University, Office of Accessibility Services, 2019