

5 x 7 Cue Card Guidelines

In general:

5 x 7 card
or
Half-Sheet
One-Sided

Instructor consideration

The instructor may provide guidelines, suggestions, and recommendations for the cue sheet

A cue sheet should not contain a synopsis of course material, but rather mnemonics and formulas that would enable the student to solve the problem.

The ideal cue sheet would most likely make little sense to anyone but the specific student.

If remembering the information on the cue sheet is deemed to be an essential learning objective or outcome of the course, it should not be allowed.

Cue sheets must be reviewed and approved by the instructor.

What is a 5 x 7 Cue Card?

For students with documented long term memory disabilities, a memory cue card may be a reasonable accommodation to provide equal access during an exam. A cue card provides support to students with documented deficits in rote memory, sequencing memory, and /or long-term memory. It helps them recall information that would otherwise be inaccessible to them in a testing situation.

A student who requires a 5 x 7 Cue Card will provide SSD with documentation supporting the need for this particular aid.

Information on the memory cue card prompts the student's memory in order access stored information. It is a tool used to trigger information that the student has studied but may have difficulty recalling due to cognitive processing deficits associated with memory and recall. The cue card helps prompt the student's memory, not provide the answer. If the student does not understand the course material, a cue card will not be beneficial.

Students using the 5 x 7 cue card will be responsible for:

- ✚ Discussing the 5 x 7 cue card with the instructor before each exam
- ✚ Learning the course materials
- ✚ Deciding which information may need a cue
- ✚ Develop the cues to place on the card
- ✚ Provide the cue card to faculty at least five business days before the scheduled exam for approval

What does a 5 x 7 cue card look like?

The 5 x 7 Memory Cue Card can be handwritten or typed, one-sided. It may be a 5 x 7 card or a half-sheet of paper. It may include:

Acronyms	Tables
Names	Diagrams
Short Phrases	Sample questions without answers
Definitions	Formulas
Pictures	Key terms/word chart without definitions

Please note: A student with a visual impairment may need a larger memory aid with the same number of characters in a larger font.

If remembering specific information, such as a formula, is part of the core outcome of a course, it should NOT be included on the cue card. If however, the learning objective is to demonstrate the ability to *apply* the formula, perhaps the formula could be allowed. The cue card will be reviewed and approved by the instructor before being used for the exam.

This accommodation is not intended to reduce academic requirements or alter the standards by which academic performance is assessed.

Steps for using the 5 x 7 cue card:

1. The student schedules the exam with SSD through the AIM Portal
2. The student prepares the 5 x 7 card
3. The student submits the card at least five business days before exam to instructor
4. The instructor reviews the card, makes changes as needed and provides the card to SSD along with the exam.
5. Once the exam is completed, SSD will return both the exam and the cue card to the instructor per the instructors requested method of return.
6. If the student arrives to SSD with the 5 x 7 Cue Card, or has not received approval from the instructor, the cue card will not be allowed for the exam. SSD will not be able to reach out to the instructor for this purpose on the day of the exam.