



## Memory Aid Accommodation

Upon request by the student, DSPS will determine if the accommodation of a memory aid is an approved academic adjustment through an interactive process with the student. DSPS will consider the following when making the determination:

- The nature and extent of the student's disability.
- How the student is impacted by the disability.
- The individual needs of the student, educational functional limitations, and circumstances surrounding this request.
- Any information provided by the student recommending that they receive a memory aid.
- Relevant information in the student's college record.
- Additional documentation that the student provides.
- If this accommodation would be a fundamental alteration of the course.

### Procedures

- Once a student has been approved for this accommodation, "Memory Aid for (course name) in consultation with DSPS" will be listed on their Accommodation Form.
  - Students:
    - It is your responsibility to present your current Accommodations Form to your instructor as soon as possible, and to discuss your accommodations with them.
  - Instructors:
    - Please note that a student may present you with an Accommodation Form at any time during the semester as students are approved for accommodations *throughout* the academic year, not solely before the start of each semester.
    - Please be sure the Accommodation Form is valid for the current academic year.
    - If after reviewing this policy, you continue to have concerns about the use of a memory aid in your course (e.g., as the content expert, you feel it may interfere with the SLOs of your course), please contact DSPS immediately to consult. **You may call 949-451-5630, email [ivcdsps@ivc.edu](mailto:ivcdsps@ivc.edu), or stop by the SSC171 to schedule a consult with a DSPS counselor.**

- It is recommended that the student provide the instructor with the memory aid for editing and/or final approval at least **7 business days** prior to the exam/quiz. This means that the student will contact the instructor *well in advance* of the exam to confirm the due date for the memory aid.
- The instructor then reviews the memory aid. They notify the student, at least **4 business days** prior to the exam/quiz, as to whether or not the initial memory aid (1) *requires edits* or was (2) *approved*.
  - 1. If the memory aid requires edits, the professor:
    - Edits or removes information they deem inappropriate (i.e., if an item provides a complete answer rather than a trigger for an answer).
    - Requests that the student submit a new memory aid for review and approval at least **2 business days** prior to the exam.
  - 2. When the memory aid is approved “as is”, the professor:
    - Signs the memory aid as a mark of their approval.
    - Uploads the memory aid to the testing portal by **8 am on the exam date**.
    - Informs the student that it has been approved.
- Should a student arrive to the DSPS Testing Center (DTC 1) with a memory aid that has not been approved by their instructor, the DSPS Proctors will not allow the student to utilize the memory aid.
  - DSPS Staff will *not* contact the instructor on behalf of the student to request approval for a memory aid. This is the responsibility of the student prior to taking the exam.
- Once the student completes their exam/quiz at DTC 1, the test and memory aid will be returned to the instructor per the instructor’s requested method of return.
- Should the instructor not provide the memory aid to the testing center by 8am on the day of the exam, the student will retain the right to reschedule the exam.