



## CUEING SHEET ACCOMMODATION GUIDE

### *Accessibility Services*

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#### **CUEING SHEET ACCOMMODATION:**

- A cueing sheet is an exam accommodation for students who have a learning barrier that impacts their memory. It is not intended to provide students with test answers, but is a tool used to trigger the recall of information.
- The purpose of providing this accommodation is to give students an equal opportunity to meet the essential requirements of the course.

#### **ESSENTIAL REQUIREMENTS:**

- Essential requirements are components that cannot be removed without compromising the learning outcomes of the course or program. 'Meeting Essential Requirements' refers to the knowledge and skills that a student must acquire or demonstrate (with or without academic accommodations) to successfully meet the course learning objectives.
- Although a requirement may be essential, the learning outcome set by the course/instructor may be demonstrated through non-typical methods depending on the student's accommodation (e.g. the use of a cueing sheet).

#### **PROCEDURES FOR APPROVAL:**

1. The student registers with Accessibility Services and provides medical documentation to support a cueing sheet accommodation. The student is approved by an Accessibility Services Advisor and an accommodation letter is sent to the course instructor/program contact.
2. The cueing sheet is created by the student and then submitted to the course instructor by a mutually agreed upon deadline (e.g. a week prior to the exam). Cueing sheets are typically 1-2 pages in length, but this can vary depending on the amount of content covered in the exam. The sheet can be hand-written or typed and may include acronyms, mnemonics, short phrases, pictures, schematic designs, definitions, names, tables, charts, key terms, and formulae. If the student requires assistance in creating their cueing sheet, they can make an appointment with the AS Learning Strategist for support.
3. The Instructor reviews the cueing sheet and may choose to do any of the following:
  - a. Approve the cueing sheet as is
  - b. Assist the student in identifying what is and isn't appropriate content (i.e. remove, delete, or black out any information deemed to be a learning outcome or test answer) and make suggestions for alternative cues.

- c. Contact the student's Accessibility Services Advisor if there are concerns regarding the use of the cueing sheet affecting essential course requirements.
4. If approved, the Instructor must sign and date the cueing sheet and include it with the student's exam when delivered to the Accessibility Services Office or to Open Learning Exams. The student will not see the cueing sheet again until they write their exam.
5. Once the student has written the exam, the cueing sheet is returned to the instructor with the completed exam for marking.

Students are advised to complete their cueing sheet by the agreed upon deadline. Cueing sheets that have not been approved and submitted by the instructor, will not be allowed.

If you have any questions regarding cueing sheets, please connect with an Accessibility Services Advisor by calling 250-828-5023 or e-mailing [as@tru.ca](mailto:as@tru.ca)