



CUEING SHEET ACCOMMODATION GUIDE

Accessibility Services

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 cue 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.
- The use of a cueing sheet is an accommodation used to meet the essential requirements of an exam, while removing barriers related to memory impacts/limitations.

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 a week prior to the exam, or by a mutually agreed upon deadline. A cueing sheet is a maximum of one double-sided 8.5"x11" sheet. The sheet can be hand-written or typed, and dependant on instructor approval, might include acronyms, mnemonics, pictures, diagrams, tables, charts, key words, and formulae. If the student requires assistance in creating their cueing sheet, they can make an appointment with the AS Learning Specialist 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 test answer and not a prompt) and make suggestions for alternative cues. For example, students can have acronyms to help them remember a series of definitions, and not necessarily the definitions themselves.

- 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.