

In general

Size: 8½"x11" paper sheet

One-sided

Handwritten

If typed:

- Font size: 12
- Double-spaced

Note: students with visual impairments and/or other functional limitations may need a larger sized sheet or more than 1 page

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 does a memory cue sheet look like?

Styles of cue sheets may vary. Generally they can be hand written or typed on a large index card and up to one side of a letter-size page (8 1/2 x 11"). Typically, the memory cue sheet should be written or typed in a standard font size (i.e. 12 point font) and double spaced. **At the discretion of the professor, unless being tested on it**, a cue sheet may or may not include:

- Acronyms
- Short phrases
- Pictures
- Schematic diagrams
- Formulas
- Names
- Definitions
- Tables
- Sample questions
- Key terms/words charts

What a cue sheet is not...

A cue sheet is not meant to record all the facts, concepts or processes being tested. This means that a cue sheet should **NOT**:

- Exceed one page (single-sided)
- Include specific examples of how formulas are used
- Include "answer sheets" or complete terms and definitions of content being tested
- Include full course notes or all information from the course which is being evaluated
- Include open textbooks

PROCEDURES

1. Obtain approval for use of cue sheet from an SRC Specialist/Counselor
2. Set-up test appointments as per SRCTA Guidelines, at least 3 business days before a test.
3. Prepare a cue sheet for each test.
4. The student provides the cue sheet to the instructor approval in a timely manner
5. Prior to the test/exam, the instructor reviews the student's cue sheet and chooses one of the following options:
 - Approve the cue sheet "as is"
 - Remove (if handwritten: delete, scratch out, or black out with a marker; if in a Word document: delete) information that the instructor has deemed inappropriate are deemed to be essential criteria or learning objectives for the course.
6. When the cue sheet is approved and signed by the instructor, the instructor or the student submits it directly to SRCTA prior to the date of the test.
 - Only the mutually agreed-upon cue sheet will be allowed with the test at SRCTA. Students may not have access to other course materials, unless previously approved by the instructor.
7. If the student arrives at SRCTA with a cue sheet **NOT** approved by the instructor, the cue sheet is **NOT ALLOWED**. SRCTA staff will **NOT** contact the instructor on behalf of the student to request approval for a cue sheet. This is the responsibility of the student.
8. The completed test and cue sheet will be returned to the instructor.