



Minot State University Access Services

Note Card Accommodation

A note card is a test and/or quiz accommodation designed to assist a student whose disability affects memory and recall. A note card allows a student to demonstrate understanding of the course material by providing a prompt, without stating the answer directly. This accommodation does not remove the need for studying, rather it aids the student in retaining what has been learned.

Once the accommodation has been approved by Access Services, the student is encouraged to schedule a meeting with the instructor as quickly as possible to discuss this accommodation. Instructors can stipulate the size of the note card. The student is responsible for studying the content and determining what prompts are needed for recall. The note card content shouldn't fundamentally alter the course objectives or curriculum in any way. It is the student's responsibility to meet with the instructor at least 3 days prior to each exam to have the note card approved. Instructors are responsible for collecting the note card and providing Access Services with the approved note card. The note card can be submitted with exam instructions.

A note card should NOT include:

- material copied from books, assignments, or practice exams.
- notes or PowerPoint slides.
- summaries of course material.
- fully solved math problems.

Following are a variety of note card examples:

- Roy G Biv is a mnemonic for remembering the colors of a rainbow. Consider the exam question, *what are the colors of the rainbow?* If a student hasn't studied, this tool wouldn't be helpful in recalling a rainbow's colors. A student's note card might say: Rainbow - Roy G Biv.
- A prompt could be formed by utilizing the letters in the prompt itself. For example, if a student is developing a prompt to remember which ion is positive, the student may write cation, but the student shouldn't directly write cation is +.
- A set of formulas may be used.

If a student and instructor are having difficulty agreeing on the content of the note card, the student is responsible for contacting the Access Services Coordinator for additional guidance.