

INSTRUCTION FOR MATH MEMORY AID



1. All memory aids must be handwritten.
2. **Before** the exam, teachers must obtain the physical memory-aid template (that has the center seal embossed on it) from the exam clerk. Please note that it is only **one memory aid per student** (*i.e. if the exam request made by the teacher was for 15 students, only 15 templates will be given out. No extra copies will be given*).
3. Students must complete their memory-aids **by hand**; 1 page single-sided. Cutting and pasting of any sort is forbidden. Any form of digitization or reproduction is forbidden.
4. Preparation of the memory aid must be completed **prior** to the exam date.
5. Teachers will inspect the memory aid **prior** to the exam date. It is the teacher's duty to thoroughly verify all components of the memory aid. Once they have deemed that the memory aid has been completed appropriately, they will collect the memory aid from the student, sign the memory aid and bring the memory aid to the exam clerk. The exam clerk will then place the memory aids into the exam envelope. **Submission of memory aids are not permitted on the day of the exam. Once a teacher has submitted memory aids, they are not permitted to go into the exam envelope without the exam clerk and administration approval.**
6. If a student presents themselves for an exam and have a memory aid that **1)** is not on the original center template that bears the center seal, **2)** is not signed (*even if it was in the exam envelope and was an oversight by the teacher*) or **3)** was never submitted by the teacher (*the student brought it on their own*) they will not be permitted to use the memory aid.
7. At the end of the exam the memory aid is to be collected with the exam and archived. **Memory aids should never leave the exam room with the student.**

Please note that failure to follow any of the above guidelines will result in rendering the memory aid void, and the student will not be able to use it as a tool to help them be successful on the exam. Therefore, it is of utmost importance for all teachers to be vigilant when it comes to inspecting and approving memory aids.