



Student Visual Cue (*Note Card*) Agreement  
The University of New Mexico  
Accessibility Resource Center

Student Name: \_\_\_\_\_ Lobo ID#: \_\_\_\_\_

Test accommodations are provided to students with a documented disability in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008. In certain cases during an exam, a student's documentation warrants use of a note- card, which specifically does NOT contain answers. The use of a note card cannot alter the fundamental elements of the exam.

**Student Responsibilities and Procedures**

1. Either the student or the program specialist will talk with the instructor very early in the course about using a note card in exams that are otherwise closed-book exams. Indication of a student's preference on how to initiate this accommodation will be in effect each semester unless the student notifies ARC of a change to the procedure.
2. The student will complete a 3x5 note card and make arrangements with their instructor(s) to review the 3x5 note card prior to the test date.
3. The student will ask the instructor(s) to initial the 3x5 note card prior to taking the exam with the testing center at ARC.

**Consequences for not following the above procedure will result in not being able to use a note- card during the examination, test, etc.**

**Note:** If the instructor informs the student that he or she will not be allowed the use of a note card, the student can ask ARC to discuss the request with the instructor. If the student is dissatisfied with the decision about use of a note card, the student has the right to an appeal under UNM Business Policy 2310.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ARC Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_