

# Modification Request for Accommodation Testing Time and/or Date

Please print and deliver a copy of this to your instructor or save and email as an attachment to your instructor.

Modification Requested by:  Student  
 Baker Center  
 Instructor

Reminder: Baker Center procedure is that students take accommodation tests at the same time as test is administered in the classroom when administratively feasible.

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

Original Test Date: \_\_\_\_\_

Modified Date Request: \_\_\_\_\_

Original Test Time: \_\_\_\_\_

Modified Time Request: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

## Modification Request Response

Note – in cases where the Baker Center requests modifications and the instructor does not approve, he/she may be required to provide accommodations on his/her own.

Student Request:  Approved  Denied

BCL Request:  Approved  Denied\*

Instructor Request:  Approved  Denied\*\*

\*Instructor provides accommodations as follows:

\*\*BCL offers the following alternative time(s)/date(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Instructor Signature date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
BCL Representative Signature date

Note to Instructors: The Baker Center for Learning is normally open for testing accommodations:

Monday—Thursday 8:00 a.m. until 7:00 p.m. (must finish test by 7:00 p.m.)

Friday 8:00 a.m. until 4:00 p.m. (must finish test by 4:00 p.m.)

If the student can't complete the test during these times, please make alternate arrangements.