Student Rules and Regulations
LSU Computer Based Testing Labs

1. You must present an **Official Picture ID** with your signature (an LSU Student ID or State ID), and you must be sure that all of the information on your ID matches the user information you have supplied on the OAE website. **You will not be allowed to take an exam if you do not have your ID or if the information differs from your user information on the OAE website.**

2. The OAE has several testing labs located in Himes Hall. One is located in 102 Himes Hall. Others are located in the basement in room 52. This is actually one large lab, but it will have three sections that will utilize separate entrances into the space. **Students will need to enter the basement facility through the specific entrance indicated on the LSU scheduler. Students will not be allowed to walk through the testing lab to get to the correct areas.**

3. You are expected to report on time for your scheduled appointment. Please note: if you arrive late for your scheduled exam **you will not be allowed to test.** You will be permitted to reschedule your appointment only if time and space permit within the period of days allotted for the examination. OAE staff will not schedule students who do not take an examination before the last scheduled day of the examination. Students in this case will need to meet with the course instructor for a resolution of the missed test.

4. In order to gain access to the testing system for the first time, you will need to enter your PAWS ID as login ID and your nine-digit LSU student ID number as the password. You will be forced to change your password before you can proceed. For your protection we suggest you **DO NOT** use your PAWS password as the password on this system. You will be using this new password each time you log into the scheduler and when you take your exams.

5. Food and drinks are not allowed in the testing lab.

6. Head coverings will not to be worn in the testing lab, except those being worn for religious purposes.

7. All incidents of suspected cheating will be reported to the student’s instructor. Students are responsible for reading, understanding, and acting in accordance with the **LSU Student Code of Conduct.** Students should specifically note section 8.1 of the Code, which deals with Academic Misconduct. Please note that the testing environment is being monitored and video-recorded to ensure the fairness of the test administration.
   
   a. **Having a cell phone, pager, or other electronic device accessible at the testing station is considered an act of cheating and will be reported.**
   b. **Any attempt to remove scratch paper from the testing lab is considered an act of cheating and will be reported.**
   c. **ANY access to your personal belongings once a test session has been started is considered an act of cheating and will be reported as a violation.**
   d. **Multiple violations during one test session will be considered grounds for the termination of your test session.**
   e. **Any attempt to access any materials that are not part of your exam (including printed materials, web sites, or other electronic material) is considered an act of cheating and will be reported.**

8. Personal belongings **ARE** allowed at testing stations, but you **may not** access them once a testing session has started.

9. Disruptive behavior of any kind will not be tolerated. Students engaging in disruptive behavior will be asked to end their testing session and leave the testing lab. **(Disruptive behavior includes having a cell phone ring audibly in the testing area)** You will not be allowed to return to the testing lab without permission from your instructor.

10. Students who require special testing conditions or accommodations must make arrangements through the Office of Disability Services in 115 Johnston Hall (578-5919). Students who are granted special accommodations must present a letter of authorization from the Office of Disability Services each time they report for an exam. Please note that students are responsible for scheduling their appointment so that their total allowed testing time falls within the testing lab’s hours of operation. Students who do not adhere to this regulation will not be allowed to test.

Name: _______________________________________
(please print)

Signature: ___________________________________  Date:______________________