

## Instructions for LSUE students to schedule an exam in the LSUE Testing Center:

Go to the LSUE Testing Center Website at <http://www.lsu.edu/testing-center/>  
(or go to the main LSUE website and look under “Academics” for “Testing Center”)

Under “TESTING” choose “SCHEDULE AN EXAM”

This will bring you to the RegisterBlast Website. Then you will choose:

1. Choose a Group: LSUE Student
2. Choose a Group: Proctored Exams LSUE Students
3. Choose a Group: Choose either the 1 hour or 2 hour exam (Most regular tests are 1 hour. Most midterm and final exams are 2 hours.)
4. Choose an Exam: Look for Course, Section Number, Test Name, and Instructor. Select the appropriate test from the list.
5. Date (only available days will be displayed)
6. Time (only available times will be displayed)
7. Name, Email
8. Agree to the Exam Guideline Acknowledgement
9. LSUE Student ID Number
10. Phone Number

ADD TO CART

CHECK OUT to complete the registration process. Make sure you receive an email confirmation of your appointment.

If you do not see your exam, contact the Testing Center or your professor.

Contact information for the Testing Center:

Email address: [LSUEtesting@lsue.edu](mailto:LSUEtesting@lsue.edu)

Phone number: 337-457-6116

You must register at least 24 hours in advance. However, for the best choice of days and times, schedule early! I recommend at least 2 weeks in advance.