



Read these instructions prior to taking the LSAT.
Do NOT bring this Candidate Information Sheet to the LSAT test center.

LSAT Candidate Information Sheet

2018–2019

Keep this sheet for your records. You may need it for future reference.

■ Day of the Test

Test takers must follow LSAT regulations and all test supervisor instructions at all times.

The LSAT is confidential. All test materials, including test books, answer sheets, Writing Sample Topic Sheets, and Writing Sample Response Sheets are the property of the Law School Admission Council and must be returned to the test supervisor before dismissal from the test center. **Under no circumstances may test content or any part of the test be removed, reproduced, or disclosed by any means (e.g., hard copy, verbally, electronically) to any person or entity.** Legal action may be taken against anyone who removes test materials and/or reproduces test materials in any way, or shares LSAT test content prior to LSAC's disclosure of that test.

All candidates must bring to the LSAT test center the following: (1) your unsigned LSAT Admission Ticket that includes the photo that you uploaded through your LSAC.org account (you will provide your signature at the check-in table), (2) a valid government-issued ID that is current (or has expired within 90 days of your test date) and contains a recent and recognizable photo, (3) three or four sharpened No. 2 or HB pencils with good erasers.

Report no later than the reporting time indicated on your LSAT Admission Ticket. No candidates will be admitted after the test has begun.

LSAC strongly advises you to check the institution's website for specific directions to the test center, as well as parking information and a campus map. Internet map searches may not provide reliable information specific to the reporting location.

Test takers should not contact LSAT test center supervisors for any reason. Test takers are not permitted access to testing rooms prior to the test.

Candidates at international test centers should note the actual test date, day, and reporting time printed on your LSAT Admission Ticket.

Although the overall length of the test can be long—up to 7 hours—the actual starting time of the test may vary at different centers due to preadministrative procedures. Dress in a manner that enables you to adapt to any room temperature. Smoking is not permitted. A 15-minute break is given after section 3. Test takers may NOT leave the vicinity of the testing room during the test session or during the break, as specified by test center staff.

■ Identification

You must present a valid government-issued ID that is current (or has expired within 90 days of your test date) and contains a recent and recognizable photo. Your first and last name on your ID must **match exactly** the first and last name printed on your LSAT Admission Ticket or else you will be denied admission. Make sure all of your biographical data is consistent.

Common forms of acceptable ID include, but are not limited to

- passport book
- passport card
- driver's license
- state or province-issued ID card
- US military ID card (Common Access Card, or CAC)
- US Permanent Resident Card (Green Card)
- Canadian Permanent Resident Card
- national ID card
- consular ID card
- certain Canadian healthcare benefit cards

IMPORTANT: All of the above forms of ID, along with all other forms of ID that may be acceptable, MUST contain a recent and recognizable photo, your first and last name, and your date of

birth. The ID must sufficiently authenticate your identity to the test center supervisor. Under no circumstances will access be permitted to the test center without proper ID. If you have questions about whether your ID is acceptable, you must contact LSAC at least fourteen (14) days PRIOR to your registered test date and be prepared to submit a scanned copy of your ID for review.

The following items are **NOT** acceptable forms of ID for access to the test center: student ID, Social Security card, Social Insurance card, birth certificate, credit card (including those with photo), ID expired more than 90 days prior to your test date, photocopied ID, or employee ID (even for government employees).

Candidates testing at North American test centers who are ineligible to obtain the required government-issued ID may request LSAC's approval of alternate identification documents. To request an exception, you must contact LSAC prior to the registration deadline associated with your registered test date. Please contact LSAC by emailing LSACinfo@LSAC.org or by calling 215.968.1001 and choosing option 0 to speak to an LSAC candidate representative. Exceptions will not be made at the testing center on the day of the test.

If you do not present both [acceptable identification](#) AND the LSAT Admission Ticket (that includes the photo that you uploaded through your LSAC.org account) on the day of the test, you will be denied entrance to the testing room and will forfeit your test registration. If you are denied admission, you will not be eligible for a refund.

■ Photograph Requirements

The photo that you upload through your LSAC.org account must meet the following requirements or you will be denied entry to the test center:

- The photo must have been taken within the last six months.
- The photo must be clear, so that there can be no doubt about your identity.
- Only your face and shoulders should be included in the photo (like a passport photo).
- The uploaded photo must be a different photo from the photo that appears on the government-issued ID that you must take with you to the test center (do not scan or photograph your ID photo for uploading).
- The uploaded photo must match your appearance on the day of the test (e.g., with or without beard).

The photograph will be retained by LSAC only as long as needed to assure the authenticity of test scores and to protect the integrity of the testing process.

Go to LSAC.org for examples of **ACCEPTABLE** and **UNACCEPTABLE** photographs.

Please note: It is your responsibility to ensure that the photo image meets the LSAT photo requirements (listed above). Receiving a message that your upload was successful means that it is the correct file type and overall file size.

If you have any questions concerning the LSAT photograph requirements, please email LSACinfo@LSAC.org or call 215.968.1001. Representatives are available September to February, Monday through Friday, 8:30 AM to 6:00 PM (ET); March to August, Monday through Friday, 8:30 AM to 4:45 PM (ET).

■ Correcting Your Biographical Information

It is your responsibility to make sure all biographical information in your LSAC file is correct, accurate, and consistent (e.g., name, date of birth, Social Security/Social Insurance number, and LSAC account number). If you find an error in your biographical information, contact LSAC at 215.968.1001. Any changes to your name, date of birth, and/or Social Security/Social Insurance number must be submitted to LSAC in writing and require a signature. All requests must also include a copy of your ID for verification purposes. Requests received without a copy of your ID will

not be processed. Fax your corrections to 215.968.1119 or scan and email to LSACbio@LSAC.org or mail to LSAC, 662 Penn Street, PO Box 2000-C, Newtown, PA 18940. You must use the LSAC Biographical Changes Form, which can be downloaded at LSAC.org. Your failure to provide accurate and consistent information could result in errors, processing delays, and file reviews. Should LSAC become aware of a discrepancy in your biographical data, you will be notified in writing and asked to provide the correct data in writing. In some instances, a reporting hold may be placed on your file until the matter is resolved. You might also be asked to provide documentation to support the biographical data change.

Note: The most expeditious method of updating your address is to use your LSAC.org account.

■ **Limitations on Test Taking**

Test takers who plan to take the LSAT within 24 months of having either supervised an LSAT or worked as part of the testing staff at an LSAT administration must notify LSAC upon registering for the test. LSAC will review the request and either honor the registration or offer an alternative test center and/or date. Requests must be received no later than the registration deadline of the requested test date. Failure to abide by this requirement may result in the initiation of misconduct and irregularities proceedings.

■ **Certifying Statements**

You will be required to write and sign the certifying statement on your answer sheet and sign your LSAT Admission Ticket attesting that the person taking the test is the person whose name appears on these forms and that you are taking the test for the sole purpose of admission to law school. You will certify further that you will neither assist nor receive any assistance from any other test taker; that you will not use any notes, manuals, or other aids whatsoever; and that you will not copy or retain examination questions or transmit them in any form to any other person. You will certify that you are not taking a cell phone or other prohibited items into the testing center. **Failure to sign your LSAT Admission Ticket and answer sheet or to complete the certifying statement, or modifying the certifying statement in any way, will result in a hold on your LSAC file and possibly a delay in reporting your score.**

■ **Prohibited Electronic Devices**

LSAC has adopted a no-tolerance policy with regard to possession of electronic devices. **Under no circumstances are test takers permitted to bring an electronic device into the test center.** Electronic devices include, but are not limited to, timers of any kind (digital or nondigital), electronic cigarettes, fitness-tracking devices, digital watches, alarm watches, beeping watches, calculator watches, chronograph watches (digital or nondigital), cell phones, beepers, pagers, personal digital assistants (PDAs), personal computers, calculators, photographic or recording devices, listening devices, headsets, and iPods or other media players. If you are discovered in possession of (or using) any electronic device, including cell phones, you will be issued an LSAT Violation Notice and will be dismissed from the test center. Such violations will be grounds for score cancellation, and you may be subject to an LSAC investigation. This policy will be enforced from the time test takers arrive at the test center until they leave at the conclusion of the test—including the break. LSAC and test center staff assume no responsibility for personal items. Test supervisors and their staff are advised **not** to hold such items.

■ **Prohibited Nonelectronic Devices**

You may not bring into the test center or use any of the following: timers of any kind (digital or nondigital), books, dictionaries, papers of any kind, rulers, mechanical pencils, mechanical erasers or erasers with sleeves, ink pens or felt-tip markers, briefcases, handbags, backpacks of any kind, or earplugs. Hats/hoods (except religious apparel) may not be worn on the head. Sunglasses may not be worn. Candidates who bring prohibited nonelectronic items into the test center will be subject to the confiscation of such items by the supervisor. An LSAT Violation Notice will be issued by test center staff.

■ **Weapons or Firearms—Immediate Dismissal**

Possession of weapons or firearms of any kind by test takers is grounds for immediate dismissal and shall be reported to LSAC for investigation.

■ **Permitted in the Testing Center (must be stored under the chair and may be accessed ONLY during the break)**

You may bring into the testing center a clear plastic ziplock bag

(maximum size: 1 gallon/3.79 liters) containing ONLY the following items: valid ID, wallet, keys, feminine hygiene/medical products, No. 2 or HB wooden pencils, a highlighter, an eraser (no erasers with sleeves), pencil sharpener, tissues, beverage in a plastic container or juice box (maximum size: 20 oz/591 ml) (no aluminum cans or glass containers), and snack for break only. All items must fit in the ziplock bag such that the bag can be sealed. Test takers are permitted to wear an analog (**nondigital**) wristwatch.

■ **Permitted on Desktop**

Test takers may have **ONLY** the following items on the desktop: tissues, valid ID, LSAT Admission Ticket (prior to being collected), No. 2 or HB wooden pencils, erasers without sleeves, pencil sharpener, highlighter, and analog (**nondigital**) wristwatch.

Beverage and snack are **NOT** permitted on the desktop and may be accessed only during the break.

■ **Use of Scratch Paper**

Scratch paper is not permitted for any of the five sections of the test, nor may pages or parts of pages be torn from the test book. You may, however, use the blank spaces available in the section on which you are working for any notes or diagrams you wish to make for answering a test question. The LSAT Writing Sample Topic Sheet contains two areas of scratch paper. The LSAT Writing Sample Topic Sheet will be collected. Notes made on the scratch paper will not be reproduced for law schools. Under no circumstances may any notes be removed from the test room or copied onto an eraser or any personal item.

■ **Restrooms**

Use the restroom before checking in; once you are checked in, you will not be permitted to leave until the start of section 1. If you must use the restroom during the test, raise your hand, and wait for permission to leave the room. All test materials will be collected and held until you return. You will not be given extra test time for time lost during your absence in the restroom. Only one person at a time is permitted to leave the testing room and **WILL** be accompanied by a proctor. Test takers who are granted permission to use the restroom during the test must go directly to the restroom and must return to the testing room without visiting any other area of the test center. No one may leave the vicinity of the test center, including exiting the building.

■ **Test Timing**

The LSAT consists of five separately timed sections of 35 minutes each. During the time allowed for each section, you may work on that section only. Once time has been called, all pencils are to be put down and no more marks or erasures are to be made on the answer sheet. You may not start a section until instructed by the supervisor to do so. You must put down your pencil immediately when instructed by the supervisor to do so. At no time are you permitted to return to any earlier section on your answer sheet for any purpose. You are also prohibited from paging back or ahead to any other section in the test book. You must keep your test book and answer sheet flat on the writing surface where you are seated. The writing sample portion of the test lasts 35 minutes. The writing sample is a required part of the LSAT, and must be completed each time you take the test. **Failure to follow any supervisor's instructions may result in your dismissal from the test center and/or the initiation of misconduct and irregularity proceedings.**

You may take an analog (nondigital) wristwatch to the test center. No other timepieces—including electronic timers or chronographs (digital or nondigital)—are allowed. **The official time will be kept by the supervisor.** He or she will announce when five (5) minutes remain before the end of each section, including the writing sample. At the conclusion of the test, you may not leave until all test materials have been collected and accounted for.

■ **Violations of Test Center Procedures**

If you engage in any violation of test center procedures during the test or the break—including, but not limited to, possessing prohibited items; creating a disturbance; cheating; erasing, marking, working on, or reading the test during a time not authorized by the supervisor; removing test materials or notes from the testing room; failing to follow the directions of test center staff; using any communication equipment such as pay phones, fax machines, or computers of any kind; or other offenses—you will be given a warning and/or be dismissed from the test center, and may be subject to an LSAC investigation. Supervisors will report to LSAC any violation of test center procedures that occurs during the administration.

A copy of an LSAT Violation Notice will be issued and a copy will be submitted to LSAC. Some violations of test center procedures are subject to score cancellation policies.

■ Rest Break

A 15-minute break is given after section 3. All test materials will be collected before test takers are dismissed for the break. No one may leave the vicinity of the test center, as defined by the room supervisor. No one may exit the building until the end of the test. **Cell phones and other prohibited items may not be accessed during the break. Snacks and beverages are permitted only during the scheduled rest break.** Consuming food or beverages in the testing room at any other time is distracting for other examinees and is not permitted. Please keep your identification with you at all times; you will be asked to present it before the test resumes.

■ Decision Not to Complete the Test/Illness

If you become ill during any part of the test, you may decide not to complete the LSAT. If you decide not to complete the test, raise your hand and wait for permission to leave. All of your test materials will be collected before you leave the room. If you leave the testing room due to illness or for any other reason and decide not to complete the test, you will not be permitted to re-enter the testing room for any reason. **Your score will not be canceled automatically if you leave the test early.** All cancellation requests must be **submitted via your online account** to LSAC within six (6) calendar days after the test.

■ LSAT Score Cancellations

LSAC will no longer process written cancellation requests. Score cancellations must be submitted utilizing the [LSAC.org](https://lsac.org) account option.

Online Score Cancellation. The LSAT Score Cancellation option will be available beginning at midnight (12:00 AM ET) on the day following the actual test date and will remain accessible for six calendar days. The LSAT Score Cancellation option will expire at 11:59:59 PM ET on the sixth day. The score cancellation option can be found under the LSAT tab and the subheading LSAT Status, in the Administration Date column under the test date. After you have confirmed your intention to cancel the score, your LSAT score will be canceled for the applicable administration. Online score cancellation requests are irreversible and cannot be rescinded.

■ Test Center Problems/Complaints

LSAC administers the LSAT at hundreds of locations around the world. Although LSAC staff and local supervisors (who are not LSAC employees) make every effort to provide a suitable test-taking environment, LSAC cannot guarantee that conditions will be optimal at all testing sites. In no case will LSAC be held responsible for test center conditions beyond its control. If you encounter a problem during the test administration, report it to the supervisor; however, informing the supervisor is not sufficient. You must also follow up your complaint by writing to LSAC at 662 Penn Street, Box 2000-T, Newtown, PA 18940; emailing to LSACinfo@LSAC.org, or faxing to 215.968.1277. **Your complaint must be received within six (6) calendar days after the administration.** It is your responsibility to keep proof of **LSAC's receipt of your complaint.** However, no such proof of receipt will be accepted beyond fourteen (14) calendar days after the test. Indicate "Test Center Complaint" in the subject line and include your name, address, LSAC account number, the last four digits of your Social Security/Social Insurance number, the test center name, and the building or room in which you were tested, if known. Be aware that the availability of your LSAT score may be delayed pending the review of your complaint. If you witness or suspect a security violation before, during, or after the test, email testsecurity@LSAC.org.

■ LSAT Candidate Report

If you have an [LSAC.org](https://lsac.org) account, you will automatically receive your LSAT score by email. The score report and related test documents will also be available in your online account. You must keep your email and mailing addresses in your LSAC file current to ensure the proper delivery of your score. At times, score reports may be delayed due to circumstances such as file holds, late receipt of answer sheets, and so on.

Note: Nondisclosed Tests—All test administrations at LSAT test centers outside the US, Canada, and the Caribbean; all Sabbath observer administrations; and all special administrations are nondisclosed. See [LSAC.org](https://lsac.org) for a complete schedule of disclosed and nondisclosed test administrations. Test takers at nondisclosed administrations will receive only their LSAT score and *not* test disclosure information, such as a copy of the test questions, a list of the correct and the credited responses, a copy of their answer sheet, and the score-conversion table.

18-19

5/4/18