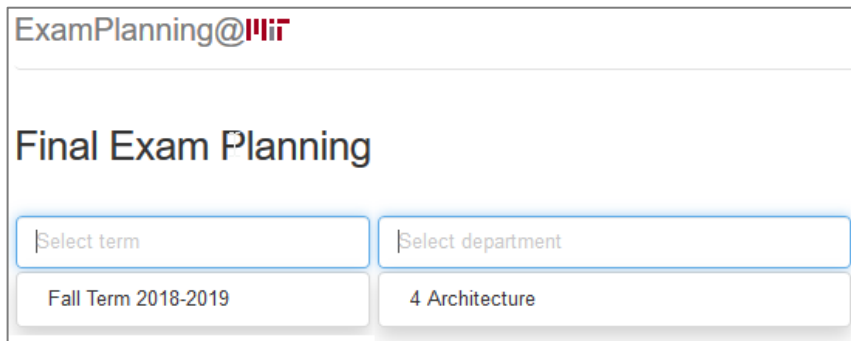


Final Exam Request Form How-To

A form needs to be submitted for every class whether or not it will hold a final exam/review.

1. Go to <https://examplan.mit.edu/#/ExamPlanning> and select the **term** and **Department** in the dropdowns.



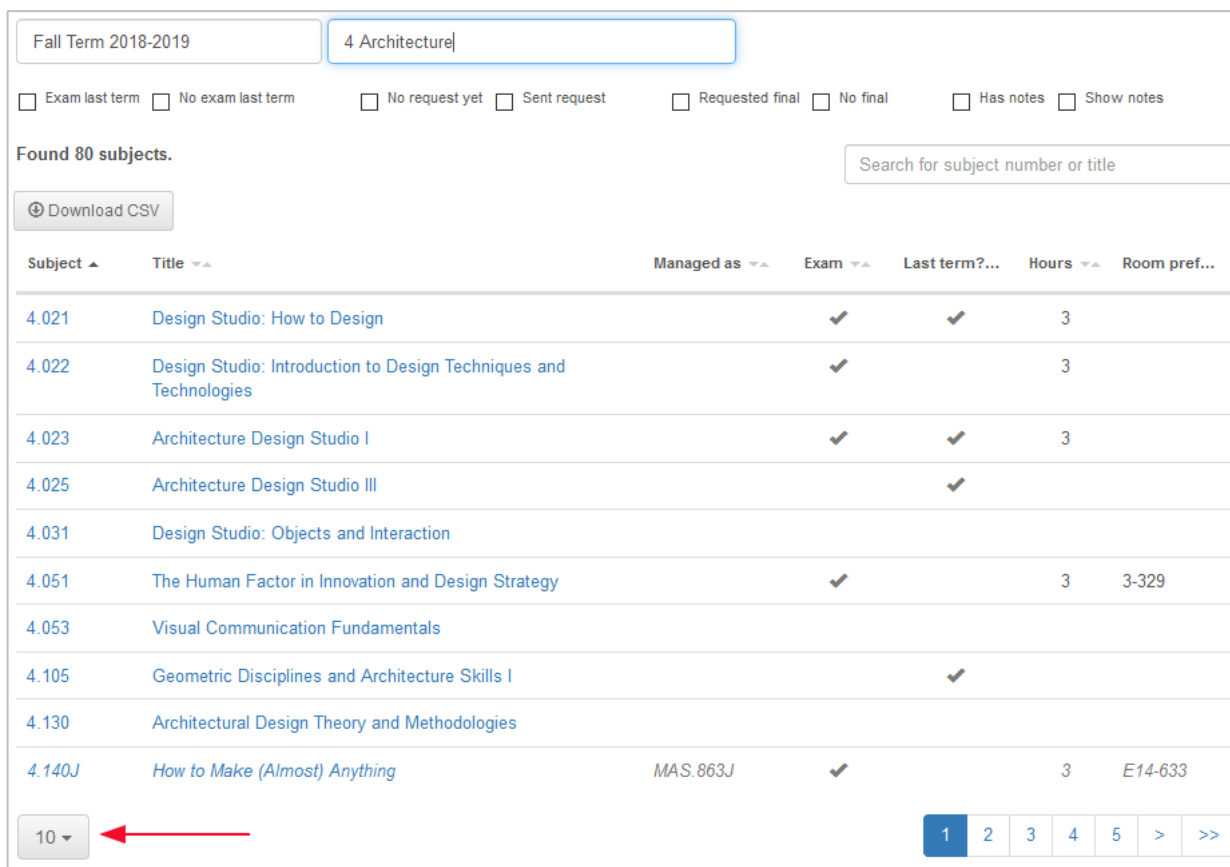
ExamPlanning@MIT

Final Exam Planning

Select term: Fall Term 2018-2019

Select department: 4 Architecture

2. You will then see a short list of the term's classes. If your course number isn't in this initial screen, **click the button in the lower left that says "10"** and select an option of how many records to show (10, 20, 50, All)



Fall Term 2018-2019 4 Architecture

☐ Exam last term ☐ No exam last term ☐ No request yet ☐ Sent request ☐ Requested final ☐ No final ☐ Has notes ☐ Show notes

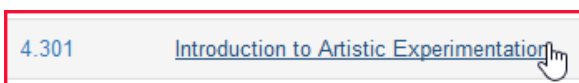
Found 80 subjects. Search for subject number or title

Download CSV

Subject ▲	Title ▼▲	Managed as ▼▲	Exam ▼▲	Last term?...	Hours ▼▲	Room pref...
4.021	Design Studio: How to Design		✓	✓	3	
4.022	Design Studio: Introduction to Design Techniques and Technologies		✓		3	
4.023	Architecture Design Studio I		✓	✓	3	
4.025	Architecture Design Studio III			✓		
4.031	Design Studio: Objects and Interaction					
4.051	The Human Factor in Innovation and Design Strategy		✓		3	3-329
4.053	Visual Communication Fundamentals					
4.105	Geometric Disciplines and Architecture Skills I			✓		
4.130	Architectural Design Theory and Methodologies					
4.140J	How to Make (Almost) Anything	MAS.863J	✓		3	E14-633

10 1 2 3 4 5 > >>

3. Find the class and **click on the title**



4.301 Introduction to Artistic Experimentation

(continues next page)

4.301: Introduction to Artistic Experimentation

[« Back to list](#)

Last edited by miller_t on 6/21/2018 at 1:07 PM

Will this subject have a final exam for Fall Term 2018-2019?

☒ No ☐ Yes

Submit

[« Back to list](#)

4. “**No Exam**” Scenario: Select **NO**

4.301: Introduction to Artistic Experimentation

[« Back to list](#)

Will this subject have a final exam for Fall Term 2018-2019?

☒ No ☐ Yes

Submit

5. If you select “No” the screen refreshes and shows the **same question again** for some reason, so select “No”

ExamPlanning@MIT

[Help](#) miller_t

Note: Deadline for data entry for 2019FA final exams is 08/24/2018.

Your submission was successful. The final exam schedule is published the 3rd week of the term.

6. This **confirmation** of the submission appears at the top of the page.

If the subject **WILL** have an exam, go through steps 1-4 as above. The screen below appears.

Will this subject have a final exam for Fall Term 2018-2019?

☐ No ☒ Yes ☐ 1 hour ☐ 1.5 hour ☐ 2 hour ☒ 3 hour

☒ I prefer to hold the final exam in the room where classes were held (E15-283A)

☐ I would like to use another room

In the event of a conflict, I want to schedule the conflict exam

☐ before my exam period

☐ after my exam period

☐ on the same day as my exam period

Additional notes/preferences

Submit

5. **Yes Scenario:** Select if you want to hold the exam in the assigned classroom for the term or would like a different room.

6. If a student has a **conflict** (if there are conflicts with another exam a student will take, we are notified Registrar’s Office). You need to enter whether you want to hold conflict exams before the scheduled date/time of the exam, after or on the same day.

You can also add notes if necessary although I usually add them as I know if there is a special room issue, etc.

7. **Submit!**