Final Exam Application – Quick Card

About the Application
The Final Exam App allows department representatives and primary and secondary instructors to submit and maintain their subjects’ final exam requests. Departments will be notified by email when the App is available for the next term. The final exam request due date will be displayed within the App. Final exams are scheduled and posted in the third week of the term.

Columns include Subject Number, Title, Managed As, Exam, Last Like Term, Hours, and Classroom Preference, and checkmarks indicate relevant information regarding your submissions.

- Managed as allows you to view linked subjects. Only the Master Subject can submit final exam preferences.
- A checkmark in the Exam column indicates that a final exam request form has been submitted for the current term.
- The Ø symbol indicates that a subject is not having an exam this term.
- A red asterisk indicates that a request has not been submitted after the due date for the current term, which will be displayed within the App.
- Last like term column indicates that the same final exam information applies from a previous term (i.e. 2018FA → 2019FA and 2018SP → 2019SP).

Check boxes across the top allow you to filter your subjects by various criteria:

- Exam Last Term or No Exam Last Term
- No request yet or Sent request
- Exam or No Exam

Enter and submit your final exam details
1. To locate the final exam request forms select the Subject Classroom Planning button on the Classrooms@MIT main page. At the top of the following page, select Tools and then Final Exam Planning to navigate to the Final Exam Planning website. Only department representatives and the subject’s current primary and secondary instructors will have permission to access the form.
2. Select the desired term to display a list of subjects offered in your department. The dropdown will automatically default to your department.
3. Select a subject and follow the on-screen prompts to enter and submit your subject’s final exam information. Note the expanded view at the bottom of the page.
4. If the subject is having a final exam, enter the exam length and location preference and note any conflict exam information.
5. If the subject is not having an exam, select No Exam.
6. Enter additional requirements and information that you wish to share with the Registrar’s Office in the additional notes and preferences box at the bottom of the form.
7. When you are ready, click Submit Request at the bottom of the page. An on-screen message will tell you that your submission was successful.
8. Instructors will be notified by email of their subject’s exam schedule in the third week of the semester.

Revise a final exam request
1. Click into your subject and edit details prior to the request due date.
2. An on-screen message will tell you that your submission was successful.

Questions? Write to schedules@mit.edu or call (617) 253-4788.