## 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](https://examplan.mit.edu/#/ExamPlanning) and select the **term** and **Department** in the dropdowns.

![Exam Planning Screenshot](image)

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)

![Class List Screenshot](image)

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

   ![Course Title](image)

(continues next page)
4. “No Exam” Scenario: Select NO

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

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.

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!