

Master of Engineering

Schedule Your Final Exam/Evaluation

Fall 2021 - Degree Conferral



COLLEGE OF ENGINEERING
COMPUTER SCIENCE
VIRGINIA TECH.

MEng CS Final Exam/Evaluation

ALL GRADUATE STUDENTS MUST schedule a final exam/evaluation in the VT Graduate School Approval System (ESS). **Virginia Tech will NOT CONFER YOUR DEGREE** if you do not schedule a final exam/evaluation.

The MEng CS program does **NOT HAVE A FINAL EXAM**. What you are actually scheduling is an **administrative trigger** to the Graduate School to review your record for graduation. For MEng CS students the **final evaluation is for degree verification purposes only**. Please do **NOT** report in person at the scheduled time.

Please follow the specific instructions below to schedule your final exam/evaluation in the VT ESS system. The **window to schedule the exam is November 1 - 30, 2021**.

1. Please submit the [MEng CS Department Exit Query](#)
2. Students must have a Plan of Study approved by the Graduate School
3. Simultaneous degree students must submit a [Request to Admit Candidate to Final Exam](#)
4. Use recommended browsers: Firefox, Google Chrome, or Safari
5. Go to VT's ESS System: <https://ess.graduateschool.vt.edu/pages/login.php>
6. Use the **"click here"** link to login with 2-factor authentication
7. At right side of screen **"Create Final Exam/Evaluation Request"**
8. Enter Exam/Evaluation Date as **December 20, 2021**
9. Enter Exam/Evaluation Time as **8:00 a.m.**
10. Building: Type **"UVA"** in box. Select from the drop-down menu **"VT-UVA Northern VA Center"** for Blacksburg and NVC students
11. Room Number: Select **"Room 309 VT-UVA Northern VA Center"** for Blacksburg and NVC students
12. Check the box confirming that you are enrolled for evaluation term
13. Confirm that your student information is correct
14. If student information is incorrect, go to Hokie SPA to correct your personal information
15. **SAVE** the evaluation request (bottom right corner)
16. **REVIEW** and **SUBMIT** your request (bottom right corner) to the Graduate School

NOTE: You may receive a confirmation screen that says you will be graduating in a different term (not Fall 2021.) **Disregard this notice.** Non-thesis exams are scheduled after grades are due, which has the exams falling outside of the current semester. Please be assured that your MEng CS degree is being reviewed for conferral in Fall 2021.

REMEMBER: THERE IS NO TEST. Do **NOT** report in person on **December 20, 2021 at 8:00 a.m.**

If you have any questions or problems with scheduling, email: samanthap@vt.edu.