



NBME[®] SELF-ASSESSMENT SERVICES

VOUCHER PROGRAM GUIDE

High quality self-assessment tools
for medical schools, residency programs,
and medical education organizations



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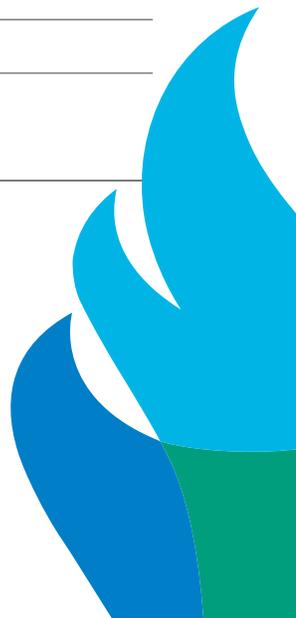
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OVERVIEW

Background

The NBME Self-Assessment Services Voucher Program is offered to medical schools, residency programs, and medical education organizations interested in purchasing self-assessments for their students.

Institutions are able to:

- ▶ Order vouchers for self-assessments through MyNBME® Services Portal ordering system
- ▶ Assign a specific form number to voucher IDs
- ▶ Download prepaid voucher IDs and distribute them to students so they can request a self-assessment
- ▶ Track the redemption of vouchers (redeemed versus unredeemed)
- ▶ Track voucher expiration
- ▶ Monitor the completion of self-assessments (launched or completed)
- ▶ View performance feedback for completed self-assessments

Self-Assessment Services

Self-Assessment Services are available to both domestic and international medical students and graduates.

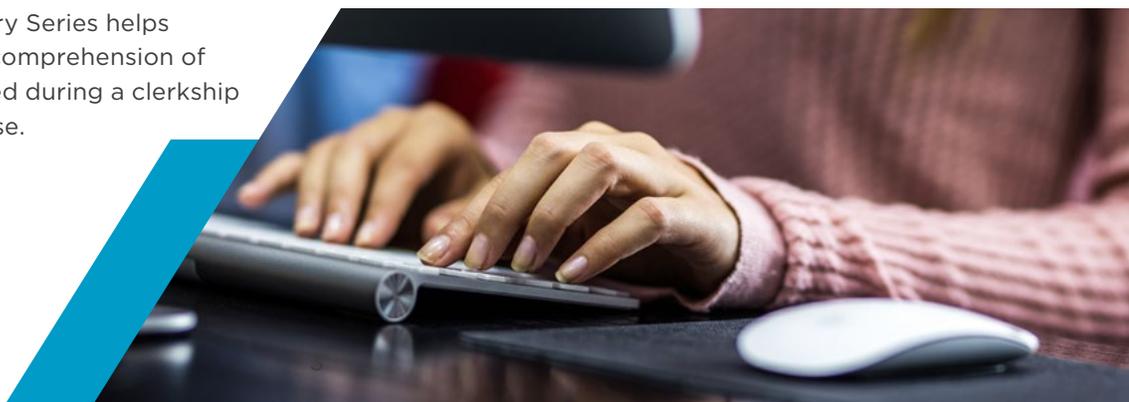
Web-based self-assessments include the following:

- ▶ Comprehensive Basic Science, Clinical Science, and Clinical Medicine Self-Assessments allow examinees to evaluate their readiness to take the United States Medical Licensing Examination® (USMLE®) Step 1, Step 2 Clinical Knowledge (CK), and Step 3 examinations.
- ▶ The Clinical Science Mastery Series helps examinees to gauge their comprehension of the clinical sciences covered during a clerkship or medical education course.

- ▶ Self-assessments for the International Foundations of Medicine® (IFOM®) Clinical Science Examination are for examinees preparing to take that exam or for anyone wishing to evaluate medical knowledge and understanding of clinical science considered essential internationally for the provision of safe and effective patient care.

Ownership and Copyright

The self-assessments are owned and copyrighted by NBME. Participants may not transfer or reproduce self-assessment materials in any way without permission from NBME. Any unauthorized transfer or reproduction of these materials, by any means, including but not limited to, storage in a retrieval system, transmission, printing, memorization, or distribution is strictly prohibited. If NBME believes that any participant has engaged in or is engaging in the foregoing behavior, NBME reserves the right to take any and all further action necessary to protect the integrity of the examination, including but not limited to notifying the participant's medical school or residency program of the suspected unauthorized disclosure of copyrighted materials and taking legal action. Any actions taken by a medical school or residency program on the basis of such information are completely the responsibility of the medical school or residency program. See [full disclaimer](#).



Terms, Conditions and Disclaimers

The material presented in the self-assessments is provided by NBME for educational purposes only. The self-assessments are not intended to predict performance on the USMLE or the NBME® Subject Examinations. Rather, the self-assessments are intended to be used as a tool to determine a participant's strengths and weaknesses in general topic areas.

Performance Feedback Reports

Students Accessing Performance Feedback Reports

Participants receive immediate feedback in the form of performance profiles that indicate relative strengths and weaknesses in general topic areas. These reports can be accessed and downloaded by the participant on their MyNBME account.

Performance feedback for the Comprehensive Basic Science Self-Assessments includes:

- ▶ A total equated percent correct score (EPC) and content area EPCs that represent the percentage of content mastered on the overall exam and on the content areas
- ▶ The estimated probability of passing Step 1 if you test within a week (i.e., with a similar level of knowledge)
- ▶ Information about where your CBSSA score is located relative to the low-pass range on Step 1
- ▶ Information about your likely score range if you test again without learning or forgetting anything
- ▶ The ability for you to review answer explanations for all items
- ▶ Diagnostic feedback that highlights areas of strengths and weaknesses relative to a USMLE comparison group
- ▶ Longitudinal feedback provided when multiple assessments are completed

Performance feedback for the Comprehensive Clinical Science Self-Assessments includes:

- ▶ An assessment score on the same score scale as Step 2 CK
- ▶ Performance explanations and illustrations that align with the USMLE Step 2 CK Score Report
- ▶ Diagnostic feedback that highlights areas of strengths and weaknesses relative to overall performance
- ▶ Diagnostic feedback that highlights areas of strengths and weaknesses relative to a USMLE comparison group
- ▶ The ability for you to review answer explanations for all items

Performance feedback for the Comprehensive Clinical Medicine Self-Assessments includes:

- ▶ The ability for you to review answer explanations for all items
- ▶ Diagnostic feedback that highlights areas of strengths and weaknesses relative to borderline performance

Performance feedback for the Clinical Science Mastery Series includes:

- ▶ A score interpretation guide that will help you approximate a Subject Examination score
- ▶ The ability to review answer explanations for all items
- ▶ Longitudinal feedback is provided when multiple assessments are completed

Performance feedback for the IFOM Clinical Science Self-Assessment includes:

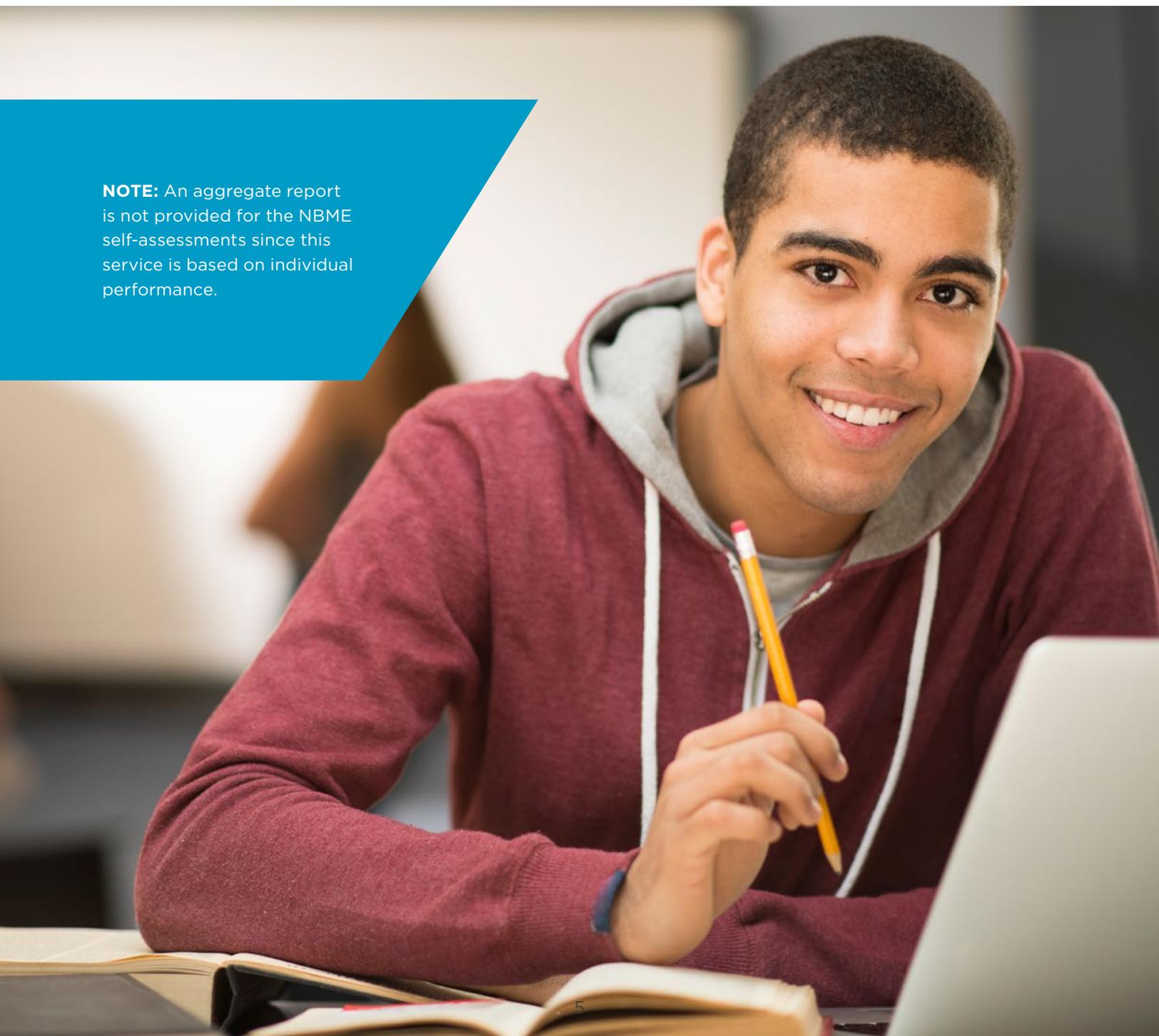
- ▶ A performance summary containing a total score and a list of all questions on the self-assessment with the correct answer displayed, by content category
- ▶ A score interpretation guide that includes a conversion table that a participant can use to “translate” the self-assessment score to an approximate score on the International Foundations of Medicine Clinical Science Examination score scale

Institutions Accessing Performance Feedback Reports

Institutions will be able to view performance feedback for completed self-assessments by accessing the Redeemed link in the VIP system. However, it will take up to 24 hours for the feedback results to be posted to the system. If feedback is unavailable, confirm the examinee ended their session. See last page of this guide for more details.

[MyNBME Services Portal](#) users will be able to view the examinee name, voucher ID used, form selected, timing mode, and scaled score. When users click on the View link, they can view and download performance feedback reports in a PDF format. Users can also download the information they see on screen (excluding the PDF report) by clicking on the Excel icon.

NOTE: An aggregate report is not provided for the NBME self-assessments since this service is based on individual performance.



VOUCHER ORDERING

The [MyNBME Services Portal](#) is a secure website and a primary source for authorized users to obtain information about their students for a variety of activities related to the USMLE, Subject Examinations, IFOM, Self-Assessment Voucher Program, and other services.

Each medical school has at least one User Account Administrator who is responsible for assigning users the privileges they need to access areas of the portal appropriate for their responsibilities. The User Account Administrator must assign users the Purchase and Voucher Administration permissions to order vouchers and access the Manage Self-Assessment Vouchers link, which houses the Voucher Information Program system.

Billing Account Setup

Self-assessment vouchers are ordered through the MyNBME Services Portal. The store within the portal will allow you to shop for a variety of NBME services. Users will not be able to place an order if they do not have access to a billing account. Institution User Account Administrators can create institution billing accounts and assign local users access to them. NBME Account Administrators can do the same for residency programs and medical organizations.

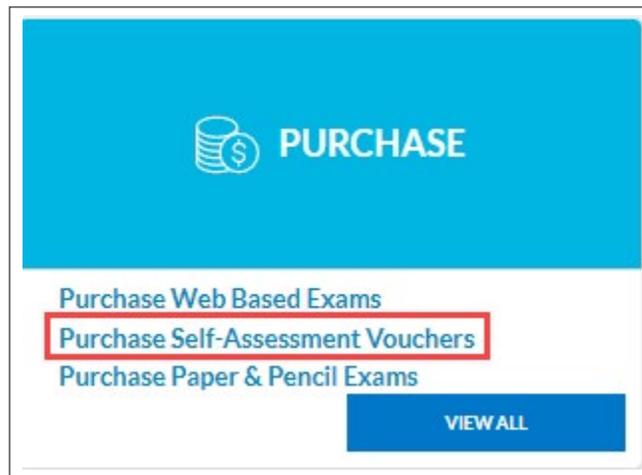
NBME requires that an institution billing account be set up for the purposes of placing an order and applying credit.

NOTE:

NBME Account Administrators are responsible for creating user accounts for residency programs and medical organizations as well as assigning user privileges to the Self-Assessment Voucher Service.



The store can be accessed from the Home page of the portal, click on the Purchase Self-Assessment Vouchers link within the Purchase section.



After entering the store, users will be able to browse the product catalog, view product details, quick add a product to their cart, submit an order, access order history, as well as view and download invoices and credit memos. Click here for [self-assessment voucher fees](#).

Product Catalog

NBME Self-Assessment Vouchers and IFOM Paper Exams are offered through the Product Catalog shown on this page. Web-based Exams will continue to be ordered through the NBME Ordering System which can be accessed by clicking the ORDER WEB-BASED EXAMS button below.

Web-Based Exams

Purchase and manage Subject Exams, Customized Assessments, and International Foundations of Medicine® (IFOM®) web-based exams.

[ORDER WEB BASED EXAMS >](#)

Self-Assessment Vouchers

Purchase self-assessment vouchers for students preparing to take an NBME exam. Receive a 10% discount with a purchase of 50 or more vouchers.

[VIEW VOUCHER CATALOG >](#)

Order History

View recent Voucher/IFOM Paper Exam Orders in the Order History on the Billing page.

[VIEW BILLING >](#)

1 - 14 of 14 Items

Filters

[Clear All](#)

Category

Products

Vouchers (14)

Vouchers Clinical Science Mastery

Any Clinical Subject Self-Assessment Voucher

[ADD](#) [VIEW DETAILS >](#)

Vouchers Comprehensive

Basic Science Self-Assessment Voucher

[ADD](#) [VIEW DETAILS >](#)

Vouchers Comprehensive

Clinical Medicine Self-Assessment Voucher

[ADD](#) [VIEW DETAILS >](#)

Payment Methods

Payment for services may be made by:

- ▶ Credit card (Visa, Mastercard and American Express)
- ▶ Check
- ▶ Wire transfer
- ▶ Available credit (Institution account with a credit balance)

You will have the ability to apply one or more credits to an order during payment and select an additional payment method for any remaining balance due.

There is an automatic application of 10% discount when ordering more than 50 total vouchers on one order.

Self-assessment vouchers ordered with a credit card or account credit are usually available within 15 minutes of order placement. When using account credit, the credit must be equal to or less than the balance due. Payments cannot be split into two different payment methods. Payment methods cannot be changed once the order is submitted. If payment is remitted with a check or wire, the vouchers will not be made available until the order is paid in full.

A confirmation e-mail with an invoice is provided immediately after order submission. Users can view all current and past order history from the order history tab.

NOTE: Self-assessment vouchers is the first product to be integrated with the MyNBME Services Portal. NBME Subject Examinations are currently ordered through a separate platform, therefore funds cannot be transferred from one platform to another.

User Account Administrators and staff with permissions to order vouchers can review account credit by accessing the Billing page.

The screenshot displays the MyNBME Billing page. At the top, it shows the user is browsing as 'Account B-0003251 Primary-Primary for Test Purpose' with an account credit of \$0.00. There are links for 'MANAGE ACCOUNTS' and 'SWITCH BILLING ACCOUNT'. The main heading is 'Billing', with a sub-heading 'View and manage your billing accounts, invoices, and order and payment histories below.' Below this, there is a section for 'Billing Accounts for WEB-BASED EXAMS' with a 'VIEW/MANAGE/MAKE PAYMENTS >' button. To the left, under 'Account Statements for Vouchers/IFOM Paper Exams', there is a table for 'Primary-Primary for Test Purpose' showing a total balance due of \$20.00 and total credits available of \$0.00, with a 'VIEW ACCOUNT STATEMENTS' button. To the right, under 'Recent Open Invoices for Vouchers/IFOM Paper Exams', there is a 'VIEW ALL INVOICES' button and a table with one row of invoice data.

Order ID	Invoice ID	Date	Balance Due
0B-00001401	202063835	11/11/2022	\$20.00

Order Cancellations

Order cancellations may be made through the MyNBME Services Portal. After users access the Order History page, they will be able to click on the order number and select the Cancel button. However, if the order has been fulfilled and the vouchers have been generated, users will not be able to select this option. They will need to submit a cancellation request to support@nbme.org.

Billing Account Credit

Vouchers are good for one year from the NBME date of issue. Institutions will receive credit for unused vouchers. This credit is applied to the billing account once the vouchers have expired. The credit may then be used toward new orders.

Account Statements for Vouchers/IFOM Paper Exams

Primary (000020)

Total balance due \$250.00	Total credits available \$0.00
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[VIEW ACCOUNT STATEMENTS](#)

Recent Open Invoices for Vouchers/IFOM Paper Exams

[VIEW ALL INVOICES](#)

Order History for Vouchers/IFOM Paper Exams

Order OB-00003401 Order date: 11/18/2022 Purchaser: donna mento Order amount: \$60.00 Original order ID: Order reference/PO number: [VIEW DETAILS >](#)

Product category	Product name	Quantity	Exam date	Voucher order ID	Fulfilled date
Vouchers	Basic Science Self-Assessment Voucher	1		OB-00003401-1	11/21/2022

Order OB-00003400 Order date: 11/18/2022 Purchaser: donna mento Order amount: \$90.00 Original order ID: Order reference/PO number: [VIEW DETAILS >](#)

Product category	Product name	Quantity	Exam date	Voucher order ID	Fulfilled date
IFOM	Basic Science Spanish	1	12/29/2022		
Vouchers	Any Clinical Subject Self-Assessment Voucher	2			

VOUCHER INFORMATION PROGRAM (VIP)

The VIP system allows institutions to assign a form to vouchers, download and distribute voucher IDs to students, track voucher activity, monitor completion of assessments, and view performance reports.

When users access VIP, they will see a Voucher Order History page and by default be able to access voucher IDs for orders they have placed. Users have the option to select All Vouchers from the Select View drop-down menu located in the left-hand corner above the voucher history table to view the entire voucher order history of their institution.

Voucher Order History							
Select View	My Vouchers						
NBME Store Order	Voucher Order ID	Order Date	Quantity	Description	Start Date	End Date	View / Download Vouchers
	GF001942	05/02/2014	1	Comprehensive Clinical Medicine Self-Assessment details	05/02/2014	05/02/2015	Redeemed (1) Not Redeemed (0)
	HT001941	05/01/2014	150	Any Exam details	05/01/2014	05/01/2015	Redeemed (0) Not Redeemed (150)
	LT001933	04/29/2014	1	Comprehensive Basic Science details	04/29/2014	04/29/2015	Redeemed (1) Not Redeemed (0)
	DJ001665	02/05/2014	2	Any Exam details	02/05/2014	02/05/2015	Redeemed (1) Not Redeemed (1)



The Not Redeemed link associated with an order allows a user to view unused voucher IDs and their end or expiration date. The Redeemed link will allow a user to track voucher activity – examinee name, voucher ID used, self-assessment status (launched versus completed), form selected, timing mode, scaled score, and a performance feedback report.

Form Assignment

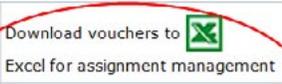
All vouchers are processed without a form designation. However, the institution has the capability to assign a specific form to voucher IDs through the VIP system. A drop-down menu will provide the number of the forms available; the higher the form numbers, the more current. Located within VIP, under the General Instructions drop-down menu, are instructions for form assignment.

Download and Distribution of Voucher IDs

After users click on the Not Redeemed link to view their voucher IDs, they can select the PDF icon in the right-hand corner. This feature will allow users to download and merge voucher IDs with redemption instructions into a PDF. Institutions may then distribute a voucher ID along with instructions to each examinee. Users also have the option to download voucher IDs into a spreadsheet by selecting the Excel icon.

Vouchers are good for one year from the NBME date of issue. Institutions will receive credit for unused, expired vouchers associated with orders submitted through the NBME store. This credit is applied to the institution store account once the vouchers have expired and may then be used toward future orders.

000000-- Generic Medical School
Vouchers Not Yet Redeemed for Order #UH001141





65 Unredeemed Vouchers

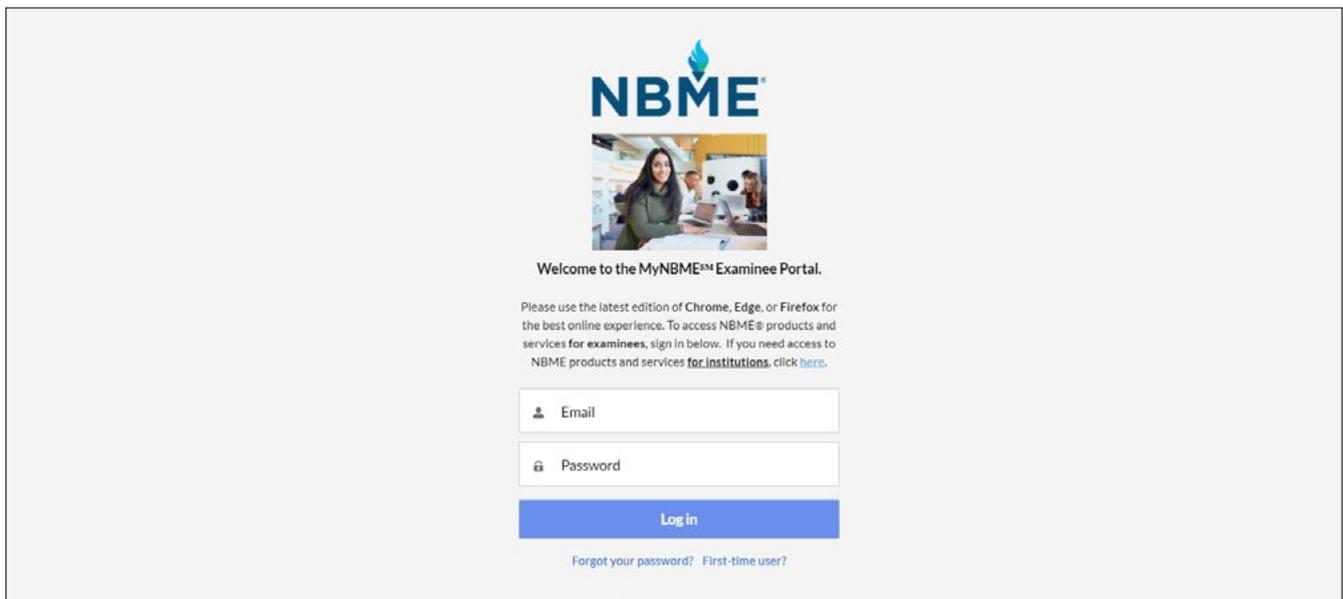
Description	Start Date	End Date
Comprehensive Basic Science / Any form	01/29/2013	01/29/2014
Comprehensive Basic Science / Any form	01/29/2013	01/29/2014

NOTE: If a form is not assigned, then the voucher IDs may be redeemed for “any form” of the self-assessment requested.

VOUCHER REDEMPTION AND ADMINISTRATION

Voucher Redemption

NBME self-assessments are purchased and launched through the [MyNBME website](#). Resources and materials available on the website include a sample assessment, system requirements, and sample performance reports. Since the self-assessments are a non-secure service, a proctoring system is not required for administration.



The screenshot shows the MyNBME Examinee Portal login page. At the top center is the NBME logo, which consists of the letters 'NBME' in a bold, blue, sans-serif font with a small blue flame-like icon above the 'E'. Below the logo is a small rectangular image showing a group of people in a classroom or office setting. Underneath the image is the text 'Welcome to the MyNBME™ Examinee Portal.' Below this is a paragraph of instructions: 'Please use the latest edition of Chrome, Edge, or Firefox for the best online experience. To access NBME® products and services for examinees, sign in below. If you need access to NBME products and services for institutions, click [here](#).' Below the text are two input fields: the first is labeled 'Email' with a person icon to its left, and the second is labeled 'Password' with a lock icon to its left. Below these fields is a blue 'Log in' button. At the bottom of the page, there are two links: 'Forgot your password?' and 'First-time user?'.

To start their self-assessment, examinees will be required to:

- ▶ Create and activate their account;
- ▶ Select the type of assessment and form for administration;
- ▶ Choose the timing mode (standard-paced versus self-paced); and
- ▶ Select Voucher as the method of payment and enter the voucher ID.



Administration and Support

Examinees should be provided a voucher ID and voucher redemption instructions in advance. There are two different approaches to administration.

1. Standard Setting Administration

If you are going to have examinees take the self-assessment in a classroom setting, you will need to allow enough time for account setup (examinees will need to activate their account via e-mail), purchasing, the tutorial, and administration of the assessment. Below is a table that displays the timing modes (excluding the 15-minute tutorial).

Standard-paced is selected as the default as the timing mode when a self-assessment is chosen. The timing mode cannot be changed after an assessment is started.

Examinees will have to review an online tutorial before they begin their self-assessment. The tutorial will describe how to answer items, skip items, review responses, and change answers.

Timing info

Assessment	Session Time Standard-Paced <small>(does not include optional, tutorial)</small>	Total Session Time Self-Paced <small>(does not include optional, tutorial)</small>	Number of Items
Tutorial (optional)	15 minutes	1 hour	--
Comprehensive Basic Science Self-Assessment	5 hours	20 hours	200
Comprehensive Clinical Science Self-Assessment	5 hours	20 hours	200
Comprehensive Clinical Medicine Self-Assessment	5 hours	20 hours	200
Clinical Science Mastery Series	1 hour 15 minutes	5 hours	50
IFOM Clinical Science Self-Assessment	2 hours	8 hours	80

Here are a few helpful tips for institutions:

During Administration

After students calibrate their monitor, they will then be presented with the tutorial. The “SkipTutorial” option is located at the bottom of the screen, on the left-hand side. Students should only skip the tutorial if they are familiar with taking a self-assessment.

If examinees “Pause” a section and resume it later, they will return to the same section and item in which they were working, provided the total administration time allotted has not run out. If participants select “Pause” while working in a section, the time clock stops for that section only and the browser will close.

Before examinees complete a section, they must select “End” in order to proceed to the next section. If they end a section, or if time expires for a section, they will not be able to return to that section to review items or change answers.

Administration and Support

(continued)

Immediately Following Administration

After examinees complete their assessment, they will be able to view their performance immediately in the online application.

Once the students advance through the online application to review their feedback, they will have the option to complete a survey or select “End.” If they select “End,” this will prompt the system to end the session and close the window. Examinees will have 2 years to access and view their performance report from their MyNBME account.

2. Examinee Administration

The same rules apply to both standard setting and examinee administration. Examinees will have to set up an account as well as select an assessment, form, and timing mode. Standard-paced is selected as the default as the timing mode when a self-assessment is chosen. However, examinees may choose self-paced.

Once the examinees redeem the voucher, they will have 90 days to launch and complete the self-assessment (an expiration date is provided within the application). Examinees will have to review an online tutorial before they begin their self-assessment.

CONTACT US

Please feel free to contact us if you have any questions. Various NBME Staff can provide the information you need or help solve a problem.

NBME Self-Assessment Voucher Program Questions Only

Available Monday-Friday between 9:00am-5:00pm, except for holidays.

▶ Support@nbme.org

Operational Support and All Other Inquiries

Available 24 hours a day, 7 days a week, except for holidays.

▶ AssessmentServices@nbme.org

▶ 215-590-9700, option 1