

# ADMINISTRATION OF NBME EXAMINATIONS AT PROMETRIC TEST CENTERS



The comprehensive and clinical science web-based subject examinations and the Emergency Medicine Advanced Clinical examination may be ordered for administration at Prometric's worldwide network of 350 secure, convenient test centers. Prometric testing may be preferred for students serving on clinical rotations in a distributed hospital network or for those located at sites without web-based test delivery.

This document provides basic information on ordering, fees, and related information to request administration of an NBME subject examination to your students at Prometric Test Centers. If you have any questions, please contact us at [subjectexams@nbme.org](mailto:subjectexams@nbme.org).

## EXAMINATIONS AVAILABLE AT PROMETRIC TEST CENTERS

- ▶ Clinical Neurology
- ▶ Comprehensive Basic Science
- ▶ Comprehensive Clinical Science
- ▶ Emergency Medicine Advanced Clinical
- ▶ Family Medicine Modular
- ▶ Medicine
- ▶ Ob/Gyn
- ▶ Pediatrics
- ▶ Psychiatry
- ▶ Surgery

You must place your order *no later than 28 days prior to the start of the testing window.*

But plan ahead—place your order as far in advance of your anticipated testing window as possible.

Even at 28 days, there may be a risk that your students will not be able to test within the window due to Prometric seat availability.

## ORDERING

The online ordering system allows you to provide information for Prometric test administration. Testing at Prometric centers requires some more advanced planning to allow students sufficient time to schedule testing appointments.

- ▶ When you order a web-based exam for administration, you will select Prometric Test Centers as the testing location.
- ▶ *You will set a testing window of a minimum of 7 to a maximum of 14 calendar days.* This is necessary because your students may have trouble finding a seat on a single test date.
- ▶ The order will lock 21 days prior to the start of the testing window. You cannot make changes to your order after that.

## POPULATING YOUR TEST ADMINISTRATION ROSTER

The NBME roster system, which supports the administration and scoring of its web-based exams, has two components: a master roster for maintaining the records of all students and a test administration roster specific to the test date or window. If you have not used NBME web-based exams before, you must create your master roster first.

- ▶ An e-mail address is required for every student. You will have the option to enter the e-mail address for each record individually, or to upload a file with e-mail addresses to the master roster.
- ▶ You must create your test administration roster *no later than* 21 days prior to the start of the testing window.

## SCHEDULING A TESTING APPOINTMENT

After you submit the test administration roster, the NBME will generate a scheduling permit for each student on the roster in about 2 to 3 business days. There are exceptions if the student requires test accommodations (see Arranging for Test Accommodations below).

Your students:

- ▶ will receive an e-mail with a link to a web page where they can print/download their scheduling permits and view policies and procedures for the testing session.
- ▶ will schedule their testing appointment online through Prometric's website and receive a confirmation notice from Prometric.
- ▶ can reschedule their testing appointments (only within the testing window) or cancel them, but if the request is made *less than 15 days prior to the scheduled appointment*, Prometric will charge a fee. Fees for rescheduling/cancellation appear on the confirmation notice.

## Arranging for Test Accommodations

It is essential that you follow the specific procedure outlined below in order for the NBME to make arrangements for your students to take an examination with test accommodations at a Prometric Test Center. Please note that the decision to provide an accommodation is still yours, as it is with locally-delivered NBME web-based examinations.

To notify the NBME about students who need test accommodations, you will:

- ▶ enter the number of students who need extra testing time along with the appropriate pacing (1.25x, 1.5x, or 2x) into the online order.
- ▶ edit the related student records on the test administration roster by setting the pacing and/or clicking in the "other accommodations" field and selecting a Prometric testing region (e.g., US, Asia).

*Students who need accommodations will not be able to schedule their testing appointments online. Their permits will provide instructions to call Prometric (based on the testing region) to schedule their testing appointments.*

- ▶ download an Excel file from this roster. It will be pre-populated with these records.
- ▶ send the file to the NBME as instructed.

NBME staff will review the file and send the information to Prometric. Scheduling permits for these students will not be generated until this process is complete. Depending on the nature of the accommodation, this process could take as long as 2 weeks, so please enter your order as far in advance of the testing window as possible.

Please note that Prometric test centers are secure facilities and that students are prohibited from bringing personal items into the secure testing room. If an examinee requires use of a personal item for medical reasons during the testing session, you will need to approve this as a test accommodation and enter specific information about the item you are approving on the Excel file that you send to the NBME. Note that Prometric has administrative policies about certain types of items that are not permitted for use in the regular testing room, even with your authorization, and the student may be required to test in a separate testing room. Items that require use of a separate testing room at Prometric generally include food, drink, and injectables (glucometer with fingerstick, syringes, etc).

## Exam Fees

Fees are posted on the NBME website ([www.nbme.org](http://www.nbme.org)) and are subject to change.

## Assigning Different Examination Forms to Enhance Security

As you know, the NBME has multiple forms of each exam available during an academic year. These forms have been scaled and equated so that your students' performance is directly comparable across the different forms.

When you order subject exams for local administration, form assignment is made at the order level, so all students take the same form. However, since your students will be taking these exams at Prometric test centers during a 7 to 14 day window, form assignment will be made at the examinee level. This means that your students will see different forms of an exam during the window, which minimizes the risk of sharing test content.



## VIEWING SCORE REPORTS

Score reports will be posted to the MyNBME Services Portal within 2 to 3 days AFTER the end of the testing window.

If you have any questions, please contact us at [subjectexams@nbme.org](mailto:subjectexams@nbme.org).