



UT Health Science Center:	
COM-G04 M3 Examination Procedures (Guideline) - COM Medical Education	
Version 1	Publication Date: 03/14/2023

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Related Policy: N/A		

(Adapted from [NBME Exam Rules and Conduct – Common Questions.](#))

Security & Integrity of NBME Examinations

The examination materials used in the NBME examinations are the confidential, copyrighted property of the NBME. If you reproduce and/or distribute examination materials, by any means, including reconstruction through memorization without the express written consent of the NBME, you are in violation of the rights of the owners. Every legal means available to protect NBME examination materials and secure redress against those who violate copyright law may be pursued.

- The confidentiality of examination content must be maintained at all times. You are prohibited from communicating, publishing, reproducing, or transmitting any part of your exam, in any form, or by any means, verbal or written, for any purpose.
- If you become aware of any suspicious activity related to an NBME exam administration, notify the proctor or [submit a report](#).
- The NBME reserves the right to discontinue examination services to an institution at any time in order to maintain the security and integrity of the NBME’s examination programs.

Test Day Rules and Procedures

- Do not bring any personal/ unauthorized items into the secure testing area. Such items include but are not limited to, outerwear, hats, food, drinks, purses, briefcases, notebooks, notes, pagers, watches, cell phones, recording devices, and photographic equipment.
- You are not permitted to access any unauthorized items during the exam administration.
- Do not make notes on your note board prior to entering your start up code. Once your exam begins, you are permitted to make calculations and/or notes ONLY on the erasable note board provided.
- You must adhere to the instructions provided by proctors administering the examination.
- Carefully review and agree to abide by any instructions provided or that appear at the start of the examination session.
- Test proctors are not authorized to answer questions from examinees regarding examination content, testing software or scoring.
- Do not leave the testing site at any time during your exam administration unless you inform and obtain permission from the testing proctor or are instructed to so do by test administration staff.
- Failure to follow test day rules and procedures may result in the withholding or cancellation of your scores, and/or a bar from future exams administered by the NBME.

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Virtual/remote exams

Any virtual or remote exam requires the student to have their computer certified. Instructions for this will be emailed to the student upon confirmation of the date of the virtual exam. Students are required to have their camera turned on and their phone on (and not on “do not disturb” function) for the duration of the exam. As part of the remote exam process, students are asked to show a 360-degree view of their testing environment/workspace. If a student feels uncomfortable with this then alternate arrangements will be made for an in-person exam.

Contacting NBME about a Security Concern

NBME encourages you to provide information concerning any activity of which you are aware that may compromise the security and integrity of the NBME’s examinations. Please contact NBME using our [contact form](#) to report such information.

Do not bring cell phones, cameras, calculators, smart watches, wallets, beepers, backpacks, briefcases, books, beverages/food, pencils, pen, paper, purses, coats, or hats. You may wear a sweater or light jacket as the room may be cool. Failure to comply on USMLE exams can result in being directed to leave the testing center, a failing grade on the exam, and being barred from taking future USMLE exams.

In the case of emergency (e.g., fire alarm, power failure) students should power down the computer and exit the building immediately. When it is safe to return, student should return to the same computer station and restart the computer. The testing software will readmit the student to the exam at the place where administration was disrupted with no loss of time.

Any perceived disruption during test administration should be reported prior to leaving the testing site whether in person or virtual. These issues must be reported to the proctor(s) who will make written notice of the issue and forward to the clerkship director, clerkship coordinator, Assistant Dean and Senior Assistant Dean of Clinical Curriculum for documentation. Proctors are also required to report any disruptions that they perceive to the coordinator, Senior Assistant/Assistant Deans of Clinical Curriculum. Late reports of testing disruptions made after the examination period will not be considered in request for future grade appeals. Grade appeals can be requested as outlined in the policy COM107: Grading for the MD Curriculum.

You must notify your Clerkship Director, Coordinator, and Ms. Alesia McQueen on orientation day to schedule a make-up exam. The request must be approved by your Clerkship Director and Ms. McQueen. Submitting a request means your request is pending and does not mean your request has been approved. You will receive an email from your Clerkship Director AND from Ms. McQueen with the decision and make-up date if approved. Do not assume it has been approved. Please also notify your Clerkship Director, Coordinator and Ms. McQueen about any approved testing accommodations on orientation day.

If you have a last-minute emergency you must contact Ms. McQueen as soon as possible via Phone Call or E-mail and she will let your Coordinator know what is going on. You may be required to have a doctor’s note.

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(Illnesses on test day & emergencies for immediate family members only)

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