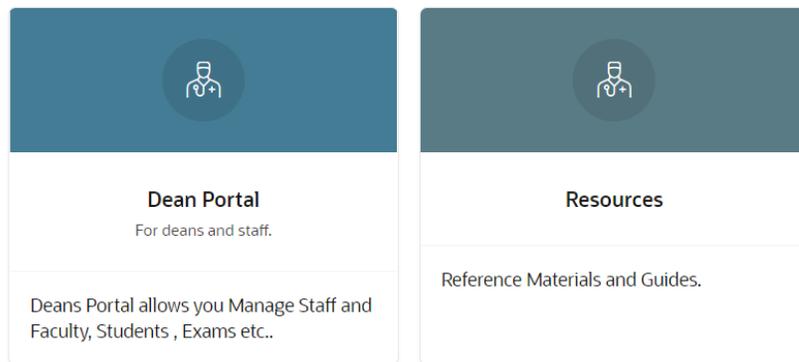


Note: As of November 2, 2023, the NBOME enhanced the COMAT registration feature in the NBOME portal and added the new COMAT-SE OP for COM purchase

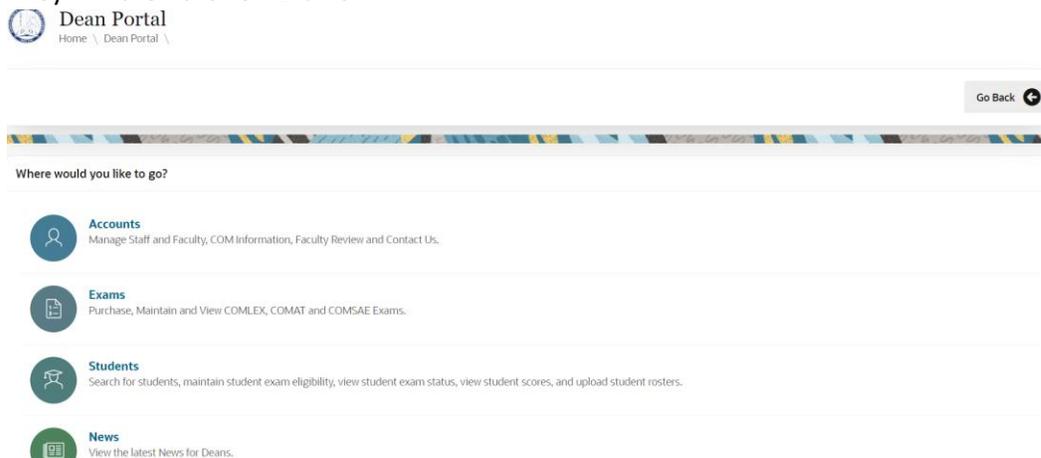
### Process of Ordering and Scheduling a COMAT Exam

1. A COM Administrator, Portal Dean, or COMAT Administrator has the ability to log into portal to order/schedule a COMAT exam. Upon logging in, they will see the following tiles.

 You have access to the following



2. The Administrator will click on the Dean Portal tile.
3. They will then click on Exams.



4. Upon clicking on Exams, they will then click on Purchase Exams, which will then show the following screen.

#### Purchase Exams

 <p><b>COMSAE</b> A Self-Assessment Exam for the COMLEX-USA Exam Series</p> <p>Used by osteopathic medical students and residents this three-phase self-assessment exam is designed to gauge base of knowledge and ability of candidates preparing for COMLEX-USA. Each COMSAE exam consists of 176 questions presented in a format and structure similar to the COMLEX-USA cognitive examinations.</p>	 <p><b>COMAT</b> Distinctive subject examinations designed to assess core osteopathic medical knowledge</p> <p>Established in 2011, the COMAT exam suite is designed for standardized assessment in core osteopathic medical and foundational biomedical sciences knowledge and administered as end-of-course or clinical rotation assessments.</p>	 <p><b>COMLEX-USA</b> The Pathway to Osteopathic Medical Practice &amp; Licensure in the United States</p> <p>COMLEX-USA (Comprehensive Osteopathic Medical Licensing Examination of the United States) is a three-level, national standardized licensure examination designed for licensure for the practice of osteopathic medicine. COMLEX-USA is designed to assess osteopathic medical knowledge, knowledge fluency, clinical skills, and other competencies essential for practice as an osteopathic generalist physician.</p>
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5. They will then click on the COMAT tile.
6. Upon clicking on COMAT, they will have the option to click on [Clinical](#) or [Foundational Biomedical Sciences](#). To order the FBS Targeted, they should click on [Foundational Biomedical Sciences](#).

#### COMAT

 <p><b>Clinical Subject</b></p> <p>Designed for a variety of applications, COMAT Clinical Subject Exams can be used for end-of-course assessment, evaluation of education across clinical sites, measuring achievement in osteopathic practice within and across clinical disciplines, and for pre- and post-testing in clinical rotations and clerkships.</p>	 <p><b>Foundational Biomedical Sciences</b></p> <p>Intended for first and second year osteopathic medical students, FBS Targeted exams assess student knowledge and skills related to a particular discipline or body system. This targeted approach enables schools to customize their portfolio of exams to meet evolving assessment needs.</p>
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After clicking Clinical, the Administrator will see the following page.

#### Clinical Disciplines

 <p><b>Emergency Medicine</b></p>	 <p><b>Family Medicine</b></p>	 <p><b>Internal Medicine</b></p>
 <p><b>Obstetrics / Gynecology</b></p>	 <p><b>Osteopathic Principles and Practice</b></p>	 <p><b>Pediatrics</b></p>
 <p><b>Psychiatry</b></p>	 <p><b>Surgery</b></p>	

1. The Administrator will select which of the COMAT Clinical exams they would like to schedule.
2. Once you select the examination, you will see the following page. The organization will be pre-selected. You will need to choose between the traditional COMAT assessment, or COMAT-SE (Self Evaluation) [New Product and deliver on the [NBOME CATALYST](#) platform]. You will also

need to select the delivery option.

Go Back If a student should receive extended COMAT exam time, the student must FIRST be entered into the Maintain Student COMAT ADA section. The extended time only needs to be set up once and will apply to all of that candidate's registrations. The path is: Home \ Dean Portal \ Exams \ Maintain Exams \ COMAT \ COMAT Tasks. Next

---

Step 1 – Select Examination  
**Osteopathic Principles and Practice**

\* Organization: NBOME\_TESTING ▾

\* Examination: **COMAT** COMAT SE

\* Delivery Option: Remote-Proctored ▾

3. If you select COMAT, you will have the option of selecting between in-person, remote-proctored, or self-proctored delivery. You will then click next. If you select COMAT-SE, there will not be a delivery option, you would just need to click next after.

Go Back If a student should receive extended COMAT exam time, the student must FIRST be entered into the Maintain Student COMAT ADA section. The extended time only needs to be set up once and will apply to all of that candidate's registrations. The path is: Home \ Dean Portal \ Exams \ Maintain Exams \ COMAT \ COMAT Tasks. Next

---

Step 1 – Select Examination  
**Osteopathic Principles and Practice**

\* Organization: NBOME\_TESTING ▾

\* Examination: COMAT **COMAT SE**

4. You will then select the students you would like to schedule. On the left hand side, you have the option to filter by graduation year or search by Name/NBOME ID. After you select the students you would like to schedule, you will click next.

Cancel Next

---

Search

Q Name, NBOME ID

Total Row Count 70

Filter by Graduation Year  
- Select - ▾

Results per page  
15 ▾

Step 2 - Select Students  
**Human Development, Reproduction, and Sexuality**

Step 1 Step 2 Step 3 Step 4

Select students

<input type="checkbox"/>	Campus	NBOME ID	Graduation Year	Last Name	First Name	Scheduled Exam(s)	ADA
<input type="checkbox"/>						Biochemistry and Genetics - 01/16/2023 Biochemistry and Genetics - 01/27/2023 Biochemistry and Genetics - 02/17/2023 Biochemistry and Genetics - 06/15/2023 Biochemistry and Genetics - 06/29/2023 Comprehensive Examination - 03/01/2023 Endocrine System and Metabolism - 02/08/2023 Respiratory System - 02/22/2023	
<input checked="" type="checkbox"/>	NBOME_TESTING	526035	2020	Ahden	Priscilla		-

5. You will then click the Edit button, select the exam date, the location, and the proctor. Upon selecting those three choices, you will need to select the save button. After you select the save button, you will select the Schedule Exam button. You also have the ability to Mass Update these selections. Once you click save, you will click Schedule Exams at the top right.

Observed Holidays... Mass Update... Schedule Exam(s) >

### Step 3 - Select Exam Details

Step 1 Step 2 Step 3 Step 4

Search: All Text Columns Go Report Options Edit Save Reset

<input checked="" type="checkbox"/>	NBOME ID ↑	Graduation Year	Last Name	First Name	Exam	Exam Date	Location	Proctors
<input checked="" type="checkbox"/>	526036	2021	Przybylski	Eric	Cardiovascular ...	10/21/2022	NBOME_TESTING - X-Mansion	Lora Mirig

1 rows selected < 1 > 1 - 1 of 1

Observed Holidays... Mass Update... Schedule Exam(s) >

### Mass Update

Update Selected Records

Exam Date

Location

Proctors

Yetunde Bellilovsky  
 Randon Leavitt  
 Sara Choi  
 Pamela Roberts  
 Hao The Marouk

Required

Cancel Update

6. You will then see a final screen in which you will see when your student is scheduled to test, along with the location and the proctor. If your selections are correct, the final step is to click on Finish.

Finish >

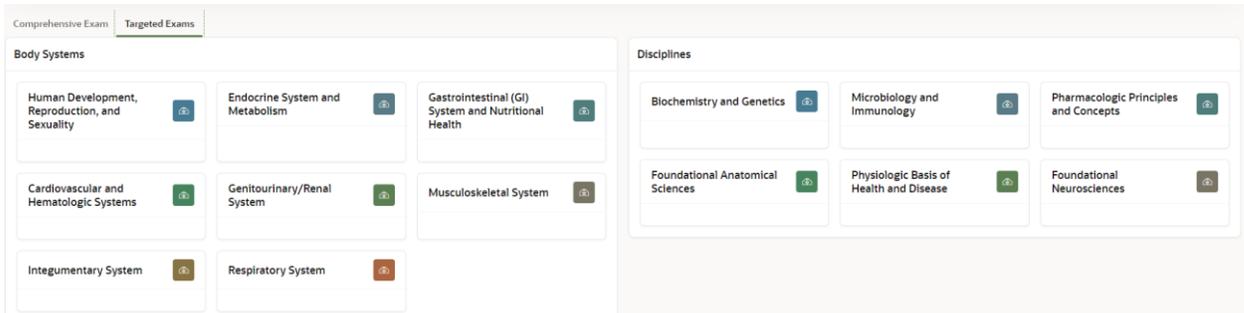
### Step 4 - Review Exam Purchase

Step 1 Step 2 Step 3 Step 4

Exams - Step 4 - Review Exam Purchase

Campus ↑	NBOME ID	Graduation Year	Last Name	First Name	Exam	Exam Date	Location	Proctors
NBOME Testing School	526036	2021	Przybylski	Eric	COMAT FBS - Cardiovascular and Hematologic Systems	10/21/2022	X-Mansion	Lora Mirig

After clicking FBS, this will take the Administrator to a page to select between FBS-Comprehensive or FBS-Targeted exams.



1. You will then be asked to select the delivery type on the next screen. The Organization will automatically be pre-selected for you. For FBS exams, you will have the option for in-person administration or self-proctored administration. You will click next once you select your choice.



2. You will then select the students you would like to schedule. On the left hand side, you have the option to filter by graduation year or search by Name/NBOME ID. After you select the students you would like to schedule, you will click next.



3. You will then click the Edit button, select the exam date, the location, and the proctor. Upon selecting those three choices, you will need to select the save button. After you select the save button, you will select the Schedule Exam button. You also have the ability to Mass Update these selections. Once you click save, you will click Schedule Exams at the top right.

Observed Holidays... Mass Update... Schedule Exam(s) >

### Step 3 - Select Exam Details

Step 1 Step 2 Step 3 Step 4

Search: All Text Columns Go Report Options Edit Save Reset

<input checked="" type="checkbox"/>	NBOME ID ↑	Graduation Year	Last Name	First Name	Exam	Exam Date	Location	Proctors
<input checked="" type="checkbox"/>	526036	2021	Przybylski	Eric	Cardiovascular ...	10/21/2022	NBOME_TESTING - X-Mansion	Lora Mirig

1 rows selected < 1 > 1 - 1 of 1

Observed Holidays... Mass Update... Schedule Exam(s) >

### Mass Update

Update Selected Records

Exam Date

Location

Proctors

Yetunde Bellilovsky  
 Randon Leavitt  
 Sara Choj  
 Pamela Roberts  
 Hao The Marouk

Required

Cancel Update

4. You will then see a final screen in which you will see when your student is scheduled to test, along with the location and the proctor. If your selections are correct, the final step is to click on Finish.

Finish >

### Step 4 - Review Exam Purchase

Step 1 Step 2 Step 3 Step 4

Exams - Step 4 - Review Exam Purchase

Campus ↑	NBOME ID	Graduation Year	Last Name	First Name	Exam	Exam Date	Location	Proctors
NBOME Testing School	526036	2021	Przybylski	Eric	COMAT FBS - Cardiovascular and Hematologic Systems	10/21/2022	X-Mansion	Lora Mirig