



COMAT

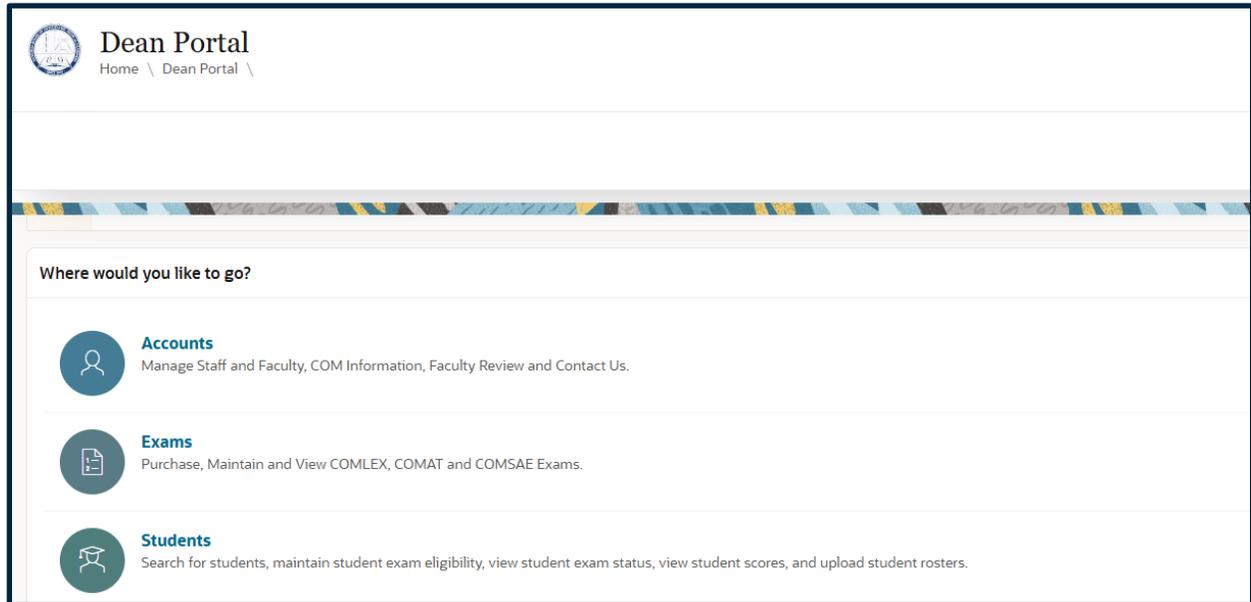
REMOTE PROCTOR GUIDE

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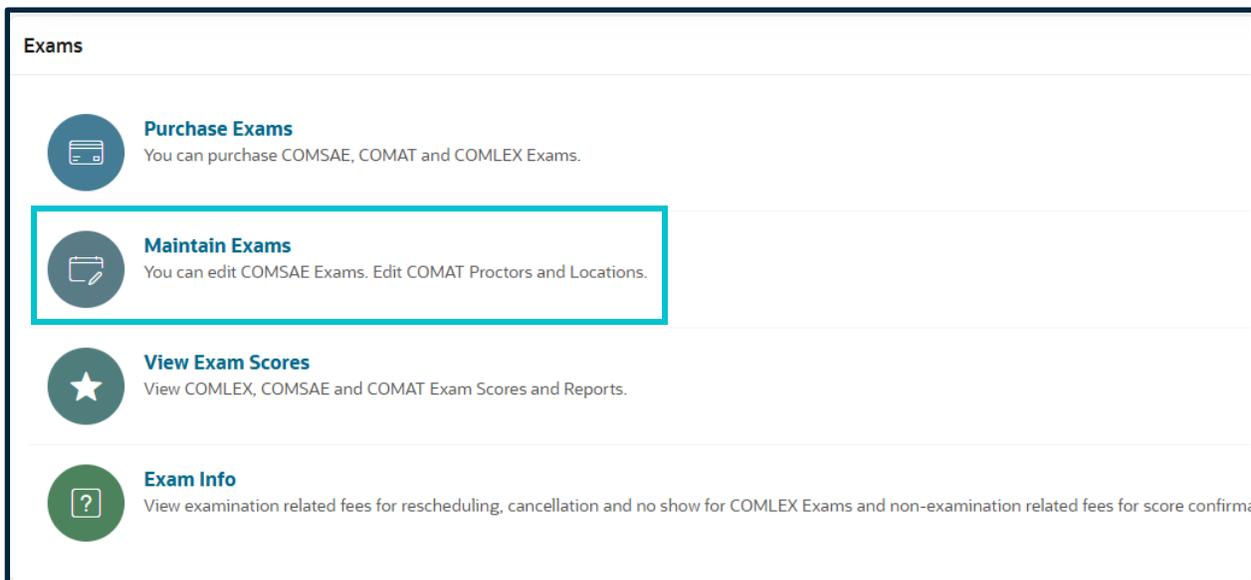
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Establishing Online Proctor Location (Portal COM Administrators/Dean Roles)

1. Prior to scheduling any remote proctoring administration, your designated portal COM administrators need to create a location for remote proctoring. After logging into the Dean’s portal, you will see the following and will need to click on “Exams.”



2. You will then click on “Maintain Exams.”



3. You will then click on “COMAT.”

- The following options will then be displayed on the screen. You will need to click on “Locations” under the “COMAT Tasks” column to the right of the screen.

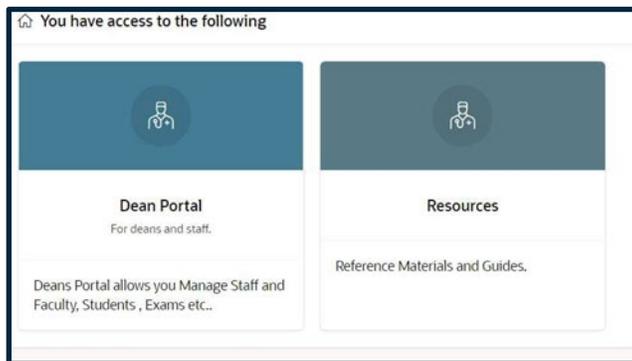
- Upon clicking “Locations,” you will see the following screen with all the active locations for your COM. If your COM does not have an “Online Proctor Location” that is active, you will need to click on “Add Location” at the top right of the screen.

Edit	Org Name Short	Location Desc	Online Proctor Location	Active
	NBOME_TESTING	Remote	Y	Y
	NBOME_TESTING	Remote Location 2	Y	Y

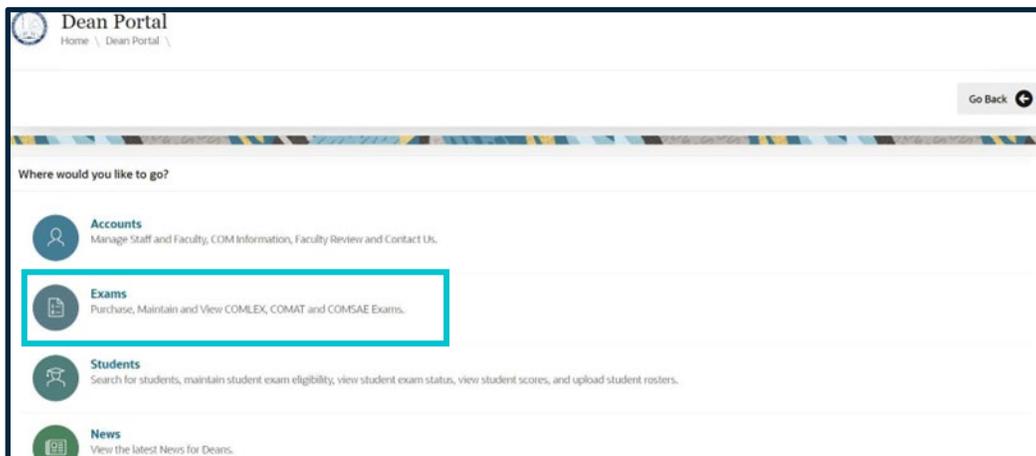
- You will then see the following on the screen. You need to select the campus on the left and then add a location name in the “Location” box. You will also need to make sure that “Active” has “Yes” selected and “Online Proctor Location” also has “yes” selected. You will then click on “Create” at the top right. This will create the online remote proctoring location for your COM available in the scheduling process.

Registering and Scheduling Students for Remote Proctoring (Portal COM Administrators/Dean Roles)

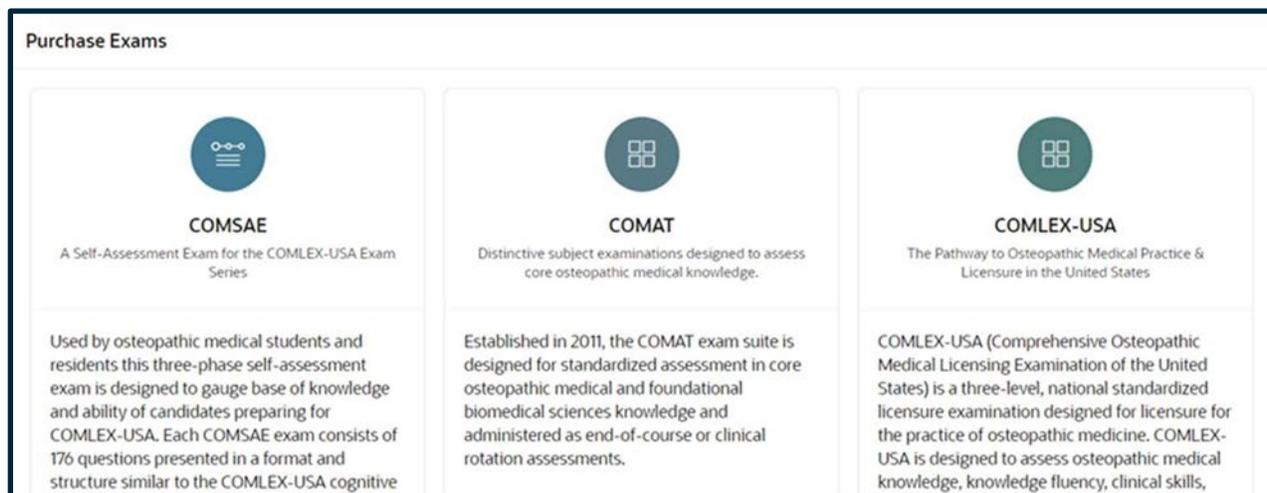
1. To begin, a Portal COM Administrator/Portal Dean must log into Portal to schedule a COMAT exam. Upon logging in, you will see the following tiles.



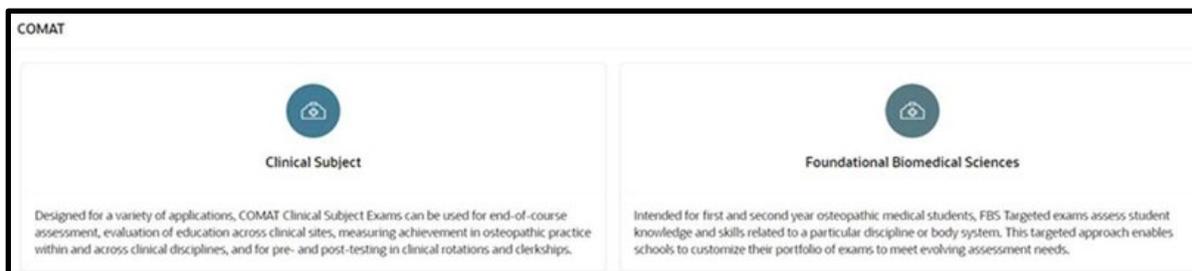
2. You will click on the Dean Portal tile. You will then click on “Exams.”



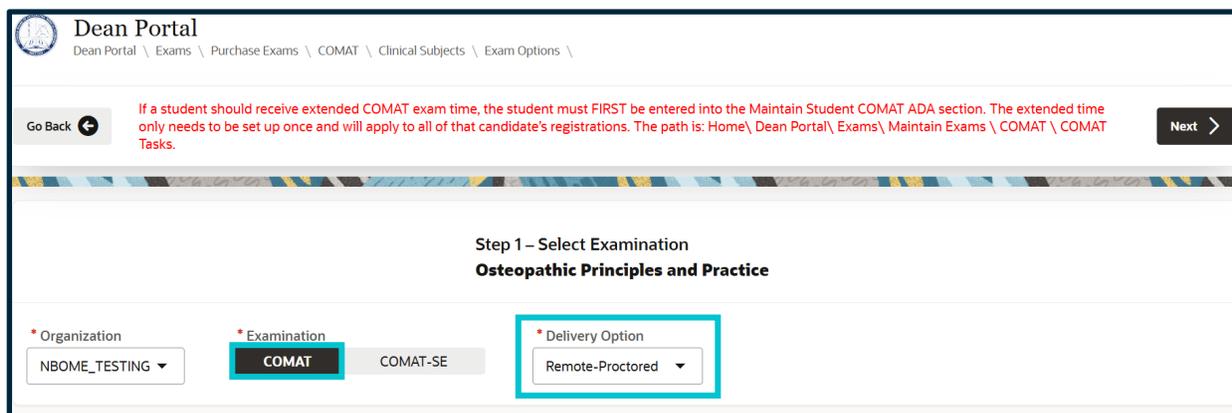
3. Upon clicking on “Exams,” you will then click on “Purchase Exams,” which will then show the following screen.



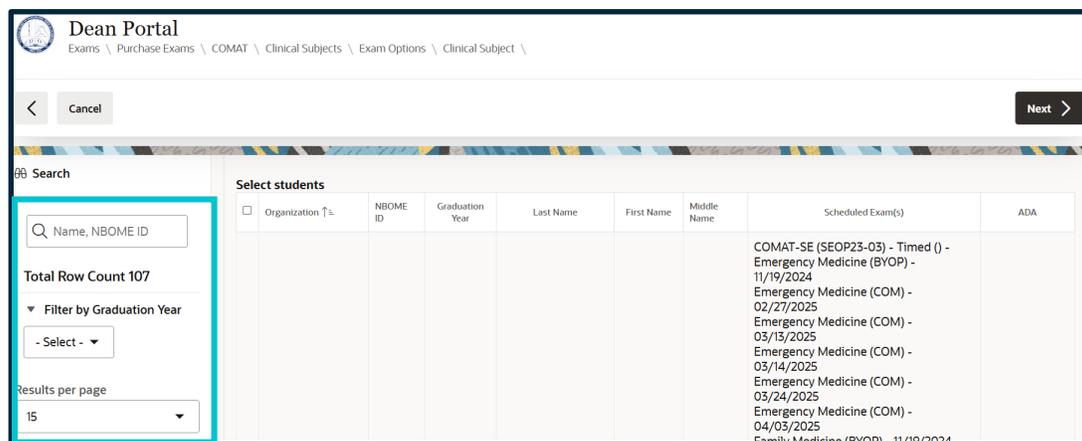
- You will then click on the COMAT tile. Upon clicking on COMAT, you will have the option to click on “Clinical Subject” or “Foundational Biomedical Sciences.”



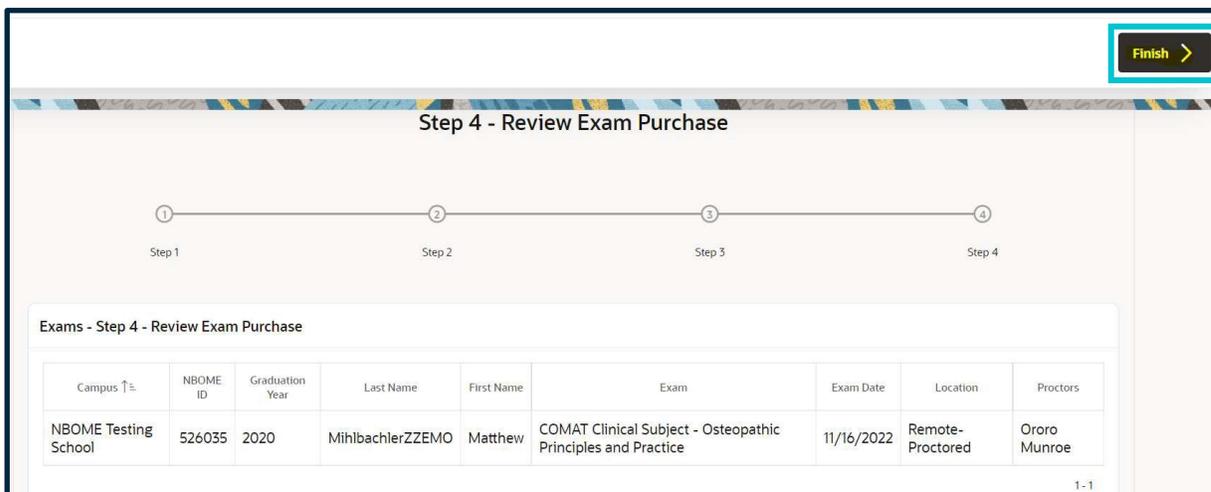
- To order the COMAT Clinical, you should click on the “Clinical Subject” tile. After clicking “Clinical Subject,” this will take you to a page to select the exam location. Select the subject exam tile to be ordered and then the following screen will display. If you are purchasing a classic COMAT Clinical, you should select “COMAT” instead of “COMAT-SE.” After, you will select “Remote-Proctored” and click “Next.”



- The coordinator/administrator will then be asked to select all the students you would like to select to register for the exams. Once you have finished selecting the exam and the students, you will again click next. Please note on the left-hand side you can filter by graduation year and even set a higher number of records to be displayed. Once you have selected all the students you would like to schedule, click “Next” at the top right corner.

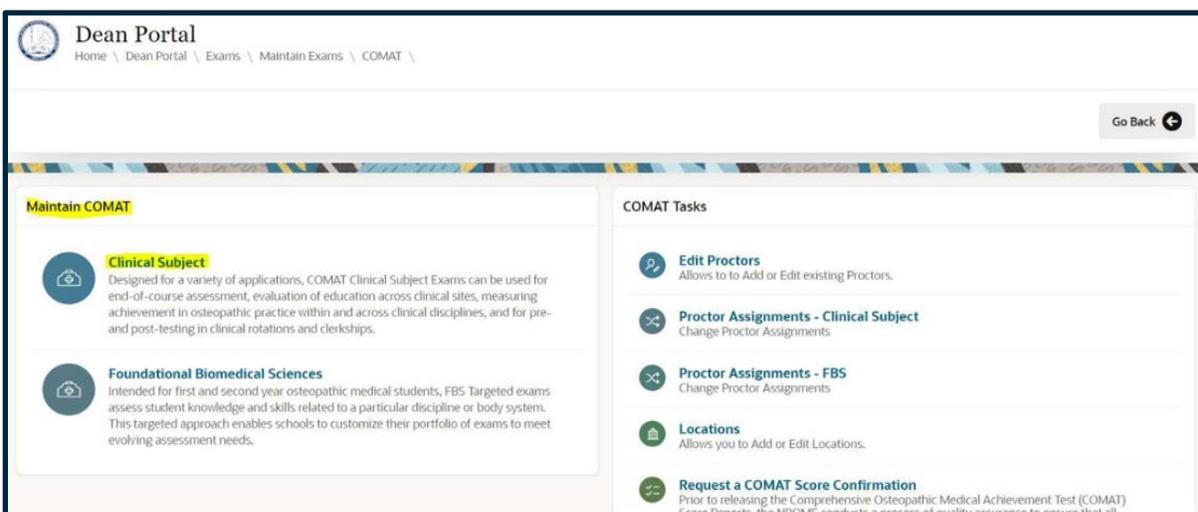


- On the next screen, you will see your student with a few blank tiles. You will click edit and then be able to edit the tiles. You will need to select the exam date, the exam location (which will be remote), and then the remote proctor. Once you have selected all three options, select “Save.” Once the changes have been saved, you will click on “schedule exams” at the top right, which will display a message reminder to save changes, and you may then proceed with clicking “schedule.”
- On the final screen, you will be able to review the exams purchased. Please note that the Program Registration ID and session code will automatically be emailed to the student taking the exam. You will not need to download separate launch codes or proctor codes. Students should write their codes down as Secure Browser will lock their computers down the day of the exam. You may select “Finish” at the top right of the screen once you review the accuracy of your registrations.



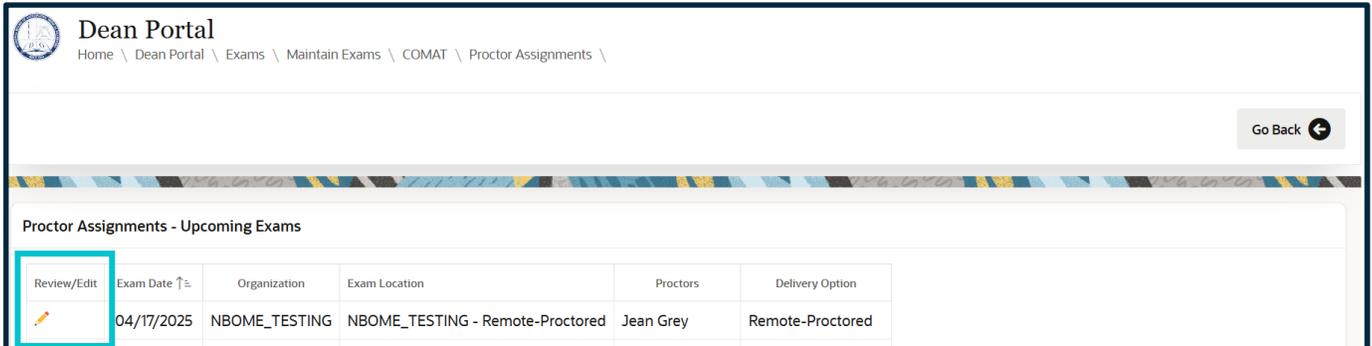
Maintaining Exams after Scheduling

After you have scheduled the student exams, administrators can easily make changes to dates if anything needs to be changed on the next screen. Click on Clinical Subject under “Maintain COMAT.”



Maintaining COMAT Exams – Changing Proctor Assignments

After clicking on Maintain COMAT “Clinical Subject,” a coordinator may go into the current registrations and change the dates as needed. Under the “COMAT Tasks” bar on the right side, you can change proctor assignments as needed. Please note that to view the correct registration and session, the correct proctor will need to be assigned to the cohort you will be proctoring. If the coordinator needs to change the proctor, click “Proctor Assignments” and then select the date and click on the pencil to edit. On the next screen, you will see the available proctors and the proctor currently assigned. Use the arrows to move proctors from one list to the other. After selecting the correct proctor, please click “Save” at the top right of the page. Please see the images below for example.

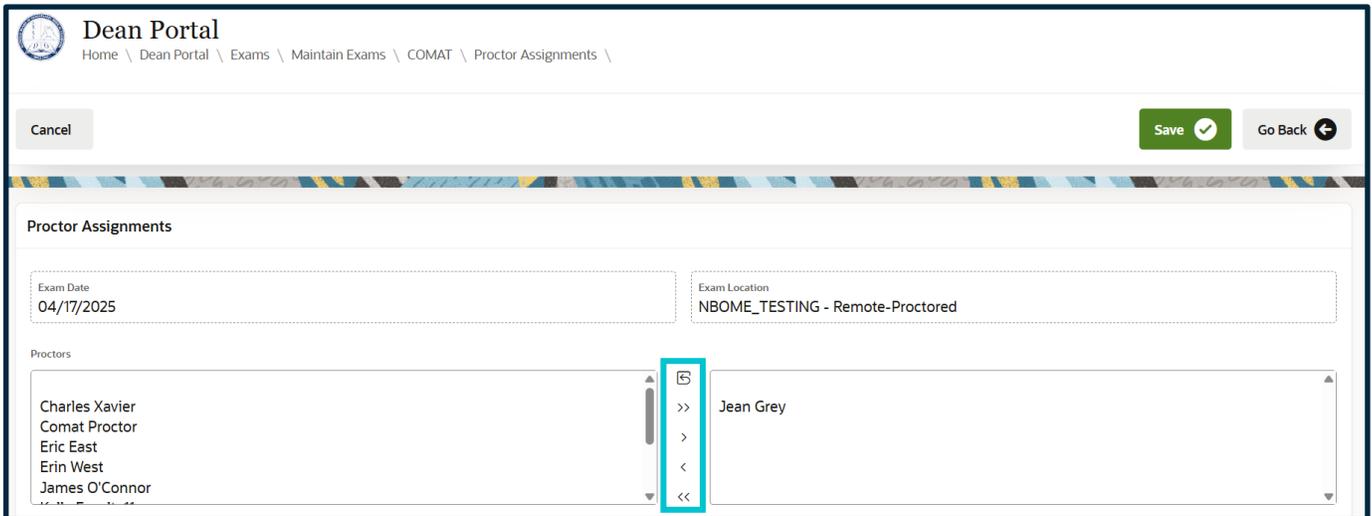


Dean Portal
Home \ Dean Portal \ Exams \ Maintain Exams \ COMAT \ Proctor Assignments \

Go Back

Proctor Assignments - Upcoming Exams

Review/Edit	Exam Date ↑	Organization	Exam Location	Proctors	Delivery Option
	04/17/2025	NBOME_TESTING	NBOME_TESTING - Remote-Proctored	Jean Grey	Remote-Proctored



Dean Portal
Home \ Dean Portal \ Exams \ Maintain Exams \ COMAT \ Proctor Assignments \

Cancel Save Go Back

Proctor Assignments

Exam Date: 04/17/2025
Exam Location: NBOME_TESTING - Remote-Proctored

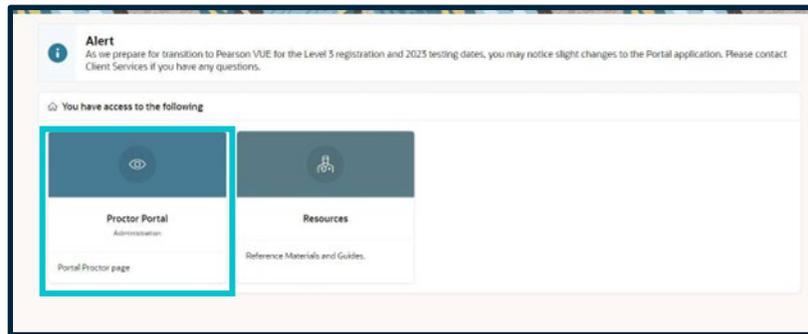
Proctors

Charles Xavier
Comat Proctor
Eric East
Erin West
James O'Connor

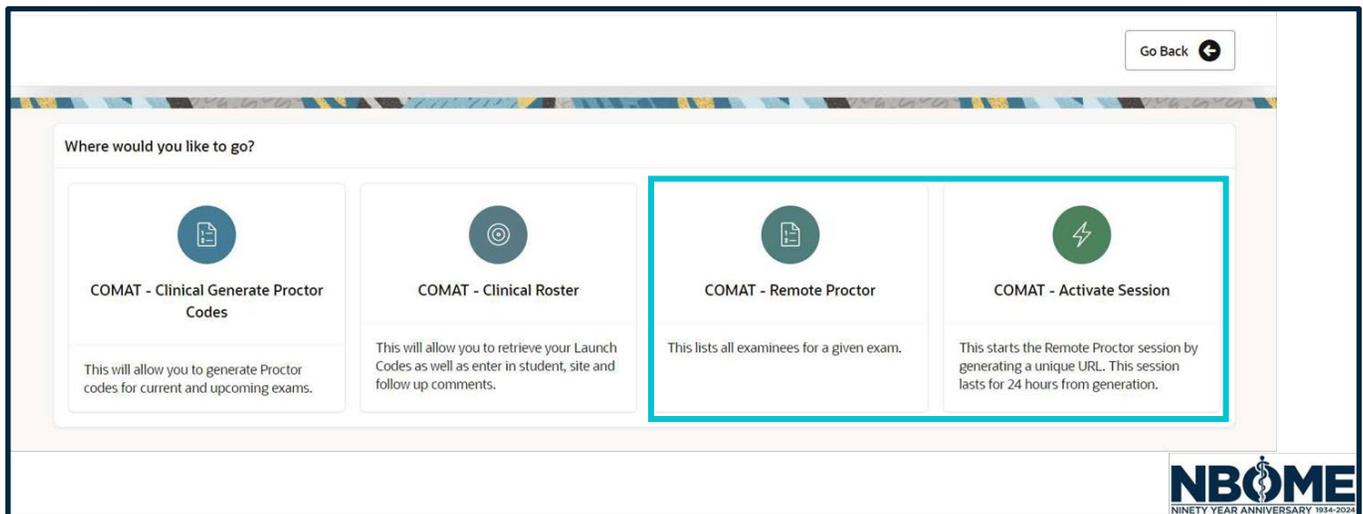
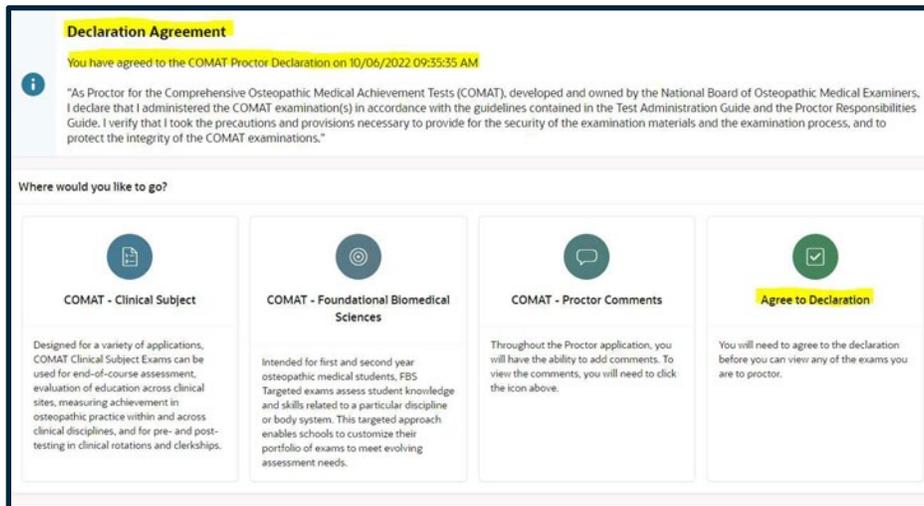
Jean Grey

Day of Exam Procedures for Proctors (Proctor Roles)

1. On the day of administration of a remote exam, the proctor must log into portal and click on the “Proctor Portal” tile.



2. On the next screen, the proctor will need to Agree to Declaration before you can view any of the exams you are to proctor. Once you have agreed to the declaration, you will see the screen below. Proctors will want to click on the Clinical or FBS tile, depending on the exam scheduled.



- Click on the “COMAT – Remote Proctor” tab to see the list of who all is scheduled for a given exam. This tile will also list the session code and the Program Registration ID for each of your students; please note that when students are scheduled, emails are automatically sent to these students with these codes.

Information

- If the Exam Date field is blank, please contact your COMAT Coordinator.
- Please call the COMAT Support Line if you need further assistance. 866-479-6828.

Retrieve Program Registration ID's Clear Run

Exam Date: 11/18/2022 Required

Exam	NBOME ID	Last Name	Middle Name	First Name	Event Date	Location	Program Registration ID	ADA	Email Address	Session Code
Surgery	526042	Wayne		Bruce	11/18/2022	Remote-Proctored	SU0260156BW	Y	iambatman@alterego.com	1871463536

- After obtaining the session code and the Program Registration ID, the proctor will go back and click the “COMAT – Activate Session.” This is the tile that will start the Remote Proctor Session by generating a unique URL that lasts for 24 hours for the proctor. This is the link that you will click on to launch the proctor page student check-in for the exam.

Activate Proctor Session Clear

Exam Date: 11/18/2022 Required

Proctor Session Number: 1871463536

Proctor Admin Link: <https://production.programworkshop.com/EW/RemoteProctor/1.0/RemoteProctor/Api?programID=114&guid=4e880733-8f78-4fd3-aef4-7d77d11438bb>

Link Expires: 11/19/2022 10:51:19 AM

- After the proctor clicks the unique session link, you will see the following screen. Now the proctor must wait for their candidates to download the secure browser, run their system check, and login with their session code/program registration ID. You will show up in the “Check In” list on the left of the proctor’s screen.

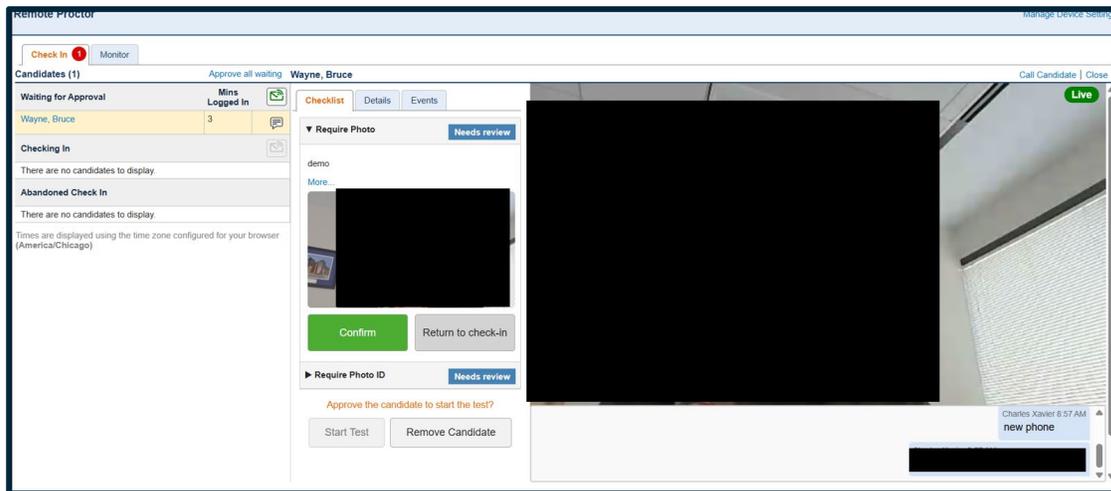
Remote Proctor Manage Device Settings | Manage Session

Candidates are moved to the Monitor tab once they have been approved. Click the Monitor tab to proctor candidates currently in progress.

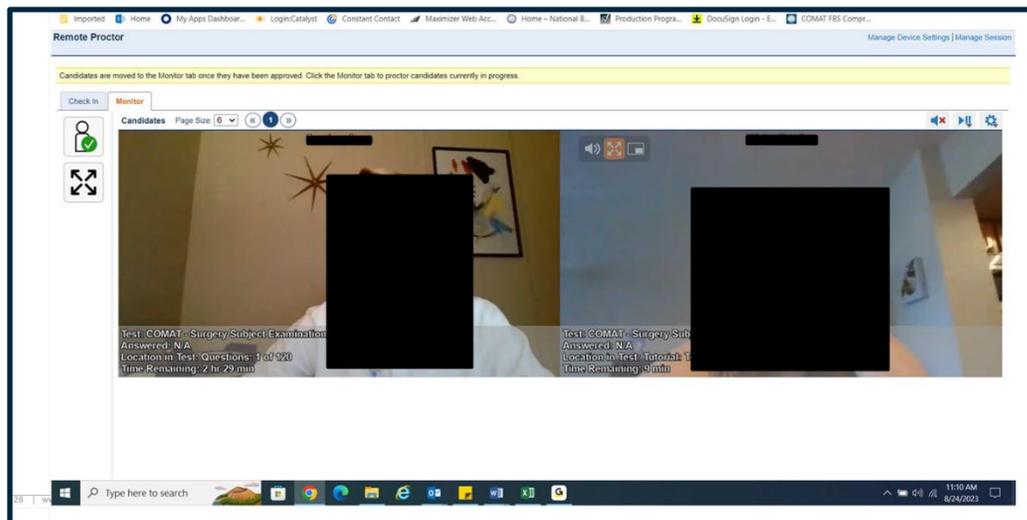
Check In **Monitor**

Candidates

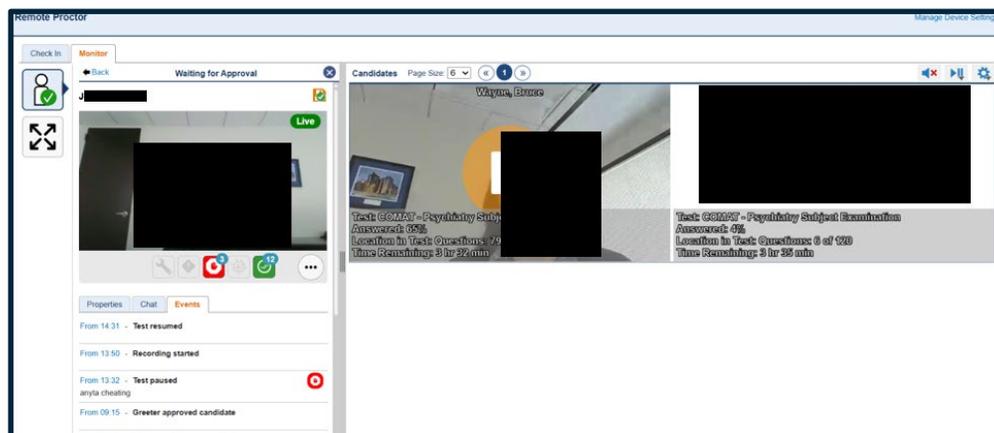
<p>Waiting for Approval Mins Logged In</p> <p>There are no candidates to display.</p> <p>Checking In</p> <p>There are no candidates to display.</p> <p>Abandoned Check In</p> <p>There are no candidates to display.</p> <p><small>Times are displayed using the time zone configured for your browser (America/Chicago)</small></p>	<p>Select a candidate name to view details</p>
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6. Upon approving the candidate's photo and photo ID, the proctor may approve the candidate to begin the exam. This will move the candidate to the "Monitor" screen.



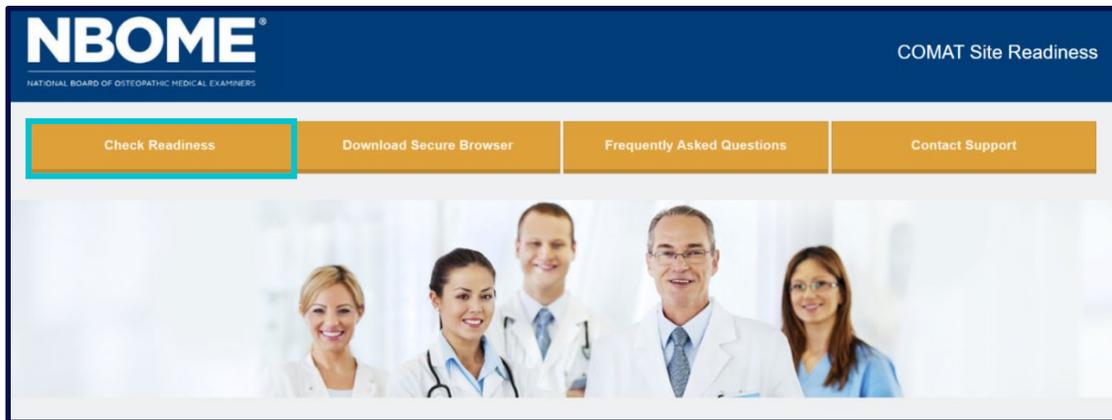
7. In the monitor screen, a proctor can maximize the screen and unmute each individual candidate. You may also click on the button below "Check in" that shows a figure with a green checkmark and will see the individual student options pop up on the left-hand side. Proctors may send them chat messages, flag them for review, pause the exam, and end the exam.



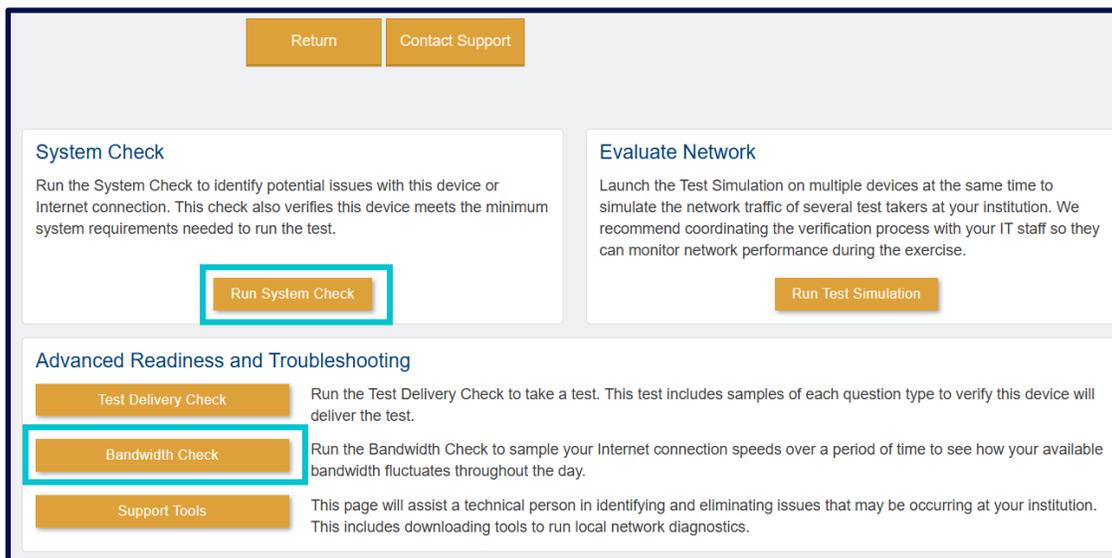
8. Additionally, if the proctor clicks on one of the students under the monitor screen, you will see a live video of them and can chat with them and add events. For example, if you pause the exam, an orange circle will show up on their screen, pausing their exam. Under the events tab, the proctor will see when the test is paused and then when it is resumed. If a proctor is concerned about cheating of any kind, you also have the option to add that to the “events” log. This will automatically make the video stay on the NBOME server for a longer period, so that the COM can request a cloud version copy of the video to review to determine whether there are academic dishonesty concerns. Proctors will also be able to watch segments of the recordings throughout the remote proctoring session. Once a student is finished, a “Completed” screen will show and secure browser will shut down automatically.

What Students See on Screen

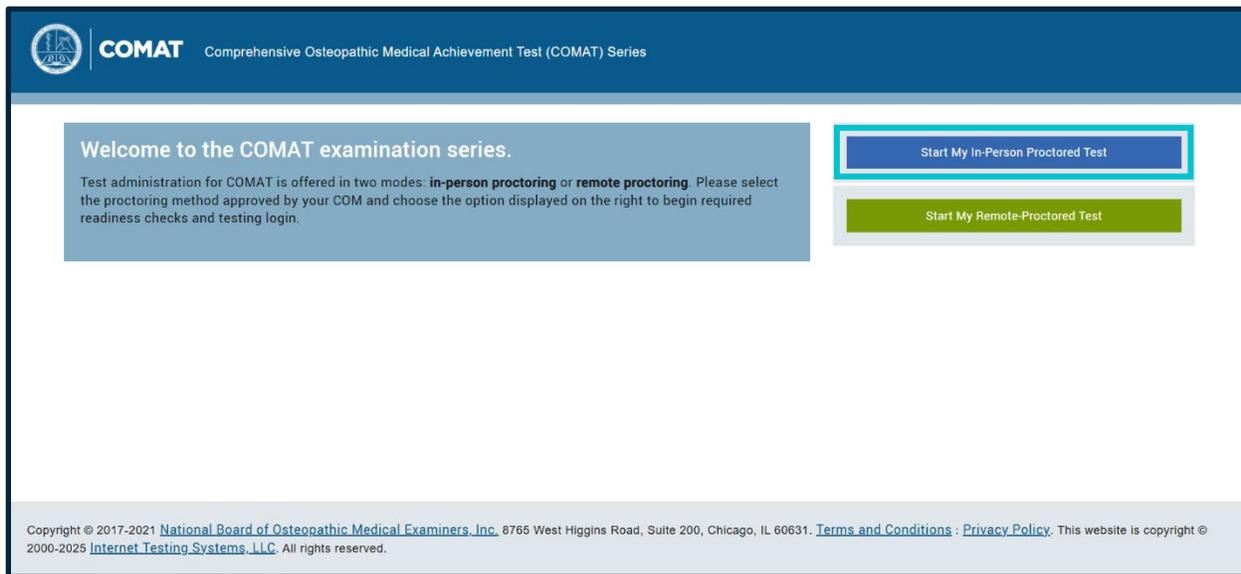
1. The candidate will now go to <http://comat.starttest.com> to download secure browser and to also check system readiness to determine if their system meets all the requirements to take the exam.



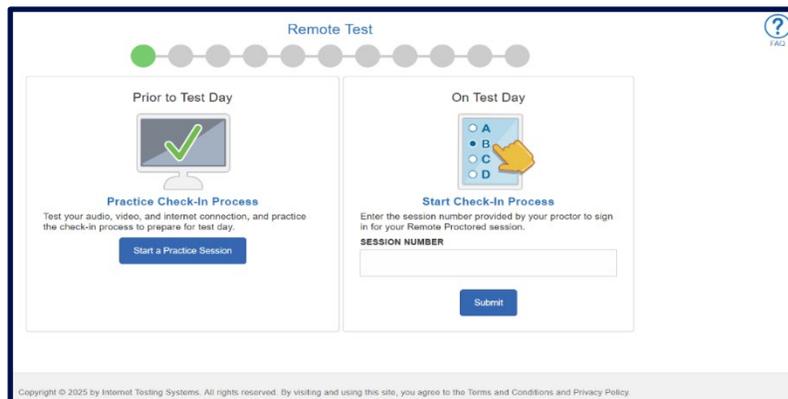
2. You will click on “Check Readiness” and then will see the following screen. You should click on “Run System Check” and complete the system check. You may also check bandwidth to ensure you have good testing experience.



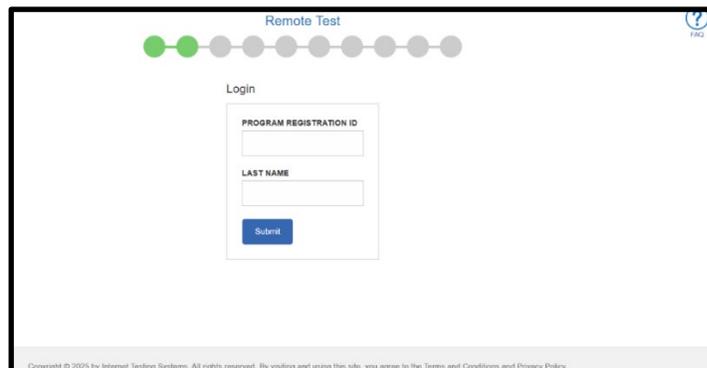
- Once you have completed the System Check, you may download the Secure Browser and then launch the secure browser program.



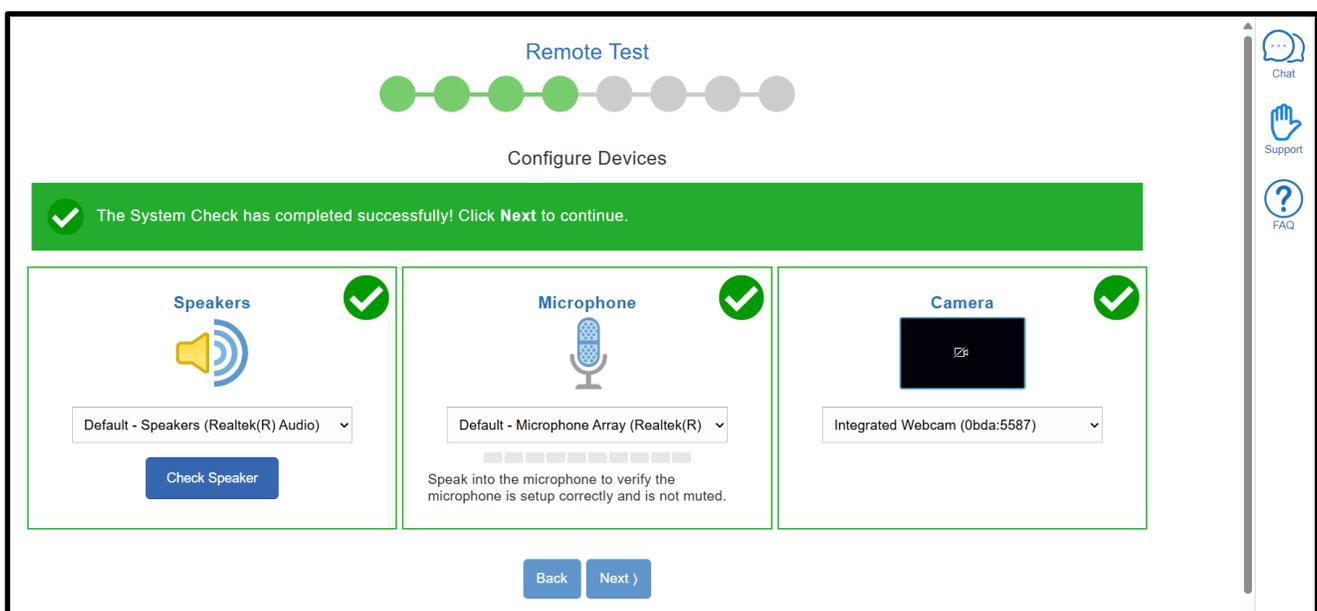
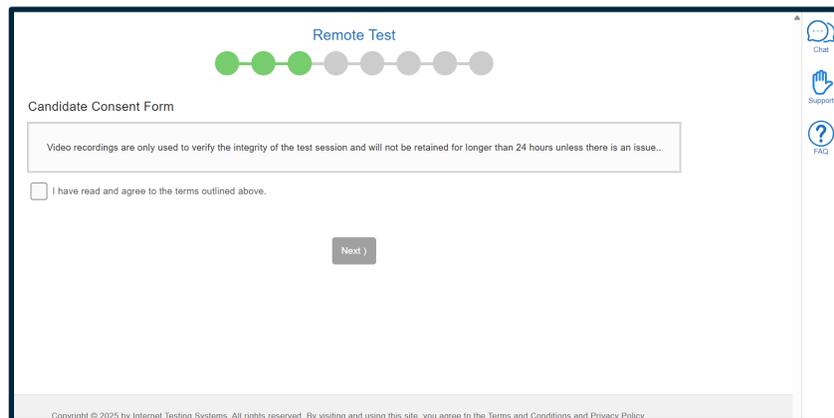
- You then click on "Start My Remote-Proctored Test."
- You will need to enter the Session Number previously emailed to you (your proctor may also provide this to you if you do not have it available).



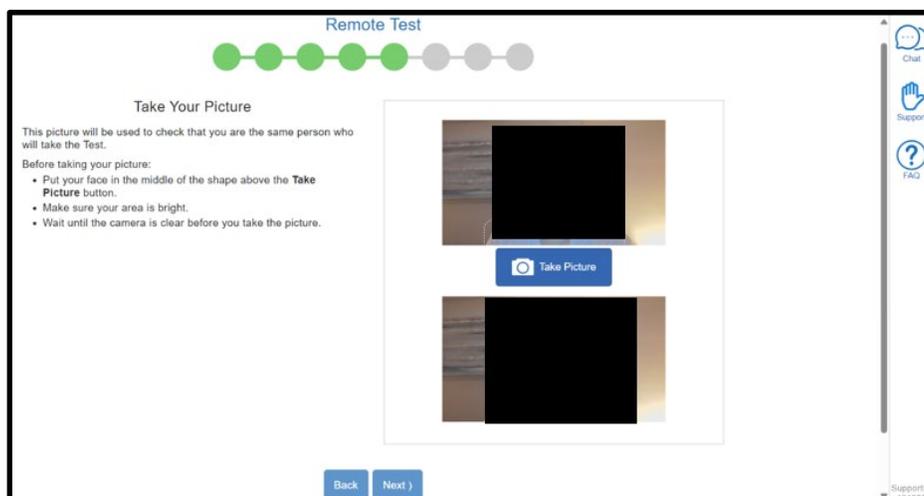
- You will then need to enter in your Program Registration ID and last Name, then click "Submit" once finished.



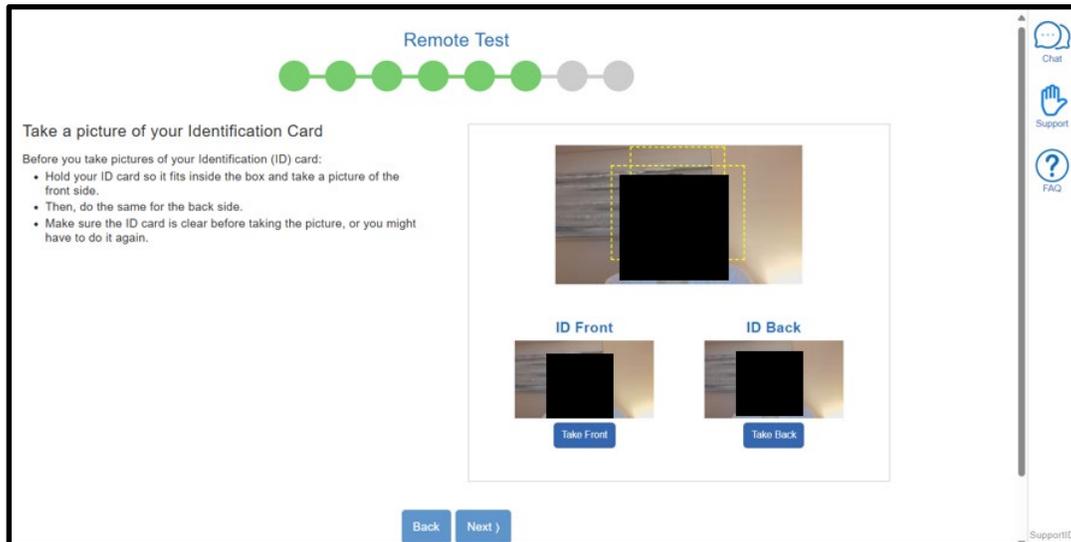
7. After hitting submit, you will see the following screen with a candidate consent form that you will need to sign. After you check agree, click “Next” and you will see a screen for a sound, microphone and camera system check. Once all arrows turn green, you may select “Next.”



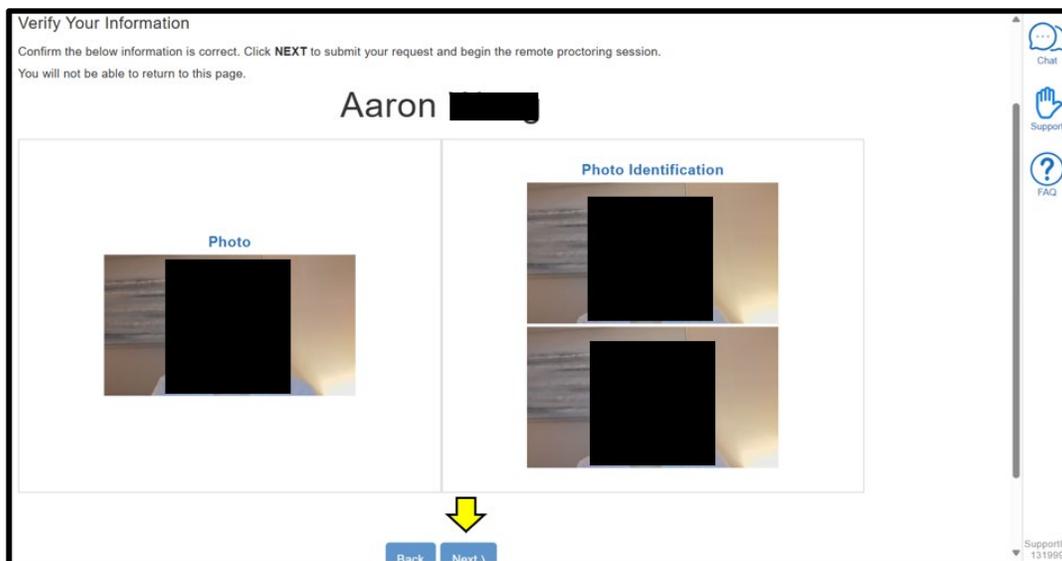
8. After selecting “Next,” you will proceed to the next screen to take two photos of yourself to validate your identity.



9. Select “Next” after taking your photos. The next screen will ask you to take a photo of the front and back of your photo ID.



10. After taking all the photos required, you will be asked to verify that this information is correct. You will then click “Next” to begin the remote proctoring session, and your exam will begin once the proctor approves you in the proctor check-in screen.



Frequently Asked Remote Proctoring Questions

- If a proctor cannot approve students into a test, select “Enable all waiting” button to approve students. Ensure
- that all checkboxes are selected and that the student has a stream that is playing.
- If there are no candidate streams playing, contact ITS because this most likely indicates that traffic is not being allowed on the streaming servers.
- If a proctor cannot see 1 candidate but can see the others, this is likely due to a bandwidth issue. Refresh the stream at a lower resolution or try a different device. If problem persists, please contact ITS support.
- If a proctor is unable to generate a session ID link, please reach out to NBOME Client Services.
- If a student needs to force close the exam, they will need to select “Control + Shift + Q”

Contact Information for Issues

If you have issues that arise the day of the exam, please use the table below to contact the appropriate number. For technical issues with secure browser on the day of the exam, please contact ITS directly so that they can replicate the issue and assist with resolution.

Who	Why	Contact Information	Hours
ITS	Technical issues that arise while launching and after the test	(800) 514-8494	8:00 am – 8:00 pm ET
NBOME Client Services	Issues that arise prior to launching the exam	(866) 479-6828	8:00 am – 5:00 pm CT

System Requirements

Windows

Windows 10+ and Microsoft Edge are required. The latest version of Windows products can be downloaded from the [Microsoft Download Center](#).

Mac

Mac OS Catalina 10.15.7 and Safari 15. Retiring support for Mac OS 10.14 and Safari 13 and 14. The latest version of Mac products can be downloaded from the [Mac Support site](#).

iPad

iOS 16 on iPad 5th generation or newer, iPad Air 3 or newer, iPad Pro (retiring support for iOS 15)