

Table of Contents

. 2
. 3
. 5
. 7
. 8
. 9
12
16
16
16

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."

Hor	ean Portal ne \ Dean Portal \
Where wou	ld you like to go?
R	Accounts Manage Staff and Faculty, COM Information, Faculty Review and Contact Us.
	Exams Purchase, Maintain and View COMLEX, COMAT and COMSAE Exams.
Ŕ	Students Search for students, maintain student exam eligibility, view student exam status, view student scores, and upload student rosters.

2. You will then click on "Maintain Exams."

Exams	
	Purchase Exams You can purchase COMSAE, COMAT and COMLEX Exams.
	Maintain Exams You can edit COMSAE Exams. Edit COMAT Proctors and Locations.
*	View Exam Scores View COMLEX, COMSAE and COMAT Exam Scores and Reports.
?	Exam Info View examination related fees for rescheduling, cancellation and no show for COMLEX Exams and non-examination related fees for score confirma

3. You will then click on "COMAT."

4. 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.

Maintain C	ТАМАТ	СОМА	T Tasks
(Clinical Subject Designed for a variety of applications, COMAT Clinical Subject Exams can be used for end-of-course assessment,	۶	Edit Proctors Allows to to Add or Edit existing Proctors.
	evaluation of education across chinical sites, measuring achievement in osteopatric practice within and across chinical disciplines, and for pre- and post-testing in clinical rotations and clerkships.	\times	Proctor Assignments - Clinical Subject Change Proctor Assignments
(Foundational Biomedical Sciences Intended for assessment of foundational biomedical sciences, COMAT FBS exams assess student knowledge and skills comprehensively and related to disciplines and body systems.	×	Proctor Assignments - FBS Change Proctor Assignments
			Locations Allows you to Add or Edit Locations.
		\$ =	Request a COMAT Score Confirmation Prior to releasing the Comprehensive Osteopathic Medical Achieveme conducts a process of quality assurance to ensure that all examination
		0	Maintain Student COMAT ADA This is where you will designate an ADA for a student for their COMAT
			Clinical Subject Registration Summary View COMAT Clinical Subject Registration Summary .
			FBS Subject Registration Summary

 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.

			Add Location	Go Back 🗲
	1463649 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
Locations				
Edit	Org Name Short	Location Desc	Online Proctor Location	Active
	NBOME_TESTING	Remote	Ŷ	Y
	NBOME_TESTING	Remote Location 2	Ŷ	Y

6. 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.

	Create 🥥 Go Back 🔇
	156.65°07 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Location	
Campus NBOME_TESTING	Location Enter location description
Require	J Required
Active Yes No Require	Online Proctor Location Ves No Required Required

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."

0	Dea	an Portal
		Go Back
	1 10	
Where	would	t you like to go?
.5	2	Accounts Manage Staff and Faculty, CDM Information, Faculty Review and Contact Us.
		Exams Purchase, Maintain and View COMLEX, COMAT and COMSAE Exams.
E.	₹,	Students Search for students, maintain student exam eligibility, view student exam status, view student scores, and upload student resters.
19		News View the latest News for Deans.

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

Purchase Exams		
	BB	BB
COMSAE	COMAT	COMLEX-USA
A Self-Assessment Exam for the COMLEX-USA Exam Series	Distinctive subject examinations designed to assess core osteopathic medical knowledge.	The Pathway to Osteopathic Medical Practice & Licensure in the United States
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	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.	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,

4. 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."

COMAT	
	۲
Clinical Subject	Foundational Biomedical Sciences
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.	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.

5. 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."

Dean Dean Port	Portal I \ Exams \ Purchase Exams \ COMAT \ Clinical Subjects \ Exam Options \
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 ADA Section. The extended time and the candidate's registrations. The path is: Home\ Dean Portal\ Exams\ Maintain Exams \ COMAT \ COMAT ADA Section. The extended time and the candidate's registrations. The path is: Home\ Dean Portal\ Exams\ Maintain Exams \ COMAT \ COMAT \ COMAT ADA Section.
	Step 1 – Select Examination Osteopathic Principles and Practice
* Organization	* Examination ING ▼ COMAT COMAT-SE * Delivery Option Remote-Proctored ▼

6. 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.

Dean Portal Exams \ Purchase Exams \	COMAT	\ Clinical Subjects \	Exam Option	s \ Clinical Su	bject \				
< Cancel									Next >
θθ Search	Sel	ect students	1 733.7				126-69		
		Organization ↑=	NBOME ID	Graduation Year	Last Name	First Name	Middle Name	Scheduled Exam(s)	ADA
Total Row Count 107								COMAT-SE (SEOP23-03) - Timed () - Emergency Medicine (BYOP) - 11/19/2024 Emergency Medicine (COM) -	
 Filter by Graduation Year Select - 								02/27/2025 Emergency Medicine (COM) - 03/13/2025 Emergency Medicine (COM) - 03/14/2025	
Results per page								Emergency Medicine (COM) - 03/24/2025 Emergency Medicine (COM) - 04/03/2025 Empily Medicine (RVOR) - 11/19/2024	

- 7. 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."
- 8. 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.

								Finis
1996.60			Step	0 4 - Rev	view Exam Purchase		A 197 19	176 6 6 6
()		2		3		(4)	
Step 1		Step 2		Step 3		Step 4		
kams - Step 4 - Re	view Exan	n Purchase						
Campus ↑≞	NBOME ID	Graduation Year	Last Name	First Name	Exam	Exam Date	Location	Proctors
NBOME Testing School	526035	2020	MihlbachlerZZEMO	Matthew	COMAT Clinical Subject - Osteopathic Principles and Practice	11/16/2022	Remote- Proctored	Ororo Munroe

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."

Dean Portal Home \ Dean Portal \ Exams \ Maintain Exams \ COMAT \	
	Go Back 🚱
Maintain COMAT	COMAT Tasks
Clinical Subject 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.	Edit Proctors Allows to to Add or Edit existing Proctors. Proctor Assignments - Clinical Subject Change Proctor Assignmente
Foundational Biomedical Sciences 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 ascernant penels.	Proctor Assignments - FBS Change Proctor Assignments Locations
	Allows you to Add or Ealt Locations. Request a COMAT Score Confirmation Prior to releasing the Comprehensive Osteopathic Medical Achievement Test (COMAT) Come Departs the MDCMS conducts a variance of auxiliary accuracy to accurate that all

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.

De Home	an Porta	al I \ Exams \ Maintain	Exams \ COMAT \ Proctor Assignments \						
									Go Back 🗲
Proctor Assig	gnments - Up	coming Exams		Bed. 1			6-6-		
Review/Edit	Exam Date ↑≞	Organization	Exam Location	Proc	tors	Delivery Option			
	04/17/2025	NBOME_TESTING	NBOME_TESTING - Remote-Proctored	Jean Gre	y	Remote-Proctored			
De Hom	ean Port	al al \ Exams \ Maintair	n Exams \ COMAT \ Proctor Assignments \						
Cancel								Save	Go Back
Proctor Assi	gnments			7 847 J					
Exam Date 04/17/2025	5				Exam I NBO	Location DME_TESTING - Remote-	Proctored		
Proctors Charles Xa Comat Pro Eric East Erin West James O'C	vier ctor onnor				5 >> Je > <	iean 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.

You have agreed to the COMAT Proctor Declaration on 10/06/2022 09:35:35 AM									
"As Proctor for the Comprehensive I declare that I administered the CO Guide. I verify that I took the preca protect the integrity of the COMAT	e Osteopathic Medical Achievement Tests (CO MAT examination(s) in accordance with the utions and provisions necessary to provide f examinations."	DMAT), developed and owned by the Nation guidelines contained in the Test Administra or the security of the examination materials	al Board of Osteopathic Medical Examina tion Guide and the Proctor Responsibiliti and the examination process, and to						
here would you like to go?									
COMAT - Clinical Subject	COMAT - Foundational Biomedical Sciences	COMAT - Proctor Comments	Agree to Declaration						
Designed for a variety of applications, COMAT Clinical Subject Exams can be used for end-of-course assessment, evaluation of education across clinical sites, masuring achievement in osteopathic practice within and across clinical disciplines, and for pre- and post- testing in clinical rotations and clerischips.	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.	Throughout the Proctor application, you will have the ability to add comments. To view the comments, you will need to click the icon above.	You will need to agree to the declaration before you can view any of the exams you are to proctor.						



3. 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 F	Program Re	gistration	ID's							Clear 💭	Run 🞸
Exam Date 11/18/20)22										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	

4. 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 $igcar{C}$
Exam Date 11/18/2022	•
Proctor Session Number 1871463536	Required
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	

5. 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
Candidates are moved to the Monitor	tab once they have been	approved	ed. Click the Monitor tab to proctor candidates currently in progress.
Charle In Monitor			
Candidates			
Waiting for Approval	Mins Logged In	P	
There are no candidates to display.			
Checking In		P	
There are no candidates to display.			
Abandoned Check In			
There are no candidates to display.			
Times are displayed using the time zor (America/Chicago)	ne configured for your bro	wser	
			Select a candidate name to view details

Remote Proctor											M	anage Device	e Settings
Check In 1 Monitor													
Candidates (1)	Approve all 1	waiting N	Vayne, Bruce	·							Ca	Il Candidate	Close
Waiting for Approval	Mins Logged In		Checklist	Details	Events		-		and a second		//	C	ve) 🔒
Wayne, Bruce	3	P	▼ Require F	Photo		Needs review				1	·		
Checking In													
There are no candidates to display.			demo										
Abandoned Check In		More											
There are no candidates to display.										100			
Times are displayed using the time zone config (AmericalChicage)	ured for your br	owser	Co	Photo ID	Return	n to check-in Needs review							
			Start 1	Test	Remove 0	Candidate					Charles new p	Xavler 8:57 All	

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.



NBØME.org

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.

	Return	Contact Support	
System Check			Evaluate Network
Run the System Check to identify pot internet connection. This check also v system requirements needed to run th	tential issues v verifies this de he test.	vith this device or vice meets the minimum	Launch the Test Simulation on multiple devices at the same time to simulate the network traffic of several test takers at your institution. We recommend coordinating the verification process with your IT staff so they can monitor network performance during the exercise.
Run Syst	tem Check		Run Test Simulation
Advanced Readiness and Tr	oubleshoot	ing	
Test Delivery Check	Run the Te deliver the	st Delivery Check to take a test.	a test. This test includes samples of each question type to verify this device will
Bandwidth Check	Run the Bab	andwidth Check to sample fluctuates throughout the	your Internet connection speeds over a period of time to see how your available day.
Support Tools	This page This includ	will assist a technical persons downloading tools to ru	ion in identifying and eliminating issues that may be occurring at your institution. In local network diagnostics.

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

COMAT Comprehensive Osteopathic Medical Achievement Test (COMAT) Series	
Welcome to the COMAT examination series. Test administration for COMAT is offered in two modes: in-person proctoring or remote proctoring . Please select the proctoring method approved by your COM and choose the option displayed on the right to begin required readiness checks and testing login.	Start My In-Person Proctored Test Start My Remote-Proctored Test
Copyright © 2017-2021 National Board of Osteopathic Medical Examiners. Inc. 8765 West Higgins Road, Suite 200, Chicago, IL 60631. 2000-2025 Internet Testing Systems. LLC. All rights reserved.	<u>Terms and Conditions</u> : <u>Privacy Policy</u> . This website is copyright ⊚

- 4. You then click on "Start My Remote-Proctored Test."
- 5. 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).

Remot	te Test	FAQ
Prior to Test Day Prior to Test Day Practice Check-In Process Test over avoid video, and intense connection, and practice the check-in process to prepare for test day. Start a Practice Secsion	On Test Day	
Copyright © 2025 by Internet Testing Systems. All rights reserved. By visiting an	Submit	

6. 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."

•••••	C
Candidate Consent Form	Supp
Video recordings are only used to verify the integrity of the test session and will not be retained for longer than 24 hours unless there is an issue.	FAC
I have read and agree to the terms outlined above.	
Next)	

	Remote Test		Chat
	Configure Devices		Support
The System Check has completed succe	ssfully! Click Next to continue.		FAQ
Speakers Image: Constraint of the speakers Default - Speakers (Realtek(R) Audio) Image: Check Speaker	Microphone Wicrophone Array (Realtek(R) ~ Speak into the microphone to verify the microphone is setup correctly and is not muted.	Camera	
	Back 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 <u>Microsoft Download Center</u>.

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 <u>Mac Support site</u>.

iPad

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