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# NBOME

NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS

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Comprehensive Osteopathic Medical Achievement Test

Test Administration Guide  
Published on May 11, 2015



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## **I) Overview**

The National Board of Osteopathic Medical Examiners, Inc. (NBOME) authorizes the Colleges of Osteopathic Medicine (COMs) to administer the Comprehensive Osteopathic Medical Achievement Test (COMAT) in a manner consistent with the guidelines contained in this Test Administration Guide. By requesting any part or all of the COMAT examination series, a COM agrees to protect the integrity of the examinations by taking the precautions and provisions necessary to provide for the security of the examination materials and the examination process. Content is subject to change without notification.

### **A. Description of COMAT Examination Series**

The NBOME's COMAT series currently includes eight core clinical disciplines. Each discipline is designed for standardized assessment in core osteopathic medical disciplines, such as end-of-course or clinical rotation student assessment. They assess an osteopathic student's achievement level on those disciplines, with an emphasis on clinical application. Each examination in the series has osteopathic principles and practice integrated throughout, making it the obvious choice for COM for student assessment needs.

- COMAT is the only osteopathically distinctive discipline-specific examination series
- COMAT is presented in a style and format comparable to the COMLEX-USA licensure series
- Feedback for COMs includes school summary reports and individual student score reports after each administration; scores are compared with national performance
- Created to reflect Osteopathic Physician practice
- Written by osteopathic subject matter experts
- Reflective of COM curricula
- Each COMAT examination consists of 125 items that must be completed within 2 hours and 30 minutes. There is a separate five minute tutorial before beginning each examination

### **B. Faculty Review**

The NBOME provides approved faculty members of osteopathic medical schools the opportunity to conduct a review of COMAT examinations to enable them to better understand the exam format.

Each discipline examination has 35 items and an allotted time of 2 hours and 30 minutes. The content and format of items are a sample of what is delivered to osteopathic medical candidates. Faculty are expected to maintain strict confidentiality of the material contained within the Faculty Review examination.

### **C. COMAT Use Policy**

The NBOME develops and provides to COMs the COMAT Series for administration by the colleges to test the osteopathic medical knowledge of osteopathic medical students in several medical discipline areas, including but not limited to Family Medicine, Internal Medicine, Pediatrics, Surgery, Psychiatry, Obstetrics and Gynecology, Osteopathic Principles and Practices and Emergency Medicine. The COM shall hold in strict confidence any and all confidential information provided. COMAT examinations shall be made available by the NBOME to the COM solely for the limited purpose of the COM's confidential administration of those examinations to its osteopathic medical students. The COM shall fully cooperate with all the NBOME's requirements or requests in order for the NBOME to maintain the security and integrity of COMAT examinations administered.

## **II)COM Roles and Responsibilities**

### **A. COMAT Coordinator**

The NBOME requires that a single individual be designated to oversee all COMAT examination services used by a COM. The COMAT Coordinator is designated by the dean who has a commensurate level of authority. The primary responsibilities of the COMAT coordinator are:

- Ensure that the security of all examination content is maintained at all times
- Oversee administrative tasks for the local provision of services, particularly online ordering of the examinations
- Vet proctors, create proctor logins in COM's COMAT page, and ensure that proctors are present during examinations
- Vet location, create locations in COM's COMAT page and ensure that locations continue to meet minimum testing requirements
- Designate secondary personnel to ensure the examination administrations are in compliance
- Ensure that all COMAT examinations are administered in a secure, proctored setting
- Ensure that examinees follow test day rules and procedures
- Report any suspicious activities observed during an administration to the NBOME immediately
- Conduct investigations regarding irregular behavior, if necessary, and promptly provide the NBOME with the outcome of any such investigation
- Cooperate with the NBOME in any investigation of a possible security breach
- Collaborate with proctors where your student(s) are doing rotations to make arrangements for your students to test
- Order examination reviews for faculty and proctor the examination reviews
- Establish and monitor COMAT invoices and payment

## **B. Candidates**

The NBOME requires that COMAT examinations be administered exclusively to osteopathic students enrolled at a COM. In anticipation of sitting for a COMAT examination students are expected to do the following:

- Arrive at the COM at the appointed time
- Confirm if the COM will be providing a computer or iPad; if own equipment is used, run a system check and download the secure browser prior to examination date
- Review COMAT tutorial prior to examination date
- Respect the use of the COMAT series and avoid all irregular conduct as spelled out in the "Irregular Conduct" section of the COMAT Test Administration Guide

## **III)Eligibility**

Students must be enrolled in a college of Osteopathic medicine, accredited by the AOA-COCA. All registrations are approved by the COMAT Coordinator.

## **IV)Delivery Options**

### **A. COM Approved Location**

Web-based exams must be administered in a secure, proctored setting. The COMAT Coordinator will have access to the NBOME Client Registration System (CRS) COM's page, which houses all the system applications in support of test administration. The COM must be in strict compliance with the procedures outlined in this Test Administration Guide.

#### **a) PC/MAC**

The NBOME provides a web-based utility that checks both hardware and software configurations and downloads a secure browser. The computer is "locked down," preventing the examinee from accessing applications such as e-mail or notepad.

#### **b) iPad**

The NBOME provides a custom iPad compatible secure application to deliver COMAT. The iPad is "locked down," preventing the examinee from accessing applications such as e-mail or notepad.

### **B. Prometric Testing Center**

The COMAT Series is available for administration at Prometric network of secure test centers. Prometric testing may be preferred for students serving on clinical rotations in a distributed hospital network or for those located at a site without web-based test delivery capability. It may also be useful for make-up tests. This option requires advance planning to allow students sufficient time to schedule testing appointments and an additional administrative fee for the Prometric seat See registration and scheduling section.

## **V)Registering and Scheduling**

### **A. Registration Overview**

#### **a) COM Approved Location**

The NBOME has provided a means for the COM to designate students for individual COMAT disciplines. It is available through the COMAT tab on the dean's page of the NBOME Client Registration System (CRS). Detailed procedures supporting this process will be provided to the COMAT Coordinator during the onboarding process.

- The registration includes selecting the student from the class list, choosing the subject, assigning location and proctor
- The COM selects a list of students using the "Set Exams" function in the COM's COMAT page

- The COM selects the COMAT exam(s) that will be administered, and designates students to take the exam. The COM schedules the exam by noon (central time) the day before the examination date

**b) Prometric Testing Center**

The NBOME has provided a means for the COM to designate students for individual COMAT discipline. It is available through the COMAT Tab on the COM's page of the NBOME Client Registration System (CRS). Detailed procedures supporting this process will be provided to the COMAT Coordinator during the onboarding process.

- The COM selects a list of students using the "Set Prometric Exams" function in the COMs COMAT page. The COM can designate any students who will be taking COMAT in the coming test period and can add a student record or change a student record based on any changes in the schedule
- The COM selects the COMAT exam(s) that will be administered, and designates students to take the exam. Once the exam has been assigned, a scheduling link will appear in the student's CRS account. Using the provided link, students will be able to navigate to Prometric's website and select a location within the date range set by the COM

**B. Scheduling**

**a) COM Approved Location**

The COMAT Coordinator establishes a date range for an upcoming administration as part of the registration via the CRS. The registration/scheduling must be completed by noon (central time) the day before the examination date. The registration includes selecting the student from the class list, choosing the subject, and assigning location and proctor.

**b) Prometric Test Center**

The COMAT Coordinator sets the start date and the CRS will provide the end date, the system will automatically set up a date range of 5 calendar days for students to choose. Students will then receive email instruction on how to schedule with Prometric. Students must schedule with Prometric 30 calendar day before the examination date. Once scheduled, students must not change scheduled appointments within 30 calendar day of the scheduled examination date. For any appointments moved or canceled less than 30 days prior to the scheduled examination date, COMs will be assessed the full Prometric seat fee.

**C. Test Accommodation Requests  
For All Approved Locations**

The COM, as the administrator of the COMAT discipline examinations and who offers those examinations to its osteopathic medical students, is and shall be solely responsible for the determination of the eligibility or right of any COM student who requests an accommodation under the Americans with Disabilities Act of 1990, as amended (ADA), or any other applicable federal law or state law, as amended from time to time, and for the determination of any accommodation required by law. The COM is and shall be solely responsible for all costs to provide an accommodation required by law to a COM student.

Once an accommodation has been assigned, all future registrations for that student will be passed to Prometric through the student's scheduling link.

The NBOME will make a good faith effort to provide such reasonable test accommodations that the COM determines are warranted for the examinee.

**D. Rescheduled, Canceled or Missed Scheduled Examination**

**a) COM Approved Location**

COMs can make changes to a scheduled examination date up to noon the day prior to their scheduled date. There is no cancellation procedure in place for the COMAT series. A missed examination can be rescheduled for a new date at no cost to the COM.

**b) Prometric Testing Center**

COMs can make changes to a scheduled examination date up to 30 days prior to their examination date at no cost to the COM. If a change is required within 30 days of the examination date the exam must be cancelled which will result in the forfeiture of the examination seat fee.

**E. Retaking an Examination  
For All Approved Locations**

A candidate is allowed to attempt a COMAT discipline up to 10 times. COMs should only allow students to retake a COMAT discipline after receiving the result.



## **VI) Examination Preparation and Readiness Check**

### **A. COM's Responsibilities**

See "COMAT Coordinator" section under, "COM Roles and Responsibilities."

### **B. Proctor's Responsibilities**

The NBOME requires that all COMAT discipline examinations be proctored by a COM-approved proctor. The primary responsibilities of the COMAT proctor include:

- Secure a quiet location to administer the COMAT examination
- Follow the proctor guidelines and conduct the examination according to the specified procedures
- Run system checks prior to COMAT administrations and ensure that the secure browser has been downloaded to all work stations used for testing
- Resolve any issues identified during the system check prior to the COMAT examination administration
- Plan the admission and dismissal of examinees to ensure test security and minimal disturbance
- Prevent or minimize any disturbances to examinees during the test administration
- Ensure that examinees are monitored throughout the examination, including examinees receiving special accommodations, to insure the security and integrity of the examination
- Maintain the Proctor Log

### **C. Candidate's responsibilities**

See "Candidates" section under "COM Roles and Responsibilities"

## **VII) Examination Administration**

### **A. Arrival and Identification**

#### **a) COM Approved Location**

While the NBOME recommends that all candidates arrive at least 30 minutes prior to their examination time, it is up to the COM to establish the window of time a student has to show up for an examination. Proctors will be responsible for verifying the identity of all candidates sitting for the COMAT discipline examination.

#### **b) Prometric Testing Center**

Candidates must arrive 30 minutes prior to the start of the scheduled test administration, and must bring with them one piece of identification, that must be a valid government-issued picture ID with signature, such as a current driver's license or passport. The ID must be original, in good condition, in Roman English characters and contain a photo that is recognizable and matches the candidate. Testing center professional staff have sole discretion for determining the validity and acceptability of the ID presented and has discretion of determining noncompliance. As part of the candidate's identification processing, the driver's license or passport will be scanned in order to retain information. A candidate's name on the registration and the valid government-issued picture ID must be exactly the same. Candidates are required to have a digital photo taken and provide a biometric ID (fingerprint) to enter and exit the test center.

Any candidate who presents to the test center for a scheduled examination but does not produce at least one appropriate form of identification will not be permitted to take the examination and must schedule a new appointment for the examination as if he or she had failed to appear for the examination without prior notice to the NBOME ("no show"). The COM will incur a seat fee to reschedule the new test appointment as "no show," in accordance with the fees established in this Test Administration Guide.

The NBOME utilizes the personal information entered by the candidate into the NBOME CRS to verify the identity of the candidate taking the examination. Therefore, a candidate whose name is changed by marriage or for some other reason must notify the NBOME at least five business days in advance of testing if he or she is to be tested under the new name. Any candidate presenting an ID that does not match the name in the NBOME web-based electronic registration system will not be permitted to take the examination and will be considered a “no show” for all purposes.

**B. Late Arrival**

**a) COM Approved Location**

The COM will determine whether a candidate is allowed to sit for the examination upon late arrival.

**b) Prometric Testing Center**

Any candidate who arrives at the designated test center up to 30 minutes after the scheduled start time for a COMAT discipline examination and requests to take the examination will be permitted to do so, but only if the test center is able to deliver the examination in its entirety.

**C. No Outside Information or Access**

**a) COM Approved Location**

During the full test session, a candidate will not be permitted access to any information or data not listed in the NBOME’s candidate materials list, including but not limited to any access to a cellular phone or PDA, text, notes or other materials, and may not communicate in any manner with anyone outside the testing center.

**b) Prometric Testing Center**

During the full test session, a candidate will not be permitted access to any information or data not provided to the candidate by the NBOME or Prometric at the test center, including but not limited to any access to a cellular phone or PDA, text, notes or other materials, and may not communicate in any manner with anyone outside the testing center. Candidates are required to place all personal property, including watches, in the secure lockers provided at the test centers. Candidates are permitted to access their personal property after completing their examination.

**D. Food and Drinks**

**a) COM Approved Location**

Candidates are not permitted to bring food or drink into the test area. If a candidate requires food or drink during the testing period, he or she may request an unscheduled break. However, all time for an unscheduled test break(s) will be charged against the allocated test session time.

**b) Prometric Testing Center**

Candidates are not permitted to bring food or drink into the test area of the center. If a candidate requires food or drink during the testing period, he or she may request an unscheduled break. However, all time for an unscheduled test break(s) will be charged against the allocated test session time.

**E. Unaccompanied**

**For All Approved Locations**

A candidate may not have in the test area assigned to the candidate any family member,

assistant or other person for any reason except as specifically approved by the NBOME as a test accommodation.

## **F. Special Assistance**

### **a) COM Approved Location**

A candidate may not have in the test area assigned to the candidate any family member, assistant or other person for any reason except as specifically approved by the NBOME as a test accommodation unless approved by the COM as a special accommodation.

### **b) Prometric Testing Center**

Even though a candidate may not be a "person with disability" for purposes of ADA (see test accommodation policy above section), the NBOME may provide limited special assistance if sufficient notification is provided to the NBOME. The test center professional staff of a COMAT discipline examination may permit or provide special assistance in accordance with the business parameters established between the testing center provider and the NBOME; however, under no circumstance may the test center professional staff permit any additional time to take the examination or modify the examination or testing conditions in any way that would alter the standards for measurement of the knowledge or skill being tested by the examination. Examples of other assistance that may be permitted include but are not limited to the use of ear plugs, dietary needs or taking of medication.

## **G. Leaving Test Area**

### **a) COM Approved Location**

If a candidate leaves his or her assigned test area during the administration of these COMAT discipline examinations without permission, the NBOME may work with the COM to determine whether "irregular conduct" occurred. If it is determined that "irregular conduct" occurred, the examination may be voided, not scored or face other action, as determined by the COM and NBOME.

Regardless of the reason the candidate left the assigned test area, if the candidate is permitted to continue with the examination he or she will not be granted any additional time to complete the examination.

### **b) Prometric Testing Center**

If a candidate leaves his or her assigned test area during the administration of these COMAT discipline examinations without permission, the NBOME may in its sole discretion determine whether "irregular conduct" occurred. If the NBOME determines that "irregular conduct" occurred, the examination may in the sole discretion of the NBOME be voided, not scored or face other action, as determined by the NBOME.

If in the opinion of the NBOME a candidate leaves the test area because he or she is unable to complete an examination due to a significant illness, the NBOME may in its sole discretion void and not report the examination, and, upon written request of the COM within 24 hours of the date of the examination, with appropriate documentation as may be required by the NBOME, permit the candidate to schedule a new test date without payment of an additional fee.

Regardless of the reason the candidate left the assigned test area, if the candidate is permitted to continue with the examination he or she will not be granted any additional time to complete the examination.

## **H. Computer Program Malfunction**

### **a) COM Approved Location**

If the proctor is unable to resolve the computer program malfunction they will reach out to the NBOME to continue troubleshooting the problem. If the COMAT discipline cannot be launched, a new examination date will be rescheduled at least 24 hours from the current examination date. If the examination has been launched, the COM will be charged for the full cost of the examination and the subsequent reschedule. If the examination was not opened, the COM can reschedule a new date without incurring a fee.

### **b) Prometric Testing Center**

If any COMAT discipline examination does not launch or malfunctions, including but not limited to test form not assigned, or missing test items or portions of test items (including visuals, graphics and/or text) during the administration of the examination such that the completeness, integrity or security of the examination is compromised for any candidate, the examination of the candidate(s) adversely affected may be voided by the NBOME and any answers to the extent completed not scored; provided, in lieu of voiding the examination, the NBOME in its sole discretion may accept and score the candidate's examination provided he or she executes in a form satisfactory to the NBOME a verified statement that he or she was unaffected by the malfunction, expressing desire to have his or her examination scored, agrees to accept the results of the examination, and waives any claim arising out of or relating to the examination.

## **I. Interruption of Examination**

### **a) COM Approved Location**

Unanticipated circumstances may arise including, but not limited to, fire alarm, evacuation, weather emergency, power failure, software failure, equipment failure and forced evacuation, which may require a test location to close immediately before or during the administration of an examination. If the proctor stops all testing, the candidates must stop further work on the examination. Candidates must obey all proctor instructions and testing location placards for the safety of all affected by the emergency. Depending on the time required to restore a safe testing environment, the proctor will determine whether or not to resume testing.

In the event of an examination interruption, consistent with NBOME established protocols, the proctor will determine whether the examination will resume from the point when the examination was stopped if the examination interruption will still permit the examination to be administered in its entirety.

If the examination is interrupted for a period of time that will not permit the examination to be administered in its entirety, or the examination is canceled for emergency or safety purposes, any portion of the examination to the extent completed will be voided and not reported, and a new appointment to take the examination will be scheduled without any additional fee.

### **b) Prometric Testing Center**

Unanticipated circumstances may arise including, but not limited to, fire alarm, evacuation, weather emergency, power failure, software failure, equipment failure, and forced evacuation that may require a test center to close immediately before or during the administration of an examination. If the test center professional staff stops all testing, the candidates must stop further work on the examination. Candidates must obey all test center professional staff instructions and testing center placards for the safety of all affected by the emergency. Depending on the time required to restore a

safe testing environment, the test center professional staff will determine whether or not to resume testing.

A candidate must promptly report any interruption of the examination to the test center staff and the COM on the day of the examination. The COM is then responsible for reaching out to the NBOME in writing within 24 hours to report the interruption.

In the event of an examination interruption, consistent with NBOME established protocols, the test center professional staff will determine whether the examination will resume from the point when the examination was stopped if the examination interruption will still permit the examination to be administered in its entirety.

If the examination is interrupted for a period of time that will not permit the examination to be administered in its entirety, or the examination is canceled for emergency or safety purposes, any portion of the examination to the extent completed will be voided and not reported, and a new appointment to take the examination will be scheduled without any additional fee.

If an interruption occurs and the examination cannot be resumed or there is insufficient time to administer it in its entirety, the COM will be required to schedule a new appointment to allow the candidate to take the examination in its entirety. All responses to the extent the examination is completed will be voided and not reported. The new appointment to take the examination will be scheduled upon approval by the COM and without any additional fee.

**J. Missing Data or Score  
For All Approved Locations**

If a candidate's score or data from a COMAT discipline examination is missing for any reason, including but not limited to electronic loss or transmission or computer failure, no score will be recorded or reported for the candidate.

The COM may reschedule the examination for the next available test date without any additional fee.

**K. Cancellation Due to Inclement Weather, Other Force Majeure  
a) COM Approved Location**

If a candidate is unable to test due to inclement weather, force majeure or other event beyond the control of the COM the examination can be rescheduled at no cost to the COM. It is important to note that registrations must still be scheduled at least 24 hours out from the missed examination date.

**b) Prometric Testing Center**

In the event of severe inclement weather, force majeure or other event beyond the control of the NBOME or Prometric, the NBOME or Prometric may in its sole discretion cancel a scheduled examination. If this occurs, candidates should contact the COM to arrange a new period of eligibility. The NBOME or Prometric will, when feasible, make information available to candidates on the status of the examination.

The specific test center contact information for a COMAT discipline is provided on the electronic receipt candidates receive as confirmation of a scheduled test date.

Candidates should retain a copy of the receipt for future reference.

For information about the possible cancellation of an examination, candidates should visit the Prometric website or call (800) 853-6769 to learn if the test center will be open for test administration.

## **L. Emergency Evacuation**

### **For All Approved Locations**

Candidates will follow the emergency evacuation instructions of the testing site.

## **M. Adverse Testing Conditions**

For any program malfunction, failure or interruption, adverse testing condition or other event or condition occurs (“Adverse Condition”) during the administration of any COMAT discipline examination to a candidate, **the candidate must notify the test center staff or proctor immediately of any adverse impact the Adverse Condition had or may have had on the candidate’s performance of the examination.**

### **AND**

**In addition, the COM is required to submit to the NBOME in writing, and the NBOME must receive within 24 hours following the examination date, at** clientservices@nbome.org or NBOME, 8765 W. Higgins Road, Suite 200, Chicago, IL 60631, a description of the Adverse Condition, a detailed statement of the impact the Adverse Condition had or may have had on his or her performance of the examination, and a written request that the NBOME hold the publication of the candidate’s score on the examination until the NBOME has completed its investigation of the matter, as a condition for any claim or right to recourse the candidate may have against the NBOME, Prometric, or their employees, agents or representatives. If the candidate fails to so notify both the test center staff and the NBOME, the candidate thereby waives any claim or right to any recourse he or she against the NBOME, Prometric, or their employees, agents or representatives.

If conditions at a location are universally adverse to all or most candidates, as determined by the NBOME in its sole discretion, the NBOME may offer to all candidates so affected an option to reschedule the examination for the next available test date without the candidate or COM incurring any additional fee. In the event of an adverse testing condition, the candidate may choose to continue or withdraw:

**(1) Continue examination:** After notifying the proctor or test center professional staff, the candidate may elect to continue with the examination. In such a case, the following shall apply:

**a) Adverse Condition Confirmed:** If the proctor or test center staff verifies to the satisfaction of the NBOME that the condition complained of did exist and the NBOME determines that it likely would have substantially and adversely affected the candidate’s performance of the examination, the candidate may reschedule the examination for the next available date and will not be assessed any additional fee. The examination to the extent completed will be voided and not reported. Section F: Required Notifications of Any Adverse Condition applies.

**b) Adverse Condition Not Confirmed:** If the proctor or test center staff does not verify to the NBOME’s satisfaction that the condition complained of existed, or that it existed but did not or would not have substantially and adversely affected the candidate’s performance on the examination, the examination will be scored

**(2) Withdraw from Examination for Adverse Testing Conditions:** If after notifying the test center professional staff the candidate chooses to withdraw from the examination due to adverse testing conditions prior to its completion, the examination shall be voided and not scored, and the following shall apply:

- a) Adverse Condition Confirmed:** If the proctor or test center staff verifies to the NBOME that the condition complained of did exist, and the NBOME determines that it would have substantially and adversely affected the candidate's performance of the examination, the candidate may reschedule the examination for the next available date and will not be assessed any additional fee. The examination to the extent completed will be voided and not reported.
- b) Adverse Condition Not Confirmed:** If the proctor or test center staff does not verify to the NBOME's satisfaction that the condition complained of existed, or that it existed but the NBOME determines that it would not have substantially and adversely affected the candidate's performance on the examination, the NBOME may in its sole discretion, elect to score the examination or to not score the examination and permit the candidate to re-take the examination. Section F: Required Notifications of Any Adverse Condition applies. In such a case, the candidate may not reschedule to take the examination within 60 days of the date of the examination, must pay a full examination fee, and may not elect to withdraw from any future COMAT discipline.

#### **N. Irregular Conduct**

If the NBOME determines in its sole discretion that a candidate committed or contributed to any Irregular Conduct in connection with the application, registration or taking of an examination, the NBOME may void the candidate's examination or score, report the incident to the candidate's school and/or take any other action the NBOME in its sole discretion deems appropriate.

The COM agrees to fully cooperate with any NBOME investigation of any possible irregularities in test administration, candidate behavior, breach of test security or confidentiality, and failure to fully cooperate can result in sanctions, including examination failure, notation of irregular conduct, suspension of eligibility or permanent loss of eligibility to challenge a future COMAT discipline examination.

The term "Irregular Conduct" includes any behavior on the part of any candidate that violates the integrity or security of the examination, behavior that is disruptive to the administration of the examination, or behavior deemed by the NBOME in its sole discretion to be inappropriate in connection with the application, registration, taking, administration, integrity, and security of any NBOME examination. Such behavior includes but is not limited to:

- Copy, fraud, deceit or other dishonest conduct
- Refuse to provide proper ID or permit photo documentation or other identification for ID verification at any time
- Disrupt another candidate or candidates
- Harass of any employee or representative of the NBOME or Prometric, verbally or physically at any time (i.e., before, during, or after any examination)
- Communicate or attempts to communicate with others during the examination other than authorized test center professional staff
- Remove or attempt to remove any test material, scrap paper or white board from the assigned test area
- Damage to property
- Non-compliance with testing center rules and regulations and security requirements including operating test center equipment with reasonable care
- Provide or receive unauthorized information about the content of an examination (see Section VII. P for more detail)

- Communicate or attempt to communicate about the content, format or specific test items with another candidate or with any outside source or party (including use of telephones, personal computers, Internet access, test review companies, or any other means) at any time, either before, during or after any examination
- Use or have available or access to any unauthorized device, text, note or other material that could assist the candidate in taking the examination
- Provide false admittance information or altering applications, score reports, transcripts or certificates
- Provide false or forged identification upon presentation for testing at a test center.
- Harm or threaten to harm the test center professional staff, other examinees, test center employees, NBOME personnel or their agents verbally or physically, including telephone encounters regarding scheduling, scores or score reporting
- Violate of the NBOME's non-disclosure or confidentiality policies or the candidate's non-disclosure agreement at any time
- Violate any of the Terms and Conditions, policies, rules, procedures or obligations of candidates set out in the Bulletin of Information as published at the time of the violation
- Bring personal property into the test area is considered by the NBOME to violate the security of the examination
- Leave his or her assigned test area during the administration of any COMAT Discipline examination
- Conduct other behavior as deemed by the NBOME to be unethical or unprofessional

**Candidates are under proctor surveillance, electronic surveillance, or both during the administration of the COMAT Discipline examinations at all test locations.**

Any proctor, test center professional staff, or other Prometric staff, who suspects Irregular Conduct by a candidate during the administration of the COMAT Discipline examination will report that information to the NBOME. Also, candidates who directly observe Irregular Conduct must report such activity to the proctor, test center professional staff, Prometric or the NBOME.

The NBOME reviews all Irregular Conduct reports and may pursue any and all actions it deems appropriate for or in connection with any Irregular Conduct, including but not limited to any damages or losses incurred by the NBOME, including its reasonable attorneys' fees and costs, caused by the candidate's Irregular Conduct, and injunctive or other equitable relief without bond or other security.

Copying, reproducing, verbally discussing, relaying or recording test items or test content, in addition to violating security, may result in action by the NBOME against the candidate for violation of copyright laws and/or other action by the NBOME allowed by law.

A candidate who is notified that he or she has engaged in Irregular Conduct or is being investigated for alleged Irregular Conduct will have ten 10 calendar days from the date of such notification to submit in writing to and be received by the NBOME any and all information known or available to the candidate that he or she believes is relevant to the matter. After the period of time provided to the candidate to submit information or evidence, the NBOME will finally determine whether the candidate has engaged in Irregular Conduct and, if so, what action will be taken by the NBOME. Notwithstanding the foregoing, the NBOME may in its sole discretion take any action it deems appropriate prior to the submittal of any information or evidence by the candidate.

Decisions regarding Irregular Conduct are determined solely at the discretion of the NBOME and all such decisions of the NBOME are final.

Due to the nature of the process involved in reports of Irregular Conduct of a candidate or investigation of such conduct or any complaint in connection with the administration of a



COMAT Discipline examination, an investigation of any actual or suspected Irregular Conduct may delay the release of any score of a candidate. The NBOME will not release a score, if any, while the examination taken by the candidate is under investigation.

#### **O. Other Unprofessional Conduct**

The NBOME deems professionalism to be an important competency of an osteopathic physician, and a candidate must demonstrate professionalism at all times. The NBOME will not tolerate unprofessional conduct on the part of any candidate under any circumstance, including but not limited to the following:

- Use of foul, lewd, improper or culturally insensitive statements in the comment dialog box provided on the computer-based examinations, or on the post-examination surveys
- Use of foul, lewd, improper or culturally insensitive language in or near a test site Use of foul, lewd, improper or culturally insensitive language, actions, or behavior when addressing the NBOME, an agent or employee of the NBOME or Prometric, in person, by telephone, by email, or by written contact
- Any conduct or behavior deemed by the NBOME to be inappropriate or unprofessional for an osteopathic physician

When any unprofessional conduct comes to the attention of the NBOME, the NBOME at its sole discretion may take any action it deems appropriate, including, but not limited to, the following:

- Record the name of the candidate, nature of the behavior or conduct and the time and conditions under which the behavior or conduct occurred
- Notify the Office of the Dean of the COM

As with other Irregular Conduct, information relating to a candidate's unprofessional conduct may become part of the permanent record of the candidate maintained by the NBOME. The NBOME may in its sole discretion without notification to or permission of the candidate release any or all of the candidate's information or action(s) taken by the NBOME relating to the candidate's Irregular Conduct to any authority, agent of an authority or other persons deemed appropriate by the NBOME or as required by law.

#### **P. Security and Confidentiality**

All examinations, examination materials, answer sheets (if applicable), grading materials and clinical materials used in the COMAT series or other examinations of the NBOME are the sole property of the NBOME. All examinations of the NBOME are protected by the copyright laws of the United States. Candidates have no right, title or interest in or access to any examination of the NBOME, or to the NBOME's means and methods for test development or its methodology of testing and scoring, or to any data or information relating to any examination of the NBOME. All rights are reserved by the NBOME. Only authorized test center professional staff or other authorized agents or employees of the NBOME shall have custody or control of the examination and the examination materials.

The NBOME is not affiliated with, does not sanction and does not endorse any commercial enterprise that purportedly offers COMAT discipline test preparation courses or materials. Candidates may have access to the examination only while it is being administered and only under the supervision of authorized test center professional staff. Post-examination access to, discussion of or review by candidates, or any person on behalf of the candidates, of the examination or examination material is strictly prohibited.

Any discussion or disclosure of any aspect of the test items or the clinical cases or standardized patients either during the examination or after the examination is strictly prohibited. Candidates are obligated not to discuss, disclose, paraphrase, publish or otherwise make known to anyone any test item, information relating to any NBOME examination or other confidential property belonging to the NBOME. Any violation by a candidate of this confidentiality agreement will be considered Irregular Conduct and may result in the non-scoring or voiding of the candidate's score and/or other sanctions that the NBOME may impose in its sole discretion. The NBOME will also be entitled to recover from the candidate all its damages and losses, including reasonable attorneys' fees and costs, caused by any Irregular Conduct of the candidate. By registering for and taking an examination of the NBOME, the candidate agrees and acknowledges that NBOME may have no adequate remedy at law and in its sole discretion is entitled to injunctive and/or other relief to prevent or limit any disclosure of test items or other confidential property of the NBOME, in addition to its damages or losses, including its reasonable attorneys' fees and costs incurred by the NBOME as a result of any action taken to defend or protect its confidential property.

**Q. Refuse to Administer Examination**

The NBOME may in its sole and absolute discretion refuse to administer or provide any of its examinations to any person, with or without cause. If the NBOME determines not to provide its examination to any person and he or she has registered or scheduled to take an NBOME examination and paid a registration or other fee to the NBOME, the only recourse that person shall have against the NBOME is a refund of the registration or other fee paid to the NBOME by the candidate.

**R. Voided Examination Administration**

Only NBOME can void an examination based on an assessment of adverse testing conditions which were reported, verified and confirmed. Candidates may not void their COMAT Discipline score for any reason.

## VIII) Fees and Scoring

### A. Fees

#### a) Fees

COM Approved Location	Examination Fee	Seat Fee
1 – 2 subjects	\$41.00 per subject per student	NA
3 – 6 subjects	\$39.00 per subject per student	NA
7 or 8 subjects	\$37.00 per subject per student	NA
Prometric Test Center	Examination Fee	Seat Fee
1 – 2 subjects	\$41.00 per subject per student	\$50.00 per subject per student
3 – 6 subjects	\$39.00 per subject per student	\$50.00 per subject per student
7 or 8 subjects	\$37.00 per subject per student	\$50.00 per subject per student

#### b) Rescheduling and Cancellation Fee

Location	Fee Incurred	
COM Approved Location	NA	
Prometric Test Center	Outside 30 days of the examination date	NA
	Within 30 days of the examination date	\$50.00 (Seat fee)
Score confirmation	\$25.00	NA

#### c) Invoice

All fees are invoiced after the examination administration and issued to the COM. The NBOME will not collect any fee directly from the students.

### B. Score Reporting

The NBOME provides summary reports for single COMAT administrations, as well as cumulative reports for subjects within an academic year. Reports for single administrations may include a score roster, a frequency table, an item key phrase report, and a school-level performance summary with a graphic profile for school performance on subtopics.

Cumulative reports summarize school performance from the beginning of the academic year. They may include the above features plus a school-level performance summary with a graphic profile for school performance on subtopics during the academic year.

The NBOME processes responses from computer-delivered COMAT administrations each week, then releases scores the following day, typically Thursdays after Noon. Reports are scheduled to be released 5-10 business days after administration regardless of number of schools, tests, examinees, and any combination of these factors.

Reported scores for existing subjects are standard scores, which account for minor differences in difficulty between forms. Standard scores are set to have a mean of 100 and a standard deviation of 10, based on a representative norming sample. Standard score scales are reviewed annually, and may be reestablished at the discretion of the NBOME. Reported scores for new subjects are percent correct scores. After one year, percent correct scores are converted to standard scores, and all subsequent reported scores for the subject are standard scores.

Both single administration and cumulative reports are posted to a secure website, which the NBOME maintains. NBOME will provide each COM access to their site to review, print, and archive the reports. NBOME will post student score reports to the COM, and the COM will

decide whether and how to distribute student score reports. NBOME will not send COMAT student score report to students directly.

**C. Score Confirmation**

The NBOME will confirm a COMAT examination score if a school coordinator submits a written request to the NBOME for score confirmation within 30 days after the scores are released. Individual students may not request score confirmations. The fee per examination score confirmation is \$25, and the request must be accompanied by a check or credit card payment information. A score confirmation entails retrieving the original test responses, checking for any testing or data abnormalities, rescoring using a process different from the operational scoring process, and comparing the rescored results with the originally reported scores. Results of a score confirmation will be sent to the school coordinator by Client Services within two weeks of the request.

**IX)NBOME and ITS Administration Support**

The NBOME will provide telephone support for all COMAT discipline examinations between the hours of 7AM-7PM Monday through Friday with the exception of 2015 - 2016 NBOME holidays (2015: July 3rd, September 7th, November 26th/27th, December 24th/25th/31st, 2016: January 1st, February 15th, March 25th, and May 30th). In addition to the NBOME client services telephone support, our strategic partner ITS will also be available to provide technical support during the same window of time. The NBOME client services department can be reached at (866) 479-6828 and ITS can be reached at (800) 514-8494.