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

Process of Ordering and Scheduling a COMAT Exam

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



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

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	Go Back 🔘
Where woul	Id 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.
R	Students Search for students, maintain student exam eligibility, view student exam status, view student scores, and upload student rosters.
	News View the latest News for Deans.

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

Purchase Exams



- 5. They will then click on the COMAT tile.
- Upon clicking on COMAT, they will have the option to click on <u>Clinical</u> or <u>Foundational Biomedical</u> <u>Sciences</u>. To order the FBS Targeted, they should click on <u>Foundational Biomedical Sciences</u>.

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

After clicking Clinical, the Administrator will see the following page.

Clinical Disciplines		
යලා Emergency Medicine	ନେମ୍ପ Family Medicine	চন্দ্রিন Internal Medicine
Obstetrics / Gynecology	Osteopathic Principles and Practice	운 Pediatrics
Psychiatry	Surgery	

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

need to select the delivery option.

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

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

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

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

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

Comprehensive Exam Targeted Exams					
Body Systems			Disciplines		
Human Development, Reproduction, and Sexuality	Endocrine System and Metabolism	Gastrointestinal (GI) System and Nutritional Health	Biochemistry and Genetics	Microbiology and Immunology	Pharmacologic Principles and Concepts
Cardiovascular and Hematologic Systems	Genitourinary/Renal	Musculoskeletal System	Foundational Anatomical Sciences	Physiologic Basis of Health and Disease	Foundational (a) Neurosciences
Integumentary System	Respiratory System				

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

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

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

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