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OVERVIEW

The NBME has developed a roster system to support the administration and scoring of its web-based examinations. The system also facilitates administration of different subject tests in the same testing room.

The NBME Roster System, which is located on the NBME Services Portal, is divided into two parts:

- a master roster for maintaining records for all students
- a test administration roster to be created prior to each test date

The NBME has given User Account Administrators (UAAs) access to both parts of the roster system. UAA can assign one or both privileges to appropriate staff at their institution.

LOGIN INSTRUCTIONS

All roster management tasks require the user to be logged in to the NBME Services Portal (NSP). Follow these steps to log in:

1. Navigate your web browser to the NSP website located at https://nsp.nbme.org/
2. Click on Sign In located on the right half of the page.
3. Enter your User ID and Password.

NOTE: User ID is generally your email address. If you experience any problems logging in to this web site, click the Forgot Password/Locked Out? link or contact your User Account Administrator.
What You Need to Know

As part of a data sharing agreement with the Association of American Medical Colleges (AAMC), we have populated basic biographic records for all four classes of students. **New matriculants will be added annually after the AAMC Student Records System (SRS) is updated by your school.**

**NOTE:** If your school has administered an NBME web-based exam before, the AAMC records have been loaded by the NBME. If not, please wait one business day after submitting the order for the NBME to populate your master roster.

1. These records include the AAMC-generated ID (available through AMCAS or the AAMC Student Records System).
2. The AAMC ID must be mapped to whatever unique ID (e.g., a university ID) you have issued to your students.
3. Entry of this unique local ID into the testing interface is essential in order for examinees to launch their tests and is also linked to the score report.

Next Steps

A registrar, records administrator, or other designated user must upload a file to the master roster with both the students’ AAMC IDs and corresponding local IDs to be used for testing purposes. The roster system can be accessed through the Examinees tab of the NBME Services Portal.

- The **master roster** user prepares an Excel file (see template on Page 23) with both the AAMC ID and the local ID set for each student and uploads it to the master roster. (An electronic Excel template is available within the roster interface for reference in formatting the file). A preview feature will identify any problem records in the file which can be corrected on the screen prior to upload.

- The **test administration roster** user can then populate the roster with the examinees scheduled to take a web-based exam up to the test date and before a test session is launched. This task can be assigned to any user with knowledge of the examinee group to be tested.

If the master roster has not been processed, the following message will appear on the confirmation page after an order for an NBME web-based examination is submitted:

**UNIQUE IDS HAVE NOT BEEN LOADED TO YOUR MASTER ROSTER.** Examinees will be unable to start their tests without entering this ID. To avoid possible testing delays, notify your User Account Administrator, listed on the home page of the UAA NBME Services Portal. Your UAA can grant access to the NBME Roster System to a registrar, records officer, or other appropriate staff to complete this task.

Continue to the next page for detailed instructions on building a Master Roster and assigning examinees to an Administration Roster.
Building a Master Roster

If this is your first time building a Master Roster, follow the steps below. If you are adding a non-matriculating examinee to your Master Roster, see Page 8. If examinees will be testing at a Prometric Testing Center, refer to Page 19 for instruction on “Assigning Examinees to the Test Administration Roster.”

NOTE: Once the master roster has been created, the records in it will be used to populate subsequent test administration rosters. It is not necessary to reload records to the master roster each time a test administration roster is created.

1. Once logged in, click on the “Examinees” tab located on the menu bar.

2. From the Examinees tab, click on the link that reads, Click here to maintain the list of examinees on the master roster for web-based testing.

3. An alert message will display indicating the number of examinees missing unique local IDs. Click on View to see a list of the examinees.
4. Each examinee must have a unique ID in order to take a web-based exam. IDs can be populated one of two ways:

   a. Create an Excel spreadsheet which follows the format of our template (click on **Upload Examinee IDs** as shown in the sample screenshot above to view the Excel template). In Excel, fill in the required information, making sure to populate the “AAMC_ID” and “Examinee_ID” fields. Once completed, upload the file by clicking on **Upload Examinee IDs**.

   - Or -

   b. Manually set each Examinee ID by clicking on **Set**. Enter the “Examinee ID,” and click **Save** as the final step. Repeat this step for each examinee until all IDs are entered.

5. Once you have populated the Master Roster with the unique local Examinee ID for each examinee you may begin assigning examinees to the Test Administration Roster.
Assigning Examinees to the Test Administration Roster

NOTE: The master roster MUST be populated before you can assign examinees to a test administration roster.

1. Once logged in, click on the “Testing” tab located on the menu bar.

2. From the “Testing” tab, click on the link that reads, “View All” to see all upcoming test administrations at your institution.
3. On the Upcoming Test Administrations page, find the test for which you wish to create an administration roster and click the Create New link under “Admin Roster.”

NOTE: For subsequent administrations, if you are testing the same group of examinees that took a previous web exam, click the Copy Existing link, then select the appropriate administration from the list.

<table>
<thead>
<tr>
<th>Admin ID</th>
<th>Order ID</th>
<th>Exam</th>
<th>Test Dates</th>
<th>Admin Roster</th>
<th>Examinee Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>A02752</td>
<td>A42395</td>
<td>Comprehensive Clinical Science</td>
<td>04/20/2011</td>
<td>Create New</td>
<td></td>
</tr>
</tbody>
</table>

4. You may search by any of the available fields (for example, “Graduation” year) and click the >> arrow to add all of the resulting examinees to the administration roster. Alternatively, you may add examinees individually. Select the check box next to an examinee’s name and click the single > arrow.

NOTE: For schools with multiple campuses, click on the Master Roster drop-down list to search the main campus before adding an examinee.
5. If there are extra time examinees, click on “Standard Pacing” to change the pacing. A menu will pop up allowing you to select the appropriate amount of time. Simply click on the appropriate time.

![NOTE: Once the exam timing pacing option is set, it becomes the default for the examinees in all subsequent test administrations. It is not necessary to set the pacing option again unless a change must be made.]

6. Click the “Save” button once you have added all of your examinees. Your test administration roster is now complete.
Adding Non-Matriculating Examinees to the Master Roster

All matriculating medical student data must be populated via the AAMC Student Records System. Only non-matriculating medical student data may be added to the master roster. To add a non-matriculating examinee:

1. Once logged in to NSP, click on the Examinees tab located on the menu bar.

2. From the Examinees tab, click on the link that reads, Click here to maintain the list of examinees on the master roster for web-based testing.

3. On the Master Roster page, click the Add New Examinee button. A dialog box will display confirming that only data for non-matriculating examinees may be entered. If your school has multiple campuses, you need to ensure that the examinee is not enrolled under one of those campuses before adding. Click Yes to confirm.

Master Roster Management

The master roster enables you to maintain records for those who take NBME web-based examinations. These records are used to populate rosters for specific test administrations and appear on the score reports and individual performance feedback.
4. Enter data for all required fields (those having an *).
   - The ID entered must be unique. An error message will display if the ID entered is already assigned to an examinee in the active roster. If the ID entered is already assigned to an inactive or archived examinee, you will be prompted to reactivate or reinstate the examinee before proceeding.
   - If custom fields have been defined for your school, click on the Custom Fields link to expand the options and make a selection.

5. When data have been added for all required fields, click the Save button.
SECTION 2: EXAMS ADMINISTERED AT NON-AAMC SCHOOLS
Osteopathic medical schools, schools outside the U.S. (including Canada), residency programs or other types of institutions

What You Need to Know

1. The roster system needs to be populated with records for your students who will be taking any NBME web-based exam.

2. Your students identify themselves for NBME web exams using a unique ID which is also linked to the score report.

3. Entry of this unique local ID into the testing interface is essential in order for examinees to launch their tests.

Next Steps

A registrar, records administrator, or other designated user must upload a file with student records to the roster system. The ID should be significant enough for the students to remember when they are ready to launch their exams. The roster system can be accessed through the Examinees tab of the NBME Services Portal.

- The **master roster** administrator prepares an Excel file with information for each student and uploads it to the master roster. A preview feature will identify any problem records in the file which can be corrected on the screen prior to upload.

- The **test administration roster** administrator can then populate the roster with the examinees scheduled to take a web-based exam up to the test date and before a test session is launched. This task can be assigned to any administrator with knowledge of the examinee group to be tested.

If the master roster has not been processed, the following message will appear on the confirmation page after an order for an NBME web-based examination is submitted:

**YOUR MASTER ROSTER HAS NOT YET BEEN POPULATED WITH ANY EXAMINEE RECORDS, INCLUDING A UNIQUE ID FOR EACH ONE. Examines will be unable to start their tests without entering this ID. To avoid possible testing delays, notify your User Account Administrator (UAA), listed on the home page of the NBME Services Portal. The UAA can grant access to the NBME Roster System to a registrar, records officer or other appropriate staff to complete this task.**

Continue to the next page for detailed instructions on building a Master Roster and assigning examinees to an Administration Roster.
SECTION 2: EXAMS ADMINISTERED AT NON-AAMC SCHOOLS

Building a Master Roster

NOTE: Once the master roster has been created, the records will be used to populate subsequent test administration rosters. It is not necessary to reload records to the master roster each time a test administration roster is created. If examinees will be testing at a Prometric Testing Center, refer to Page 19 for instructions on “Assigning Examinees to the Test Administration Roster.”

1. Once logged in to NSP, click on the Examinees tab located on the menu bar.

2. From the Examinees tab, click on the link that reads Click here to maintain the list of examinees on the master roster for web-based testing.

3. On the top of the page click on the link that says “Upload Examinee Data.”
4. From the new page, click on the View Template link under the “Upload Examinees” heading. Use this template as a guide to create your Master Roster in Excel. You MUST create the Excel file with the exact column headings as shown in the template. A sample template is located on page 25 of this document.

5. Once the Excel file is created and you have filled in the fields with the examinees’ appropriate information, upload the file to the Master Roster.

6. From the Upload Examinees page, click on the Browse button, select the Excel file, and click Preview.

7. In preview mode, the application will alert you if any fields contain errors. Correct the errors and press Upload, or choose Cancel, fix the file, and repeat step 6. If you have no errors, your master roster has been created.

8. Once you have uploaded your examinees to the master roster, you may begin assigning them to the administration roster.
Assigning Examinees to the Test Administration Roster

NOTE: The master roster MUST be populated before you can assign examinees to a test administration roster.

1. Once logged in, click on the Testing tab located on the menu bar.

2. From the Testing tab, click on the link that reads View All to see all upcoming test administrations at your institution.
3. On the Upcoming Test Administrations page, find the test for which you wish to create an administration roster and click on the Create New link under “Admin Roster”.

**NOTE:** For subsequent administrations, if you are testing the same group of examinees that took a previous web exam, click the Copy Existing link instead, then select the appropriate administration from the list.

4. You may search by any of the available fields (for example, “Graduation” year) and click the >> arrow to add all of the resulting examinees to the administration roster. Alternatively, you may add examinees individually. Select the check box next to an examinee’s name and click the single > arrow.

**NOTE:** For schools with multiple campuses, click on the Master Roster drop-down list to search the main campus before adding an examinee.
5. If there are extra time examinees, click on “Standard Pacing” to change the pacing. A menu will pop-up allowing you to select the appropriate amount of time. Simply click on the appropriate link.

![NOTE: Once the exam timing pacing option is set, it becomes the default for the examinees in all subsequent test administrations. It is not necessary to set the pacing option again unless a change must be made.]

6. Click the “Save” button once you have added all of your examinees. Your test administration roster is now complete.
What You Need to Know

Unlike exams administered at your institution, exams administered at Prometric Test Centers require the examinee to receive a permit and schedule a test session directly with Prometric.

1. Your students identify themselves for NBME web exams at Prometric by a permit and a non-expired government-issued ID that includes both their recent photograph and signature. They must bring both the permit and the ID with them to the testing location. The names on the permit and the ID must be an exact match.

2. An email address is required for the student to be added to the test administration roster. This email address is used to notify the student when their permit is available.

3. Since permits must be generated in enough time for the student to receive and schedule a session with Prometric, all test administration rosters must be completed by the examination’s lock date as noted in the roster system.

4. Any test accommodations, such as extra time, must be noted on the administration roster. Permits cannot be generated until this step is complete.

Next Steps

A registrar, records administrator, or other designated user must upload a file with student records to the roster system. For Prometric web administrations, this information should include the student ID and email address. The ID should be significant enough for the students to remember when they are ready to launch their exams. The roster system can be accessed through the Examinees tab of the NBME Services Portal.

- The master roster administrator prepares an Excel file (based on the NBME template in the appendix) with information for each student and uploads it to the master roster. A preview feature will identify any problem records in the file which can be corrected on the screen prior to upload.

- The test administration roster administrator can then populate the roster with the examinees scheduled to take a web-based exam up to the examination’s lock date. This task can be assigned to any user with knowledge of the examinee group to be tested.

If the master roster has not been processed, the following message will appear on the confirmation page after an order for an NBME web-based examination is submitted:

```
YOUR MASTER ROSTER HAS NOT YET BEEN POPULATED WITH ANY EXAMINEE RECORDS, INCLUDING A UNIQUE ID FOR EACH ONE. Examinees will be unable to start their tests without entering this ID. To avoid possible testing delays, notify your User Account Administrator (UAA), listed on the home page of the NBME Services Portal. The UAA can grant access to the NBME Roster System to a registrar, records officer or other appropriate staff to complete this task.
```

Continue to the next page for detailed instructions on building a Master Roster and assigning examinees to an Administration Roster.
Preparing the Master Roster for Prometric Administrations

You must have records in your master roster before completing the additional steps required for Prometric administrations. For exam administrations at Prometric Testing Centers, examinees must have an email address on the master roster. If you have not completed your master roster, please refer to the appropriate section of this guide. If examinees are already on the master roster but they do not have an email address, follow the steps below to upload their email addresses.

1. Once logged in, click on the Examinees tab located on the menu bar.

2. From the Examinees tab, click on the link that reads, Click here to maintain the list of examinees on the master roster for web-based testing.

3. On the menu at the top of the page click on the link that says “Upload Examinee Data.”
4. Click on the “View Template” link under Upload Email Address/Other Optional Data.

5. Once the Excel file is created, and you have filled in the fields with the examinees’ appropriate information, using the exact column headings and format as shown in the template, upload the file to the Master Roster. On the Upload Examinee Data page, click on the Browse button in the “Upload Email Address/Other Optional Data” section, select the Excel file, and click Preview.

7. In preview, the application will alert you if fields contain errors. Correct the errors and press Upload, or choose Cancel, fix the file, and repeat step 5. If you have no errors, your master roster has been updated.

8. Once you have added email addresses for your examinees on the master roster, you may begin assigning them to the test administration roster.
Assigning Examinees to the Test Administration Roster

NOTE: The master roster MUST be populated before you can assign examinees to a test administration roster.

- For LCME-accredited schools see Section 1: Building a Master Roster.
- For non LCME-accredited schools see Section 2: Building a Master Roster

1. Once logged into NSP, click on the Testing tab located on the menu bar.

2. From the Testing tab, click on the link that reads View All to see all upcoming test administrations at your institution.
3. On the **Upcoming Test Administrations** page, locate the test for which you wish to create an administration roster and click on the **Create New** link. All test administration rosters must be completed by the stated lock date to ensure that enough time is allotted for the examinee to receive their permit notification and schedule a session with Prometric.

4. You may search by any of the available fields (for example, “Graduation” year) and click the >> arrow to add all of the resulting examinees to the administration roster. Alternatively, you may add examinees individually. Select the check box next to an examinee’s name and click the single > arrow.

**NOTE:** For schools with multiple campuses, click on the Master Roster drop-down list to search the main campus before adding an examinee.
5. If there are extra time examinees, click on Standard-Paced to change the pacing. Select the Region where the examinee will test by clicking the Set link next to Region Required. If other accommodations are required, (e.g., a separate test room), click on the link next to Other Accommodations and select “Yes” from the resulting pop-up, then click Save.

6. In order for NBME to notify Prometric and facilitate the accommodation(s) you have approved, an Excel spreadsheet must be completed.

Select the link Download Test Accommodations Form. (See example on page 30.) All accommodated examinees will automatically populate in the Excel spreadsheet from the information you provided on the test administration roster. If you have indicated that an examinee will require other accommodations, you must include the reason for the accommodation. See the Prometric Test Accommodations document for more information (page 31).

7. Save the test accommodations spreadsheet when complete and send via email to: msstestaccom@nbme.org.

8. Once you have completed adding all standard-paced and extra-time examinees to the test administration roster, click Save. Permits will be generated in two-to-three business days for standard-paced examinees. Permits will be generated in approximately five business days for examinees requiring extra time or other accommodations. Examinees will receive an email containing information required to access their permit. See the Sample Email document for more information (page 27).
Appendix

- AAMC Roster Upload Template
- AAMC Optional Data Upload Template
- Non-AAMC Roster Upload Template
- Non-AAMC Optional Data Upload Template
- Sample Permit Notification Email to Examinees
- Sample Scheduling Permit for Standard-Paced Examinees
- Sample Scheduling Permit for ADA Examinees
- NBME Test Accommodations Notification Form
- Prometric Test Accommodations Document
**AAMC ID / Student ID Matching Upload**

Complete the Template worksheet (first tab) according to the specifications below. The template already contains proper column headings, positions, and formats. Do not create additional worksheets - only the first tab will be uploaded. The required fields are the only fields that will be uploaded. The optional fields are for your reference during the upload process and will NOT be uploaded - the student information in the roster from AAMC is the master record.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>REQUIRED FIELDS</th>
<th>OPTIONAL / INFORMATIONAL FIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AAMC_ID</td>
<td>Examinee_ID</td>
</tr>
<tr>
<td>Min Field Length</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Max Field Length</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Excel Column Type</td>
<td>Text</td>
<td>Text</td>
</tr>
<tr>
<td>Requirements</td>
<td>AAMC must be in column A and contain the exact column heading: AAMC_ID</td>
<td>Student ID must be in column B and contain the exact column heading: Examinee_ID</td>
</tr>
<tr>
<td>Notes</td>
<td>ID issued to student by AAMC</td>
<td>Unique Student ID issued by school - no special characters, dashes, or spaces</td>
</tr>
</tbody>
</table>

### MS Excel File Specification

<table>
<thead>
<tr>
<th>Field Name</th>
<th>AAMC_ID</th>
<th>Examinee_ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min Field Length</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Max Field Length</td>
<td>10</td>
<td>15</td>
<td>40</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Excel Column Type</td>
<td>Text</td>
<td>Text</td>
<td>Text</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Requirements</td>
<td>AAMC must be in column A and contain the exact column heading: AAMC_ID</td>
<td>Student ID must be in column B and contain the exact column heading: Examinee_ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td>ID issued to student by AAMC</td>
<td>Unique Student ID issued by school - no special characters, dashes, or spaces</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sample Data

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAMC_ID</td>
<td>Examinee_ID</td>
<td>Last Name</td>
<td>First Name</td>
<td>Birth Date</td>
</tr>
<tr>
<td>3999999939</td>
<td>006183</td>
<td>Doe-Smith</td>
<td>Jane</td>
<td>9/1/89</td>
</tr>
<tr>
<td>9999999999</td>
<td>3816JS</td>
<td>Smith</td>
<td></td>
<td>9/1/1989</td>
</tr>
<tr>
<td>4545454545</td>
<td>30030030</td>
<td>Joe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3333333333</td>
<td>signes</td>
<td>Jones</td>
<td>Sam</td>
<td>1-Sep-89</td>
</tr>
<tr>
<td>5655655556</td>
<td>E12G4567</td>
<td>Doe</td>
<td>Jane</td>
<td>09/01/89</td>
</tr>
</tbody>
</table>

Header Row of spreadsheet must contain the column headings as in the Sample Data section above. Data in required fields will be validated. Data in optional fields will not be validated.
# Examinee Roster Data Upload

This template should be used only to upload additional / optional data for records already existing in the master roster. Each AAMC ID field must match an ID in the master roster in order to complete the upload. Complete the Template worksheet (first tab) according to the specifications below. Do not create additional worksheets. The template already contains proper column headings, positions, and formats. The program length field may be helpful in grouping examinees when assigning the test administration roster or for inactivating / archiving records. Email is optional for local web-based exams, but is required for examinees testing at a Prometric location. The upload will overwrite existing data only when data is provided (i.e. any optional fields left blank will not remove data existing in those fields in the master roster).

## MS Excel File Specification

<table>
<thead>
<tr>
<th>Field Name</th>
<th>REQUIRED FIELD</th>
<th>OPTIONAL FIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min Field Length</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Max Field Length</td>
<td>15</td>
<td>2</td>
</tr>
</tbody>
</table>

**Excel Column Type**

- **Text**: Examinee ID
- **Number**: Program Length
- **Text**: Email

**Requirements**

- Unique ID must be in column A with the exact column heading: Examinee ID
- Program Length must be in column B with the exact column heading: Program Length
- Examinee Graduation Year, if included, must be in column C with the exact column heading: Email

Any additional columns provided in the sheet will be ignored.

**Notes**

- Unique ID issued by institution & used by examinee to start exam - no special characters, dashes, or spaces – type must be Text to retain leading zeros
- 1 or 2-digit number of years required for the examinee to complete the currently enrolled program.
- Examinee's email address, which is only required for examinees testing at Prometric test centers

## Sample Data

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinee ID</td>
<td>Program Length</td>
<td>Email</td>
</tr>
<tr>
<td>006183</td>
<td>3</td>
<td><a href="mailto:test@xxx.com">test@xxx.com</a></td>
</tr>
<tr>
<td>99999999</td>
<td>7</td>
<td><a href="mailto:test@xxx.uk">test@xxx.uk</a></td>
</tr>
<tr>
<td>100000000</td>
<td>10</td>
<td><a href="mailto:test@xxx.edu">test@xxx.edu</a></td>
</tr>
<tr>
<td>E12G567</td>
<td>4</td>
<td><a href="mailto:test@xxx.net">test@xxx.net</a></td>
</tr>
</tbody>
</table>

Header row of spreadsheet must contain the column headings as in the Sample Data section above.

Data in required fields will be validated.

Data in optional fields will be validated if provided.
### Examinee Roster Data Upload

Complete the Template worksheet (first tab) according to the specifications below. Do not create additional worksheets. The template already contains proper column headings, positions, and formats. The optional fields (except Email) may be helpful in grouping examinees when assigning the test administration roster or for archiving/returning records. Email is optional for local web-based exams, but is required for examinees testing at a Prometric location.

#### Field Name

<table>
<thead>
<tr>
<th>Field Name</th>
<th>REQUIRED FIELDS</th>
<th>OPTIONAL FIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExamID</td>
<td>Examinee_ID</td>
<td>Program Length</td>
</tr>
<tr>
<td>Last_Name</td>
<td>Last_Name</td>
<td></td>
</tr>
<tr>
<td>First_Name</td>
<td>First_Name</td>
<td></td>
</tr>
<tr>
<td>Birth_Month</td>
<td>Birth Month</td>
<td></td>
</tr>
<tr>
<td>Birth_Day</td>
<td>Birth Day</td>
<td></td>
</tr>
<tr>
<td>Birth_Year</td>
<td>Birth Year</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Program Length</td>
<td>Program Length</td>
<td></td>
</tr>
<tr>
<td>Start Month</td>
<td>Start Month</td>
<td></td>
</tr>
<tr>
<td>Start Year</td>
<td>Start Year</td>
<td></td>
</tr>
<tr>
<td>Grad Month</td>
<td>Grad Month</td>
<td></td>
</tr>
<tr>
<td>Grad Year</td>
<td>Grad Year</td>
<td></td>
</tr>
<tr>
<td>Class Level</td>
<td>Class Level</td>
<td></td>
</tr>
<tr>
<td>Cohort</td>
<td>Cohort</td>
<td></td>
</tr>
<tr>
<td>Middle_Name</td>
<td>Middle_Name</td>
<td></td>
</tr>
</tbody>
</table>

#### Requirements

- Unique ID must be in column A with the exact column heading: Examinee_ID.
- Last_Name must be in column B with the exact column heading: Last_Name.
- First_Name must be in column C with the exact column heading: First_Name.
- Birth_Month must be in column D with the exact column heading: Birth_Month.
- Birth_Day must be in column E with the exact column heading: Birth_Day.
- Birth_Year must be in column F with the exact column heading: Birth_Year.
- Gender must be in column G with the exact column heading: Gender.
- Program Length must be in column H with the exact column heading: Program Length.
- Start_Month must be in column I with the exact column heading: Start_Month.
- Start_Year must be in column J with the exact column heading: Start_Year.
- Grad_Month must be in column K with the exact column heading: Grad_Month.
- Grad_Year must be in column L with the exact column heading: Grad_Year.
- Class_Level must be in column M with the exact column heading: Class_Level.
- Cohort must be in column N with the exact column heading: Cohort.
- Middle_Name must be in column O with the exact column heading: Middle_Name.

#### Notes

- The Unique ID is issued by institutions & used by examinees to select their user name, special characters, dashes, or spaces. UC Hastings requires 10 will be truncated.
- Dashes, spaces, & international characters allowed – characters exceeding 30 will be truncated.
- 1 or 2-digit numeric month 1 or 2-digit numeric day 4-digit year M or Male F or Female
- 2 or 4-digit number of years required for the examinee to complete the currently enrolled program.
- 4-digit year of the last exam or examination entered med school program.
- 4-digit year of the last exam or examination entered med school program.
- 1 or 2-digit number representing the examinee's current year within the enrolled program or institution.
- A vowel or code used to identify the group of examinees.
- Dates, spaces, & international characters allowed – characters exceeding 10 will be truncated.

#### Sample Data

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExamID</td>
<td>Last_Name</td>
<td>First_Name</td>
<td>Birth_Month</td>
<td>Birth_Day</td>
<td>Birth_Year</td>
<td>Gender</td>
<td>Program Length</td>
<td>Start Month</td>
<td>Start Year</td>
<td>Grad Month</td>
<td>Grad Year</td>
<td>Class Level</td>
<td>Cohort</td>
<td>Middle_Name</td>
<td></td>
</tr>
<tr>
<td>Test1234</td>
<td>Smith</td>
<td>John</td>
<td>04</td>
<td>01</td>
<td>1989</td>
<td>M</td>
<td>3</td>
<td>19</td>
<td>2009</td>
<td>04</td>
<td>2008</td>
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<td>1212</td>
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</tr>
<tr>
<td>Test2345</td>
<td>Jones</td>
<td>John</td>
<td>05</td>
<td>02</td>
<td>1990</td>
<td>M</td>
<td>7</td>
<td>8</td>
<td>2009</td>
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</tr>
<tr>
<td>Test3456</td>
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<td>03</td>
<td>1991</td>
<td>M</td>
<td>10</td>
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<td></td>
</tr>
<tr>
<td>Test4567</td>
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<td>Jane</td>
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<td>14</td>
<td>1990</td>
<td>F</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Header row of spreadsheet must contain the column headings as in the Sample Data section above.

Data in required fields will be validated. This data will be used to group examinees when assigning the test administration roster or for archiving records.
## Examinee Roster Data Upload

This template should be used only to upload additional / optional data for records already existing in the master roster. Each examinee ID field must match an ID in the master roster in order to complete the upload. Complete the template worksheet (first tab) according to the specifications below. Do not create additional work sheets. The template already contains proper column headings, positions, and formats. The optional fields (except Email) may be helpful in grouping examinees when assigning the test administration roster or for manipulating/archiving records. Email is optional for local web-based exams, but is required for examinees testing at a proctoring location. The upload will overwrite any data existing in the provided fields.

### MS Excel File Specification

<table>
<thead>
<tr>
<th>Field Name</th>
<th>REQUIRED FIELD</th>
<th>OPTIONAL FIELD</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExamID</td>
<td>Program Length</td>
<td>Grad Month</td>
</tr>
<tr>
<td>Min Field Length</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Max Field Length</td>
<td>200</td>
<td>200</td>
</tr>
</tbody>
</table>

**Requirements**

- Unique ID must be in column A with the exact column heading: ExamID
- Program Length must be in column B with the exact column heading: Program Length
- School/Program Start Month, if included, must be in column C with the exact column heading: Start Month
- School/Program Start Year, if included, must be in column D with the exact column heading: Start Year
- Examinee Graduation Year, if included, must be in column E with the exact column heading: Grad Year

**Notes**

- Unique ID issued for institution & used by examinees to start exam - no special characters, dashes, or spaces - type must be Text to retain leading zeroes
- 7 or 2-digit number of years required for the examinee to complete the currently enrolled program.
- 4-digit year examinee entered med school or program
- 4-digit year examinee entered med school or program
- Examinee’s email address, which is only required for examinees testing at proctoring test centers.
- 1 or 2-digit number of years representing the examinee’s current year within the enrolled program / institution.

### Sample Data

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExamID</td>
<td>Program Length</td>
<td>Start Month</td>
<td>Start Year</td>
<td>Grad Month</td>
<td>Grad Year</td>
<td>Examinee Graduation Year</td>
<td>Class Level</td>
<td>Cohort</td>
</tr>
<tr>
<td>3010120</td>
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<td>2015</td>
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<td>Spring2012</td>
</tr>
</tbody>
</table>

Header row of spreadsheet must contain the column headings as in the Sample Data section above.

Data in required fields will be validated. Data in optional fields will be validated. This information can be used to group examinees when assigning the test administration roster or for archiving records.
## Examinee Roster Data Upload

This template should be used only to upload additional / optional data for records already existing in the master roster. Each Examinee ID field must match an ID in the master roster in order to complete the upload. Complete the Template worksheet (first tab) according to the specifications below. Do not create additional worksheets. The template already contains proper column headings, positions, and formats. The optional fields (except Email) may be helpful in grouping examinees when assigning the test administration roster or for inactivating / archiving records. Email is optional for local web-based exams, but is required for examinees testing at a Prometric location. The upload will overwrite any data existing in the provided fields.

### MS Excel File Specification

<table>
<thead>
<tr>
<th>Field Name</th>
<th>REQUIRED FIELD</th>
<th>OPTIONAL FIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinee ID</td>
<td>Program Length</td>
<td>Start Month</td>
</tr>
<tr>
<td>Min Field Length</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Max Field Length</td>
<td>15</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Requirements

**Unique ID** must be in column A with the exact column heading: Examinee ID.

- **Program Length** must be in column B with the exact column heading: Program Length.
- **School/Program Start Month, if included, must be in column C with the exact column heading: Start Month.**
- **School/Program Start Year, if included, must be in column D with the exact column heading: Start Year.**
- **Examinee Graduation Year, if included, must be in column E with the exact column heading: Grad Year.**
- **Examinee Graduation Year, if included, must be in column F with the exact column heading: Grad Year.**
- **Examinee Graduation Year, if included, must be in column G with the exact column heading: Grad Year.**
- **Examinee Graduation Year, if included, must be in column H with the exact column heading: Grad Year.**
- **Email** is optional for local web-based exams, but is required for examinees testing at a Prometric location.

#### Notes

- Unique ID issued by institution & used by examinee to start exam - special characters, dashes, or spaces — type must be Text to retain leading zeros.
- 1 or 2-digit number of years required for the examinee to complete the currently enrolled program.
- 1 or 2-digit numeric month examinee entered med school or program.
- 4-digit year examinee entered med school or program.
- 4-digit month examinee will complete med school or program.
- 4-digit year examinee will complete med school or program.
- Examinee’s email address, which is only required for examinees testing at Prometric test centers.
- 1 or 2-digit number of years representing the examinee’s current level within the enrolled program / institution.

### Sample Data

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinee ID</td>
<td>Program Length</td>
<td>Start Month</td>
<td>Start Year</td>
<td>Grad Month</td>
<td>Grad Year</td>
<td>Email</td>
<td>Grad Year</td>
</tr>
<tr>
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<td>09</td>
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<td>2010</td>
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<tr>
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<td>09</td>
<td>2009</td>
<td>06</td>
<td>2010</td>
<td><a href="mailto:test@xxx.edu">test@xxx.edu</a></td>
<td>2</td>
</tr>
<tr>
<td>9999999</td>
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<td>2012</td>
<td><a href="mailto:test@xxx.net">test@xxx.net</a></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Header row of spreadsheet must contain the column headings as in the Sample Data section above.**

Data in required fields will be validated.

Data in optional fields will be validated if provided. This information can be used to group examinees when assigning the test administration roster or for archiving records.
Subject: New scheduling permit available

Importance: High

Your scheduling permit is now available to view/print.

YOU MUST PRINT YOUR SCHEDULING PERMIT AND BRING IT WITH YOU TO THE TEST CENTER ON YOUR SCHEDULED TEST DATE.

To access your Scheduling Permit, go to [EDDI URL - dynamic by program], login, and select the 'Print Scheduling Permit' link. Your permit will open in a new browser window. Use your browser’s ‘Print’ function to print the permit. WE STRONGLY ENCOURAGE YOU TO PRINT YOUR SCHEDULING PERMIT AT LEAST SEVERAL DAYS IN ADVANCE OF YOUR SCHEDULED APPOINTMENT TO AVOID ANY PROBLEMS ACCESSING OR PRINTING YOUR PERMIT ON TEST DAY.

Refer to the instructions on the permit to schedule your testing appointment. Please be aware that testing appointments are scheduled on a first-come, first-served basis, therefore, the earlier you schedule your appointment, the more likely you are to receive your preferred test location.

IMPORTANT NOTE: In order to be admitted to the exam on test day, your name as it appears on your Scheduling Permit must EXACTLY MATCH the name on the identification you plan to present at the test center on test day. If the name listed on your permit is misspelled or differs from your name as it appears on your identification, immediately contact your institution. IN ORDER TO RECEIVE A REVISED SCHEDULING PERMIT, YOUR INSTITUTION MUST COMPLETE YOUR NAME CHANGE OR CORRECTION MORE THAN 7 BUSINESS DAYS PRIOR TO YOUR SCHEDULED TEST DATE.

If you have any questions about your Scheduling Permit, please contact your institution.
REPORT FOR ADMITTANCE TO TEST CENTER

NBME Subject Examination Program
PERMIT EXAM DESCRIPTION

Scheduling Permit

This scheduling permit authorizes you to sit for the exam during the period noted below. You must print in advance and take this permit to the test center, along with your required identification, in order to take your exam. Review the Scheduling and Test Day Policies and Procedures at http://examinee.nbme.org/documents.mss for further information.

Name: SAMPLE REST OF NAME SAMPLE LAST NAME
SUFFIX_MAX
Program: PROVIDER PROGRAM NAME
Exam: PROVIDER EXAM NAME
Scheduling #: 000000000
(for appointment scheduling)

Eligibility Begins: July 01, 2009
Eligibility Ends: October 31, 2009
# Test Days: 1
CIN (Candidate ID #); CIN___MAX
(for use on test date only to access your exam)

1. SCHEDULE A TEST DATE: Using the information above, schedule a test date via the Prometric website at http://www.prometric.com/MSS. Provide a valid telephone number and email address when scheduling so Prometric can email you a Confirmation Notice and contact you in the event that your appointment must be rescheduled. The Confirmation Notice contains a Prometric Confirmation Number -- You need this number to confirm or change your appointment. Prometric schedules testing appointments on a first-come, first-served basis. The earlier you schedule, the more likely you are to receive your preferred test date and location.

2. CONFIRM OR CHANGE APPOINTMENT: Confirm your appointment using your Prometric Confirmation Number one week before your appointment at http://www.prometric.com/MSS. You may change (e.g., reschedule, cancel, change test center location) your appointment within the eligibility period noted above. To avoid an appointment change fee, you must change your appointment 15 or more days before (but not including) the first day of your scheduled test date. All deadlines are calculated using Eastern Standard Time in the United States. If you reschedule or cancel your appointment or change your test center location within 15 days, you must pay a fee to Prometric at the time you make the change. Refer to your Confirmation Notice for specific fee information.

3. ADMISSION TO THE TEST CENTER: You will not be admitted to the testing room without this permit and an unexpired, government-issued form of ID (such as a driver’s license or passport) that includes both your recent photograph and signature. The name on your ID must match the name on this permit exactly. The only acceptable differences are variations in capitalization; the presence of a middle name, middle initial or suffix on one document and its absence on the other; or the presence of a middle name on one and middle initial on the other. The name on your ID must appear in the Latin alphabet, i.e., in “English language letters.” If the names on your permit and ID differ, immediately contact the medical school or other health professions organization that registered you for this exam. A name change or correction cannot be made within seven business days of your scheduled test date. If you are required to carry a Permanent Residency Card, be sure to bring it with you along with the other required form of ID as noted above.

4. TEST DAY:
   • ARRIVAL: Report to the test center 30 minutes before your scheduled appointment. You must sign in and your photograph will be taken. If you arrive later than your scheduled appointment, you may not be admitted. If you arrive more than 30 minutes after your scheduled appointment, you will not be admitted to the testing center.

   • PERSONAL ITEM STORAGE: You must place all of your personal items, including cell phones, pagers, watches, wallets, food, and beverages in a small locker outside of the testing room. Pagers and cell phones must be turned off.

   • TESTING: The Test Center Administrator (TCA) will instruct you to write your name and CIN listed above on a laminated writing surface provided for making notes. The TCA will then collect the permit and escort you to the testing room. You will enter your CIN into the computer at your workstation to initiate your exam and to resume testing after breaks. Do not erase your name and CIN from the laminated writing surface until the end of your test day.

5. END OF TEST DAY: The TCA will provide you with a printout that confirms you appeared for that day’s testing session. Once you leave the test center, Prometric cannot reproduce the printout.
IMPORTANT DOCUMENT - REQUIRED FOR ADMITTANCE TO TEST CENTER

NBME Subject Examination Program
PERMIT EXAM DESCRIPTION

Scheduling Permit

This scheduling permit authorizes you to sit for the exam during the period noted below. You must print in advance and take this permit to the test center, along with your required identification, in order to take your exam. Review the Scheduling and Test Day Policies and Procedures at http://examinee.nbme.org/documents.mss for further information.

Name: SAMPLE REST OF NAME SAMPLE LAST NAME
SUFFIX MAX
Program: PROVIDER PROGRAM NAME
Exam: PROVIDER EXAM NAME
Scheduling #: 000020000
(for appointment scheduling)

Eligibility Begins: July 01, 2009
Eligibility Ends: October 31, 2009
# Test Days: 2
CIN (Candidate ID #): CIN MAX
(for use on test date only to access your exam)

1. SCHEDULE A TEST DATE: Using the information above, call Prometric at PHONE MAX located in CALL CENTER NAME MAX, available HOURS MAX (local time). You must call this number for accommodations. Provide a valid telephone number and email address when scheduling so Prometric can email you a Confirmation Notice and contact you in the event that your appointment must be rescheduled. The Confirmation Notice contains a Prometric Confirmation Number -- You need this number to confirm or change your appointment. Prometric schedules testing appointments on a first-come, first-served basis. The earlier you schedule, the more likely you are to receive your preferred test date and location.

2. CONFIRM OR CHANGE APPOINTMENT: Confirm your appointment using your Prometric Confirmation Number one week before your appointment at http://www.prometric.com/MSS. You may change (e.g., reschedule, cancel, change test center location) your appointment within the eligibility period noted above. To avoid an appointment change fee, you must change your appointment 15 or more days before (but not including) the first day of your scheduled test date. All deadlines are calculated using Eastern Standard Time in the United States. If you reschedule or cancel your appointment or change your test center location within 15 days, you must pay a fee to Prometric at the time you make the change. Refer to your Confirmation Notice for specific fee information.

3. ADMISSION TO THE TEST CENTER: You will not be admitted to the testing room without this permit and an unexpired, government-issued form of ID (such as a driver’s license or passport) that includes both your recent photograph and signature. The name on your ID must match the name on this permit exactly. The only acceptable differences are variations in capitalization; the presence of a middle name, middle initial or suffix on one document and its absence on the other; or the presence of a middle name on one and middle initial on the other. The name on your ID must appear in the Latin alphabet, i.e., in “English language letters.” If the names on your permit and ID differ, immediately contact the medical school or other health professions organization that registered you for this exam. A name change or correction cannot be made within seven business days of your scheduled test date. If you are required to carry a Permanent Residency Card, be sure to bring it with you along with the other required form of ID as noted above.

4. TEST DAY:
   • ARRIVAL: Report to the test center 30 minutes before your scheduled appointment. You must sign in and your photograph will be taken. If you arrive later than your scheduled appointment, you may not be admitted. If you arrive more than 30 minutes after your scheduled appointment, you will not be admitted to the testing center.
   • PERSONAL ITEM STORAGE: You must place all of your personal items, including cell phones, pagers, watches, wallets, food, and beverages in a small locker outside of the testing room. Pagers and cell phones must be turned off.
   • TESTING: The Test Center Administrator (TCA) will instruct you to write your name and CIN listed above on a laminated writing surface provided for making notes. The TCA will then collect the permit and escort you to the testing room. You will enter your CIN into the computer at your workstation to initiate your exam and to resume testing after breaks. Do not erase your name and CIN from the laminated writing surface until the end of your test day.

5. END OF TEST DAY: The TCA will provide you with a printout that confirms you appeared for that day’s testing session. Once you leave the test center, Prometric cannot reproduce the printout.
<table>
<thead>
<tr>
<th>Examinee ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Candidate ID (NBME Use)</th>
<th>Exam Admin</th>
<th>Region</th>
<th>Exam Pacing</th>
<th>** Other Accommodations</th>
<th>** Describe Other Accommodations Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>Test</td>
<td>Joe</td>
<td>987654321</td>
<td>PEDS-189</td>
<td>01</td>
<td>Extra Time 1.25X</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

* The information on this form has been populated from the information you provided on the administration roster. In order for NBME to notify Prometric and facilitate the accommodations you have approved, this spreadsheet MUST be completed and emailed to the address specified above. Region, Exam Pacing, and Other Accommodations must be specified on the administration roster. If any of this information is missing for an examinee, close this spreadsheet, add the information to the administration roster, and then download the form. If these steps are not completed, the scheduling permit will not generate properly.

** If an examinee requires use of a personal item for medical reasons, you MUST mark the "Other Accommodation" option as "Yes" on the administration roster, AND MUST describe the item in the "Describe Other Accommodations Required" column on this sheet. The fee for a separate room is $400.00. Click on this cell for more information.

If you have any questions, please call 215-590-9258.
Prometric Test Accommodations

Please read and follow these instructions carefully. In order for NBME to notify Prometric and facilitate the accommodations you have approved, the NBME Test Accommodation Notification spreadsheet MUST be complete.

If extended time is needed, you must indicate the amount of time on the test administration roster. If any accommodations other than extended time are required (regardless of exam pacing), please select “Yes” for “Other Accommodation?” on the test administration roster and provide specific details in the “Describe Other Accommodations Required” column within the spreadsheet.

Prometric testing centers are secure facilities and examinees are NOT PERMITTED to bring personal items into the testing rooms. If an examinee requires use of a personal item for medical reasons, you will need to approve the item as a test accommodation and complete the administration roster and spreadsheet as described above. Please be specific. If items or equipment are required for medical reasons, you should provide the make/model of the item or equipment whenever possible. For example, “Medtronic Minimed Paradigm Insulin Pump,” “XX Pharmacy Brand Glucose Tablets,” “Phonak behind-the-ear hearing aids,” or “Futuro Wrist Splint, right wrist.”

Please be aware that Prometric has administrative policies about certain types of items that are not permitted for use in the regular testing room, even with your authorization, and the student may be required to test in a separate testing room. Items which require use of a separate testing room at Prometric generally include food, drink, and injectables (glucometer with finger stick, syringes, etc.). Schools will be charged an additional fee for accommodations requiring a separate room.

Note that continuous glucose meters and insulin pumps that are subcutaneously attached to the body are permitted in the standard room, as are emergency medicines such as asthma inhalers, nitroglycerin tablets, and glucose tablets. However, you must indicate that these accommodations are needed on the spreadsheet so that Prometric can be notified.

Once the test accommodations spreadsheet is complete, send via email to: msstestaccom@nbme.org. If you have any questions, please call 215-590-9258.

After the accommodation details are sent to Prometric, the scheduling permits for those examinees will generate. Students who need accommodations will not be able to schedule their testing appointments online. Their permits will instruct them to call Prometric (based on the testing region) to schedule their testing appointments.