



**Frequently Asked Questions (FAQs)  
for NBME® Web-based Test Administrations**

*April 9, 2020*

**Web-Conferencing for Test Administrations**

**What web-conferencing tools can be used for remote proctoring?**

Below is a list of NBME-approved web-conferencing platforms for facilitating remote observation:

- Microsoft Teams
- Zoom
- Cisco WebEx

If your institution cannot use any of these web-conferencing platforms and would like to suggest a different technology to remotely monitor your examinees, please contact us at [NBMEwebtest@nbme.org](mailto:NBMEwebtest@nbme.org) so that we may evaluate its operational and security feasibility during testing.

**Is Zoom secure to use for test administrations and remote proctoring?**

Each of the web-conferencing software options suggested for NBME test administration with remote proctoring was screened by both NBME and our assessment delivery provider (Internet Testing Systems). We encourage proctors to follow the security guidelines of each option by visiting their websites for security information and timely updates.

Zoom's website contains tips and a blog about how to protect videoconferences from "Zoom-bombing." In particular, Zoom recommends setting up your administration as private rather than public (in Zoom, there are two options to make a meeting private: require a meeting password or use the Waiting Room feature and control the admittance of guests), along with refraining from openly posting links to the conferences on social media platforms like Twitter or Facebook.

Zoom recently posted that, as of April 4, they've enabled passwords on all meetings and turned on Waiting Rooms by default as additional security enhancements. See <https://support.zoom.us/hc/en-us/articles/360041408732>. Visit <https://zoom.us/docs/en-us/covid19.html> for more information.

**What instructions are available for institutions and examinees for web-conferencing and remote proctoring?**

Please review the information that follows to determine if this opportunity is appropriate for your medical school. If web-conferencing administration meets your needs, we recommend you orient your proctoring and technology teams to the program prior to administering an exam remotely.

The experience varies significantly from in-person testing and every institution has its own infrastructure requirements. Holding a practice run with your team members is advised. We also recommend adding 30 minutes before each administration to ensure students are prepared to launch the exam.

- [Instructions on Using Third Party Conferencing Applications for Remote Proctoring](#)
- [Quick Guide for Administration of Assessments for Remote Proctoring](#) (for Proctor use)
- [Examinee Instructions](#)

Contact [NBMEwebtest@nbme.org](mailto:NBMEwebtest@nbme.org) for web-conferencing questions.

### Does NBME have a test module for schools to practice remote proctoring?

A 100-item practice examination is available on the Proctor Resource Site to simulate the test day experience. Directions for using the practice examination can be found on page 9 of the Web-based Examinations Chief Proctor’s Manual.

### Some of our students indicated that they do not have a reliable Internet connection. How can those students complete their examinations?

It is important to have a backup plan. One option is to allow students who are unable to test at home to test on-site at the campus while following social distancing protocol. We have heard that some medical schools are using this approach for students who are unable to test at home.

## Subject Examinations, Customized Assessments, and IFOM® Examinations

### Which exams are available to institutions for remote administration?

Beginning April 7, 2020, NBME offers the following exams for ordering and administration through the web-conference options:

<b>Basic Science</b>	<b>Clinical Science</b>	<b>Comprehensive</b>	<b>IFOM</b>
Behavioral Sciences Biochemistry Gross Anatomy only <i>Gross Anatomy + Embryology</i> Microbiology only <i>Microbiology + Immunology</i> Neuroscience Pathology Pharmacology Physiology	Clinical Neurology Family Medicine Modular <i>Core</i> <i>Core + Chronic Care</i> <i>Core + Chronic Care + Musculoskeletal</i> Medicine Obstetrics and Gynecology Pediatrics Psychiatry Surgery	Comprehensive Basic Science Comprehensive Clinical Science Health Systems Science	IFOM Basic Science <i>English only</i> IFOM Clinical Science <i>English and Spanish</i>

### Are subject exams available for administration at Prometric?

Prometric centers in the United States and Canada are closed through **April 15**. Please check the Prometric website for updates: <https://www.prometric.com/corona-virus-update>

**Is Customized Assessment Services (CAS) available for remote proctoring?**

For institutions subscribing to CAS, 12 fixed-test organ system exams are available for remote administration **starting April 7**. Detailed information has been provided to administrators and faculty enrolled in the program.

**Can CAS exams created prior to April 7 be administered through web-conferencing remote testing?**

We've temporarily suspended testing for all CAS exams except the 12 that we have authorized for remote administration at this time.

**What options are available for institutions interested in administering International Foundations of Medicine® (IFOM) paper exams?**

Institutions considering IFOM exam administrations by paper anytime in 2020 must contact [ifom@nbme.org](mailto:ifom@nbme.org) to discuss their interest **before** placing orders.

**Is IFOM still available for individual testing at Prometric?**

Yes, although many Prometric centers around the world are closed through **April 15**. Please check the Prometric website for updates: <https://www.prometric.com/corona-virus-update>

The spring 2020 individual IFOM testing window has been extended by 2 months, to **July 15**, to enable examinees to contact Prometric and reschedule their exams if needed. The eligibility window has also been extended by 2 months.

Registration for the fall 2020 testing window will occur from June 29 to July 31; that testing window will run from September 14 to November 6. For more information, please go to [www.mynbme.org](http://www.mynbme.org); for assistance, please contact [ifomtestadmin@nbme.org](mailto:ifomtestadmin@nbme.org).