



The rules of conducting NBME exams:

- 1) NBME exams are compulsory and can be conducted on Saturdays because of the time required to conduct the exams, and to eliminate the risk that classes and exams overlap.
- 2) NBME exams can only be conducted on the University premises.
- 3) With the reservation of the provisions of clauses 6-7, NBME exams are conducted after all seminar groups in a given subject have been completed. Students leaving for holidays prior to the announcement of results who did not manage to pass the exam will be obliged to adjust to the dates of exam retakes set by the office of CMEE (1st retake) or course coordinator (2nd retake).
- 4) Students are obliged to take an NBME exam on the date scheduled for their /year/program for a given course, as specified in the examination schedule proposed and approved by the office of CMEE.
- 5) The option to reschedule the exam shall only be available in exceptional cases and for important reasons (e.g. taking a USMLE exam). Such request should be sent no later than 26 days prior to the date of the exam to the e-mail address of the person responsible for a given year/program at the office of CMEE, for final consideration of the request.
- 6) PUMS reserves the right to set a new date of a NBME exam in case of circumstances that cannot be controlled by the University and which render it impossible to conduct the exam on previously scheduled date or during the exam (server problems, electricity supply failures, Internet access problems etc.)
- 7) Any changes in the schedule of NBME exams can be introduced within two weeks from the announcement of the schedule to the students, and upon written request of class/year representatives submitted to the office of CMEE.
- 8) Optional NBME exams provided by PUMS are subject to the same rules and regulations as the course-related, compulsory NBME exams with the reservation that the result of the optional NBME exam will be included in the student's transcript only as a percentage result and upon request of the student. In case of absence from an exam (with or without excuse), the student is obliged to cover the cost of the exam.

- 9) Students may only take an NBME exam if they have been approved by the course coordinator to take the exam, and they meet the conditions to pass the course in which the exam is conducted. In case of an unauthorized take of the exam, it will be treated as cheating and will be subject to disciplinary procedures.
- 10) Students must bring their ID card or another document confirming their identity to the examination.
- 11) Students are obliged to appear at least 30 minutes before the start of the exam. A student who is late for the exam will not be allowed to enter the examination room and will receive the fail mark and/or 0% score for the exam.
- 12) If a student is absent from the exam (including an excused absence in the form of sick leave, or due to another, important reason such as e.g. taking a USMLE exam) then his/her first attempt will also be an NBME exam. If a student fails the NBME exam, he or she must take a retake exam in the form of NBME. The second retake will be an internal exam, the date and form of which will be determined by the course coordinator. It does not apply to the NBME Comprehensive Basic Science examination.
- 13) It is not possible to retake an NBME exam to improve the passing grade from the exam (does not apply to the CBS exam).
- 14) The system of awarding grades, the threshold for passing the exam, and the thresholds for each grade are defined by the course coordinator on the basis of results sent by NBME. NBME exam grade can be different than the final evaluation result of the course (final course grade).
- 15) Upon confirmation of the results by the course coordinator, the office of CMEE shall distribute the results to students within 14 days from the date of the exam.
- 16) NBME exam results are sent only to the students' e-mail addresses assigned by PUMS.
- 17) Students under Erasmus programme are not obliged to take NBME exams. The form and date of their exam is determined by the course coordinator. However, if a student is interested in taking an NBME exam, he or she is obliged to report this to the course coordinator and to the office of CMEE, at least 14 days prior to the scheduled exam date.
- 18) If a student is absent from an NBME exam (except for the excuse in the form of sick leave, or due to another, important reason such as e.g. taking a USMLE exam), he or she is required to cover the

cost of the exam they did not take. The charge is equal to the price of purchase of a single exam for a student by PUMS (at the rates specified by NBME).

19) In case of excused absence (presenting a sick leave certificate or taking a USMLE exam) a new exam date will be scheduled by the office of CMEE.

20) In case of unexcused absence, the student receives the fail mark on the first attempt to take the exam and/or 0% score. Any fortuitous event must be reported to the course coordinator and the person responsible for a given year/program at the office of CMEE as soon as possible.

21) The examination room where NBME exams are conducted is under surveillance.

22) Students taking an NBME exam are strictly forbidden to use mobile phones and other electronic devices on CITK premises during the hours dedicated to conducting the exam. Students are not allowed to communicate with other examinees, and any concerns must be reported directly to the Chief Proctor (CP) or Proctors.

23) During the same time students are only allowed to go to the toilet one at a time.

24) Students who complete the exam earlier, are free to leave the examination room, only in a situation where no 2nd round is scheduled.

25) Students who fail to receive the number of points specified by the Board of CMEE allowing for (in addition to meeting other criteria) the commencement of the clinical part of the classes, are required to take Comprehensive Basic Science (CBS) exam scheduled for further dates and following NBME examination schedule approved by the office of CMEE.

26) On behalf of the office of CMEE an NBME exam is supervised by a person holding the function of a *Chief Proctor* during the exam, who is entitled to decide, in compliance with these regulations, about the admission or non-admission to the exam of persons who were late; to exclude from the exam (with the fail mark and/or 0% score) students who, during the time dedicated to the exam (including break/s), were using electronic devices on CITK premises, behaved in a way that made it difficult for other students to complete the exam, and brought objects put on the list of forbidden items, as specified in CITK Technical Regulations, and NBME regulations to the examination room. Disciplinary procedure will be initiated against any student violating the regulations.

27) These regulations shall apply to the students of medicine courses in English, taking the compulsory and optional NBME exams, and students of medicine course in Polish, who optionally take the NBME exam *Comprehensive Basic Science* for which they are obliged to pay the charge compliant with the charge specified by NBME and published on PUMS' website.