

OCE – COMAT		SOP #: CE.008.00
Effective Date	07/01/18	
Last Revision/Review	11/29/18, 8/28/19	

1. Purpose

The purpose of this procedure is to provide guidelines to the OCE Staff for Internal process for administering the COMAT exams.

2. Related Policy/Authority

[NBOME- COMAT Administration Guide](#)

[BCOM - COMAT Info](#)

3. Faculty/Staff Responsibilities

Director of Clinical Education (COMAT Coordinator)

Third Year Clerkship Coordinator

Hub Coordinators

Clerkship Directors

Proctors

4. Definitions/Abbreviations

- A. OCE - The Office of Clinical Education
- B. NBOME – National Board of Osteopathic Medical Examiners
- C. COMAT - Comprehensive Osteopathic Medical Achievement Test
- D. The COMAT Coordinator is designated by the Dean and has a commensurate level of authority

5. Procedural Steps

5.1. Assigning COMAT:

5.1.1. During the last week of a rotation block, the Third/Fourth Year Clerkship Coordinator will submit the list of students taking the COMAT by specialty to the COMAT Coordinator.

5.1.2. COMAT Coordinator will log in to the NBOME BCOM page and register the students by assigning them to their designated specialty exam, date, testing location, and proctor.

5.1.3. COMAT Coordinator will print the final COMAT assignment and submit to the Third for the final review. The Coordinator will verify the online case/module completion against the list.

5.1.4. The Office of Student Affairs will provide the list of students that require an accommodation to the OCE. The COMAT Coordinator will assign the extra time to these students.

5.2. Before the test day:

5.2.1. the students and proctors are required to run a system check and download the secure browser prior to examination date. The link is located on the BCOM – COMAT website.

5.2.2. Proctors are required to sign the Proctor Acknowledgement Form.

5.3. Test Day Protocol:

5.3.1. Proctors will generate the Proctor Code and Launch Code for each student from the proctor website.

5.3.2. The students are required to follow the arrival and check in rules:

- Check-in will begin 30 minutes prior to the exam start.
- A valid government-issued photo identification card, such as a driver's license or passport, is required at the check-in before being permitted to take your examination. BCOM ID cards will not be acceptable. If a student cannot provide a valid form of identification, or his/her name does not match the name in the NBOME Client Registration System the student will not be permitted to take the exam and will be considered a "No Show."
- The Proctor will provide students with their respective Launch Code and Proctor Code
- Students are required to turn-in the signed test scratch sheet to the proctors before the check out.

5.4. Exam Score Reporting:

5.4.1. NBOME scores are available two – three weeks after the exam date, on Thursdays. The COMAT Coordinator will log in to the NBOME BCOM page and generate the score report.

5.4.2. After the scores are reviewed by the OCE they are entered into Leo.

5.4.3. COMAT Coordinator will release the scores to the students (including the score reports) from the NBOME page.

5.4.4. COMAT Coordinator will distribute the specialty score reports to the Clerkship Directors as soon as available.

5.5. After the exam, COMAT Coordinator will collect and file signed test scratch sheets for all the students.

5.6. Payments

5.6.1. NBOME will send an invoice to the OCE. The Director of Clinical Education will verify the amount and approve the payment.

5.6.2. After the exam, the Hub Coordinators will provide the timesheets for proctors to the Director of Clinical Education. Director of Clinical Education will invoice the proctors and process the payment.

6. Reports/Charts/Forms/Attachments/Cross References

[BCOM-COMAT](#)

[NBOME-COMAT](#)

[Run System Check](#)

[Download a Secure Browser](#)

[www.comat.starttest](#)

[BCOM-COMAT Proctor Acknowledgement Form](#)

[Test Scratch Sheet](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Signature on File

9/3/19

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Director of Clinical Education

Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date