



# The Medical College of Georgia Office of Academic Affairs

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Applicable to: All Clerkship Students  
Approved by: COC  
Category: NBME  
Context:

## NBME Subject Exam Policies

NBME subject examinations are usually given for students in the traditional curriculum on the final Friday of each clerkship and for the students in the Longitudinal Integrated Curricula (LIC) at a predetermined point during the clerkship year. Exams may be given in either virtual or in-person formats. In addition, students will retake all of the subject exams at the end of the clerkship year during the Step/Study course. Students will not be permitted to take examinations early. If a student, regardless of the reason, does not take the examination at that time, s/he may take the examination on a day when NBME subject examinations are administered. With the exception of LIC students, students may not take two NBME subject examinations in one day. Documented personal illness, the death and funeral of a family member or close personal friend, and family emergencies, are examples of legitimate reasons for not being able to take a scheduled examination. Visits to family, friends, purchased airline tickets, etc. are not acceptable reasons to reschedule an examination. As the exam is timed and proctored, if late, a student will not receive additional time to complete the test. Failure to comply with any of the NBME test administration policies may result in a zero on the NBME subject exam.

### Exam Location (In-person)

In-person exams will be taken on the campus on which the student is assigned for the clerkship unless there are extenuating circumstances requiring the student to take the exam on a different campus. Such circumstances are inclusive, but not exclusive, of the following:

- No planned testing on that date at assigned campus
- A greater distance to be traveled to return to the “assigned campus” versus the main or partnership campus
- Lack of housing
- Testing accommodations that are best managed on another campus.

Because exams must be ordered in advance of the test date, students should request an alternate test location by the end of the first week of a clerkship (first Friday), and should send this request in writing to the curriculum office and the involved regional campus dean.

If a regional campus is not able to handle the volume of students on a given rotation for exams, alternate arrangements would be made with the students by the end of the first week of the clerkship. Regional campus deans will be responsible to assess ability to manage the volume of students for these purposes



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### **Postponing the Exam in Enrichment**

In the Enrichment Curriculum, with at least one week's notice, students are permitted to postpone an NBME end-of-clerkship exam. The exam will be rescheduled at a time approved by the Curriculum Office. The clerkship will be considered incomplete until the postponed exam is taken and students will not be allowed to graduate until all required courses are completed and passed.

### **Testing Accommodations**

In order to assure that proper arrangements are made, any student requiring special testing conditions must notify the clerkship director or coordinator before the start of the clerkship or on the first day of the clerkship.

### **Release from Clinical Teaching Site Policy**

On the day preceding the end-of-clerkship NBME Subject Examination, all students' patient care responsibilities will conclude at noon but educational activities may continue until 3 PM. After this time, students will be free from duty until they sit for the NBME Subject Examination. There will be no 'call' required for two nights prior to the examination.