Overview

The NBME now offers a free service through the secure NBME Services Portal which allows faculty of medical schools and authorized staff of other appropriate medical education institutions to review a current form of a web-based exam online. Conducting a review is an easy, three step process:

1) An Executive Chief Proctor (ECP) schedules the review;
2) The ECP starts the review for each participant on the scheduled date;
3) Each Reviewer signs in with a unique access code and email address to view the exam.

Security of Exam Materials and Review Session Arrangements

The NBME requires an Executive Chief Proctor (ECP) to schedule the review, select reviewers and then proctor the session at a single location at their institution. The proctor will arrange the session location and other logistics, such as a time to meet. On the calendar day of the session, reviewers have a maximum of 5 hours to view the test once the proctor has started each reviewer’s individual session from the “Proctor a Review” screen. Reviewers and the proctor may use a laptop (Mac or PC) or a fixed workstation to login and view the exam. Projection of the exam onto a large screen for viewing by multiple faculty is prohibited. The proctor may wish to hold multiple sessions on the same calendar day to accommodate reviewers’ schedules. Each exam may only be requested and reviewed once in 365 calendar days.

Nondisclosure Agreement

To ensure the security of test materials, both reviewers and the proctor must agree to the terms and conditions of the nondisclosure agreement. These terms and conditions will be presented electronically before participants or the proctor can view any exam content (see page 5).

Accessing NERS on the NBME Services Portal (NSP)

NERS portlet is available under the Ordering tab on the NSP. To get started, click on Request Review as shown below:

![Exam Review Service](image)
Request a Review

The Request a Review page (Figure 1) will allow you to:

- Select a proctor from the drop-down list. To request to add a proctor to the list contact the NBME at medicalschoolservices@nbme.org.

- Select an exam to review on this page. An examination can be selected for review only once every 365 days by an institution.

- Schedule the review for the same day or a future date. If you schedule a review for the same day, the date cannot be changed. However, you can cancel it if necessary and enter a new request. Reviews scheduled for a future date can be changed up until the day before the scheduled review date.

Manage Reviewers

On the next screen (Figure 2), enter the list of people who will be reviewing the exam. You are required to enter their email address, first and last name.

NOTE: If there are no reviewers, except the proctor, then select the “Proctor will be reviewing exam” button at the bottom of the page.

When you are finished, click Submit. A confirmation page will appear with the date of the exam review and names of the reviewers.

The proctor will receive an e-mail confirming the details of the request. On the date of the exam review, the reviewers and the proctor will receive an e-mail with instructions on how to launch the review.
Access Period to the Scheduled Review

Access to the scheduled exam is available as follows:

- The exam is available for a full calendar day on the scheduled date.

- For reviews scheduled in advance, the exam becomes available for the proctor to start at 12:00 am reviewers’ local time on the day of the session and closes at 11:59 pm of that day.

- If a same day review is scheduled, the exam is available within an hour of ordering and access expires at 11:59 pm.

- Once a review is started for each participant, each reviewer will have 5 hours to complete it within the calendar day (12:00 am to 11:59 pm local time).

A list of scheduled reviews is provided on the NERS portlet as shown in Figure 3.

Standard NBME Web-Based Testing Requirements

Use of the NBME Examination Review Services Interactive Website requires at least Internet Explorer 7.0 and higher, Firefox 1.5 and higher, and Safari 2.0 and higher. Internet Explorer is recommended.

The supported operating systems include:

- Windows 98
- Windows NT
- Windows 2000
- Windows ME
- Windows XP
- Windows Vista
- Windows 7
- Macintosh OS X

In addition to having a computer that supports one of the required browsers, you will need to have a color monitor capable of displaying 800x600 with 32-bit color. For best results, use a 17” or larger monitor with 800x600 resolution. Please note that if you set your resolution higher than 800x600, the pictures may not display appropriately.

You must disable any popup blocker software that may be installed on the machine. These requirements have been posted in the NERS portlet under System Requirements.
Proctor a Review

On the day of the review, the proctor must log into NSP and click Proctor My Review from the NERS portlet. The proctor must review and agree to the terms of the nondisclosure agreement. Then they can start each review from the directions shown in Figure 4.

Each reviewer will receive an email with a link to the review and an individual access code. Each reviewer has a maximum of 5 hours to complete the review once they begin. The proctor must click on the end button for each reviewer when they are finished to prevent re-access to the exam. The session must be proctored at all times.

Launch a Review

The exam reviewer will click on the review URL and enter their access code and ID (e-mail address) as shown in Figure 5. Then the reviewer will be prompted to start the review. The online tutorial for the exam will load and the reviewer will be able to access the exam.

The review session can be paused at any time. However, please note that the test session time will continue to elapse.

ERS Test Review Support

NBME staff will be available 24 hours a day, 7 days a week (exclusive of NBME holidays) for test administration support to respond to technical or procedural issues that may occur.

Contact Information

For information about NERS, please contact us at webexamreview@nbme.org.
Examinations of the National Board of Medical Examiners® (NBME®) are provided to institutions with a legitimate interest in the education of physicians. Under secure conditions, the NBME makes the examinations and/or items available for review to interested faculty ("Reviewers") who wish to evaluate the appropriateness of the items for tests for courses and clerkships or to help them interpret their students' scores. All Reviewers must certify that they recognize the importance of maintaining the complete security of this material, meet the following conditions, and agree to the following terms. The terms and conditions set forth below govern your access to NBME Examination materials.

**TERMS AND CONDITIONS FOR REVIEW OF NBME EXAMINATION MATERIALS**

1. Each Reviewer acknowledges and agrees to preserve the confidentiality of the test material. Reviewers are not permitted to disclose all or any part of the contents of the test material to anyone. In addition, no reproduction of the test material may be made by any means, including, but not limited to, printing, photocopying, reconstruction through memorization, and/or dictation.

2. A Reviewer is not eligible to take part in a review if that person currently participates or plans to participate within the next three (3) years as a faculty member or preparer in any review course for which students are charged a fee. This condition applies if any student, from the Reviewer's own school or from any other school, is charged a preparation course tuition fee, other than a small charge for production of review course materials.

3. A Reviewer is not eligible to take part in a review if that person is listed as an editor, author, or coauthor of any publication which is advertised, regarded, or perceived as being sold for preparation for medical licensing examinations. Publications include materials using any medium, including, but not limited to, print, electronic media, and videotape.

4. A Reviewer who is presently enrolled in an MD or DO degree program or who is a candidate for medical licensure in the United States of America is not permitted to take part in this review.

5. A Reviewer who, within three (3) years of the date of the execution of this Non-Disclosure Agreement, becomes enrolled in an MD or DO degree program or becomes a candidate for medical licensure in the United States of America must promptly notify NBME of his or her participation in the review of NBME Examination materials.

6. Each Reviewer certifies that he or she is a faculty member in good standing at the medical school and has been authorized by the school to review the applicable test materials and that he or she has read, understands, and agrees to comply with the conditions for review of test material stated herein, including the nondisclosure provisions.

7. Each Reviewer acknowledges that the Examination Materials are owned and copyrighted by the National Board of Medical Examiners and that any unauthorized reproduction of NBME materials constitutes copyright infringement and is strictly prohibited. NBME intends to take infringers to court and reserves the right to pursue all remedies available.

By clicking on the "Agree" button below, I certify that I am authorized to conduct this on-line session and that all present understand and agree to comply with the terms and conditions set forth above. If you do not agree to be bound by these provisions, do not proceed.