

Students' eligibility to take any USMLE Exam

Please check the university website periodically for exam schedules and further updates

All students who have **completed** Basic Medical Sciences are required to obtain a passing score on the appropriate NBME proctored exam administered by the University at its centers either in Poland or at Prometric Test Centers to be eligible to sit for any USMLE exam.

General Rules and Regulations to be sponsored for USMLE Step 1 & Step 2 (CK and CS) exams

1. Student must pass all Basic Science courses required by the University.
2. Any Student upon completion of Basic Sciences wanting to sit for the USMLE Step 1 Exam would have to obtain a passing score on the *National Board of Medical Examiners (NBME) Comprehensive Basic Science Subject Examination (CBSE)* administered and proctored by the University. Students wanting to take the USMLE Step 2CK exam must obtain a passing score on the *National Board of Medical Examiners (NBME) Comprehensive Clinical Science Subject Examination (CCSE)* administered and proctored by the University.
3. NBME exams offered in Poland will be administered at the University location and on the dates scheduled by the University (*schedules for each calendar year will be announced on the University website*); NBME exams offered in the USA, Canada and other countries will be administered at approved Prometric Test Centers (*please find Prometric center locations by visiting www.prometric.com*) and within the testing windows scheduled by the University (*schedules for each calendar year will be announced on the University website*).
4. Passing score of NBME comprehensive exam will be valid for two months after the exam date (*upon showing a passing score on the NBME exam, students have to take the USMLE exam not later than 2 months after the date of NBME exam*). Students who pass the NBME and then fail on the actual USMLE must retake **and pass** the appropriate NBME examination to be eligible to retake the USMLE again. This applies every time the student fails the USMLE.
5. Effective August 1, 2023, the number of times a student may retake NBME Comprehensive Basic Science Subject Examination (CBSE) and/or NBME Comprehensive Clinical Science Subject Examination (CCSE) will be limited to four additional attempts of each exam after the first administration, for a total of five attempts. ATTENTION: This policy applies to any student taking the CBSE and/or the CCSE for the first time beginning on August 1, 2023, and moving forward. This policy does not apply to students who have taken the CBSE and/or the CCSE prior to August 1, 2023. This policy applies across local (at the University) and Prometric administrations.
6. The cost for each exam is as follows (effective July 1, 2024):
 - a. at Prometric Test Centers:
 - a. NBME Comprehensive Basic Science Subject Examination: 150 USD
 - b. NBME Comprehensive Clinical Science Subject Examination: 150 USD
 - b. at University locations in Poland:
 - a. NBME Comprehensive Basic Science Subject Examination: 60 USD
 - b. NBME Comprehensive Clinical Science Subject Examination: 60 USD

NOTE: The Cost of Exams is subject to change without notice. If student decides to cancel once registered, he/she will not receive credit for the examination fee and may be charged a cancellation fee in addition to regular examination fee.

7. The score obtained in **NBME Comprehensive Basic Science Subject Examination** is considered **passing** if Total Equated Percent Correct Score is within or above the Low-Pass Range indicated in Examinee Performance Report. The score obtained in **NBME Comprehensive Basic Science Subject Examination** is considered **failing** if Total Equated Percent Correct Score is below the Low-Pass Range indicated in Examinee Performance Report.

The score obtained in **NBME Comprehensive Clinical Science Subject Examination** is considered **passing** if examinee's CCSE score is equal to or above Step 2CK Minimum Passing Score indicated in Score Report. The score obtained in **NBME Comprehensive Clinical Science Subject Examination** is considered **failing** if examinee's CCSE score is below Step 2CK Minimum Passing Score indicated in Score Report.

Upon successfully passing the appropriate NBME comprehensive exam, students would be sponsored for the appropriate USMLE examination. Passing score of NBME comprehensive exam will be valid for two months after the exam date of the NBME exam. The Dean, however, does have the right to change/increase the passing score for NBME exam when necessary. Rules are subject to change at the discretion of the Dean.

8. Registering for the exam administered at Prometric Test Centers:

Students taking the NBME exams at Prometric Test Centers must register for the exam with the appropriate Registration Form found on the University website. Once completed the Registration Form, it must be send it to the Dean's Office at kmagiera@sum.edu.pl with the confirmation of payment by the prescribed deadline for registration. **Under no circumstances will Registration Forms be accepted after the deadline** specified on the university website. NBME would then email student stating that he/she has been registered to take the exam and that student should schedule the exam with an approved Prometric Test Center. Prometric locations can be found by visiting www.prometric.com. Prometric would then issue the Permit to take the exam on the date the student chooses within the testing window that the exam was scheduled for by the University. Student must bring the scheduling Permit from Prometric to the exam to be allowed to attempt the exam. **Please note that you will not be registered for the NBME until there is a confirmed payment and form submitted.**

NOTE: Please be aware that student is obliged to find an available Prometric Test Center on their own and the university will NOT take responsibility for no testing appointments available at a preferred Prometric Test Center.

9. Registering for the exam administered in Poland:

Students taking the NBME exams in Poland must register for the exam with the appropriate Registration Form found on the University website. Registration Form along with the copy of student ID (*which should be brought to the exam*) and confirmation of payment must be submitted to the Dean's Office at kmagiera@sum.edu.pl. All Registration Forms, copy of ID and payment confirmations must be received at the University Dean's Office by the prescribed deadline for registration. **Under no circumstances will Registration Forms be accepted after the deadline** specified on the university website. **Please note that you will not be registered for the NBME until there is a confirmed payment, form and ID submitted.**

10. Exam in Poland:

There must be a minimum of 3 students registered to have the exam administered in Poland. University has the right to cancel the exam administered in Poland if the minimum number of students is not met by the registration deadline. Airplane tickets to Poland should only be purchased after you receive your permits via email. **University will not be responsible for any expenses incurred by student due to cancellation of the exam.** Please check the university website for updates at <http://smk.sum.edu.pl/nbme-examinations/>

11. Time of exam:

Prometric Test Centers: NBME exams will start exactly at the time indicated on scheduling Permit received from Prometric. Please follow any instructions provided by Prometric.

Poland: NBME exams will start at the time provided by the Dean's Office prior to the exam. All students must report to the exam location no later than half an hour before the beginning of the exam. Students arriving after the schedules start time will not be permitted to attempt the exam.

12. **What to bring with you to the exams administered at the Prometric Test Centers:**

- a. scheduling Permit received from Prometric (*exam permit is issued to student via email directly from Prometric*),
- b. valid driver's license or passport,
- c. any other items requested by Prometric which will be stated on scheduling Permit.

What to bring with you to the exam in Poland:

- a) exam Permit (*exam Permit is issued to student via email from the Dean's Office upon submitting a completed Registration Form, copy of ID and confirmation of payment*),
- b) valid student ID or passport (*this must be the same ID which was provided at the time of registration*).

Additional Information:

- Rules and Regulations are not limited to what is listed above and they are subject to change at the discretion of the Dean.
- It is highly recommended to have a meal before arriving at the testing center.
- Students will not be allowed to bring any food or drinks into the exam room.
- There will not be unscheduled breaks during exams administered in Poland.
Breaks during exams administered at Prometric Test Centers are subject to rules approved at Prometric.