

NBME Examination Regulations for the Academic Year 2025/2026

I. General Provisions

1. NBME examinations are compulsory and may be conducted on Saturdays due to the time required to administer the exams and to avoid conflicts with regular classes.
2. NBME examinations may only be conducted on the University premises.
3. Students may only take an NBME examination if they have been authorized by the course coordinator and meet the requirements for passing the respective course. Any unauthorized attempt will be treated as cheating and subject to disciplinary procedures.
4. In the case of failing an NBME examination, the student is entitled to two retake opportunities in each course, in accordance with PUMS study Regulations:
 - **the first retake** is another NBME examination
 - **the second retake** is an internal examination prepared and administered by the course coordinator, with details regarding its format and structure specified in the course syllabus

These Regulations apply exclusively to NBME examinations, which include the main examination and the first retake.

Exception: the Comprehensive Basic Science (CBS) Examination, for which all three attempts (the main exam and both retakes) are NBME examinations; separate rules apply to the CBS Examination.

II. Examination Dates

1. Examination Session Calendar

The full calendar of NBME examinations is established by the Center for Medical Education in English (CMEE) Office in consultation with students and published no later than **30 November 2025**. Once announced, the calendar is binding and not subject to change. Any modification of an examination date is permitted only in exceptional circumstances, upon a written request submitted by class or year representatives and with the approval of the Dean's Council.

2. Scheduling of Examinations

- The NBME examination may be scheduled no earlier than one week after the completion of classes in the respective subject.
- The dates of the Integrative Test and its retakes must also be considered. The NBME examination cannot be held earlier than one week after the last possible retake of the Integrative Test (this does not apply to retakes individually rescheduled for a student due to medical leave or unforeseen circumstances).

3. Additional Examination Date

- In individual cases (e.g., exceptional unforeseen circumstances, medical leave), the first retake of the NBME examination may be considered as the student's first attempt.
- Any request to sit the NBME examination on a non-standard date requires the consent of the Dean's Council.

- Requests to reschedule the examination for valid reasons (e.g., sitting a USMLE exam) must be submitted no later than 30 days before the scheduled exam date to the CME Office (person responsible for the given year/program).

4. Retake Examination

- The retake date for the NBME examination may be scheduled no earlier than two weeks after the first attempt.
- **Justification:** According to the Study Regulations, there must be at least seven working days between the announcement of examination results and the retake date. NBME results are often posted to medical schools in the MyNBME® Services Portal one calendar day after a testing window ends or the following day. However, for some assessments, posting may take up to three business days after the conclusion of an administration. Examination results are then made available to students by the course coordinator within two working days from their official posting.
- At the written request of the students, the period between the main examination and the retake may be shortened.

5. Additional Retake Examination

- In individual cases (e.g., exceptional unforeseen circumstances, medical leave), or for students covered by Section II.2, an additional retake may be scheduled no earlier than two weeks after the regular retake (this period may be shortened upon the student's written request).
- Approval requires the consent of the Dean's Council.

6. Extraordinary Circumstances

- PUMS reserves the right to reschedule an NBME examination in the event of circumstances beyond the University's control that prevent the exam from being conducted on the scheduled date or during the examination (e.g., server failures, power outages, internet disruptions).

III. Number of Attempts and Absences

1. Each student has the right to **two attempts** at the NBME examination in a given subject during the academic year:
 - First attempt - main examination
 - Second attempt - first retake examination
2. The University may organize a **third examination date**, intended exclusively for students in exceptional circumstances (e.g., submitted medical leave, documented unforeseen events). Participation requires prior consent of the Dean's Council.
3. A student who fails to take the examination on any of the scheduled dates (or submits more than one medical certificate) may be required to take a Dean's leave of absence, or sit the examination in the following academic year.
4. **Absences**
 - Failure to take an exam on the agreed date shall be justified no later than within 7 working days.

- An unexcused absence shall be equivalent to the loss of the right to take the exam on a specific date and obtaining a “fail” grade (0%) by the student.
- Any unforeseen event must be reported to the course coordinator and the CMEE Office (person responsible for the given year/program) as soon as possible.

5. IOS and Regular Program Students

If class schedules differ between IOS and regular program students, each group will be assigned three separate NBME examination dates for each course:

- First attempt - main examination
- Second attempt - first retake examination
- Third attempt - additional session for exceptional cases

IV. Passing Criteria

1. The **passing threshold** for NBME examinations is **60%**.
2. In exceptional cases, taking into account the specifics of the examination, the threshold may be lowered - though not below **55%** - by decision of the course coordinator with the consent of the Dean’s Council.
3. This rule does not apply to courses where the **final course grade** is determined not solely by the NBME examination score but also by other graded components, as specified in the course syllabus (e.g., when the final grade is a weighted average of the NBME examination result and the course grade derived from graded assessments conducted during the course).
4. The established threshold applies to all NBME sittings in a course within the academic year.
5. The passing threshold for the **second retake (internal examination)** is 60%.
6. Students are not permitted to negotiate or challenge the established passing threshold.
7. It is not permitted to retake an NBME examination for the purpose of improving a passing grade. This rule does not apply to the CBS Examination, which is governed by separate regulations.

V. Publication of Results

1. NBME examination results will be made available to students exclusively by the course coordinator within **two working days** from their official publication.
2. Examination results are sent only to students’ **official PUMS email addresses**.
3. A detailed analysis of individual results will be available to students in INSIGHTS **three calendar days** after the scores have been officially posted for the school.
4. Students who travel on holidays before the announcement of results and subsequently fail the exam are required to adjust to the retake dates set by the CMEE Office (first retake) or the course coordinator (second retake).

NBME official timeline:

“Results are often posted to medical schools in the MyNBME® Services Portal one calendar day after a testing window ends or the following day. However, for some assessments, posting may take up to three business days after the conclusion of an administration for exams administered at a medical school or up to three business days after the conclusion of a testing window for exams administered at a Prometric test center.

Examinees will begin receiving notifications that their results are available in INSIGHTS three calendar days after scores are posted for their school. Therefore, examinees may receive their score report notifications from INSIGHTS as soon as four calendar days following the end of a test administration window.”

VI. Examination Conduct

1. The examination room is under **video surveillance**.
2. Each examination is supervised by a **Chief Proctor** appointed by the CMEE Office. The Chief Proctor is authorized to:
 - deny entry to late students
 - exclude from the exam students who violate regulations (with a failing grade and/or 0%)
 - enforce NBME and Centre for Innovative Teaching Techniques (CITT) technical regulations
 - initiate disciplinary procedures against students violating the rules
3. Students must present a valid **student ID card or other photo ID** to be admitted to the examination.
4. Students are required to arrive at least 30 minutes before the scheduled start of the examination. **Check-in will close 10 minutes prior to the start time**; students arriving after this cut-off will not be admitted and will receive a failing grade (0%). (*Chief proctors may specify an earlier check-in window in the exam notice*).

5. Students are strictly forbidden to bring any personal or unauthorized items into the secure testing area. Such items include, but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, notes, pagers, watches, cell phones, recording devices, photographic equipment, and jewelry. Religious head coverings are permitted.

The use of **mobile phones or other electronic devices** on CITT premises during the examination is strictly prohibited. Communication between students is not allowed. Any concerns must be reported directly to the Chief Proctor or proctors.



6. Students are not permitted to make notes on the erasable note board prior to entering their CIN/start-up code. Once the examination officially begins - including the tutorial section - students may use the **erasable note board** provided for calculations or notes. The use of any other materials for writing or note-taking is strictly prohibited.
7. During the exam, only one student at a time is permitted to leave for the restroom.
8. Students may use **soft earplugs and tissues provided by the CMEE Office**.
9. Students who finish the exam early may leave the examination room only if no second round is scheduled.

10. Examination Confidentiality

The **confidentiality of examination content must be maintained at all times**. Students are strictly prohibited from communicating, publishing, reproducing, or transmitting any part of the examination, in any form or by any means, whether verbal or written, and for any purpose. Any violation of this rule will result in disciplinary action.

VII. Final Provisions

1. These regulations apply to students of medicine programs in English taking compulsory or optional NBME examinations.
2. They also apply to students of the Polish-taught medicine program who optionally take the CBS examination, for which they are required to cover the fee specified by NBME and published on the PUMS website.
3. Optional NBME examinations provided by PUMS are subject to the same rules and regulations as compulsory course-related NBME examinations, with the reservation that the result of an optional NBME exam will be recorded in the student's transcript **solely as a percentage result, and only upon the student's request**. In the case of absence from an optional exam (with or without excuse), the student is obliged to cover the cost of the exam.
4. Erasmus students are obliged to take NBME examinations if such an exam is the final exam for a given course. The same rules apply as for regular PUMS students.