



## CLERKSHIP COMAT POLICY

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<b>EFFECTIVE DATE:</b>	6/26/24	<b>NEXT REVIEW:</b>	5/1/2024
<b>APPROVED BY:</b>	Academic Programs		
<b>CATEGORY:</b>	Academic Programs		
<b>APPLIES TO:</b>	Students in the Doctor of Osteopathic Medicine (DO) Program		

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### REFERENCES AND RELATED POLICIES:

- Clerkship Course Syllabi

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### PURPOSE

This policy will define policy and procedures related to the clerkship National Board of Osteopathic Medical Examiners (NBOME) Comprehensive Osteopathic Medical Achievement Test (COMAT).

### POLICY AND PROCEDURES

1. Required COMAT Examinations
  - a. All MSUCOM students are required to take and pass the following NBOME COMAT examinations on one of two attempts as outlined in each course syllabus.
    - i. Emergency Medicine
    - ii. Family Medicine
    - iii. Internal Medicine
    - iv. Obstetrics and Gynecology
    - v. Osteopathic Principles and Practices (OPP)
    - vi. Pediatrics
    - vii. Psychiatry
    - viii. Surgery
  - b. Students are not permitted to retake a passed COMAT examination to achieve a higher score.
2. Timing of the COMAT Examination
  - a. The COMAT exam for the related subject/course will be taken by the student on the last Friday of the rotation.
    - i. Absence due to emergent need

1. The student will need to communicate emergent need of absence to the Associate Dean for Clerkship Education for approval ([enright4@msu.edu](mailto:enright4@msu.edu)). Documentation may be requested.
      - a. The clerkship team will schedule a make-up examination that may occur on an open Friday COMAT test date, or another date chosen by the Clerkship team following the missed exam.
    - ii. Personal need to delay examination
      1. On rare occasion, the student may request to delay the COMAT examination. The Associate Dean for Clerkship Education will review and approve/deny such requests. The student must request a delay to [com.clerkship@msu.edu](mailto:com.clerkship@msu.edu) by the end of the first week of the rotation.
      2. Emergent absence/approval must be communicated by the student to the Associate Dean for Clerkship Education at [enright4@msu.edu](mailto:enright4@msu.edu).
    - iii. The Family Medicine COMAT examination will be completed on the last Friday of either the FCM 620 or the primary care core rotation (FCM 622 or IM 658), whichever occurs last.
    - iv. The Internal Medicine COMAT examination will be completed on the last Friday of the IM 660 rotation.
    - v. The OPP COMAT examination will be completed on the last Friday of any rotation not already requiring the completion of a COMAT exam and must be taken and passed by the date specified in the OMM 602 syllabus.
    - vi. The student will receive their individual COMAT exam schedule options from their Support Clerkship Resource Specialist (CRS) prior to the start of the clerkship which will outline-
      1. The student COMAT exam dates for all 4-week rotations AND
      2. Options for available OPP COMAT examination dates.
      3. The student will confirm their COMAT exam schedule with their CRS prior to the start of clerkship.
    - vii. Only one COMAT examination is permitted to be taken per COMAT test dates.
  3. Exam Registration
    - a. Exam registration occurs via MSU Qualtrics.
      - i. It is the student's responsibility to register and take the COMAT exam on the last Friday of the rotation requiring the COMAT examination as confirmed on the students COMAT schedule determined prior to the start of the clerkship.
        1. Students must discuss any alterations in that initial schedule with their CRS ([com.clerkship@msu.edu](mailto:com.clerkship@msu.edu)).
      - ii. Students will receive an email announcement from [com.clerkship@msu.edu](mailto:com.clerkship@msu.edu) on the Sunday before each rotation to register for their COMAT exam.
        1. Students will utilize the Qualtrics link in the email announcement to complete the registration questions in the Qualtrics survey, corresponding with the appropriate rotation for the COMAT exam.
          - a. Students should contact the clerkship team ([com.clerkship@msu.edu](mailto:com.clerkship@msu.edu)) if they encounter any registration issues.

- b. Registration closes 14 days prior to the COMAT examination date/last Friday of the rotation.
          - i. Students may alter COMAT registration by contacting the [com.clerkship@msu.edu](mailto:com.clerkship@msu.edu). Changes cannot be made within the Qualtrics survey once originally submitted.
      - 2. Once registered, students will receive a confirmation email from Qualtrics regarding date, time, location, and exam subject.
      - 3. If after the initial registration and registration closure a student needs to alter their assigned COMAT exam date, time, location, the student must contact [com.clerkship@msu.edu](mailto:com.clerkship@msu.edu).
        - a. Registration changes are accepted only until 11:59 PM of the Tuesday of exam week.
  - b. Exam registration for students utilizing MSU approved accommodations-
    - i. A non-expired RCPD Accommodation Letter (formerly called a VISA) from the Resource Center for Persons with Disabilities (RCPD) must be provided to the clerkship education office at least 7 days prior to the students first COMAT examination date.
      - 1. The student must send a new/updated RCPD accommodation letter to the clerkship office ([com.clerkship@msu.edu](mailto:com.clerkship@msu.edu)) upon renewal and upon any changes occurring in the student's accommodation letter. This must be received by the clerkship office at least 7 days prior to any examination in which the student intends to utilize accommodations.
      - 2. Exception-if the student intends to utilize an approved accommodation of a reader, the student must contact the clerkship office 30 days in advance of the COMAT examination.
        - a. Students utilizing a reader will need to test at the East Lansing site.
        - b. Presently, the COMAT examination software does not accommodate reading software, therefore, an in-person reader in East Lansing must be utilized.
    - ii. The student will need to provide which allowed accommodations they intend to utilize at least 7 days before each COMAT examination in accordance with the RCPD's Alternative Testing student responsibilities policy ([for more information, please see the RCPD's Alternate Testing policy here](#)).
    - iii. Failure to provide the RCPD accommodation letter 7 days prior to the examination may result in the inability to utilize testing accommodations during the COMAT examination.
- 4. Exam Protocol
  - a. All COMAT examinations will be in-person. No virtual examinations are provided.
  - b. All students are required to use their own device (laptop or tablet) on which they will complete the COMAT exam. The device must be operational, and the student is responsible to bring a working charger.
  - c. Prior to exam day

- i. The student is responsible for downloading the NBOME secure browser from [COMAT.starttest.com](https://COMAT.starttest.com) on their device.
  1. Internet explorer is **NOT** compatible with the COMAT exam software so an alternate browser, such as Mozilla Firefox or Google Chrome must be utilized.
- ii. The student must run the system check on their testing device to make sure their software is compatible with the testing browser. If the student encounters any issues, they should utilize the [FAQs & Technical Support](#) found on the NBOME webpage.
  1. Students should reach out to NBOME IT if they have any troubleshooting issues when testing their device prior to the exam.
- iii. All students must take a screenshot of their successful systems check screen and store a copy in their personal records before their exam start time before their testing date.
  1. Students' testing devices should meet all site requirements.
  2. If a student's testing device does not meet all site requirements, they must resolve the issues as outlined on the System Check Results and then re-run their systems check to ensure the device meets all site requirements prior to the COMAT examination day.
  3. If students experience technical issues during the exam-
    - a. The student will be required to provide the screenshot of their successful systems check to qualify for further investigation.
    - b. Students must notify the proctor of any issues experienced during their COMAT examination.
    - c. Students are required to report any technical issues experienced during their COMAT exam to [COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu) within 72 hours of the exam attempt.
    - d. If a student does not have a screenshot of their systems check, or if their screenshot shows their system did not meet site requirements and the student failed to update their device/run a successful system check before exam day, an investigation on the technical issues will not occur and may negatively affect the student's examination score, including receiving a '0' score on the COMAT attempt.
  4. Example:
    - a. Successful System Check

System Check Results

This device meets all site requirements. A Secure Browser may be required for delivery of the operational test. If needed, be sure to install the Secure Browser on the device prior to the test.

- i.
- b. Failed System Check

#### System Check Results

This device meets all site requirements, but may need attention. A Secure Browser may be required for delivery of the operational test. If needed, be sure to install the Secure Browser on the device prior to the test.

Check	Status	Details
Pop-up Windows	Not Supported	This browser does not support the use of pop-up windows. Check your browser security settings and ensure that pop-ups are always allowed or that they are allowed for this site.
Launch Test Delivery	Warning	<p>The check to launch a test was not successful. This check attempts to launch a representative test and automatically navigates through the test to verify that this computer can deliver operational tests.</p> <p>Confirm that your school's firewall, proxy, and/or content filters allow unrestricted communication to and from the "starttest.com" domain on ports 80 (http) and 443 (https). Your local technical administrators may contact tech support if they need more information or require additional assistance.</p> <p>Note: To ensure that operational tests can run on the computers at your school, this check must pass for at least one computer per computer platform.</p>

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#### d. Examination day

##### i. Attendance

1. It is the student's responsibility to be checked in and ready to begin the exam by the closed-door time. All students are required to be in the exam room at least 5:00:00 minutes prior to the exam start time (i.e., for a 9 AM exam, students must in the room by 8:55:00 AM). After that time, the doors to the exam room will be closed and students who arrive to the exam room within 5:00 minutes of the exam start time will be denied access to the exam room. Failure to arrive before the closed-door time to complete check-in and exam readiness will result in a '0' score for the scheduled examination attempt.
2. Failure to show for the scheduled examination, or failure to show up on time as described above, will result in a '0' score for the scheduled examination attempt.
3. Should an emergency arise on examination day that prevents the student from taking the exam, the student must contact the Associate Dean for Clerkship Education (enright4@msu.edu) within 24 hours of the emergency for consideration of examination reschedule. Documentation of the emergency situation may be required.

##### ii. A photo ID is required for check in.

##### iii. The student will be provided an exam rule sheet and individual exam launch code at check in.

1. The exam rule sheet may be used for note taking during the exam, however, must be turned in at the end when exiting the COMAT exam room.

##### iv. Proctors will direct students where to store personal belongings, which will be away from testing stations. Items not allowed at testing stations include, but are not limited to-

1. Any personal belongings including coats/jackets, headwear (except for religious purposes), smart watches, headphones, etc.
2. Cell phones- must be turned OFF and stored with personal belongings.
3. Tablets, paging devices, iPod, radio, or media devices
4. Calculators
5. Recording/filming devices
6. Beverages/food

7. Reference material (books, notes, etc.)
  8. Watches
  9. Backpacks, briefcases, luggage
  10. Coats, outer jackets, headwear (except for religious headwear)
- v. Soft earplugs are permitted and will be available for student use.
  - vi. Once at the exam station, the student will log into the NBOME secure browser on their personal testing device (COMAT.starttest.com).
  - vii. Once all students have been checked-in, proctors will review exam instructions with all students.
  - viii. Proctors will provide all students the proctor code.
  - ix. Students may not begin their exam until instructed by their proctor.
    1. When instructed to begin exam, students will select “Start my in-person or self-proctored test.”
    2. Students will enter their student launch code (provided on the exam rules sheet given to each student when checking-in) followed by the proctor code (provided by the proctor) to enter the exam software.
    3. Students may choose to go through the tutorial prior to starting their exam.
      - a. Time spent in the tutorial will not count against the student’s exam time.
  - x. Students are required to contribute to a quiet and respectful exam atmosphere.
  - xi. If students have any issues with technology or the NBOME browser during the exam, the student must immediately notify the proctor. The proctor will assist in any troubleshooting and will record the issues for any future investigation.
    1. MSUCOM investigation of testing issues will not occur if the student does not report testing issues to the proctor.
  - xii. Only one student will be permitted to utilize the restroom at one time during the testing time. Restroom time away from the examination will be a maximum of 5 minutes and may include proctor escort.
  - xiii. Personal belongings are not to be accessed at any time during the examination, including during any restroom time away from the examination.
  - xiv. Exam completion includes-
    1. Closure of exam software
    2. Quietly gathering personal device and charger
    3. Reporting to proctor
    4. Relinquishing exam rules sheet to proctor prior to exiting the testing room.
      - a. Students are prohibited from keeping exam notes.
    5. Quietly gathering personal belongings and exiting exam room
- e. Exam Security/Academic Dishonesty
    - i. Students-
      1. Must take the exam independently and follow the examination policies/procedures, including any instructions provided by the proctor.

2. Are not allowed to copy, save, photograph an/or print any parts of the exam.
  3. Are not permitted to post any responses, questions, or comments about the exam on any discussion forum.
  4. Are not permitted to utilize any notes/books. The exam is not open-book, open-notes, open-slides, etc. Students are not allowed to use textbooks, course content notes, PowerPoint slides, internet resources, or any other resources, etc., while taking the exam
- ii. If a student is suspected of academic dishonesty during the examination, the proctor may-
1. Cancel the remainder of the student's examination.
  2. Ask the student to step outside the examination room to discuss the situation.
    - a. If permitted back into the exam room and behavior continues, the examination may be cancelled by the proctor.

#### 5. Exam Scoring

- a. Exam scores are released from the NBOME on Thursday at 1 PM the week following the COMAT exam. Exam scores are reviewed by the COM Department Course Assistants, who will notify any students who failed their COMAT attempt.
- b. Once all departments have reviewed the COMAT examination scores, the NBOME score reports will be released to the students.
- c. If a student wishes to have the COMAT examination re-scored, they can do so by contacting [com.clerkship@msu.edu](mailto:com.clerkship@msu.edu). The expense for a re-score will be the responsibility of the student. We suggest speaking to your Clerkship Resource Specialist prior to a re-score.