

# NBOME

NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS

## REQUEST FOR TEST ACCOMMODATION INSTRUCTIONS

**COMLEX-USA**  
LEVEL 1 | LEVEL 2-CE | LEVEL 3

## INSTRUCTIONS

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1. Complete and sign the Request for Test Accommodations application. The application form may be typed or hand-written (black ink only), but must be clearly legible. Please provide an answer for each question that applies; do not write only “see attached.” If there is insufficient space on the form for a complete response, provide any additional details in your personal statement to be attached to your completed Request for Test Accommodations application.
2. If you have had prior accommodations in medical school, request the Dean of your medical school (or his/her representative) to complete and sign the Verification of Test Accommodations included in the application.
3. Obtain ALL necessary documentation, both current and historic, from the qualified professionals who have evaluated or treated your impairment. You must also provide the CV or other documentation demonstrating the qualifications of your valuator or health care provider.

### EMAIL SUBMISSION

- a. Send the completed application and all documentation to [testacc@nbome.org](mailto:testacc@nbome.org) in PDF format without password protection enabled. Email submission is preferred and will reduce the overall processing period of your request.

### MAIL SUBMISSION

- a. All documents must be on 8.5” x 11” paper, single-sided, and without any paper clips or staples. Do not submit documentation in a binder or folder. Do not include tabs or dividers.
- b. Retain a copy of your request and all documentation. Do not send originals of your documentation as we generally do not return documentation submitted.
- c. The application and all supporting documentation must be submitted together in one packet to the following address:

NBOME Test Accommodations  
101 West Elm Street, Suite 230  
Conshohocken, PA 19428

- d. Send your request with delivery verification in order to provide proof of submission and receipt.

## REQUIRED SUPPORTING DOCUMENTATION

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In order for a Request for Test Accommodations to be considered, you should submit the following documentation with your fully completed Request for Test Accommodations application, as necessary to support the request for accommodation:

- ▶ A detailed personal narrative providing a description of the impairment and how it impacts your daily life. This must include how your impairment adversely affects your ability to access the examination as compared to most people in the general population. Additionally, if needed, provide any elaboration of your responses on the Request for Test Accommodation application in this portion of the application.
- ▶ Full evaluations from a qualified professional(s) explaining the following in detail:
  - Formal diagnosis of the physical or mental impairment
  - Identification of each major life activity limited by the your impairment

- How the impairment substantially limits that major life activity/activities as compared to most people in the general population
  - Any specific accommodation that is necessary for the examination to be accessible to the candidate the same as most people, without fundamentally altering what the examination is intended to measure or test
  - Why the recommended accommodation is necessary
  - The date(s) of the assessment of your impairment (the most recent assessment should be no more than approximately three (3) years prior to the request date. Assessments and/or documentation of psychiatric conditions (e.g., anxiety disorders, depressive disorders) should be no more than one (1) year from the request date)
  - A clear and comprehensive description of the specific diagnostic criteria and the names of all diagnostic tests used including:
    - Date(s) of evaluation
    - A list of specific test results in standard score format and a detailed interpretation of the test results in support of the diagnosis. For evaluations reflecting current functioning, the tests used must be reliable, valid, and standardized to the general population. These evaluations must use age-based norms.
  - Other relevant medical history
- ▶ The qualifications of the evaluating professional
- ▶ A detailed history of treatment and medications provided to you by the evaluating professional and others, and if and to the extent any treatment or medication you receive for your physical or mental impairment ameliorates your impairment
- ▶ All historical educational and developmental records relevant to your impairment (ie., report cards, transcripts, etc.)
- ▶ Provide copies of score reports from all standardized examinations you have undergone with and without accommodations (e.g., SAT, ACT, MCAT, GRE)

**PLEASE NOTE:** *If the documentation listed above is not provided, the request may be deemed incomplete and may not be considered until all documentation is submitted. The review process may take up to 60-75 days and as many as 90 days during peak application periods.*

## CONSIDERATION PROCESS

Before a request for test accommodations will be considered by the NBOME, you must complete, sign and submit to NBOME the Request for Test Accommodation application and obtain from your medical school the completed Verification of Prior Test Accommodations (if applicable) with all required supporting documentation.

You are responsible for obtaining all required documentation, including all costs of providing documentation. NBOME reserves the right to request additional documentation.

NBOME, in its sole discretion, may revoke or deny a candidate's eligibility to take any NBOME examination if a candidate misrepresents any information or documentation.

## RECONSIDERATION OF DENIED REQUEST

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In order for your request for an accommodation under the ADA to be reconsidered you must submit new and compelling documentation or information that has not been submitted previously and reviewed by the NBOME.

- You must submit a written rationale explaining the basis upon which you are contending NBOME’s decision was incorrect and why your application should be reconsidered.
- Do NOT resend documentation that you previously submitted.
- Any request for reconsideration must be submitted in writing to NBOME.
- You are permitted ONE (1) reconsideration per examination level of the COMLEX-USA.

If the new information provided warrants reconsideration, NBOME will review the submission and notify you whether or not the requested accommodation(s) is granted based upon all documentation and information submitted by you to NBOME. Reconsiderations may take up to 60 to 75 days to process.

## SUBSEQUENT EXAMINATIONS

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If you have previously requested test accommodations for a COMLEX-USA examination and wish to receive accommodations for a subsequent examination, you must complete and submit a new Request for Test Accommodations application. You do not need to submit any additional documentation if requesting accommodations previously approved by the NBOME. If requesting additional accommodations beyond what had been previously approved by the NBOME, new documentation not previously submitted must be provided with your new application. The review process in these instances may take up to 60 to 75 days to process, and possibly longer during peak periods.

Upon receipt, NBOME will review the application and advise you as to whether or not new or additional information may be necessary to properly evaluate the request.

## CANCELLATION

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All candidates who cancel or reschedule an appointment within thirty (30) days of the scheduled examination date, whether or not for an accommodated examination, will be responsible for paying the associated cancellation/rescheduling fee, unless waived by NBOME. A list of fees can be found in the NBOME Bulletin of Information as well on your NBOME online account under the “Exam Information” tab.

## SPECIAL INFORMATION

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### COMLEX-USA LEVELS 1, 2-CE, AND 3 EXAMINATIONS – COMPUTER BASED

The multiple choice COMLEX-USA Levels 1, 2-CE, and 3 computer-based examinations are administered in a standardized, time-measured environment. These examinations assess clinical skills and medical knowledge, including the candidate’s “knowledge fluency,” the ability to recall, interpret, process, and apply clinical knowledge and skills without hesitation and in a fluid manner, which is fundamental to a generalist osteopathic physician’s competence to practice osteopathic medicine, and a competency integral to the COMLEX-USA examinations. NBOME may in an appropriate case approve extended testing time for a COMLEX-USA Level 1, 2-CE, or 3 computer-based cognitive examination to be accessible to a disabled candidate, but only to accommodate the disabled candidate’s impaired skills required to access the examination. Any extended testing time beyond that which is needed by the candidate to access the examination would fundamentally alter a significant aspect of the examination, namely NBOME’s assessment of the candidate’s knowledge fluency, a skill fundamental to a generalist osteopathic physician’s competence to practice osteopathic medicine.