



## National Board of Medical Examiners® Score Recheck Request Information Customized Assessment Services

The NBME is confident that each reported subject test score is accurate. This is based on reliable scoring and reporting techniques and by a variety of quality control and verification procedures.

Requests for score rechecks must be initiated by the institution, either by the Executive Chief Proctor or appropriate staff in the department, (e.g., a course or clerkship director) who administered the exam.

**Please do not send a check with this form. The NBME will charge a fee of \$25.00 to the account associated with the order for the examination.** Once the score recheck is complete, an invoice showing a charge of \$25.00 will be available under the order number associated with the examination. The invoice can be found on the Medical School Online Ordering System (MSOS) under *View/Change Orders*. The invoice is payable using the *My Billing Accounts* portlet with the following options: available credit, a credit card, or check. If paying by check, make the check payable to *National Board of Medical Examiners* and **include a copy of the invoice with your payment**. Please note that only checks from an institution are acceptable. The NBME will not accept a check or money order from an examinee.

1. On the form that follows, please enter:

- Name of your institution and ID number for your institution;
- Date form is submitted
- Order ID number
- Form name
- Start date of exam administration
- Examinee Name and ID number
- Name, title, telephone number, e-mail address and signature of individual submitting request.

2. Email the completed form to:

subjectexams@nbme.org

Results will be provided via e-mail within two weeks of the date the Score Recheck Request Form is received by the NBME. Fees are non-refundable.

**Questions? E-mail [subjectexams@nbme.org](mailto:subjectexams@nbme.org)**



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This form may be completed using your computer keyboard. Enter the information required, using the Tab key to move from one box to the next. Print the form after you complete it and retain a copy for your records before submitting it to the NBME. You will not be able to save the completed file electronically.

Institution Name: \_\_\_\_\_ Institution ID \_\_\_\_\_

Examinee Information			Examination Information			
<u>Name</u>	<u>Examinee ID</u>	<u>Score</u>	<u>Form Name</u>	<u>Order ID</u>	<u>Administration Start Date</u>	<u>Fee</u>
						\$ 25.00

### Request Submitted By:

_____	_____
Name	Telephone
_____	_____
Title	E-Mail Address
_____	_____
Date	Signature

Questions? E-mail [subjectexams@nbme.org](mailto:subjectexams@nbme.org)