USMLE/COMLEX Score Verification

Main Residency Match

Users:
- DO School Officials (SOs)
- DO School Administrators (SAs)

Note: The USMLE /COMLEX Score Verification guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.
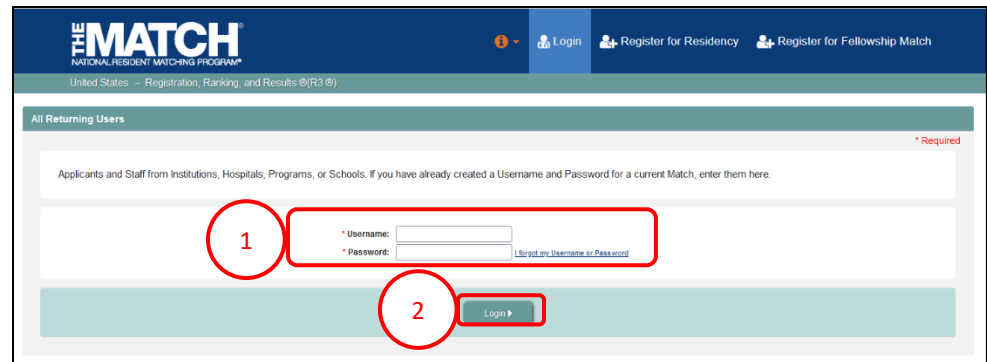
After the Main Residency Match has concluded, NRMP asks DO medical school officials and administrators to verify, and update if necessary, the USMLE and COMLEX scores and/or passing status of students and graduates who participated in the Match. Score verification in the Registration, Ranking, and Results® (R3®) system ensures the NRMP possesses the most accurate applicant data for its reports and publications, including *Charting Outcomes in the Match*.

Although verification is voluntary, each school that completes the score verification process will receive, in September, a *Characteristics of Matched Seniors* report comparing the characteristics of the school's matched senior students with national percentile information.

To address confidentiality concerns, the Match Participation Agreement states that applicants authorize their medical schools to release, verify, and transmit COMLEX and USMLE test scores and status to NRMP. In addition, during the Match registration process, applicants may elect not to enter their information in the R3 system and/or opt out of having their data used for research.

Login:

1. Enter the **Username** and **Password** you created for accessing the R3 system.

2. Click **Login**.

3. The **Match Home Page** displays for your school.

Students and Graduates:

4. There are two options to view your students and graduates.
   a. Click **School → Students and Graduates**.
   b. Click the **Review Applicants** button.

Students and Graduates Page:

5. The **Students and Graduates** page displays. This page displays the applicants who registered for the Match. The information and functionality on this page changes throughout the Match season to allow you to verify each applicant's graduation status and the USMLE and COMLEX scores.

6. After the Match concludes, the **USMLE** and **COMLEX** columns are available for score entry, score edits, and final score verification.

   a. Displays the **USLME Step 1** and **Step 2 CK Score** columns. Note some score fields may need a score added or may display incorrect scores.

   b. Displays the **USMLE Verified** column.

   c. Displays the **COMLEX Level 1** and **Level 2 CE Score** columns. Note some score fields may need a score added or may display incorrect scores.

   d. Displays the **COMLEX Scores Verified** column.

Entering/Editing USMLE Scores:

1. Locate the **USMLE Step 1** and **Step 2 CK Score** columns. Review each applicant's set of scores to ensure the scores have been entered correctly. Note: some scores may need to be added, if available.

2. To enter or edit scores, click the blue score or **Add** link, if no scores have been entered.

3. The **Score Verification** pop-up displays. If the applicant took the USMLE Step 1 after January 26th, 2022, a prompt to select a pass/fail status will display instead of a score field. Enter the correct scores or passing status.
   a. Click **Cancel** to re-enter the scores.
   b. Click **Update Scores** to save the entered scores.

4. Repeat the above steps for each applicant.

Entering/Editing COMLEX Scores:

1. Locate the **COMLEX Level 1** and **Level 2 CE Score** column. Review each applicant's set of scores to ensure the scores have been entered correctly. Note: some scores may need to be added.

2. To enter or edit scores, click the blue score or **Add** link, if no scores have been entered.

3. The **Score Verification** pop-up displays. If the applicant took the COMLEX Level 1 on or after May 10th, 2022, a prompt to select a pass/fail status will display instead of a score field. Enter the correct scores or passing status.
   a. Click **Cancel** to re-enter the scores.
   b. Click **Update Scores** to save the entered scores.

4. Repeat the above steps for each applicant.

Verifying USMLE and COMLEX Scores:

1. Locate the **USMLE Verified** and **COMLEX Scores Verified** columns. Once you have confirmed the scores are correct, click the **Verified** checkbox for each applicant. Only one page of applicants can be verified at a time.

   a. Click **Save Verifications** when you have finished verifying scores on that page. The information is not saved automatically. As a security measure, the R3 system times out after 20 minutes, so be sure to **Save Verifications** periodically to avoid losing work.

   b. Click **Cancel** to remove the verifications.

2. A green note indicates verifications were saved successfully.

3. Repeat the above steps for each applicant.