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 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 to NRMP. In addition, during the Match registration process, applicants may elect not to enter their scores in the R3 system and/or opt out of having their scores 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, SOAP 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/Step 2 CK Score column. Note some score fields are empty or may display incorrect scores.
   b. Displays the USMLE Scores Verified column.
   c. Displays the COMLEX Level 1/Level 2 CE Score column.
   d. Displays the COMLEX Scores Verified column.
Entering/Editing USMLE Scores:

1. Locate the USMLE Step 1/Step 2 CK Score column. Review each applicant’s set of scores to ensure the scores have been entered correctly. Note: some scores may be blank.

2. To enter or edit scores, click the blue score or blue slash link.

3. The Score Verification pop-up displays. Enter the correct scores into each field.
   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/Level 2 CE Score** column. Review each applicant’s set of scores to ensure the scores have been entered correctly. Note: some scores may be blank.

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

3. The **Score Verification** pop-up displays. Enter the correct scores into each field.
   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 Scores Verified** and **COMLEX Scores Verified** columns. Once you have confirmed the scores are correct, click the **Verified** checkbox next to each applicant’s name. 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.
   
   b. Click **Cancel** to remove the verifications.

2. A green note indicates verifications were saved successfully.

3. Repeat the above steps for each applicant.