# National Board of Examinations Foreign Medical Graduate Examination FMGE Screening Test December 2015

# Registration Guide

### **Important Instructions**

- 1. Candidates must check their eligibility for FMGE December 2015 on www.natboard.edu.in
- 2. "\*" indicates mandatory field. The boxes marked with this symbol must be filled or candidates will not be allowed to complete the registration.
- 3. Candidates must ensure that they have a valid and unique email address before beginning the registration process.
- 4. If a candidate has already registered and scheduled for FMGE, he/she will not be able to schedule for any other NBE exam.

### **Overview**

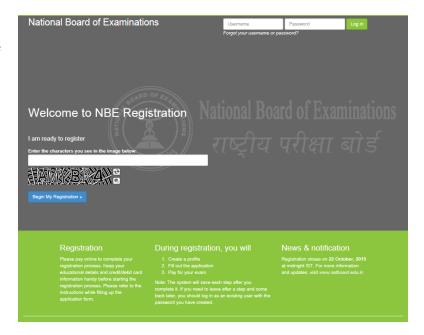
To register to take the FMGE December 2015, go to **www.fmge.nbe.gov.in** and click on the "Register for FMGE" link. You can register and schedule for the FMGE December 2015 from **16 September – 22 October 2015.** 

During registration, you will:

- 1. Create a profile.
- 2. Complete the FMGE application.
- 3. Schedule the exam
- 4. Pay for the exam.

# Estimated time to complete this process: 15 minutes.

Before beginning, candidates should gather all the information needed to complete the registration process, including credit/debit card details, educational history, and internship details.



### **Opening Screen**

For a first time user, please follow the instructions under the heading "I am Ready to Register" to begin the registration. The candidates, who have already created a profile for FMGE 2015, please enter the username and password and click on "Log In" button to view the profile.

### Captcha

Candidates will see a special set of characters displayed on the screen. They will need to retype the characters in the box provided. These characters, called "CAPTCHA" are a safety feature designed so the computer knows a human is entering the system and not a computer programme. If one has trouble reading the characters, they can click the audio icon or the refresh icon. Once the Captcha is entered, click on "Begin My Registration." This will take oneself to the next section, which is "Create a Profile."



### 1. Create a Profile

In this section, candidates will enter basic contact information.

### Your name and email

- Candidates should enter their name exactly as it appears on their Passport/MBBS degree.
- 2. Enter Gender
- 3. Enter the email address. This is where your Application email and Admit Card will be sent.
- Enter Father's and Mother's name. Please do not prefix any salutation such as Shri/Smt/Dr/Mr/Mrs etc while entering the name

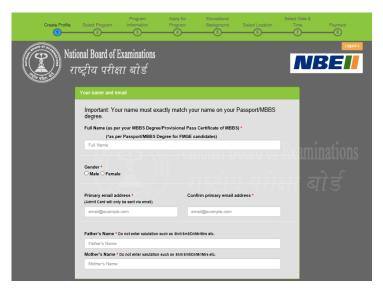
### Create a login

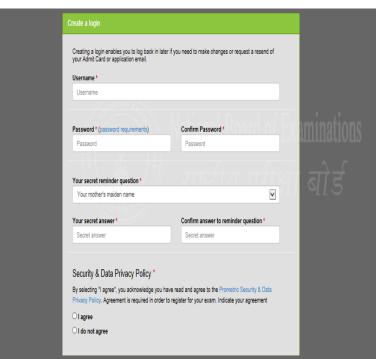
Creating a login enables the candidates to log back in later if they need to make changes, or request a resend of their Admit Card or FMGE application.

- 1. **Username**. Must be a combination of alphanumeric characters (letters and numbers) but *does not* contain spaces or special characters. The maximum length allowed is 50 characters.
- 2. **Password.** Must be 7-20 characters long and contain <u>at least</u> one alpha and one numerical character.
- 3. Secret reminder question.

If one forgets their username and password, this question will help verify their identity.

4. Read the **Data Privacy Policy** and indicate agreement to the policy. Agreement is required to register for the FMGE.



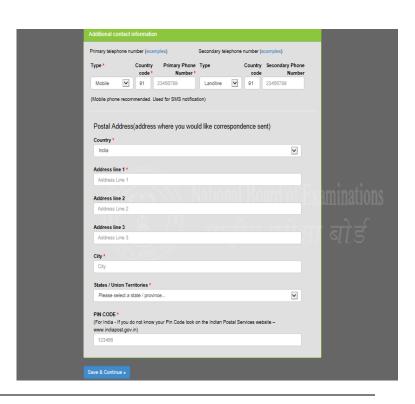


### **Additional contact information**

- Primary telephone number. Enter the entire number. Mobile number is recommended as Prometric will be using this number to send important FMGE related text messages by SMS.
- Secondary telephone number. Either enter a landline or another mobile number. Include Area Code/STD code in case of a landline number.
- 3. **Postal Address**. This is where the correspondence will be sent. Each address line should be limited to 30 characters including spaces. Candidates may make use of Address line 1, 2 and 3 in case of longer addresses.

Click "Save & Continue" to move on to the next section, which is the FMGE Application.

Note that once the profile has been created and saved, no changes can be made to the name or username. Username and password will be used to login into the profile.



### 2. Apply for FMGE

Once the candidates have successfully created their profile, they will be taken to the exam selection screen. To register for FMGE, please select **The Screening Test for Indian Nationals with Foreign Medical Qualifications (FMGE)** from the drop down menu.

### **Exam Information**

Once the exam is selected, click on Save & Continue button. The next screen will be the exam information screen which will provide important information related to exam such as important dates, fees and program information.





### **Personal Information**

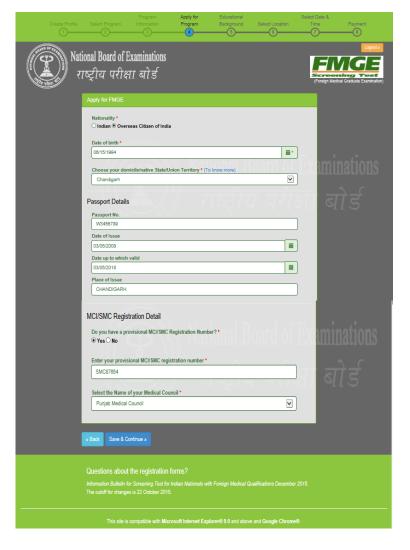
Candidates need to enter their Nationality and Date of Birth.

Candidates will be asked to choose their domicile state. This is the state which they consider as their permanent residence.

Next, candidates will be asked to provide their passport details including the passport number, date of issue, the expiry date and the place of issue of passport.

They will also need to enter the MCI/SMC registration number along with the name of their Medical Council.

Click on Save and Continue to move to the next section.



### **Educational Background**

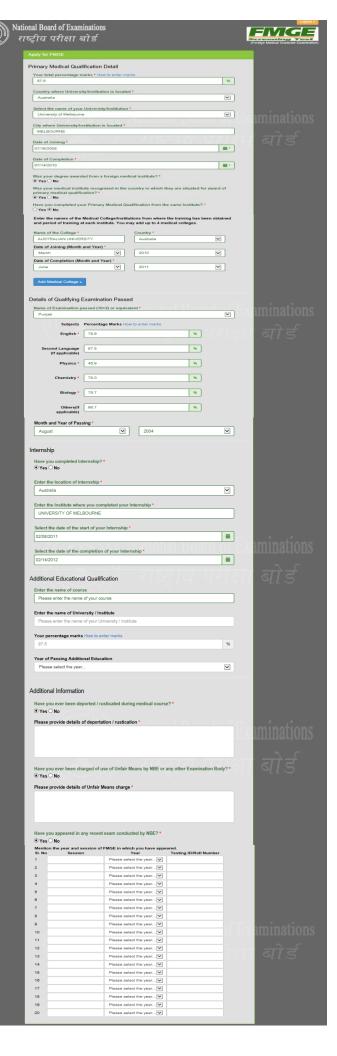
Candidates must enter the total aggregate marks obtained in primary medical qualification. Also provide the country where the institute/university/college is located, the name of the institute, joining date and date of completion of the course. The cut off date for obtaining Primary Medical Qualification is on or before **30th November 2015**.

If the degree has been awarded by a foreign medical institute, select "Yes". Candidate will be further asked to confirm if medical institute is recognized in the country in which they are situated for award of primary medical qualification. If they have also completed their primary medical qualification from the same institute, please indicate. If Primary Medical Qualification is not completed from the same institute, candidate will be prompted to provide the name of the college and other information including country, date of joining and date of completion.

In addition, candidates will be required to enter the percentage of marks obtained in the qualifying examination subject wise. If internship has been completed, please enter the location where it was completed, the name of the institute from where one did the course, date of joining and date of completing the internship.

If one has obtained any additional qualification, please provide details such as name of the course, name of the institute, marks obtained and year of passing the additional education

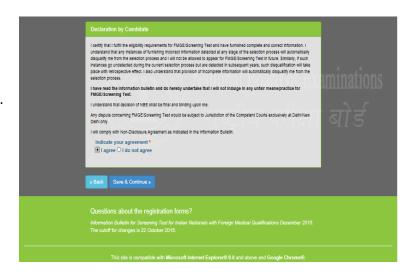
Candidates will be required to provide additional information pertaining to being deported/ rusticated during a medical course or being charged for use of unfair means by NBE or any other examination body. Further, if one has appeared for any NBE exam before, please specify details. Candidates can enter information for up to 20 exams for which you have previously appeared. Please enter year in which the exam was taken, the testing id and the session i.e. whether it is the June/July or November/December session.



### **Declaration by Candidate**

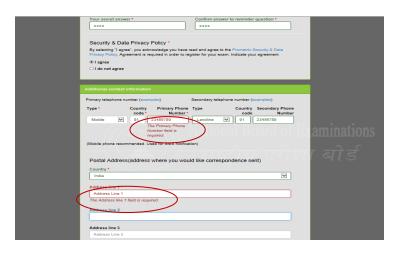
In this section, candidates will be required to choose "I Agree" or "I Disagree" to the declaration statement. This declaration affirms that candidates are eligible to take the FMGE and all the information that is entered is correct.

After reading this section, candidates need to choose "I agree," in order to click "Save & Continue" to proceed to the next section. If you select "I disagree," you will not be allowed to proceed.



### **Errors**

If one chooses "Save & Continue" and they have not completed any mandatory fields (marked by "\*"), an error message will appear on the screen besides that particular field which is either incomplete or entered incorrectly. The fields that are missing are highlighted in red. In this example, the candidate has not entered the primary phone number as well as the address field 1 which are mandatory fields. Both the information needs to be entered in order to proceed further. System will also display any errors on the top of the page once you select "Save & Continue" button.



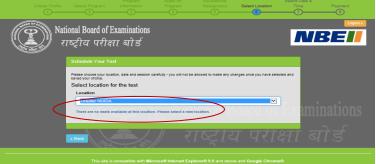
### 3. Schedule the Exam

### **Select Location for the Exam**

The next step will be to choose the preferred location where one would like to take the exam. FMGE will be conducted in 27 cities across India. Candidates may choose any one of the preferred location to schedule the exam.

Availability is on a first come, first serve basis and one will be only shown options that are available at the point of scheduling the exam. In case all seats in a particular location are filled, candidates will see a message indicating all seats in that location are filled and they will be asked to select a new location.





Note: The FMGE may be taken during the window of <u>9 December – 10 December 2015</u>. FMGE is divided into two parts of 150 questions each with time allocation of 150 minutes for each part. There will be a scheduled break between the two parts.

Candidates are required to report at the 'Reporting Counter' at 9:00 AM for Part One and 2:15 PM for Part Two (one hour prior to the start time). The reporting counter will close 30 minutes prior to the test start time. Candidate who fails to report to the reporting counter by the stipulated time as indicated above shall not be allowed to test.

### **Select Test Site**

Once candidate has selected a location for the test, all available test sites in that particular location will show up. You may choose any available test site. The exact address and location can also be viewed by clicking on the link "Directions". Candidates are advised to familiarize themselves with the location of examination centre and plan travel time accordingly.

In order to proceed with the scheduling, click on "Schedule Appointment" button under the site of your choice.

# National Board of Examinations TEQUIZ UTIEST SIS Schedule Your Test Please droose you roaten, date and season carefully - you all not be allowed to make any changes once you have seeded and save your obtain. Select Location Bargatore Available lest sites: NEE Testing site 4 Illusting Schedule Appointment site of the Test Site prior to your axam date. Directions are on the NeE was site. This sate is compatible with Microsoft Internet Explorer® 9.0 and above and Google Chrome®.

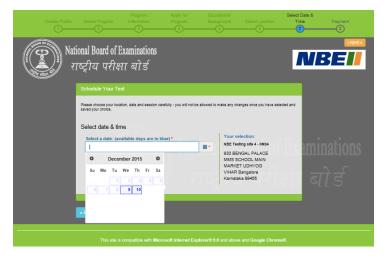
### **Select Date and Time**

Once you choose the site, the date on which one wants to take the FMGE must be chosen. Candidates will only be able to select dates highlighted in blue. If a date in the test window is not shown, it means that all available testing sessions at that site for that date have already been filled.

All candidates will have to appear either on 9 December or 10 December 2015 for FMGE. The exam is scheduled to begin at 10AM.

Note: Selection of test centre, date and time will be shown at the right of the screen under the header "Your Selection". In case one wants to change the selection, they may click on the Back button to make appropriate changes.

Click on "Save & Finish" button to move towards the payment screen

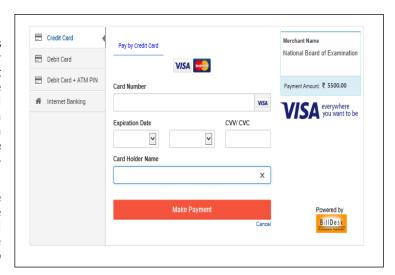




### 4. Make Online Payment

Candidates will be required to pay the exam fees (Rs 5500) online using your credit/debit cards issued by banks in India or through net banking. Please select the payment option from the tabs indicated on the Make Payment Screen and fill in the required information. Once all the information has been entered, click on Make Payment button. Upon successful authorization of payment, the profile will be registered and you will receive an admit card within 24 hours on your registered email address.

Please keep the payment information ready at the time of scheduling the exam. The transaction must be completed within 30 minutes to reserve the seat and time selected. Failure to do so will result in the release of the selected date and time and one will have to begin the process again.



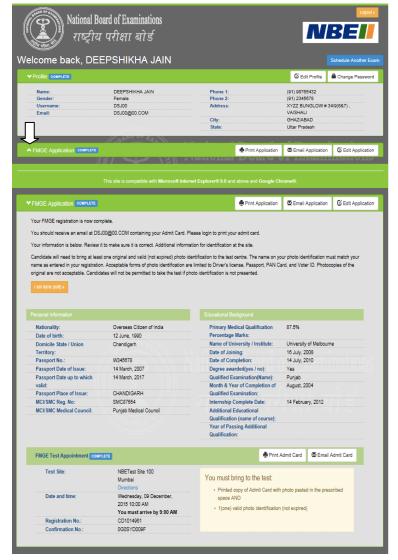
## Note: Payment can only be made online for FMGE 2015

### **Confirmation Page**

If all information has been entered correctly, candidate will be redirected to the Welcome Back page. They should read the confirmation screen to make sure all information entered is correct. If any information is incorrect and needs to be updated, click the "Edit Profile" or "Edit Application" buttons to make appropriate changes in the area where the correction needs to be made. Candidates will be able to edit their profile up to 22 October 2015.

To view the FMGE application, click on the arrow against the exam header "FMGE Application". The application will show up as indicated.

Please note: Candidates will receive the admit card within 24 hours of scheduling at their registered email address. They can also login into their profile using the username and password to print a copy of the admit card.



### **Admit Card Summary Email**

When the admit card is received by email, it should be read carefully and all information mentioned should be verified. Candidates should then print a copy.

Candidates must bring the Admit Card with them on the day of the exam. They will not be allowed to take the exam without the Admit Card.

To the right is an example of what the email Admit Card will look like.

To begin the exam, candidates must enter the FMGE Application Number/Prometric Testing ID on your admit card into the computer.

### ADMIT CARD FOR FMGE December 2015 Thank you for registering for FMGE December 2015.

Dear Garima Tyagi

Your appointment request has been received and confirmed. Please do not reply to this e-mail. For additional information, visit NBE website at <a href="http://www.natboard.edu.in/finge">http://www.natboard.edu.in/finge</a>

To begin exam, you must enter your Registration Number/Testing ID (Roll No.): CD1014929 Confirmation Number: 0G0SYD0041

Examination Date: 10 Dec, 2015

Note: FMGE is divided into two pascheduled break between the two pa

This confirmation is your official admit card. You must bring this with you to the testing centre on the day of your

Part One: 10:00 AM to 12:45 PM (includes 15 m

Part Two: 3:15 PM to 5:45 PM

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Candidate's Name: Garagi Candidate Address: eferrg

, ewgfewgarfgrea , qw( wfgerw , Dell Candidate Email Address: DSJ00@00.COM v , Delhi , GA , 110058 , India Date of Birth: 31 Dec. 2003

Test Site: NBE Testing site 4

Test Site: ADE Testing site 4 Site Code: IIM04 Test Site Address: 930 BENGAL PALACE , MMS SCHOOL , MAIN MARKET , UDHYOG VIHAR , Bangalore , Kamataka - 89455

Admit Card Issued By:

National Board of Examinations

Medical Enclave, Ansari Nagar, Ring Road, New Delhi – 110029

Website: www.natboard.edu.in Phone: 1800111700 (Toll-Free)

This Admit card is governed by the Information Bulletin for FMGE December 2015. Kindly read the instructions for

### INSTRUCTIONS FOR CANDIDATES

- NBE reserves the right to verify the identity and genuineness of each candidate by taking thumb impression and
  photograph of the candidate or by any other means.
- 2. Candidates MUST bring to the test centre the following documents
  - 1. Printed copy of the Admit Card with photo pasted in the prescribed space

- AND

  2. Any one of the following authorized photo IDs\*\* (must be original and non-expired):

  - PAN Card
    Voter ID
    Passport
    Driving License

\*\*The name on your photo identification must match your name as shown on your Admit Card. If your name has been changed due to events such as marriage, you must show the relevant document mentioned below at the time

- Marriage Certificate
- Divorce Decree
- · Legal Name Change Document

### EXPIRED DOCUMENTS OR PHOTO + "S W L DT | ADMITT: AS PROOF OF

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- 5. Candidates are advis...... a acquaint themselves with the location of the test center one day prior to the
- Issuance of admit card only confirms your successful registration for FMGE. It does not confirm your eligibility for FMGE. As per the Information Bulletin you are required to submit the prescribed documents to NBE failing which your candidature for FMGE including the admit card shall stand cancelled and candidate will not be allowed to appear in the test.
  - Fulfillment of the eligibility criteria is essential requirement for any candidate to appear in the test. Issuance of admit card does not confer any automatic right to the candidate to appear in the test.
- 7. Check the particulars in the admit card carefully. Error, if any must be reported to NBE immediately in writing by
- No entry to test center is permitted without Admit Card.
- 9. Do not attempt to give-obtain irregular assistance of any kind during examination. Indulgence in the same shall invite penal action. Improper conduct will entail expulsion from exam.

  10. Failure to comply with these instructions will entail registration of unfair means case and action as deemed
- appropriate by NBE shall be taken including but not limited to cancellation of the current examination and debarment of candidate from future exams.

  11. For queries, contact 1800111700 / 0124-6771700 from 9.00 AM to 5.00 PM (Monday to Friday).
- 12. Jurisdiction for disputes if any is exclusively before competent courts at New Delhi only

### **Application Summary Email**

Once the FMGE application has been successfully submitted, a summary of their application will be sent to them via email within 24 hours. Please save and print a copy of the application for your records.

To the right is an example of what the email application summary will look like. Candidates should expect to receive this email within 24 hours of submitting their completed application



### **Re-entering the FMGE Registration System**

If one has already begun the registration and scheduling process, but need to finish the process, edit the application information, get another copy of the application or a copy of the admit card, go to **www.fmge.nbe.gov.in.** Enter the username and password and then click on "Log in."

Note that no cancellation or changes to the testing schedule will be allowed once the candidate has completed the registration process.

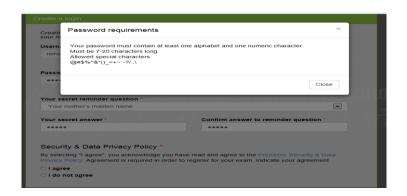
Registration closes at 11.59 p.m. on 22 October, 2015. No changes will be allowed after that time.

### **Registration Help**

If, during the registration process, one has questions or need help, you should click on the information links. They are always in blue text as a hyperlink.

Information related to the area that you are completing will pop up.

The screen shot on the right is an example of someone who clicked on the "password requirements" link.



### **Forgot Username or Password**

If candidates need to login back into the system, but have forgotten their username or password, they can retrieve the same through the following steps.

- Click on Forgot your username or password link on the home page
- 2. Candidates will be redirected to a screen where they will be asked to select which option they would like to retrieve.
- 3. For username, please enter the email id who provide at the time of filling up the application form and CAPTCHA. Click on the Email Username button. Candidates will be taken to a screen where they will be asked to provide the answer to their secret reminder question. This is an added security step to ensure that a valid user is entering the system to make appropriate changes. Click on Email Username button again, the username will be emailed on the registered email address.
- 4. For retrieval of password, enter the username created while filling up the application form and CAPTCHA. Click on Email Password button. Candidates will be taken to a screen where they will be asked to provide the answer to their secret reminder question. This is an added security step to ensure that a valid user is entering the system to make appropriate changes. Click on Email Password button again, the password will be emailed on the registered email address.







### **The Testing Process**

Candidates will take the FMGE on a computer at the test centre they have opted for during the Scheduling of their exam. Candidates do not need any computer experience or typing skill to take the exam. The FMGE will begin with a short tutorial on the exam and its features.

Candidates must arrive one (1) hour before their scheduled appointment. This allows time for sign in and for staff to verify their identity and documentation.

Candidates will need to bring the following documents with them to the test centre:

- 1. **Admit Card**. Candidates must bring their Admit Card with them to the test centre. They will not be allowed to take the exam without it. Please paste a recent photograph on the Admit Card.
- 2. **Required Identification.** In addition you must present an original, valid (non-expired) form of photo identification before you can test. The name on the photo identification must match your name as entered in the FMGE registration. Acceptable forms of photo identification are limited to: Passport, PAN Card, Voter's ID and Driving License. Expired or Photocopies of the original are not acceptable.

Note: Candidates who do not present appropriate photo identification will not be allowed to take the FMGE.

### **Test Centre Rules**

To ensure that all candidates are tested under equally favourable conditions, the following regulations and procedures will be observed at each test centre. Your failure to follow any of the security procedures may result in the disqualification of your test. NBE or its designated agency reserves the right to audiotape and videotape any test session.

**References/Study Materials** No reference materials, papers or study materials are allowed at the test centre. If you are found with these or any other aids, you will not be allowed to continue the test and your answers will not be scored. You will be provided with scratch papers and pencils to use during the test session. These items (used and unused) must be returned at the end of the test session. Removing scratch paper from the test centre will be considered an act of misconduct.

**Personal Items** Personal items, other than identification documents, are not allowed in the testing room. This includes cell phones, PDAs, BlackBerry® devices, digital/analogue watches, and any other electronic or photographic devices. You will not have access to your personal items during the test. If you fail to follow the directions of the test centre staff, you will not be permitted to take the test. Any violation of this procedure during the test may result in cancellation of your scores, dismissal by the test centre staff, or banning from future testing. Test Centres, NBE or its designated agency assume no responsibility for personal items or devices that you choose to bring into the test centre.

**Breaks** There are no scheduled or unscheduled breaks. Once you have been seated at the test centre, you must remain in your seat during the test except when authorised to leave by a test centre staff member.

**Visitors** Friends or relatives who accompany you to the test centre are not allowed to wait in the test centre or be in contact with you while you take the test.

**Misconduct or Disruptive Behaviour** Candidates who engage in any kind of misconduct or disruptive or offensive behaviour may be dismissed from the test. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behaviour that delays or interrupts testing.

**Weapons** Weapons are strictly prohibited at the test centre.

**Questions on Test Content** Test centre administrators are not allowed to answer any questions pertaining to the test content. If you do not understand a question on the test, you should answer the question to the best of your ability.