



TAGME

National Board for Certification

Training Administrators of Graduate Medical Education

EXAMINATION GUIDE

2026

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Examination Scheduling

Once your TAGME application is approved and your payment has been successfully processed through Stripe, the next step is to schedule your Initial or MOC examination with Meazure Learning.

- **Meazure Learning**, TAGME's examination partner, will send an email with detailed instructions on how to schedule your examination either at an approved testing center or by Live Proctor.
- **Examination appointments are available 24/7 from July 1st through October 31st**, except for **June 19, July 4, and September 7th (holidays)**.
- **Re-Take examination appointments are available 24/7 from July 15th through November 15th**.
- **Failure to schedule and take any examination by November 15 will be considered a withdrawal, and no refund will be issued.**
- Examinations must be scheduled **at least 48 hours in advance** of your desired test date and time.

Examination Delivery Options

Examinations are administered through Meazure Learning and can be taken:

1. **At a Meazure Learning testing center**
<https://www.meazurelearning.com/candidate-services>
2. **Via live remote proctoring through ProctorU** (a partner of Meazure Learning)

ProctorU Maintenance & Blackout Dates

ProctorU conducts recurring maintenance on the **last Friday of each month** from **12:00 AM – 6:00 AM (ET)**. During these times, the platform will be inaccessible.

Blackout dates for recurring maintenance - current examination cycle:

| | | | |
|-----------------------|-------------------------|----------------------------|--------------------------|
| July 25 th | August 29 th | September 26 th | October 31 st |
|-----------------------|-------------------------|----------------------------|--------------------------|

For any scheduling issues, refer to the instructions in the email from Meazure Learning or contact their support team.

Meazure Learning can be reached at 919-572-6880

During normal business hours Monday – Friday, 8:30am-5:30pm EST.

You may also contact Meazure Learning via email at candidatesupport@meazurelearning.com

Examination Day: Online Proctored Examination

Please log in a few minutes before your scheduled examination time. Candidates will log in to the testing system using the unique login and password provided in the confirmation email from Meazure Learning.

Candidates will:

1. Confirm demographic information.
2. Review and attest to the examination admission requirements.
3. Be directed to the live online proctor portal.

Examination Security & Proctoring

Meazure Learning, through ProctorU, enforces **strict security measures** to maintain the integrity of examinations.

Candidates will complete a series of **pre-examination security prompts**, including:

- A **room scan** (Ensure your webcam or cell phone can be rotated to show the entire workspace).
- **Screen sharing** for proctor monitoring.
- **Government-issued photo ID verification.**
 - **The name on your driver's license must match the name you used on your TAGME application and scheduled your exam with Meazure Learning**

Throughout the session, communication with the proctor will occur via the computer's microphone and webcam. The proctor will also review the examination rules, including:

- ✓ Candidate must be alone in the room and visible at all times
- ✓ One 10-minute bathroom break allowed (the exam clock will not pause)
- ✓ No writing implements or note-taking allowed
- ✓ Printed versions of the Study Guide are permitted- as listed on [Tagme.org](https://tagme.org)
- ✓ No phones (after room scan is complete), tablets, smartwatches, or additional computers in the room
- ✓ No food or drink, except for beverages in clear, label-free containers

Only 1 Monitor will be allowed during the exam. If you have 2 monitors at your workspace, you will need to remove 1 monitor before the examination.

Technical Requirements

Before starting, the candidate's computer will undergo a system check.

It is essential to review the computer and software requirements provided by Meazure Learning several days in advance of your exam appointment.

If your computer does not pass the required system check, you will be unable to take the exam.

Important:

- **ALL VPN software must be removed** before the examination (No exceptions)
- If using a work computer, coordinate with your IT to ensure compliance with Meazure Learning's requirements **well in advance of your exam appointment.**
- **TAGME is not responsible** for Wi-Fi connectivity, CPU memory, or other personal computer issues
- **NO refunds** will be issued due to computer failure

Examination Environment & Proctor Monitoring

Before launching the examination, candidates will have the option to complete a **short demo** to familiarize themselves with the testing platform.

- You may also review this demo in advance of your exam by visiting the Meazure Learning website here:
https://www.youtube.com/watch?v=Gji5xLkbT_w

- ◆ **The proctor will be available throughout the examination** to assist with non-content-related questions or technical issues.
- ◆ **All sessions are recorded and may be reviewed by TAGME.** If a candidate is observed violating examination rules, the proctor will immediately **terminate the session and report the incident to TAGME.**

Following all proctor instructions is **mandatory** to complete the examination.

Examination Day: In-Person Testing Center

Candidates opting to take their examination at a Testing Center can find Meazure Learning testing site cities here:

<https://www.meazurelearning.com/candidate-services>

Meazure Learning will send you an email with:

- **Location details** for their assigned Testing Center
- **Reporting instructions** and check-in procedures
- **Examination expectations and guidelines**

It is essential to review all provided information carefully to ensure a smooth testing experience.

Post Examination

| Post-Examination Process Details | |
|----------------------------------|---|
| Score Notification | Candidates will receive an immediate onscreen notification of PASS or FAIL : <ul style="list-style-type: none">• PASS – Candidates can screen print their pass notification.• FAIL – Candidates will receive a score report detailing their performance. |
| Score Report Access | On the day of the exam, Meazure Learning will email login instructions to view the score report. |
| Certificate Distribution | Candidates who pass their examination will receive an email from Parchment with instructions to access their digital certificate and verify their mailing address for the hard copy. |
| Parchment Email Schedule | Exams taken between the 1st–15th → Email sent between the 20th–22nd of the same month. Exams taken between the 16th–30th/31st → Email sent between the 5th–7th of the following month. |
| Missing Parchment Email | If you do not receive the Parchment email within 15 business days of passing, check your Junk/Spam folder before contacting Outcomes@tagme.org for assistance. |

Certification Validity & Maintenance

Certification is valid for five years, including the year of issuance. Regardless of the exact issuance date, all TAGME certificates expire on **December 31 of 5th year**.

During the final year of certification, candidates are eligible to apply for **Maintenance of Certification (MOC)**, which requires **25 continuing education credits** earned within the previous five years. It is recommended that candidates track these credits regularly to avoid last-minute difficulties in recalling past educational activities.

Score Reporting

Candidates who do not pass the examination will receive an **on-screen score report** immediately upon completion. This report can be downloaded as a PDF. If you encounter issues downloading the report, you may request a copy by contacting Candidate Services at the email below.

Note: TAGME does not have access to individual score reports and cannot provide them post-examination.

Meazure Candidate Services: website: candidatesupport@meazurelearning.com
or phone: 919-572-6880

Examination Validity & Security

TAGME upholds the highest standards of knowledge and competency in certification.

Examination questions are validated against:

- ACGME Common Program and Institutional Requirements
 - NRMP, ECFMG, and other relevant GME guidelines
-

Comparative Review

Upon request, a candidate's examination responses can be manually reviewed against the official answer key to identify any scoring discrepancies.

- After the review, the requesting party will receive a notification letter indicating whether the result remains unchanged or has been updated.
- If a score change occurs, the letter will specify the updated result and, if possible, provide an explanation for the adjustment.
- If the request was made by the candidate and their score changes, their testing authority will also be notified.
- A fee, charged by TAGME's testing partner, Meazure Learning, applies to this review process.

A comprehensive statistical analysis of all examination questions is conducted each year to ensure the examination meets industry standards.

Rescheduling or Canceling the Examination

Candidates may reschedule their original examination appointment within 24 hours of the original scheduled time without penalty.

Candidates who want to cancel a confirmed exam appointment (initial or retake) will get a 50% refund of the application fee if they cancel at least 24 hours before the scheduled appointment.

| 2025 TAGME Application Refund Schedule | |
|---|------------|
| Initial Certification (ineligible application) | \$250.00 |
| Initial Certification (approved but did not take the examination) | \$175.00 |
| Cancellation occurring <24 Hours before the scheduled appointment | 50% Refund |
| Retakes | \$75.00 |

- If rescheduling after the **24-hour window**, candidates must log in to their **SurveyMonkey Apply account** <https://tagme.smapply.org> using their User ID and password, then click "**PROGRAMS**" in the upper right-hand corner.
- **Cancellations occurring after 24 hours of a confirmed examination appointment are non-refundable.**

Retake of Examination

- Log in to **SurveyMonkey Apply** <https://tagme.smapply.org> , then click "PROGRAMS" in the upper right-hand corner to access the retake application.
- Candidates for **Initial Certification** who do not achieve a minimum score of **80%** may apply for a one-time retake within the same application and examination cycle.
- **Candidates cannot retake an examination in the following testing cycle.**
- To retake the examination, candidates must:
 1. **Submit an abbreviated retake application**
 2. **Pay a \$225 retake fee prior to scheduling a new exam appointment.**
- Initial retake examination consists of a total of **100 questions with a duration of 4 hours** for completion.
- **All retake examinations must be completed by November 15.**

Important Deadlines for Retake Examinations

- Candidates **cannot schedule a retake** until their **abbreviated application is approved and payment is processed.**
- This process will take **several days**, so candidates should apply well in advance.
- **The final deadline to schedule a retake exam is October 23, with the test to be taken by November 15.**
 - To meet this deadline, candidates must submit their retake application and payment **several days prior** to ensure approval before scheduling.

For questions or assistance related to applications, contact applications@tagme.org all additional requests should be sent to info@tagme.org.

Confidentiality Policy

All candidates must review and comply with the **TAGME Confidentiality Policy** as outlined in the application materials. Violations may result in disciplinary action, including **suspension or permanent revocation of certification.**

Without the candidate's explicit written consent, TAGME will not release application details or related correspondence. Successful candidates may be recognized for their achievements on **TAGME's website and/or social media platforms.**

Meazure Learning Resources

Test Taker Library:

<https://support.proctoru.com/hc/en-us/categories/115001818507>

How to Schedule, Reschedule, or Cancel an Exam

<https://support.proctoru.com/hc/en-us/articles/25852622025741-How-to-Schedule-Reschedule-or-Cancel-an-Exam>

How to Test Your Equipment

<https://support.proctoru.com/hc/en-us/articles/24721724814861-How-to-Test-Your-Equipment>

Frequently Asked Questions About Exam Day

<https://support.proctoru.com/hc/en-us/articles/24721945091725-Frequently-Asked-Questions-About-Exam-Day>

How to Reset Your Password

<https://support.proctoru.com/hc/en-us/articles/24721851706765-How-to-Reset-Your-Password>

Meazure Chat Widget for Immediate Support

<https://support.meazurelearning.com/hc/en-us/p/chat>

United States: 1 (855) 772-8678

TAGME Key Examination Partner Information

Meazure Learning- Provides secure, accessible, and equitable testing solutions for candidates seeking certification. Their platform supports TAGME in delivering a seamless examination experience while upholding the highest standards of assessment integrity

Parchment- Is the credential management platform used for generating and ordering official TAGME certification documents. This service ensures efficient and secure credential delivery to candidates

SurveyMonkey- Is utilized for the completion and submission of TAGME Certification Applications. This platform allows applicants to efficiently provide required documentation and responses in a structured format

ProctorU- Is an online remote proctoring service that monitors applicants as they take their certification examinations. This service ensures exam integrity by preventing unauthorized assistance and verifying candidate identity

Stripe- Is TAGME's payment processing platform, enabling secure and convenient transactions for application and examination fees.

