



HWC COM POLICY TITLE: Mandatory Self-Assessments Prior to USMLE Step Exams

HWC COM POLICY NUMBER: AA.150

INITIAL EFFECTIVE DATE: November 21, 2025	LAST REVISION DATE: November 21, 2025	RESPONSIBLE DEPARTMENT, DIVISION: Curriculum Committee Office of Student Affairs
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POLICY STATEMENT

All students scheduled to sit for the USMLE Step 1 examination are required to complete a school-sponsored Comprehensive Basic Science Self-Assessment (CBSSA) 7 to 10 days prior to their official test date.

All students scheduled to sit for the USMLE Step 2CK examination are required to complete a school-sponsored Comprehensive Clinical Science Self-Assessment (CCSSA) 7 to 10 days prior to their official test date.

SCOPE

This policy applies to students preparing to take USMLE Step 1 and USMLE Step 2CK.

REASON FOR POLICY

This policy is intended to ensure that students are adequately prepared for the USMLE Step 1 and USMLE Step 2 CK examinations by providing a structured opportunity to assess their readiness through a standardized, school-sponsored CBSSA or CCSSA. The timing of the assessment – 7 to 10 days prior to the official exam date – allows students to identify and address any remaining areas of concern, while also enabling faculty and academic support services to offer targeted guidance. This approach reflects the institution’s commitment to student success and aligns with evidence-based practices for optimizing performance on high-stakes licensure examinations.

DEFINITIONS

TERM	DEFINITIONS
Comprehensive Basic Science Self-Assessment	A web-based, multiple choice practice exam created by the National Board of Medical Examiners (NBME) for medical students to evaluate



	their readiness for the United States Medical Licensing Examination (USMLE) Step 1 exam.
Comprehensive Clinical Science Self-Assessment	A web-based, multiple-choice practice exam offered by the NBME to help medical students assess their knowledge of clinical sciences and predict their readiness for the USMLE Step 2 Clinical Knowledge (CK) exam.

ROLES AND RESPONSIBILITIES
Associate Dean for Student Affairs Assistant Dean for Student Success and Wellbeing

RELATED RESOURCES
Procedure: Mandatory Self-Assessments Prior to USMLE Step Exams Policy, Procedure: Timing of USMLE Step 1 AND Step 2 CK Policy, Procedure: Excused Absence (Preclinical Years) Policy, Procedure: Excused Absence (Clinical Years)

CONTACTS
Office of Student Affairs 11200 SW 8th ST, AHC2 390W2 (305) 348-0644

HISTORY
Initial Effective Date: November 21, 2025 Review Dates (<i>review performed, no updates</i>): N/A Revision Dates (<i>updates made to document</i>):



HWC COM PROCEDURE TITLE: Mandatory Self-Assessments Prior to USMLE Step Exams

HWC COM PROCEDURE NUMBER: AA.151P

INITIAL EFFECTIVE DATE: November 21, 2025	LAST REVISION DATE: November 21, 2025	RESPONSIBLE DEPARTMENT, DIVISION: Curriculum Committee Office of Student Affairs
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PROCEDURE STATEMENT

While students are on their dedicated study period preparing for USMLE Step 1, and after a date has been officially scheduled to take Step 1, they will attend an in-person proctored CBSSA between 7-10 days prior to the scheduled date for Step 1.

- The dates of the proctored school-sponsored CBSSAs will be provided during a mandatory Step 1 prep activity hosted by the Academic Counseling and Enrichment Services.
- If a student will not be able to attend the in-person proctored CBSSA, an EA request must be submitted for the date the student would have taken the in-person CBSSA. This EA request does not affect the number of planned absences for the student.
- Once the EA request is approved, an email will be provided to the student with details on how to take the CBSSA remotely which will include the school-sponsored voucher.

While students are on their dedicated study period preparing for USMLE Step 2CK, and after a date has been officially scheduled to take Step 2CK, they will be required to complete a remote school-sponsored CCSSA between 7-10 days prior to the scheduled date for Step 2 CK.

- An email with the school-sponsored voucher will be sent from hwcomaces@fiu.edu at least one week before the date the school-sponsored CCSSA is to be taken.

Within 48 hours of when students complete the CBSSA or CCSSA, an email will be sent as a follow up for students whose performance indicates less than the recommended 97% probability of passing the exam if taken within 1 week, so that targeted guidance and support can be offered.

FORMS

None

ROLES AND RESPONSIBILITIES

Associate Dean for Student Affairs
Assistant Dean for Student Success and Wellbeing



RELATED RESOURCES

Policy: Mandatory Self-Assessments Prior to USMLE Step Exams
Policy, Procedure: Timing of USMLE Step 1 AND Step 2 CK
Policy, Procedure: Excused Absence (Preclinical Years)
Policy, Procedure: Excused Absence (Clinical Years)

CONTACTS

Office of Student Affairs
11200 SW 8th ST, AHC2 390W2
(305) 348-0644

HISTORY

List initial effective date, revision dates, and/or review date.

Initial Effective Date: November 21, 2025

Review Dates:

Revision Dates: