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## BACE REMOTE TESTING PROCEDURES

Updated: 4/10/20

This document serves as a supplement to the BACE Procedures Manual. All policies and procedures stated in the manual are still enforced unless otherwise noted or updated here. The following changes are active until December 31, 2020:

### **Exam Descriptions & Specifications**

The BACE Knowledge and Practical Exam are administered as online assessments delivered on the University of Florida's education platform, UF E-Learning. Each exam is remotely monitored through Honorlock. The Exam Specifications for the Knowledge Exam are unchanged; however, the total number of questions for the Practical Exam will change due to the format change. The content and points per category will not change.

### **Exam Site Registration & Approval**

#### **Exam Site Registration**

1. Exam Site Registration, Quick Menu, and Update Information Forms
  - a. Step 1 - The Exam Site Registration Form no longer collects information for BACE Administrator Roles, as they have been withdrawn.
  - b. Reduced Scheduling Deadlines - Forms should be complete one week in advance of the testing window.
  - c. Deactivated Form - Option to update Admin Info has been deactivated
2. BACE Registration Quick Guide has been withdrawn.
3. Exam Site Registration Overview has been updated to the following processes:
  - a. Step 1: Exam Site Registration Form
    - i. Review Procedures Manual and BACE Remote Testing Procedures
    - ii. Complete Step 1: Exam Site Registration Form
    - iii. Biotility will email the Practice Exam Enrollment Link to the Site Coordinator
    - iv. Request TA access to Practice Exam
    - v. Biotility will provide TA Access to the Practice Exam
  - b. Step 2: BACE Order Form
    - i. Complete Step 2: Order Form
    - ii. Biotility will Schedule exam dates, issue an invoice, and email the Knowledge and Practical Exam Information and Enrollment Link.
4. Exam Fees
  - a. Refunds are permitted for unused exams and/or exams may be banked for 2021. Please email [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu) to make arrangements.
  - b. Refunds for shipping charges may be requested through [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu)

#### **Administrator Approval**

1. The BACE Administrator Certification Course requirements are waived.

## **Roles and Responsibilities**

1. Site Coordinator responsibilities are reduced. Site Coordinators are responsible for:
  - a. Registering Exam Site
  - b. Ordering exams
  - c. Ensuring payment is processed by the Billing Contact
  - d. Managing candidates (enrolling, scheduling exam dates, and providing results)
  - e. Receiving and disseminating the Practice Exam Enrollment Link and Access Code
  - f. Receiving and disseminating the Knowledge and Practical Exam Enrollment Link
  - g. Reporting academic dishonesty
2. The following roles are withdrawn: **Skills Evaluator, Online Proctor, and Exam Monitor.**

## **Practice Exam**

The BACE Online Practice Exam remains free and is still the best tool for preparing for the BACE Knowledge and Practical Exam. Request access to your candidate's Practice Exam results by emailing BACE@research.ufl.edu.

## **Exam Administration Procedures**

Exam Administration Procedures are withdrawn. The responsibility of starting and monitoring exams belong to the candidate and Honorlock. Please refer to the Testing Requirements in the Candidate Information Bulletin for more information.

## **Policies and Procedures**

The following Policies and Procedures are withdrawn: Physical Exam Materials, Procedures for Receiving Exam Materials, Exam Monitoring Policy, Teacher/Student Conflict of Interest Policy, Practical Exam Equipment Calibration Guidelines.

1. Restroom Break Policy - Restroom Breaks are not permitted during the exam.
2. Exam Scoring and Results Policy - Both Knowledge and Practical Exams are automatically graded within UF e-Learning.
3. Exam Environment Standards – Please refer to the Exam Environment Standards in the Candidate Information Bulletin for more information.
4. Knowledge Exam Computer and Internet Specifications – Please see the Computer Testing Station Requirements in the Candidate Information Bulletin for more information.

## **UF QUICK REGISTRATION SYSTEM**

The processes through which candidates access UF e-Learning content (Practice, Knowledge Exam, and now Practical Exam) have not changed.

## **Digital Credentials**

Credentials are no longer viewable within UF e-Learning. Within two weeks of passing the BACE, the candidate will received an email from Biotility with detailed instructions on how to engage with and share their digital certification and badge.