

BACE

Biotechnician
Assistant
Credentialing
Exam



EXAM ADMINISTRATION PROCEDURES

Administration Overview for the Live Testing Option

Only Exam Sites who completed the Exam Site Registration Form and select the Live Testing Option may use these procedures and deliver the BACE live. Sites who completed the Site Registration Form and select the Remote Testing Option must use the [Exam Administration Procedures for Remote Testing](#).

The Site Coordinator, Skills Evaluator(s), and Online Proctor(s) should use this checklist as a working document to assist in planning and executing the BACE. It is strongly recommended all personnel involved in administering the BACE meet and review these exam administration procedures as a team. This section covers the following procedures:

- Coordinating Exam Events
- Knowledge Exam Administration
- Practical Exam Administration
- Closing Out Exam Events

Teacher/Student Conflict-of-Interest Policy Reminder
Teachers should not participate in any BACE Administration activities which incorporate their own students. If a Teacher/Student Conflict-of-Interest exists in any BACE Administrator Role, an Exam Monitor must be present when handling exam materials and administering an exam.

Coordinating Exam Events

A Biotility-Certified Site Coordinator manages these procedures. The Site Coordinator should take steps to prepare the Exam Site and personnel for the exam event. The following procedures serve as a guide in coordinating the BACE at an Exam Site.

Exam Site Registration & Approval

Recommended 8 weeks in advance
Required at least 4 weeks in advance

- Complete [BACE Registration Quick Guide](#)
- Go to the [Exam Site Registration and Ordering](#) website
 - a. Complete Step 1: Exam Site Registration Form
 - b. Complete Step 2: BACE Order Form



BACE Practice Exam

Recommended 8 weeks in advance
Not Required

- Review [BACE Practice Exam Course Guide](#)
- Receive BACE Practice Exam Enrollment Link and Access Codes from Biotility
- Enroll personnel who need Teaching Assistant access to Practice Exam results
- Create strategy for implementation, results review, and future instruction
- Distribute BACE Practice Exam Enrollment Link to candidates



Testing Logistics

Recommended 5 weeks in advance
Not Required

- Confirm candidate count
 - Create final candidate roster
 - Compare exams ordered is equal to candidate roster
- Confirm there is sufficient staff for each exam event session
 - Knowledge Exam – One (1) Online Proctor per thirty (30) candidates per session (and one Exam Monitor if Teacher/Student Conflict exists)
 - Practical Exam - One (1) Skills Evaluator per twenty (20) candidates per session (and one Exam Monitor if Teacher/Student Conflict exists)
- Confirm Exam date(s) for Knowledge and Practical



Exam Room Logistics

Recommended 5 weeks in advance
Not Required

- Select and book Exam Rooms
 - Reserve Exam Rooms for the Knowledge and Practical Exams
 - Confirm the Exam Rooms selected meet the minimum standards for an exam environment (See [BACE Policies: Exam Environment Standards](#))
- Plan Knowledge Exam Room setup with the Online Proctor
 - Plan Room Layout (See [BACE Policies: Optimum Layout for Knowledge and Practical Stations](#))
 - Plan Online Proctor station(s)
 - Plan candidate stations
 - Verify all candidate stations have a computer with:
 - Internet access through an up-to-date version of a supported browser (See [BACE Policies: Knowledge Exam Computer and Internet Specifications](#))
 - Ability login to UF e-Learning
 - A minimum of a 15" monitor
 - A keyboard and mouse
 - Optional: Save the link to UF e-Learning on each computer
- Plan Practical Exam Room set-up with the Practical Skills Evaluator
 - Plan Room Layout (See Optimum Layout for Knowledge and Practical Stations)
 - Plan Skills Evaluator station(s)
 - Plan candidate stations (each candidate taking the exam will need a desk or other area to work on problems when not at practical stations)
 - Plan Practical Exam Stations (6 out of 7 Practical Exam Stations need power)
 - Complete [BACE Practical Exam Materials Checklist](#)
 - Collect and store all items on the checklist
 - Verify all laboratory equipment is working and calibrated



Personnel Prep

Recommended 4 weeks in advance
Required at least 2 weeks in advance

- Verify BACE Administrators have earned or renewed their appropriate BACE Administrator Certification
- If needed, email exam accommodation requests to Biotility
- If applicable, email Interpreter, Reader, and/or Scribe Non-Disclosure forms
- Optional: Meet with BACE Administrators in the Exam Rooms before the exam events
 - Review Exam Room Setup Plan
 - Review Exam Administration Procedures



Manage Exam Materials

Required at least 1 weeks in advance

- Refresh your knowledge of Biotility's [Exam Materials Security Procedures](#) for the Knowledge and Practical Exam
- Receive the BACE Knowledge Exam Information Email from Biotility which will:
 - Confirm Knowledge Exam testing date(s)
 - Include the BACE Knowledge Exam Enrollment Link (for BACE Candidates Only. School employees are not permitted to take the BACE through their own Exam Site)
 - Include the BACE Knowledge Exam Access Code
- Receive the BACE Practical Exam Information Email from Biotility which will:
 - Confirm Practical Exam testing date(s)
 - Include tracking information for the Practical Exam Shipment through FedEx



Distribution of Knowledge Exam Materials

Required week of Knowledge Exam

- Site Coordinator will distribute BACE Knowledge Exam Enrollment Link to candidates to create a UF Login and/or sign-in to the testing platform, UF e-Learning
- Site Coordinator will distribute BACE Knowledge Exam Access Code to Online Proctor **one day prior** to the exam event



Distribution of Practical Exam Materials

Required week of Practical Exam

- Site Coordinator will receive the Practical Exam Kit Shipment
 - Open Kit and inventory its contents using the *Practical Exam Kit - Packing Slip and Storage Instructions*
 - Identify the **Immediate Action Required Items** and give these item and only these items to the Skills Evaluator immediately for storage
 - Store the Practical Exam Setup Guide and the Practical Exam Packet in a locked cabinet
 - Notify Biotility immediately of any missing or damaged items
- Site Coordinator will distribute the following Exam Materials to Skills Evaluator **no sooner than three days prior** to the exam event:
 - *Practical Exam Kit - Packing Slip and Storage Instructions*
 - Practical Exam Setup Guide
 - Practical Exam Supplies



- Site Coordinator will distribute the remainder of the Exam Materials to Skills Evaluator **one day prior** to the exam event:
 - Practical Exams Booklets with serial numbers

Knowledge Exam Administration Procedures

A Biotility-Certified Online Proctor manages these procedures. The following procedures serve as a guide for administering the Knowledge Exam.

Recommended **1 day** prior to Knowledge Exam

Required **1 hour** prior to Knowledge Exam

Knowledge Exam – Setup

- Confirm you have the BACE Knowledge Exam Access Code
- Print the following documents
 - [Script for Proctoring Knowledge Exams](#)
 - [Live Testing Option Signs and Forms](#)
 - Prohibited Items Poster
 - Quiet Testing in Progress Poster
 - Candidate Sign-in Sheet
 - BACE Administration Report Form
- Prepare the Exam Room
 - Confirm the Exam Room meets the standards for an exam environment (See [BACE Policies: Exam Environment Standards](#))
 - Implement your Knowledge Exam Room Setup Plan
 - Open [UF's Quick Registration login page \(https://reg.distance.ufl.edu/reg/Lms/Login\)](https://reg.distance.ufl.edu/reg/Lms/Login) on each computer, or write the website address on the board for each candidate to enter
 - Remove any science or biotechnology related posters
 - Post Prohibited Items Poster
 - Post Quiet Exam in Progress Poster
 - Place the Candidate Sign-in Sheet at the Check-in Station
 - Pre-distribute the permitted items
 - Basic non-programmable calculators
 - Scratch paper
 - Pencils
 - Read through Script for Proctoring Knowledge Exams
 - Read through the BACE Administration Report Form



Knowledge Exam - Candidate Check-in

Required **15 minutes** prior to Knowledge Exam

- Dismiss all unauthorized individuals from exam room prior to starting the exam
- Ask candidates to form a line
- Inform candidates of the prohibited items and reference the Prohibited Items Poster
- Process candidates one at a time
 - Have candidates sign the Candidate Sign-in Sheet
 - Identify candidates using their school, state, or federal ID
 - Direct candidates to a seat **and** note assigned seat # on the Candidate Sign-in Sheet



Knowledge Exam - Startup

Required at beginning of Knowledge Exam

- Read the Script for Proctoring Knowledge Exams to the candidates, which will walk the candidates through the following processes:
 - Greeting
 - Exam Rules
 - Exam Login
 - Exam Navigation
 - Starting Exam
- Answer candidate procedural questions and start the exam



Knowledge Exam - Monitoring

Required at during Knowledge Exam

- Using the BACE Administration Report Form, document the following activities during the exam, making sure to record the time, actions taken, and names of candidates effected:
 - Exam start and end times
 - Candidates who did not appear for the exam
 - Anyone entering or leaving the exam room
 - Testing abnormalities (Interruptions, Technical difficulties, Candidate complaints, etc.)
- Adhere to the [Academic Honesty Policy and Standards](#)
- Adhere to the [Exam Monitoring Policy](#)
- Give time prompts as indicated on the script
- Follow [Candidate Restroom Break Rules](#)
- Dismissing Candidates
 - Call candidate to proctor station
 - Collect the permitted items given to the candidate, including the scratch paper
 - Dismiss the candidate from the exam room



Knowledge Exam - Close out

Immediately following Knowledge Exam

- Confirm each computer is logged out of UF e-Learning
- Scan the desktops and floor for any missed Exam Materials
- Collect all Exam Materials**
 - **Candidate Scratch Paper**
 - **Script for Proctoring Knowledge Exams**
 - **Prohibited Items Poster**
 - **Quiet Exam in Progress Poster**
 - **Candidate Sign-in Sheet**
 - **BACE Administration Report Form**
- Complete BACE Administration Report Form
- Return Exam Materials to Site Coordinator immediately



Practical Exam Administration Procedures

These procedures are completed by a Biotility-Certified Skills Evaluator. The following procedures serve as a guide for administering the Practical Exam.

Practical Exam – Station Setup

Prohibited before 3 days prior to Practical Exam

Recommended 1 day prior to Practical Exam

Required 3 hours prior to Practical Exam

ONCE PRACTICAL EXAM STATIONS SETUP BEGINS, ONLY BACE ADMINISTRATORS ARE PERMITTED TO ENTER THE EXAM ROOM UNTIL THE SCHEDULED EXAM TIME.



- Collect Practical Exam Station Materials from the Site Coordinator
 - Practical Exam Kit – Packing Slip and Storage Instructions
 - Practical Exam Setup Guide
 - Practical Exam Supplies
- Dismiss all unauthorized individuals from exam room
- Set up the Practical Stations
 - Collect the items on the [Practical Exam Materials Checklist](#)
 - Implement the instructions in the Practical Exam Setup Guide
 - After the stations are setup, verify all laboratory equipment at the exam stations are in safe operating order and calibrated

Prohibited before 2 days prior to Practical Exam

Recommended 1 day prior to Practical Exam

Required 1 hours prior to Practical Exam

Practical Exam – Setup

- Collect Test Exam Materials from Site Coordinator
 - Practical Exams with serial numbers
- Print the following documents:
 - [Script for Proctoring Practical Exams](#)
 - [Live Testing Option Signs and Forms](#)
 - Prohibited Items Poster
 - Quiet Testing in Progress Poster
 - Candidate Sign-in Sheet
 - BACE Administration Report Form
- Prepare the Exam Room
 - Confirm the Exam Room meets the standards for an exam environment (See [BACE Policies: Exam Environment Standards](#))
 - Implement your Practical Exam Room Setup Plan
 - Remove any science or biotechnology related posters
 - Post Prohibited Items Poster
 - Post Quiet Exam in Progress Poster
 - Place the Candidate Sign-in Sheet at the Check-in Station
 - Pre-distribute the permitted items
 - Basic non-programmable calculators
 - Pencils



- Read through Script for Proctoring Practical Exams
- Read through the BACE Administration Report Form

Practical Exam - Candidate Check-in

Required 15 minutes prior to Practical Exam

- Dismiss all unauthorized individuals from exam room prior to starting the exam
- Ask candidates to form a line
- Inform candidates of the prohibited items and reference the Prohibited Items Poster
- Process candidates one at a time
 - Have candidate sign the Candidate Sign-in Sheet
 - Identify candidate using their school, state, or federal ID
 - Direct the candidate to their assigned seat



Practical Exam - Startup

Required at beginning of Practical Exam

- Read the Script for Proctoring Practical Exams to the candidates, which will cover the following processes:
 - Greeting
 - Distributing Exam Booklets
 - Exam Rules
 - Infilling Exam Booklets, Candidate Answer Sheets, and Station Evaluation Sheets
 - Collecting Station Evaluation Sheets to be used at a later time
 - Laboratory Station Instructions
 - Starting Exam
- Answer candidate procedural questions



Practical Exam – Managing Stations

Required during Practical Exam

- Five to ten minutes after starting the exam, begin assigning candidates to stations
- Evaluate candidate performance at **Station 5**
 - Evaluate candidates according to the instructions in the Practical Exam Setup Guide and the Station Evaluation Sheet, not in comparison with other candidates
 - Complete the appropriate Station Evaluation Sheet as each candidate cycles through the station and completes the task



Practical Exam - Monitoring

Required during Practical Exam

- Using the BACE Administration Report Form, document the following activities during the exam, making sure to record the time, actions taken, and names of candidates effected:
 - Exam start and end times
 - Candidates who did not appear for the exam
 - Anyone entering or leaving the exam room
 - Testing abnormalities (Interruptions, Technical difficulties, Candidate complaints, etc.)
- Adhere to the [Academic Honesty Policy and Standards](#)



- Adhere to the [Exam Monitoring Policy](#)
- Give time prompts as indicated on the script
- Follow [Candidate Restroom Break Rules](#)
- Dismissing Candidates
 - Call candidate to proctor station
 - Collect the permitted items given to the candidate, including the scratch paper
 - Collect Practical Exam Booklet and Candidate Answer Sheet from the candidate
 - Verify the candidates have completed all portions on the exam cover
 - Dismiss the candidate from the exam room

Practical Exam - Close out

Immediately following Practical Exam

- Perform an exam inventory
- Collect all Test Exam Materials**
 - Exam Booklets
 - Script for Proctoring Practical Exams
 - Posted Prohibited Items Poster
 - Posted Quiet Exam in Progress Poster
 - Candidate Sign-in Sheet
 - BACE Administration Report Form
- Collect candidate work product from each exam station (excluding Station 5)**
- Collect Station Exam Materials**
 - Inventory Log
 - Practical Exam Setup Guide and all its contents
 - Unused Practical Exam Supplies
- Scan the desktops and floor for any missed Exam Materials
- Complete Practical Exam Return Inventory Log
- Complete BACE Administration Report Form
- Box all Collected Testing Materials and apply FedEx Return Label
- Return Collected Testing Materials to Site Coordinator immediately



Practical Exam – Complete Evaluations

Required 1 day following Practical Exam

- Evaluate candidate work product from **Station 4**
 - Evaluate candidates work product according to the instructions in the Practical Exam Setup Guide and the Station Evaluation Sheet, not in comparison with other candidates
 - Complete the appropriate Station Evaluation Sheet for each candidate
 - Dispose of Station 5 work product
- Return Practical Exam Station Evaluation Sheets to Site Coordinator



Closing out Exam Events

A Biotility-Certified Site Coordinator completes these procedures. The following procedures serve as a guide for closing out Exam Events.

Recommended immediately after last testing event
Required 1 day following the last event

Closing out Exam Events

- Review all BACE Administration Report Forms
- Verify you have recalled all Exam Materials (items indicated in red)
 - All Knowledge Exam Materials
 - All Practical Exam Materials
 - Perform an exam inventory
 - Verify the Skills Evaluator completed the Practical Exam Return Inventory Log
- Ship all Exam Materials to Biotility using FedEx return shipping label provided

