

# BACE

Biotechnician  
Assistant  
Credentialing  
Exam

Live  
Testing  
Option

## BACE Administrator Certification Process

### Administrator Approval

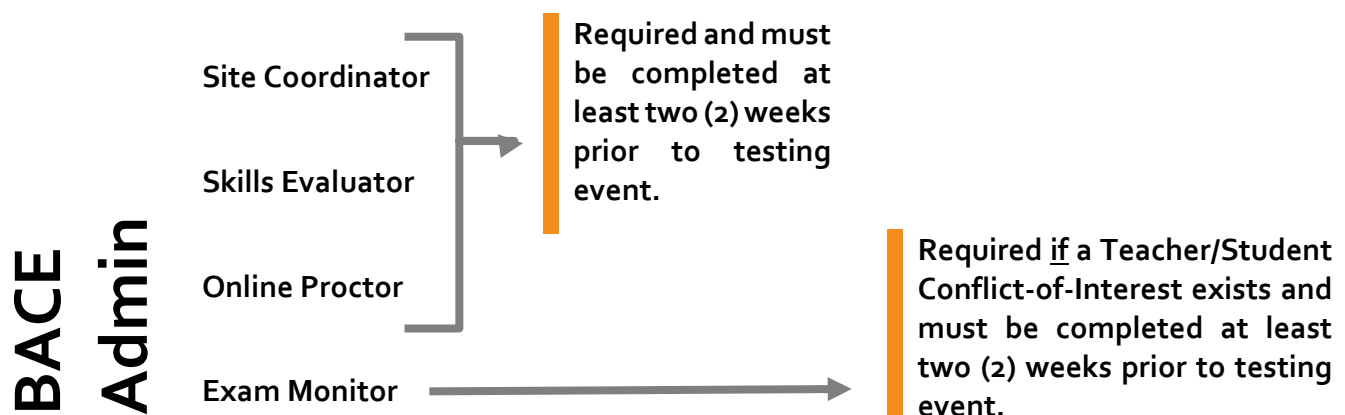
Biotility must approve all personnel assigned to a BACE Administrator Role, which are: Site Coordinator, Skills Evaluator(s), Online Proctor(s), and if used Exam Monitor(s), Interpreter(s), Reader(s), and Scribe(s). **BACE Administrator Certifications must be renewed annually.**

Each Exam Site is required to select personnel to serve in the three primary BACE Administrator Roles: **Site Coordinator, Online Proctor, and Skills Evaluator.** If a Teacher/Student Conflict-of-Interest exists in any BACE Administrator Role, an **Exam Monitor** must also be selected. To verify these individuals are prepared to uphold Biotility's exam administration policy and procedures, they must complete the appropriate role-specific training module(s) in UF e-Learning.

Approval processes for Interpreter(s), Reader(s), and Scribe(s) are located in the associated BACE Administrator Role section.

### **BACE Administrator Certification Course**

Each individual who serves in a primary BACE Administrator Role is emailed an invitation to enroll in the BACE Administrator Certification course in UF e-Learning. Access to the BACE Administrator Certification course is determined by the information provided by the Site Coordinator during the Exam Site Registration Process. This course includes modules for four administrative roles:



Individuals are required to complete only the modules specific to their assigned role(s). Administrators performing more than one role must complete each module pertaining to each of their selected roles, and earn the corresponding certifications.

Each module contains a quiz, a Certificate of Understanding, and a Non-Disclosure Agreement. Upon completing the specified module(s), a digital badge is issued immediately.

### Administrator Role Quiz

There is a unique BACE Administrator Quiz for each role. Each quiz is based on information provided in this manual. Skills Evaluators should also review the Practical Exam Materials Checklist and Practical Exam Equipment Calibration Guidelines. Quizzes are open book, and may be taken up to three times. Each quiz takes approximately 15-20 minutes to complete. Administrators must receive a score of 90% or above to pass.

### Certificate of Understanding and Non-Disclosure Agreements

The Site Coordinator, Skills Evaluator(s), Online Proctor(s), and if applicable Exam Monitor(s) are asked to sign a Certificate of Understanding and a Non-Disclosure Agreement confirming dedication to uphold the policies and procedures outlined in these documents. BACE Administrators sign the Certificate of Understanding and Non-Disclosure Agreement *electronically* as part of the BACE Administrator Course in UF e-Learning.

### BACE Administrator Role Badge

Upon completion of a module, a digital badge is issued. These certifications may be displayed on Facebook or LinkedIn, and may be verified online by anyone. For more details, please review the section on Digital Credentials.

### Approximate Certification Process Time Commitment

Administrative Position	Review Procedure Manual	BACE Administrator Quiz	Certificate of Understanding and Non-Disclosure Agreement
Site Coordinator	1 hour	10 – 15 Minutes	2 Minutes
Online Proctor	1 hour	10 – 15 Minutes	2 Minutes
Skills Evaluator	1 hour	20 – 25 Minutes	2 Minutes
Exam Monitor	1 hour	10 – 15 Minutes	2 Minutes

Only approved and Biotility-Certified BACE Administrators are permitted to participate in BACE administration. This includes, but is not limited to handling Exam Materials, administering exams, and/or observing the exam administration. Biotility reserves the right to approve all personnel assigned to administrative roles.

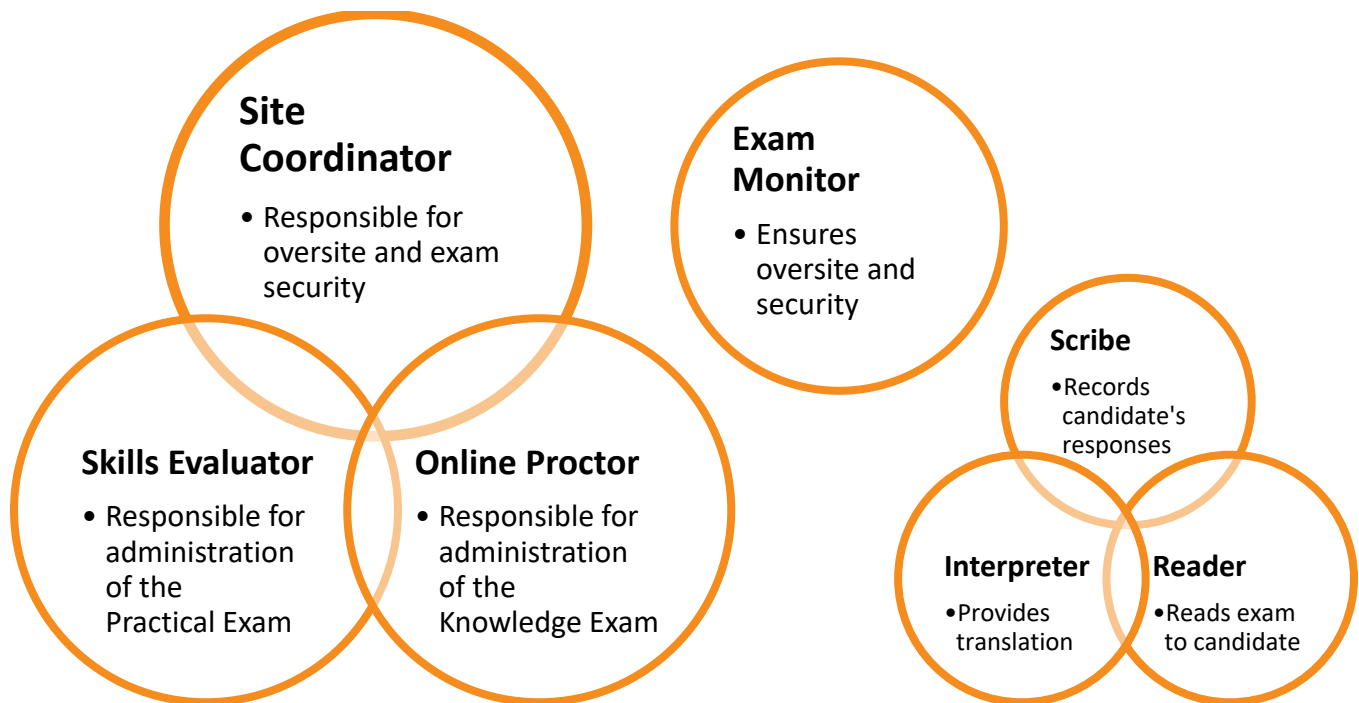
Although one person may administer the BACE, the best administration structure is a specialized and organized team. The preferred BACE Administration Team consists of three individuals, free of teacher/student conflict-of-interest, performing the roles of a **Site Coordinator**, **Skills Evaluator**, and **Online Proctor**. Additional staff may be needed to support the core personnel. These roles include **Exam Monitor**, **Interpreter**, **Reader**, and **Scribe**.

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**Teacher/Student Conflict-of-Interest Policy** - Due to the technical nature of the Practical Exam, it may be necessary for teachers to serve as a Skills Evaluator for their own student, but all efforts should be made to avoid using a BACE Candidate's own teacher in other BACE Administrator Roles. 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. A student's teacher is never permitted to serve as their Exam Monitor.

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BACE Administrator roles and responsibilities are described in detail in the upcoming sections. Below is a quick summary of their primary obligations.



## Site Coordinator

Each Exam Site will have one Site Coordinator, who shall be held accountable for the control and correct implementation of the BACE. Site Coordinators may also serve in other BACE Administrator Roles.



The preferred individual for this role is an Exam Site's Assessment Coordinator, CTE Coordinator, Administrator, or Guidance Counselor. Teachers are permitted to be Site Coordinators as long as the Teacher/Student Conflict-of-Interest Policy is not violated.

Site Coordinators are responsible for:

- Registering Exam Site and BACE Administration Personnel
- Earning their own Site Coordinator Certification online through UF e-Learning by:
  - Completing the Site Coordinator Quiz
  - Signing the Certificate of Understanding and Non-Disclosure Agreement
- Ensuring testing events are properly staffed and monitored
- Verifying the Skills Evaluator is certified and prepared to administer the Practical Exam
- Verifying the Online Proctor is certified and prepared to administer the Knowledge Exam
- Ordering exams
- Ensuring payment is processed by the Billing Contact
- Managing candidates (enrolling, scheduling exam dates, and providing results)
- Receiving and disseminating the Practice Exam Enrollment Link and Access Code
- Receiving and disseminating the Online Knowledge Exam Enrollment Link and Access Code
- Receiving Exam Materials
- Returning Exam Materials
- Securing Exam Materials
- Reporting academic dishonesty
- Completing a BACE Administration Report for each testing session attended

## Skills Evaluator

Each Exam Site will have at least one Skills Evaluator, who, along with the Site Coordinator, shall be held accountable for the correct implementation of the BACE Practical Exam. Skills Evaluators may also serve in other BACE Administrator Roles.



**Practical Exam Student Ratio Policy** - There must be at least one Skills Evaluator for every twenty (20) candidates at each Practical Exam session. More may be utilized for fewer candidates at the discretion of the Site Coordinator.

The preferred individual for this role is an Exam Site's biotechnology or biomedical science expert. A teacher may serve as the Skills Evaluator, as long as either of the two following statements are true: 1) the Teacher/Student Conflict-of-Interest Policy is not violated or 2) either the Site Coordinator or an Exam Monitor observes all aspects of the exam administration.

Skills Evaluators are responsible for:

- Earning their own Skills Evaluator Certification online through UF e-Learning by:
  - Completing the Skills Evaluator Quiz
  - Signing the Certificate of Understanding and Non-Disclosure Agreement
- Setting up Practical Exam equipment and materials
- Identifying candidates
- Starting and monitoring the Practical Exam
- Observing and evaluating portions of the Practical Exam
- Completing the Practical Exam Skills Evaluation Grid
- Maintaining a controlled exam environment
- Collecting Exam Materials
- Securing Exam Materials
- Reporting academic dishonesty
- Completing a BACE Administration Report for each testing session attended

It is important that Skills Evaluators are experienced with the equipment and techniques on which the candidates are being tested. They should also review the Practical Exam Materials Checklist and Practical Exam Equipment Calibration Guidelines.

## Online Proctor

Each Exam Site will have at least one Online Proctor, who, along with the Site Coordinator, shall be held accountable for the correct implementation of the BACE Knowledge Exam. Online Proctors may also serve in other BACE Administrator Roles.



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**Knowledge Exam Student Ratio Policy** - There must be at least one Online Proctor for every thirty (30) candidates at each online exam session. More may be utilized for fewer candidates at the discretion of the Site Coordinator.

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The preferred individual for this role is an Exam Site's computer-based testing expert. A teacher may serve as the Online Proctor, as long as either of the two following statements are true: 1) the Teacher/Student Conflict-of-Interest Policy is not violated or 2) either the Site Coordinator or an Exam Monitor observes all aspects of the exam administration.

Online Proctors are responsible for:

- Earning their own Online Proctor Certification online through UF e-Learning by:
  - Completing the Online Proctor Quiz
  - Signing the Certificate of Understanding and Non-Disclosure Agreement
- Identifying candidates
- Starting and monitoring the Knowledge Exam
- Maintaining a controlled exam environment
- Collecting Exam Materials
- Securing Exam Materials

- Reporting academic dishonesty
- Completing a BACE Administration Report for each testing session attended

## Exam Monitor

Exam Sites are required to use Exam Monitors during any BACE Administration activity where there is 1) a teacher/student conflict-of-interest, or 2) the Site Coordinator is not available, or they themselves present a teacher/student conflict-of-interest. Exam Monitors shall be held accountable for the correct implementation of BACE procedures. Exam Monitors may also serve in other BACE Administrator Roles.



The preferred individual for this role is a high-level administrator. A teacher may serve as the Exam Monitor, as long as the Teacher/Student Conflict-of-Interest Policy is not violated.

Exam Monitors may assist the Skills Evaluator and Online Proctor with their responsibilities, but their primary role is to monitor the test administration. If additional Skills Evaluators or Online Proctors are needed for test administration, additional personnel should be added to the team.

Exam Monitors are responsible for:

- Earning their own Exam Monitor Certification online through UF e-Learning by:
  - Completing the Exam Monitor Quiz
  - Signing the Certificate of Understanding and Non-Disclosure Agreement
- Monitoring the handling of Exam Materials
- Monitoring the exam administration
- Documenting any abnormalities
- Notifying the Skills Evaluator or Online Proctor when candidates need assistance
- Reporting academic dishonesty
- Completing a BACE Administration Report for each testing session attended

## Interpreter

With written approval from Biotility, Exam Sites are permitted to use interpreters. Interpreters may also serve in other BACE Administrator Roles. Interpreters must complete a BACE Administration Report for any testing session they attend.

Arrangements for an interpreter must be made between the Exam Site and the interpreter. To ensure other candidates are not disturbed by the candidate/interpreter interaction, the candidate should be tested separately.

The preferred individual for this role is an Exam Site's ESOL teacher, heritage language teacher, or other trained employee. A teacher may serve as the Interpreter, as long as either of the two following statements are true: 1) the Teacher/Student Conflict-of-Interest Policy is not violated, or 2) either the Site Coordinator or an Exam Monitor observes all aspects of the exam administration. Individuals with a personal relationship with the candidate are not permitted to act in this role.

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**Approval Process: Exam Sites requesting exam accommodations for candidates are required to request permission by emailing [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu). Interpreters will then be contacted directly. All interpreters must complete a Non-Disclosure Agreement Form.**

## **Reader and/or Scribe**

With written approval from Biotility, Exam Sites are permitted to use Readers and Scribes for candidates with an Individual Education Plan (IEP) or Section 504 Plan. Readers and Scribes may also serve in other BACE Administrator Roles. Readers and Scribes must complete a BACE Administration Report for any testing session they attend.

Arrangements for these roles must be made between the Exam Site and the individual performing the role. To ensure other candidates are not disturbed by interactions with a reader/scribe, the candidate should be tested separately..

The preferred individual for these roles is a trained employee with the following skills:

### **Reader:**

- Ability to read aloud clearly, at a normal pace, and with good pronunciation
- Familiarity with scientific words, terms, and symbols
- Ability to read the words in the test booklet or on the screen, without changing or adding words or assisting the test taker in selecting a response
- Ability to work with the test taker comfortably and compatibly, without creating unnecessary pressure or unrealistic expectations

### **Scribe:**

- Ability to write exactly what the test taker dictates
- Ability to not prompt the test taker

A teacher may serve as the reader, as long as either of the two following statements are true: 1) the Teacher/Student Conflict-of-Interest Policy is not violated or 2) either the Site Coordinator or an Exam Monitor observes all aspects of the exam administration. Individuals with a personal relationship with the candidate are not permitted to act in this role.

**Approval Process: Exam Sites requesting exam accommodations for candidates are required to request permission by emailing [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu). Readers and/or Scribes will then be contacted directly. All readers and scribes must complete a Non-Disclosure Agreement Form.**

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## Non-Disclosure Agreement – Reader/Scribe/Interpreter

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First and Last Name (Printed)	Title	
Educational Institution or Company		
Address		
City	State	Zip Code
Email Address	Phone Number	

**Reader/Scribe/Interpreter Criteria** - A Reader/Scribe/Interpreter must be an Exam Site or district employee that is not related to any candidates taking the BACE.

**Role of a Reader/Scribe/Interpreter** - A Reader/Scribe/Interpreter is to assist an exam candidate by speaking aloud the words on the examination exactly as they are written onscreen or in the exam booklet and mark the answer sheet, or select the candidate's answer onscreen.

**Academic Honesty Policy** - BACE Candidates and Administrators are expected to act ethically and honorably. Candidates are prohibited from accessing Exam Materials prior to the exam. During the exam it is prohibited to accept assistance from, or give assistance to, other candidates. Copying, photographing, or recording of any of the Exam Materials in any fixed medium is not permitted. At the end of the exam all materials, including scratch paper, must be returned to the proctor. If you witness any violation of this policy, you should report it directly to Biotility at 386.462.3181 or by email at [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu).

As a Reader/Scribe/Interpreter, I understand that:

- I CANNOT give an interpretation of any of the words in the exam
- I CANNOT explain what any of the questions are asking
- The candidate is to make his/her own decision regarding which answer to select on the exam
- The exam session may be recorded or monitored to be evaluated for compliance with this policy

I hereby confirm that I meet the criteria to be a Reader/Scribe/Interpreter. I agree to abide by the role of a Reader/Scribe/Interpreter and the Academic Honesty Policy as defined above, and I affirm that I will not disclose or provide to anyone, directly, or indirectly, any information of documents pertaining to the Biotechnician Assistant Credentialing Exam.

I am reading/scribing for

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First and Last Name of exam candidate (Printed)

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Signature

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Date