BACE ADMINISTRATOR FAQ

1. How do I register as an Exam Site for the BACE?

Educational institutions and companies who wish to deliver the BACE must become an approved Exam Site by completing the Exam Site Registration Form on the BACE Registration and Ordering website. Within the form, you may register as an Exam Site and designate your testing personnel. Please review the Exam Site Registration Process for the Remote Testing Option for a complete description of the process and requirements.

2. When should I register as an Exam Site?

Biotility requires the Exam Site Registration Form to be completed annually. Most Exam Sites register 4 to 6 months in advance of testing to ensure their candidates have sufficient time to use the Practice Exam Course to prepare. The minimum timeframe is four (4) weeks in advance of the testing date.

3. Do I need to earn the Biotechnician Assistant Credential in order to administer the BACE?

Biotility does NOT require an Exam Site's testing personnel (BACE Administrators) to earn the Biotechnician Assistant Credential. However, we encourage you to check with your administration to ensure you meet local or state requirements. Educators and BACE Administrators are only permitted to take the BACE directly through Biotility. To register to take the BACE, visit the BACE Individual Registration Form

4. How do I become Biotility-Certified BACE Administrator?

When an Exam Site selects the Remote Testing Option, all BACE Administrator Certification Course requirements are waived.

5. What is the structure of the BACE when administered through the Remote Testing Option?

Traditionally, the BACE is delivered at an Exam Site and administered by the site's own personnel, but due to the COVID-19 outbreak, Biotility is offering a Remote Testing Option. The remote format is available until July 15th, 2021.

The BACE includes both a written examination (Knowledge Exam) and a practical skills evaluation (Practical Exam). Both assessments are closed book. Candidates may take both the Knowledge and Practical portions of the BACE from their home or any other location of their choice. Exams delivered through Biotility's testing platform, UF e-Learning, and remotely monitored by Honorlock. The Site Coordinator may schedule the two portions of the BACE on the same day or over a testing window of up to two (2) weeks.

Please review the BACE Exam Specifications and the BACE Administration Procedures for the Remote Testing Option for a complete description of the exam and administration process.

6. What does the cost of the exam include?

The exam fee is $150 per candidate. The fee includes:

- Access to the Online Practice Exam
- One attempt for both portions (Knowledge and Practical) of the exam delivered and proctored remotely
- A digital credential upon passing

7. What payment methods are accepted?

Exam Sites may choose between three payment methods: Online with Credit Card or PCard, Check, or PO. If you pay online, the Site Coordinator and Billing Contact will receive an email with a link to make the payment. If you pay by check or PO, Biotility will email an invoice. Please review the BACE Ordering Process for the Remote Testing Option for a complete description of the payment options.

8. How is each portion of the exam scored?

To pass BACE and earn the Biotechnician Assistant Credential, candidates must achieve an overall score of 80%. The score is determined by averaging the highest grade of the Knowledge Exam and the highest grade of the Practical Exam. Candidates may see their score results through UF e-Learning. Exam Site Score Reports are sent to the Site Coordinator within two (2) weeks of processing. Candidates who pass the BACE will be issued a Biotechnician Assistant Credential from Biotility.

9. Are candidates permitted to retake the exam?

Candidates may retake either portion (Knowledge or Practical) of the exam for $25. To order and schedule retakes, go to the BACE Registration and Ordering website and complete the Order Form a second time. There is a 20-day waiting period between attempts. Candidates are permitted to take each portion a maximum of three times per year.

10. What items are permitted during the exam?

Candidates are permitted to have two pencils and a single piece of scratch paper. An online calculator will be available inside the exam.

11. How much time is allotted for each portion of the exam?

Candidates have three (3) hours in which to take the Knowledge Exam, and four (4) hours in which to take the Practical Exam.

12. How do candidates prepare for the BACE?

The Online Practice Exam Course is an excellent representation of the content candidates will encounter during the actual exam. Practice Exam results may be used by Exam Sites for planning instruction. Please review the BACE Practice Exam Course Guide for a complete description of the practice exam features.

The Practice Exam Course also contains the BACE Candidate Information Bulletin and other study resources and materials. Candidates should read the BACE Candidate Information Bulletin (CIB) prior to testing. The CIB includes contact numbers, resource links, a detailed exam description, technical requirements, and exam policies. Many of the study materials within the Practice Exam Course are also available publicly at our Candidate Resources website.

13. What is a candidate's username and password for UF e-Learning?

All users must have an account in order to access the BACE content in UF e-Learning (UFEL). Biotility will email the Site Coordinator an invitation containing a unique **UF Quick Registration (QuickReg) Enrollment Link** to distribute to their candidates. To create an account candidates are asked to:

- Click the UF Quick Registration (QuickReg) Enrollment Link
- Complete the registration with an external identity (Gmail, Facebook, or LinkedIn)
- Provide requested registration information including name, birthdate, email address, and phone number
- Verify their account by opening and responding to the QuickReg account confirmation email

Please review Accessing Biotility Courses and Exams for a complete description of the account creation and enrollment process.

14. What are the computer requirements for Remote Testing?
- Computer
    - 12" Monitor or larger. (Dual monitors are NOT permitted.)
    - Mouse or touchpad
    - Keyboard
    - Camera and microphone
- Operating System - Windows 8 or 10; MacOSX 10.11 and higher; or ChromeOS
- Browser - Google Chrome (minimum version 79)
- Internet
    - Stable internet connection.
    - Speed: 1.5 Mbps download, 750 Kbps upload

15. How can candidates confirm their computer meets the minimum computer requirements for Remote Testing?

Candidates should visit Honorlock's Support website and take the Simple Single-Click Test to perform a system check.

16. Can a candidate try out Honorlock?

Yes. Within the BACE Practice Exam Course, a sample quiz is Honorlock enabled.

17. What subjects are covered on the Knowledge Exam?

General topics for the knowledge portion include General Topics in Biotechnology, Laboratory Skills and Applications, Chemistry and Biochemistry, Biological Systems, and Research and Scientific Method. See the Knowledge Exam Categories and Subcategories for a detailed list.

18. What subjects are covered on the Practical Exam?

General topics for the practical portion include Biotechnology Skills, Applied Mathematics, Laboratory Equipment, and Workplace Safety and Behavior. See the Practical Exam Categories and Subcategories for a detailed list.

19. Why are significant figures NOT required in all of the calculations on the BACE?

In order to maintain accuracy when making calculations for solutions, a question may ask for significant figures, for a number with a specified amount of decimals, or for a whole number. It is important for candidates to remember to use significant figures only when the question specifically asks for them. Otherwise, they must follow the directions in each question. For example, a candidate may see a question similar to the following:

"Calculate the volume in mL of 20X TAE Buffer required to make 1500 mL of 1X TAE Buffer. On your answer grid, record the correct amount."

$C_1V_1 = C_2V_2$
(1X TAE) (1500 mL) = (20X TAE) (V_2)
V_2 = 1500 mL / 20X TAE
V_2 = 75 mL

If you were to follow significant digit rules, the answer would be 80 mL of 20X TAE stock buffer. However if you plug this answer back into the equation, you get a value of 0.9375X TAE buffer for C_2, which is *incorrect*.

$C_1V_1 = C_2 V_2$
(20X TAE) (80 mL) = (C_2) (1500 mL)
C_2 = 1500 mL / 1600 mL
C_2 = 0.9375X TAE

Please follow the directions in each question.

20. What is the "Simple Dilution Method"?

Unlike chemistry labs, molecular biology labs use the "Simple Dilution" method. A *simple dilution* is one in which a unit volume of a *solute* (the material to be diluted) is combined with the appropriate unit volume of a *solvent* (the substance in which the solute is dissolved) to achieve the specified concentration. The *dilution factor* is the total number of unit volumes in which your solute will be dissolved. Mix the diluted solute thoroughly to achieve the dilution.

A 1:6 dilution (verbalized as "1 to 6" dilution) requires combining one unit volume of **solute** (the material to be diluted) + six unit volumes of the **solvent**.

For example, you may see a question similar to the following:

> "Using the simple dilution method, calculate the volume in μL of 6X loading dye required to run a 20 μL DNA sample on an agarose gel. On your answer grid, record the correct amount to one decimal place."

$$\frac{1}{6} = \frac{x}{20\ \mu L} \qquad X = 3.3\ \mu L$$

21. How do candidates claim their credential badge?

Upon passing the BACE, electronic credentials are sent directly to the candidate via email. Electronic credentials are issued through Accredible. Candidates are provided multiple options for sharing their digital credential, please refer to the Candidate Information Bulletin or the Sharing Digital Credentials document for the most common method. For details on all options available, please visit Accredible's Recipient Knowledge Base.

22. How do employers verify the credential?

Electronic credentials are issued by Biotility through Accredible. Once a candidate shares or displays their credential it may be digitally verified by anyone.

23. How many FTE credits are earned?

In Florida, each candidate who successfully challenges the BACE will earn 0.3 FTE funding that goes directly back into the program. Exam Sites outside of Florida should check with their state CTE director to determine the number of FTE credits earned.