

# BACE

Biotechnician  
Assistant  
Credentialing  
Exam

**Live  
Testing  
Option**

## Script for Proctoring Knowledge Exam

[Pre-distribute scratch paper, pencils, and basic non-programmable calculators for the candidates. Read the following to start the exam]



### [Greeting]

"On behalf of Biotility at the University of Florida's Center of Excellence for Regenerative Health Biotechnology and [Exam Site/school name], I want to welcome you to this exam session and wish you success in your efforts today. If at any time during the following instructions you have a question, raise your hand, and I will assist you.

"At your computer station you have been provided a basic calculator, a pencil, and a piece of scratch paper. If you are missing these items, raise your hand and I will bring them to you. All other items must be put away and your station must be clear

### [Exam Rules]

"Prior to starting the exam, I want to describe the overall examination process. First, I will go over the general exam rules, which you must follow in order to receive a score.

"The following procedures will be observed at all times during the exam session:

- "Cell phones, food, drinks, and personal items are NOT permitted at your desk. If you still have any of these items, store them (insert designated location). Please turn off your cellphone before you put it away.
- "You are not permitted to communicate with other candidates during the exam. If you have a question raise your hand and I will come to you.
- "You are not permitted to search external references for answers during the exam. External references include books, notebooks, or internet. If you visit any other website while taking the exam, you will be immediately disqualified.
- "If during this session you need to use the restroom, raise your hand. Only one person at a time will be permitted to leave the room. While on a break, you are not permitted to talk with anyone outside the room. You will not be granted any additional exam time to make up for time spent outside the exam room.

"Please write your name on the top of your scratch paper. If you need additional scratch paper, raise your hand and I will bring it to you. You will be required to turn it in before you leave the room.

“You are allowed three hours complete the exam. If you finish your exam early, raise your hand, and I will ensure you have properly submitted your exam. Once your exam has been submitted, you will be permitted to leave.

“After you take both the Knowledge and Practical Exams your teacher will be notified of your scores.

### [Exam Login]

“The exam you will be taking is administered online through internet connections which have been set up for you. During the exam log on, it is very important you follow along with me step by step.

1. Go to [UF's Quick Registration login page](https://reg.distance.ufl.edu/reg/Lms/Login) (<https://reg.distance.ufl.edu/reg/Lms/Login>) and click the type of account you enrolled through.

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If candidates have not already enrolled, please provide them with the enrollment link instead and refer to the UF QuickReg instructions.

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2. Enter your Username and Password and click the LOGIN button. Has everyone successfully logged on? [At this point help any candidates who could not log on. If there is a problem you cannot diagnose, call the UF Help Desk immediately. When all candidates are logged, continue.]
3. On the Dashboard, click the BACE 2020 course tile.
4. On the Home Tab, click Modules [under Home in the left-hand menu]
5. On the Modules Tab, select **BACE Knowledge Exam – Attempt 1** [*or appropriate attempt*]
6. Click the Take Quiz button.

In just a moment I will provide you with the access code to start your exam.”

[While you read the following instructions, walk around the room and confirm each candidate is on the “Access Code” screen.]

### [Exam Navigation]

“When you start the exam, you will be presented with the first question and your time will begin. Select your answer using the mouse and then select NEXT move to the next question. Each question contains a flag for you if you wish to review the question later. You may navigate between questions, and return to questions you would like to review. Do not use the browser buttons to navigate within the exam; instead, use the navigation buttons at the bottom of each page or the list of questions in the top right corner. You may be disconnected from the exam if you use the browser buttons.

“Also in the top right corner, there will be a time listed which displays the date and time your exam ends and a timer counting down the time remaining. Your exam will automatically end and close precisely at the attempt due time listed. You will have 180 minutes (three hours) to complete the exam. I will announce when you have approximately 120, 60, 30, 15, and 5 minutes remaining for your exam.

“All answers must be recorded online. You will not be given credit for any questions that have been answered incorrectly or left blank. Nor will you be given credit for answers written on scratch paper. If you do not know the answer to a question, it is to your advantage to select one since you will not receive credit for answers that are left blank so be sure to answer all questions before submitting your exam.

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“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 number with no decimals. It is important for you to remember to use significant figures *only* when the question specifically asks for them. Otherwise, please follow the directions in each question.

“When you are finished with the exam in its entirety, please select the SUBMIT QUIZ button. Before you submit your exam for scoring, raise your hand so I may collect all pencils, calculators, and scratch paper given to you.

“If you have questions about the process or trouble with your workstation, raise your hand and I will assist you as quickly as possible. I will NOT answer questions related to the content of the exam.

“Are there any questions on how to use the computer terminal in taking this assessment?

[If there are no questions, start the exam.]

**[Start Exam]**

“When you are ready, please input the Access Code **[read Access Code number you received from your Site Coordinator]** to start the exam. The exam will open immediately and your time will begin.

[Alert candidates when they have approximately 120, 60, 30, 15, and 5 minutes remaining in their exam.]