

BACE

Biotechnician
Assistant
Credentialing
Exam

**Live
Testing
Option**

A: Prohibited Items

Please be prepared
to present your ID.

Your proctor
will provide:

- *Pencil*
- *Calculator*
- *Scratch
paper*

Prohibited
Items:

- *No phones or
electronic devices*
- *No food or drinks*
- *No reference materials
or personal notebooks*
- *No scratch paper*
- *No bags, purses, or
backpacks*

B: Quiet Please

Quiet Please Testing in Progress

C: Candidate Sign-in Sheet

Page _____ of _____

Exam Site: _____

Exam Date: _____ Primary Administrator: _____

Exam Start Time: _____ Exam Portion (Circle one): Knowledge / Practical

Assigned to Seat Number	Signature	Email Address	Last Name	First Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

D: BACE Administration Report

Complete the following form for each exam administration you participate in.

1. Administrator role(s) you performed (Check all that apply):

- Site Coordinator
- Skills Evaluator
- Online Proctor
- Exam Monitor
- Interpreter
- Reader/Scribe

Name: _____

Phone #: _____

Exam Site: _____

Exam Date: _____

Time in: _____ Time out: _____

2. Type of administration (Check one):

- Knowledge Exam
- Practical Exam

Exam Start Time: _____ Exam End Time: _____

of Candidates Tested: _____ # of Administrators Present: _____

3. YES NO Did you witness a testing irregularity during the exam administration? If YES, attach a separate document explaining the incident(s), the candidate(s) involved, and remediation.

4. YES NO Did you witness violations of the BACE's Academic Honesty Policy or other BACE Policies and Procedures?

5. YES NO Did any candidate(s) receive exam accommodations? If YES, please enter the number of candidates who received accommodations _____

6. YES NO Not counting candidate dismissals. Did any individual (including yourself, unauthorized personnel, other BACE Administrators, or candidates) enter or leave the room during the exam? If YES, attach a list of names and circumstances.

Items 7-8 should only be submitted once per exam event. If multiple administrators were present for an administration, provide the name of the individual responsible for submitting the information.

7. Attach a copy of the Candidate Sign-in Sheet

8. Attach a list of the candidates who did not appear for the test.

Please use your judgment about the need to inform individuals at your Exam Site about testing irregularities. Violations of BACE Procedures can be reported anonymously or confidentially to Biotility through the BACE Registration website, by calling 386.462.3181, or by email at BACE@research.ufl.edu

I confirm that the information given in this form and attached documents is true, complete and accurate.

Signature

Date