

BACE

Biotechnician
Assistant
Credentialing
Exam

**Live
Testing
Option**

Script for Proctoring Practical Exam

[Pre-distribute 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 desk are a basic calculator and a pencil. 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 desk must be clear.

[Distribute Exam Booklets]

"In a moment, I will distribute your exam booklets. DO NOT open your exam booklet until instructed.

[At this time, you should distribute the exams one at a time to the candidates. Do not have the candidates pass booklets across rows. Once each candidate has received an exam booklet, continue with the instructions as follows.]

[Exam Rules]

"Prior to starting the exam, I will describe the overall examination process. First, I will go over the general exam rules, which are also posted on the cover of your exam booklet. You must follow these rules in order to receive a score. While we review the rules, please print your name, the Exam Site/school name, and today's date [give date] on the lines provided.

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

- "You are not permitted to open your exam booklet until instructed."
- "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.
- "All answers must be recorded on your answer sheet. Instructions for filling out the answer sheet are on the back of your exam booklet. We will review those instructions together in a moment.

- “You are not permitted to leave the Exam Room unless all Exam Materials given to you are collected by a proctor.

“I’d also like to address a few rules that are not on your exam booklet.

“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.

“Scratch paper is included in the back of your exam booklet. If you need additional scratch paper, raise your hand and I will bring it to you. You will be required to turn any scratch paper in before you leave the room.

“Please take a moment to read and sign the Academic Honesty Policy. When you are finished, please turn your exam booklets over and we will review the answer sheet instructions. [Wait for all candidates before proceeding.]

[Infilling Exam Booklet Inserts]

“Please break the seals on your exam booklet, take out the ***Practical Exam Station Evaluation Sheet*** and ***Practical Exam Answer Sheet*** [located inside front cover of exam booklet], and close your exam booklet. Listen carefully to the following instructions for filling out the exam booklet documents.

“The ***Practical Exam Station Evaluation Sheet*** will be used when evaluating your performance at Stations 4 and 5. I will collect this document before we begin filling out the ***Practical Exam Answer Sheet***

- “First, check that the Exam Serial Number and Exam Key on the cover of your exam booklet match those on your station evaluation sheet. Please raise your hand if they do not match.
- “In the first box print your name, email address, Exam Site/school name, and today’s date [give date] on the lines provided.

“If you are unsure whether you have filled in the information properly, raise your hand and I will assist you.

[At this time, you should collect the ***Practical Exam Station Evaluation Sheet***. Do NOT have the candidates pass sheets across rows. Once each candidate has turned in their ***Practical Exam Station Evaluation Sheet***, continue with the instructions as follows.]

“On your ***Practical Exam Answer Sheet***

- “First, check the Exam Serial Number and Exam Key on the cover of your exam booklet match those on your answer sheet. Please raise your hand if they do not match.
- “In the first box, print your name, Exam Site/school name, email address, and today’s date [give date] on the lines provided.
- “In the second box, sign your name on the answer sheet, remembering that you are signing an honor pledge that you have neither given nor received unauthorized aid in completing this exam.

- “In the third and final box, write your first name, last name, and middle initial and infill the appropriate bubbles.

“If you are unsure whether you have filled in the information properly, raise your hand and I will assist you.

“All exam questions will be either multiple choice or calculations. The answer sheet instructions, found on the back page of the exam booklet, demonstrate how to complete each type of question properly. For multiple choice questions, select one answer for each question and fill in the appropriate bubble completely. For calculations, use the Grid-in questions instructions. **Write in your answer starting in the left column.** Leave extra columns blank. Fill in the appropriate bubbles completely. Units and decimal places will be designated in the question. Do not include units in the answer grid.

“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.

“All answers must be recorded on your exam answer sheet. 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. Be sure to answer all questions on the answer sheet before submitting your exam.

“**You must use a pencil to complete the answer sheet.** If you have to change an answer, be sure to erase it completely without damaging the exam answer sheet. Do NOT use your answer sheet as scratch paper. Do NOT write in the margins or make stray marks on your answer sheet.

“Because of the nature of the exam process, I am unable to answer questions of a technical nature during the exam. If you have a comment about the process, such as a missing page or poor print quality on your exam booklet, or if you need clarification on how to complete the answer sheet, please raise your hand and I will assist you.

[Laboratory Station Instructions]

“In addition to the completing the questions in your exam booklet, you will complete tasks at the stations located throughout the room. I will tell you when you should move stations, and at which station you should be. You do NOT need to complete the stations in order.

“I will go over the way you should systematically approach each station. These instructions are also posted in your exam booklet at the beginning of the Station Section. At each station, you should:

- “Read the station instructions and all associated questions.
- “Perform station instructions and answer all associated questions.
- “Record your answers on your **BACE Practical Exam Answer Sheet.**

“Once you complete a station, you should reset it to its original arrangement using the station reset instructions provided in the exam booklet. Make sure not to dispose of critical station supplies, such as solutions and reagents, needed to perform the tasks at each station. Lastly, check the box in your exam

booklet verifying you have reset the station, and return *to your seat* [or indicate where you would like the candidate to move to].

"If you have a problem at a station which prevents you from complete the tasks, such as missing supplies or malfunctioning equipment, please raise your hand and I will assist you.

[Start Exam]

"You are allowed four hours complete the exam. If you finish the exam early, raise your hand, and I will come and collect your Exam Materials. Once all materials have been accounted for, you may be permitted to leave the room.

"You will not receive a score today. After you take both the Knowledge and Practical Exams your teacher will be notified of your scores. Are there any questions? [Answer candidate questions]

"Remember, 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.

"It is now (insert the exact time). The exam will end at (insert the stop time). Please begin now. [Document the start time on the Exam Roster]

[During the Exam]

[During the exam process, make the following announcements to inform candidates of the remaining time for the exam:]

1. [When and which stations the candidates should be rotating to]
2. [Alert candidates when they have approximately 120, 60, 30, 15, and 5 minutes remaining in their exam.]

[Stop the Exam]

[After the allotted exam time has elapsed, say,] "Stop. Place your answer sheet and any scratch paper in your exam booklets, close your exam booklets, put your pencils down, and remain seated. I will now collect your exam booklets."

[Collect Exam Materials and dismiss the candidates one by one]