

BACE

Biotechnician
Assistant
Credentialing
Exam



EXAM ADMINISTRATION PROCEDURES

Administration Overview for the Remote Testing Option

Only Exam Sites who completed the Exam Site Registration Form and selected the Remote Testing Option may use these procedures. Sites who completed the Site Registration Form and selected the Live Testing Option must use the [Exam Administration Procedures for Live Testing](#).

The Site Administrator should use this checklist as a working document to assist in planning and executing the BACE. It is strongly recommended all personnel involved in administering the BACE meet and review these exam administration procedures as a team. This section covers the following procedures:

- Coordinating Exam Events
- Knowledge Exam Administration
- Practical Exam Administration
- Closing Out Exam Events

Coordinating Exam Events

A Site Administrator manages these procedures. The Site Administrator should take steps to prepare the candidate for the exam event. The following procedures serve as a guide in coordinating the BACE for Remote Testing.

Exam Site Registration & Approval

Recommended 4 months in advance
Required at least 4 weeks in advance

- Complete [BACE Registration Quick Guide for Remote Testing](#)
- Go to the [Exam Site Registration and Ordering](#) website
 - a. Complete Step 1: Exam Site Registration Form
 - b. Complete Step 2: BACE Order Form



BACE Practice Exam

Recommended 3.5 months in advance
Not Required

- Review [BACE Practice Exam Course Guide](#)
- Receive BACE Practice Exam Enrollment Link and Access Codes from Biotility
- Enroll personnel who need Teaching Assistant access to Practice Exam results
- Create strategy for implementation, results review, and future instruction
- Distribute BACE Practice Exam Enrollment Link to candidates



Testing Logistics

Recommended 2 months in advance
Not Required

- Confirm candidate count
 - Create final candidate roster
 - Compare exams ordered is equal to candidate roster
- Confirm testing date(s)



Personnel Prep

Recommended 1 month in advance
Required at least 2 weeks in advance

- Verify you and any other BACE Personnel have earned or renewed their appropriate Exam Site Personnel Certification
- If needed, email exam accommodation requests to Biotility
- If applicable, email Interpreter, Reader, and/or Scribe Non-Disclosure forms



Manage Exam Enrollment Links

Required at least 1 weeks in advance

- Receive the BACE Enrollment Link Email from Biotility which will:
 - Confirm testing date(s)
 - Include the BACE Exam Enrollment Link (for BACE Candidates Only. School employees are not permitted to take the BACE through their own Exam Site)
- Distribute BACE Enrollment Link to candidates



BACE Exam Administration Procedures

The **BACE Candidate manages these procedures**. These procedures are described for the candidate in the Candidate Information Bulletin. The following procedures serve as a guide for taking both the Knowledge and the Practical Exam when taken through the Remote Testing Option.

Registration and Identity Authorization

Recommended 1 week prior to Exam
Required 1 hour prior to exam

- Enroll in the BACE using the BACE Enrollment Link emailed to you from your Exam Site or Biotility
- Obtain a government- or school-issued photo ID

Computer Testing Station Setup

Recommended 1 day prior to Exam
Required 1 hour prior to exam

- Select a desktop or laptop computer. If you select a laptop, connect it to a power source. This requirement is for your own benefit to ensure that your battery does not run out before the end of your exam
- Computer Requirements
 - 12" Monitor or larger. (Dual monitors are NOT permitted.)
 - Mouse or touchpad
 - Keyboard

- Camera and microphone
- ☐ Operating System Requirement (Must meet one of the following requirements)
 - Windows 8 or 10
 - MacOSX 10.11 and higher
 - ChromeOS
- ☐ Google Chrome Browser Requirement
 - Must have minimum version of 79 or higher
 - Honorlock Google Chrome extension - Download at [Chrome App Store](#)
- ☐ Internet Requirement
 - Stable internet connection.
 - Speed: 1.5 Mbps download, 750 Kbps upload
- ☐ Additional suggested steps/tips
 - Visit the [Honorlock Support](#) page to perform a system check
 - Take the Sample Remote Test in the Online Practice Exam Course to verify access and ensure all question formats display correctly
 - Avoid testing at peak internet usage periods. Internet traffic is lowest at 6AM and steadily increases throughout the day, peaking between 5 PM and 7 PM
 - Test at the beginning of your testing window to guarantee you have time to contact Biotility or Honorlock Support if needed
 - Coordinate with all individuals in the household to ensure you are not disrupted and have full access to the resources you need

Exam Environment

Recommended 1 day prior to Exam

Required 1 hour prior to exam

- ☐ Review this video from Honorlock demonstrating a proper room scan, [ROOM SCAN DEMONSTRATION](#). Candidates testing at home will need a mirror during the room scan.
- ☐ Testing Room Requirements
 - Testing station must be at a desk or table (not on a bed or couch), and must be cleared of all other materials
 - No visible writing on the desk or walls. General artwork is acceptable, but science-related posters are not acceptable
 - No music/televisions playing in the background
 - No other individuals in the room during testing
 - The lighting in the room must be “daylight” quality. If there is not enough light for your camera see your face and the testing room, Honorlock cannot monitor the exam remotely

Login Process

Required at beginning of exam

- ☐ Go to [UF's Quick Registration Login](#) page
- ☐ Login through the same external identity used to enroll and create an account
- ☐ Select the appropriate course tile

-
- Select either the Knowledge Exam or the Practical Exam

Exam Close out

Required at the end of exam

-
- Review exam portion score under the Grades Menu
 - Take the next exam portion (if applicable). Please note that unless required by the Exam Site, candidates are not required to take both portions in one day and candidates are permitted a break between portions