
BACE

Biotechnician
Assistant
Credentialing
Exam

TECHNICAL GUIDE FOR UF E-LEARNING

This document provides guidance to technical staff supporting candidate access to the Computer-Based Testing Option of the BACE and/or the BACE Online Practice Exam Course, which are both housed in UF e-Learning (UFEL).

It is the responsibility of the Site Administrator to work directly with their institution's technical staff to ensure all requirements in this document are met. Biotility recommends that the Site Administrator and technical staff verify candidates can access UFEL from the computer-lab testing room and/or their personal computers at least one month before candidates need to access online content.

The Site Administrator selects their preferred administration method during the annual Exam Site Registration Process. The BACE may be administered in one of two methods, **Paper & Pencil Testing** or **Computer-Based Testing**. While candidates do not need access to UFEL for the Paper & Pencil Test, both methods utilize the BACE Online Practice Exam which does require access to UFEL. Please refer to the summary below.

1. Paper & Pencil Testing Option

Must be administered at an Exam Site with live proctors. The exam is taken in a science lab. (Does NOT require UFEL access).

2. Computer-Based Testing Option

Must be administered at an Exam Site with live proctors. The exam is taken in a computer lab or a standard classroom using the candidates' personal computers. Candidates must log into the University of Florida's education platform, UF e-Learning, to access exam content. (Requires UFEL access).

3. BACE Online Practice Exam Course

Available to all BACE candidates at no cost. An Exam Site may offer the Practice Exam as in-class instructor-led reviews or encourage independent study. Candidates must log into the University of Florida's education platform, UF e-Learning, to access exam content. (Requires UFEL access).

UF e-Learning Minimum System Requirements

- Hardware
 - 12" Monitor or larger
 - Mouse or touchpad

- Keyboard
- Operating System
 - Windows 8 and higher
 - Mac OS X 10.11 and higher
 - Chrome OS 76 and higher
- Restrictions:
 - Linux Operating System is not permitted.
- Browser
 - Google Chrome 79 or higher
- Restrictions:
 - Browsers such as Firefox, Microsoft Edge, and Safari may not be used.
- Additional Software Downloads
 - None
- Internet Speed
 - 1.5 Mbps download
 - 750 Kbps upload

UF e-Learning Access

Access to Biotility courses and exams within UF e-Learning is managed through Enrollment Links. During the Enrollment Process, candidates must create an account using an existing external identity via Google, LinkedIn, or Microsoft. This process also requires them to access UF websites and receive UF email communications in order to complete the account verification process. Detailed instructions for accessing UF e-Learning may be found in the [Accessing UF e-Learning](#) document or the Candidate Information Bulletins.

Whitelist for UF e-Learning Access

The following URLs, their subdirectories, and email addresses must be whitelisted in order to complete candidate enrollment and login.

URLs

- <https://elearning.ufl.edu>
- <https://reg.pwd.aa.ufl.edu>
- <https://ufl.instructure.com>
- <https://apps.cirrusidentity.com/>
- Personal or institution email website

Email Addresses

- @ufl.edu
- @cerhb.ufl.edu
- @dce.ufl.edu
- @research.ufl.edu

Communicating with Biotility

Exam Site Personnel and BACE Candidates must be able to access Biotility informational documents and receive email communications from our staff.

Whitelist for Communication

The following URLs, their subdirectories, and email addresses must be whitelisted in order to ensure communications from Biotility are not missed.

URLs

- <https://biotility.research.ufl.edu>
- <https://meetings.hubspot.com>

Email Addresses

- @cerhb.ufl.edu
- @research.ufl.edu

Linking to Additional Resources

Biotility frequently links Candidates to additional content to help them study and prepare for the BACE.

Whitelist for Additional Resources

The following URL and their subdirectories should be whitelisted in order to provide Candidates access to all available resources.

URLs

- <https://career.ufl.edu>
- <https://honorlock.com>
- <https://www.linkedin.com>

Technical Support

Biotility Technical Support

Biotility staff are available Monday-Friday 8:00 AM to 5:00PM EST. Exam Site Personnel, technical staff, and BACE Candidates are all welcome to contact us by phone, email, or to schedule a Zoom Meeting.

Phone: 386.462.3181 Option #1

Email: BACE@research.ufl.edu

Online Technical Support: [Schedule a meeting](#)