

BACE

Biotechnician
 Assistant
 Credentialing
 Exam

ADMINISTRATION POLICIES AND PROCEDURES

AY 23-24

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Candidate Policies

Candidate Confidentiality Policy

Biotility maintains high levels of confidentiality in all operations, including the administration of the BACE. All records containing confidential information, such as personally identifiable information, financial information, or contracting information are secured physically under lock and key or electronically within the security of the University of Florida’s computer network. Access to information stored electronically is restricted to the appropriate personnel by password protection. Biotility does not share confidential information without written consent.

Teacher/Student Conflict-of-Interest Policy

A teacher may not serve as a Site Administrator or an Exam Proctor for their own student. Due to the technical nature of the Practical portion of the exam, a teacher may serve as a Skills Evaluator for their own student.

Academic Honesty Policy

BACE Candidates and Exam Site Personnel are expected to behave ethically and honorably. Academic dishonesty includes anything that gives a candidate an unfair advantage on the exam. Violations of the following standards will result in the invalidation of candidate scores.

Candidates May NOT:	Exam Site Personnel May NOT:
<ul style="list-style-type: none"> • Access Exam Materials prior to the scheduled exam • Accept assistance from another candidate during the exam • Give assistance to another candidate during the exam • Copy, photograph, record, post, or reproduce Exam Materials in any fixed medium • Keep any of the Exam Materials 	<ul style="list-style-type: none"> • Read or review the content of the exam • Answer candidate questions about the exam content before or after the exam • Give leading hints or confirm a candidate’s answer is correct • Change a candidate’s response(s) • Copy, photograph, record, post, or reproduce Exam Materials in any fixed medium • Keep any of the Exam Materials

Procedures for Managing Violations

If you witness any violation that compromises the integrity of our exam, you should report it on the BACE Administration Form and directly to Biotility. Reports may be submitted on the [Biotility website](#), by phone at 386.462.3181 (Option 1), or by email at BACE@research.ufl.edu.

If an administrator witnesses a candidate engaged in academic dishonesty, they should:

1. Document it on the BACE Administration Report, and report the incident to Biotility.
2. Follow school’s internal procedures for interacting with the candidate.
3. Report the candidate to their school’s academic honesty/honor code committee.

4. Retrieve any compromised exam material.
5. Dismiss the candidate.

If an administrator witnesses another administrator engaged in academic dishonesty, they should:

1. Document it on the BACE Administration Report, and report the incident to Biotility.
2. Report the administrator to their school's academic honesty/honor code committee.

Exam Site Personnel/Candidate Preparation Policy

Administrators are not permitted to teach to the exam. It is imperative that the Site Administrator ensures no one breaks, or appears to break, Biotility's Academic Honesty Policy. Exam Site Personnel are not permitted to review or "thumb-through" the exam booklets.

Exam Site Personnel may help candidates prepare for the examination by instructing candidates to review the BACE Practice Exam Course available in UF e-Learning (UFEL). While there are no prerequisites for attempting the BACE, it is recommended that examinees have at least two years of a high school biotechnology program. Project Lead the Way (PLTW) candidates should perform well after completing the third course of the sequence, Medical Interventions, as well as Biology and Chemistry.

Exam Materials Policies and Procedures

Digital Exam Materials Policy

Online content for the BACE is protected within the secure UF e-Learning portal. Neither UF nor Biotility have access to your password and we never ask for your password online, in email, or over the phone. Exam Site Personnel and Candidates must protect their Usernames and Passwords by:

- Never sharing their password
- Never saving their password in the web browser
- Always logging out AND closing the browser before leaving the computer station

Physical Exam Materials Policies (Paper & Pencil Testing Option Only)

Exam Materials and supplies used for the Practical portion of the exam are shipped directly to the Site Administrator. The Exam Materials and supplies must be stored in a secure location unless they are actively being used for exam set up, testing, or post-exam procedures. **The definition of a secured location is a locked cabinet or closet within a locked room, with access limited to authorized personnel only.** Exam Site Personnel should use the following guidelines when handling Exam Materials and supplies:

- Only Biotility-Certified Exam Site Personnel may handle Exam Materials and supplies
- After removal from a secure location, Exam Materials must not be left unattended

Report Abnormalities

If at any time there are discrepancies in the quantity of the items, or any items have been damaged in transit, Exam Site Personnel must contact Biotility immediately. In the event there is evidence of

tampering of the shipping package or exam booklets, the Site Administrator should note the irregularity, document the chain of custody, and contact Biotility immediately. Biotility will determine the risk posed and course of action.

Procedures for Receiving Exam Materials

Biotility will ship the Exam Materials and supplies overnight to the Site Administrator so that the kit arrives a minimum of two (2) days before the scheduled testing window begins (see table below). All shipments will be sealed with security tape, and the exam booklets will be individually sealed. The shipment should be immediately inventoried and then stored in a secure location.

Shipping Schedule

Testing Day	Received by Day	Ship by Day	Actual Lead time (In business days)
Sunday	Wednesday	Tuesday	3
Monday	Wednesday	Tuesday	3
Tuesday	Friday	Thursday	2
Wednesday	Friday	Thursday	3
Thursday	Friday	Thursday	4
Friday	Wednesday	Tuesday	2
Saturday	Wednesday	Tuesday	3

Procedures for Inventorying Exam Materials

Upon receipt of the shipment, the Site Administrator should open the sealed box in a private location free of disruptions and inventory all items listed on the Inventory Log. The shipment should include:

- Inventory Log
- Exam Booklets with serial numbers
- Setup Guide (Practical portion)
- Exam Supplies (Practical portion)
- Return Inventory Log
- FedEx Return Label and Pouch

The Site Administrator should initial the “Received” column on the Inventory Log to confirm receipt of each item. Any abnormalities in the item count or condition should be noted on the Inventory Log and reported to Biotility immediately. The Site Administrator should also confirm all exam booklets are sealed, and the number of exam booklets matches the number on the Inventory Log.

After completing the inventory, the Site Administrator should secure the shipment and coordinate with the Exam Proctor and Skills Evaluator to exchange Exam Materials and supplies. The Site Administrator is responsible for ensuring the Exam Proctor and Skills Evaluator have an appropriate location to secure the Exam Materials.

No one is permitted to open and review the exams. Exam seals should only be broken by the candidate when instructed to do so during the exam.

Tracking Exam Materials

Exam Site Personnel should be confident of the location and security of Exam Materials at all times. An inventory of the Exam Materials and the Exam Booklets should be completed:

- Any time Exam Materials are exchanged between Exam Site Personnel
- Before and after an exam event occurs

For example, the Skills Evaluator should perform an inventory after receiving the Exam Materials from the Site Administrator. This will permit them to gain familiarity with Exam Materials for the Practical portion and confirm they have received all items needed for the day of the exam.

Procedures for Returning Exam Materials

The Site Administrator must return all Exam Materials to Biotility using the supplied FedEx Return Label. Please refer to the Exam Administration Procedures for a full list. Biotility will file the exam booklets in a secure location for five (5) years.

Exam Scoring and Results Policy

BACE Candidates earn the Biotechnician Assistant Credential when they achieve an overall score of 80% or above. Candidates may retake the exam after 20 (calendar) days. All reports obtained through Biotility, including individual score reports, should be treated as confidential.

Exam Attempts and Retake Policy

The Site Administrator orders all exams and retakes through the [Exam Order Form](#). Please refer to the [Exam Site Ordering and Scheduling Process](#) for details.

Candidates are permitted to take the exam a maximum of three times per year. All first attempt exam orders for an academic year must be placed by May and used by the end of the academic year. Candidates who take the BACE are permitted one free retake, as well as a third attempt at a reduced rate, prior to the end of the calendar year. All exam retake orders for an academic year must be placed by December and used by the end of the calendar year. Exams taken after the end of the calendar year return to full cost.

Exam Event Policies

Exam Accommodations Policy

Biotility must preapprove exam accommodations for individuals with disabilities or an Individualized Education Program (IEP). The candidate must have a documented disability or IEP through their school to qualify for exam accommodations. If exam accommodations are needed, Exam Site Personnel should contact Biotility and coordinate implementation. Examples of exam accommodations that may be required include:

- Braille or large-print exam booklets
- A reader or screen-reading technology
- Scribes to transfer answers to bubble sheets or record dictated notes and essays
- Extended time
- Wheelchair-accessible exam stations
- Distraction-free rooms
- Physical prompts (such as for individuals with hearing impairments)
- Permission to bring and take medications during the exam (for example, for individuals with diabetes who must monitor their blood sugar and administer insulin)

Use the ADA laws and/or the school's policies to guide exam accommodation requests. The effect of the ADA is that accommodations be mutually agreeable and that **they do not change the assessment process**. Accommodations should not draw undue attention to the candidate's disability. For example, a candidate with dyslexia or a visual impairment may require a reader, and the candidate will need to be tested separately to avoid distracting others.

Readers and Scribes **should not** be knowledgeable about the subject being tested, and **must not** provide any hints or help during the session. Since they require access to Exam Materials to perform their job, they must complete the Reader Non-Disclosure Agreement.

Candidate Identification Policy

All candidates must be identified with a school ID, or state- or federal government-issued ID prior to distribution of Exam Materials. Teachers or Exam Site Personnel may NOT vouch for any candidate without an appropriate form of identification.

Exam Monitoring Policy

Exam Site Personnel are responsible for ensuring candidates are monitored during the exam. Monitoring is defined as **constant observation** of candidates taking the exam. Monitoring the exam is an active process. Administrators are not permitted to work on other projects while monitoring. Specifically:

1. Exam Site Personnel must be in the Exam Room at all times.
2. Exam Site Personnel/Exam Monitors must circulate through the Exam Room.
3. Exam Site Personnel/Exam Monitors must actively scan for prohibited items.
4. Exam Site Personnel/Exam Monitors must document any irregularities that occur.

- Report any abnormalities (such as a fire drill, equipment breakdown, power outage, or if any Exam Site Personnel left the Exam Room) to the Site Administrator and on the BACE Administration Report.

Because Biotility-Certified Exam Site Personnel must continuously monitor candidates during the exam, sites may need to plan to certify additional staff to ensure that proctors have the option to take a restroom break.

Permitted and Prohibited Items Policy

Both the Knowledge and the Practical portions of the BACE are closed book. Candidates are not permitted to bring any personal items other than their ID into the Exam Rooms. Additionally, candidates are not permitted to access any external source (such as a book or the internet) during the exam. The Exam Site Personnel will provide all permitted Exam Materials.

Items Provided by Exam Site Personnel	Prohibited Items
<p>Paper and Pencil Test</p> <ul style="list-style-type: none"> Pencils Basic non-programmable calculators <p>Computer-Based Test</p> <ul style="list-style-type: none"> Pencils Scratch paper 	<ul style="list-style-type: none"> No cell phones or other electronic devices No food or drinks No reference materials No personal notebooks or scratch paper

Candidate Restroom Break Policy

Proctors are to allow one candidate at a time to use the restroom. Restroom Break Rules:

- Only one candidate is allowed to take a restroom break at a time
- A candidate is permitted to take multiple restroom breaks if needed
- A candidate's exam materials must be examined before they take a restroom break
- A candidate may NOT take their cell phone or any exam materials on a restroom break

Procedures for processing a break

Proctors must perform a checkout process prior to the candidate leaving the testing room and a check-in process when they return.

Checkout Process:

- Collect all testing materials (exam booklet, answer sheet, scratch paper, pencil and calculator), and verify all items are present.
- Inform candidates before the break that their allotted test time will continue to count down while they are away and the lost time cannot be recovered.
- Document the candidate's name on the BACE Administration Report, noting the time they left.

Check-in Process:

1. Visually verify the candidate's identity.
2. Return all collected testing materials (exam booklet, answer sheet, scratch paper, pencil and calculator).
3. Document the candidate's name on the BACE Administration Report, noting the time they returned.

Exam Room & Apparatus Policies

Exam Environment Standards

Exam Rooms must comply with the following standards:

- Adequate lighting and comfortable temperature
- Isolated from noisy areas (close the door to the Exam Room)
- Have a clock where candidates can see it
- Desks/computer stations set up Exam Room style, with room for proctor(s) to walk between rows
- Posters, charts, and other educational materials removed to avoid distractions
- If using tables, set a maximum of two candidates per six-foot table or three candidates per eight-foot table

Computer and Internet Specifications (Computer-Based Testing Only)

Because UFEL is built using web standards, it runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser. Refer to the [BACE Technical Guide](#) technical requirements.

Equipment Calibration Guidelines (Paper & Pencil Testing Only)

Properly maintained and calibrated laboratory equipment is imperative for candidates to successfully challenge the BACE. Please be certain to perform routine maintenance on your laboratory equipment year-round, especially on micropipettes and pH meters.

Be sure to clean and calibrate your pH meter routinely (based on usage and manufacturer recommendations). Store the pH electrodes in the recommended buffer when not in use.

Several good resources on pH meter maintenance and calibration may be found at these websites:

- <https://bitesizebio.com/8750/how-to-care-for-your-ph-meter>
- <https://support.aperainst.com/support/solutions/folders/14000058278>
- <https://blog.hannainst.com/hannas-tips-to-use-when-calibrating-your-ph-meter>

Routine maintenance and calibration are also important to keep micropipettes working accurately (based on usage and manufacturer recommendations). Sources on micropipette maintenance and calibration may be found at these websites:

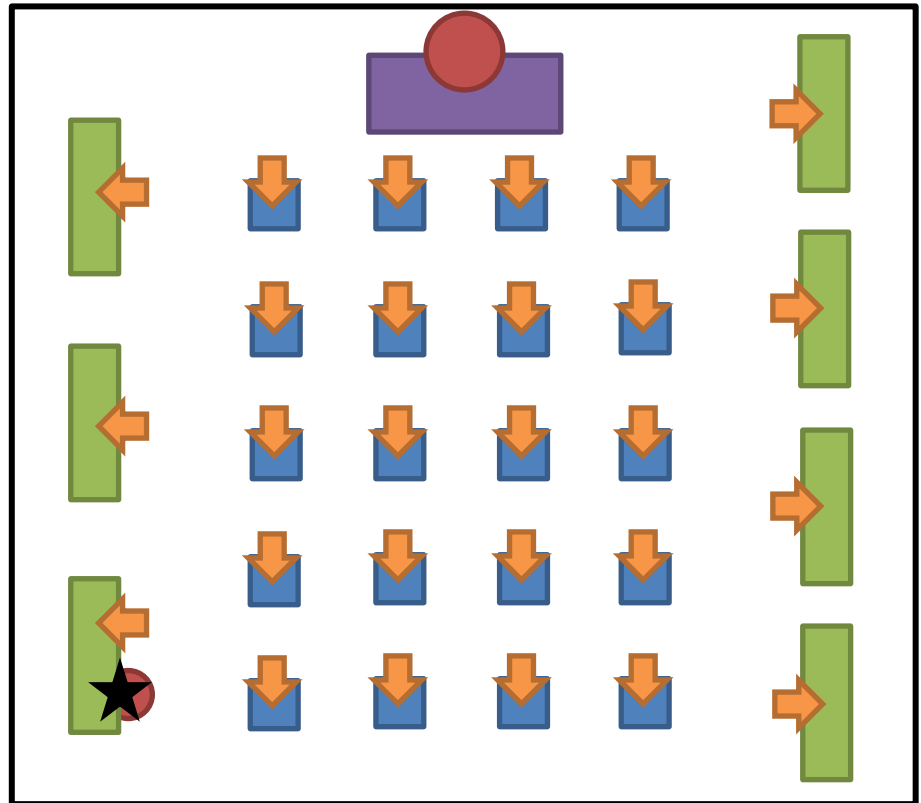
- https://www.artel.co/learning_center/8-easy-steps-for-performing-pipette-preventive-maintenance/
- <https://www.labmanager.com/maintenance-matters/2014/10/maintenance-matters-pipettes#.W9CX3UgvzmE>
- https://www.artel.co/learning_center/calibration-frequency-for-pipettes/
- <https://bitesizebio.com/40766/performing-pipette-calibration-yourself>

Optimum Layout for Paper and Pencil Testing

This exam room floor plan is the optimum (not required) layout for the exam when delivered via the Paper and Pencil Testing Option.

When planning the exam room layout, best practices are:

- Use a science lab to administer the exam.
- Verify all Practical Station areas have power.
- Place the Proctor Station so all candidates can be observed while testing, preferably in the back of the room with candidates facing away.
- Arrange candidate seats so they are all facing the same direction and/or facing the wall.



Legend

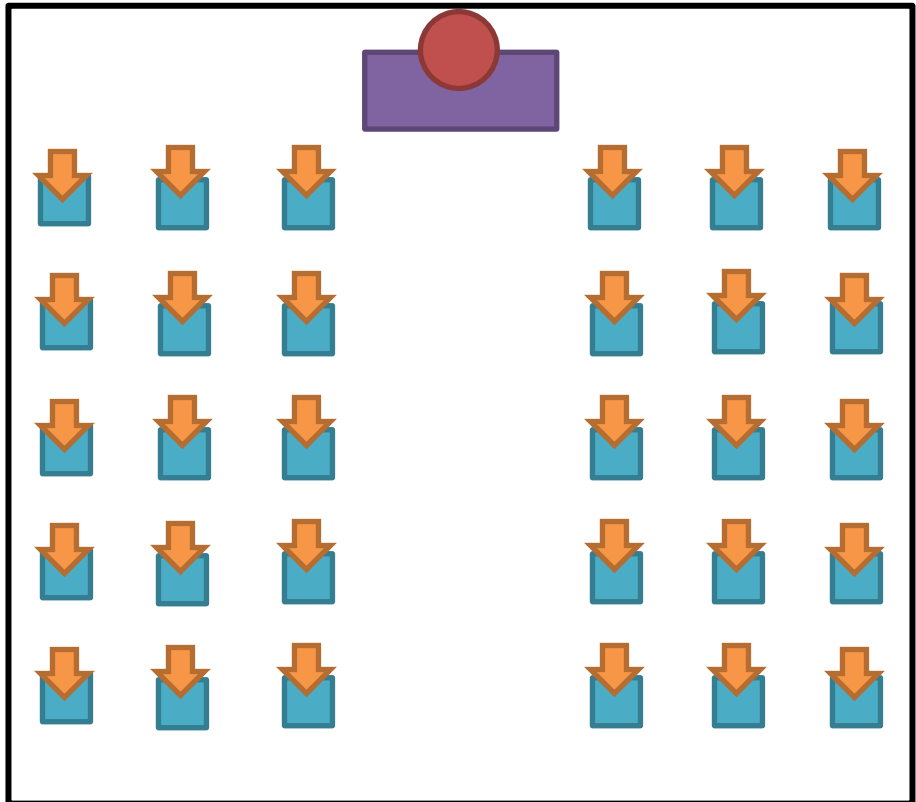
- Check-in Desk
- Desk Station
- Practical Station
- Candidate Direction
- Proctor
- Skills Evaluator

Optimum Layout for Computer-Based Testing





This exam room floor plan is the optimum (not required) layout for the BACE when delivered via the Computer-Based Testing Option.

When planning the exam room layout, best practices are:

- Use a computer lab to administer the exam.
- Place the Proctor Station so all candidates can be observed while testing, preferably in the back of the room with candidates facing away.
- Arrange candidate seats so they are all facing the same direction and/or facing the wall.



Legend

-  Check-in Desk
-  Computer Station
-  Candidate Direction
-  Proctor