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# BACE

 Biotechnician  
Assistant  
Credentialing  
Exam

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## Practice Exam Course Guide

AY 2023-2024

The BACE Practice Exam Course is a free UF e-Learning course designed by Biotility to help BACE candidates prepare for both the Knowledge and Practical portions of the exam. We strongly encourage all personnel working with BACE candidates to review the content of the BACE Practice Exam Course to determine how to best implement this tool for your candidates.

Please note that scores obtained from practice exams are not validated for high stakes decision-making. These scores are intended to be used by the Exam Site for planning instruction.

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### Course Access and Management

Within two (2) weeks of completing the Exam Site Registration Process, Exam Sites will receive a unique BACE Practice Exam Enrollment Link to distribute to their users. Exam Site personnel (see Authorizing Teaching Assistants below for TA access) and candidates should use the same link to gain access to the BACE Practice Exam Course.

For a step-by-step description of the course enrollment process for new and existing users, please refer to [Accessing UF e-Learning](#). The Practice Exam Course Enrollment Link may NOT be posted in a public area. It may be emailed directly to users or posted on a non-public class page.

### User Role Hierarchy

Initially, all users who enroll are designated as a **Student**. A user must be designated as a **Teaching Assistant** (TA) to access Practice Exam Results and other student work products.

- **Student** - can read content, participate in course activities, submit assignments, and take quizzes.
- **Teaching Assistant** - control over all aspects of the course. Can create, revise, and delete content, and can interact with and grade students.

## Authorizing Teaching Assistants

Exam Sites may have multiple individuals in the Teaching Assistant role. Exam Site Administrators designate Teaching Assistants on the Exam Site Registration Form or post-registration by emailing [bace@research.ufl.edu](mailto:bace@research.ufl.edu).

### Student Data Security Notice

Biotility is committed to protecting candidate data and therefore users may NOT share account usernames or passwords with any other individual. Exam Site Administrators are responsible for notifying Biotility if a Teaching Assistant's access needs to be revoked, for example if an employee leaves your institution or company.

Take the following actions to authorize Teaching Assistants.

1. Distribute the Practice Exam Enrollment link to the user.
2. Have the user enroll using the link provided by the Site Administrator.
3. Site Administrator should then email [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu) and request TA access for them

## Course Content

The BACE Practice Exam Course provides candidates with a detailed review of the exam experience and includes confidence activities, multiple practice exams, and additional study resources. The second portion of the course provides career development activities and resources, which may help candidates enter the industrial biotechnology workforce.

## Publishing Content

By default, all content in the BACE Practice Exam Course is published and immediately available to enrolled users. Users designated as Teaching Assistants may hide content (temporarily or permanently) by un-publishing an entire module or part of a module.

### ***To un-publish content:***

1. Look for the green check mark in the right-hand corner of the item's ribbon.
2. Click the check mark to un-publish the content and hide the content from all Student users

### ***To re-publish content:***

1. Look for the no symbol in the right-hand corner of the item's ribbon.



Module	Description
	Documentation Practices, and info on the organization of a typical biotech company and the types of jobs therein.
<b>Stepping into the Biotech Workforce</b>	<p><b>The content in this module is not covered on the BACE.</b> This module contains activities to jump-start a candidate’s career and connect them to companies in the biotech industry.</p> <ul style="list-style-type: none"> <li>• LinkedIn – Creating a professional LinkedIn profile</li> <li>• Networking Exercises – Techniques for connecting to industry experts and finding jobs and internships</li> <li>• Interview Resources – Activities to prepare for interviews and improve professional communication</li> <li>• Interview Documents – Creating resumes, cover letters, and more</li> </ul>

## Practice Exam Results

Candidate results for the online Practice Exam are accessed within the BACE Practice Exam Course in UF e-Learning. Within the course, individuals who have been designated as Teaching Assistants by the Site Administrator have access to multiple reports for their Exam Site. These reports are located in either the Gradebook or the Quiz Statistics.

## Gradebook Report

The Gradebook provides a quick way to view Practice Exam results for all candidates. To view the Gradebook:

1. Go to the UF e-Learning login page.
2. Select **Log In To Continuing Education**.
3. Open the BACE Practice Exam Course.
4. Using the **Courses** navigation menu, select **Grades**.

Gradebook View Actions

Student Names Assignment Names

Search Students Search Assignments

Student Name	Welcome! Out of 10	Introduce Yourself! Out of 10	Quiz #1 Out of 21	Writing Skills Out of 10
Ola Benson	8	Excused	-	-
Emily Boone	8	10	📄	📄
Gregory Boyd	8	-	-	-
Loretta Bracci	8	-	-	-
Mason Cain	9	-	-	-
Lola Clark	9	-	-	-
Max Johnson	9	10	📄	📄

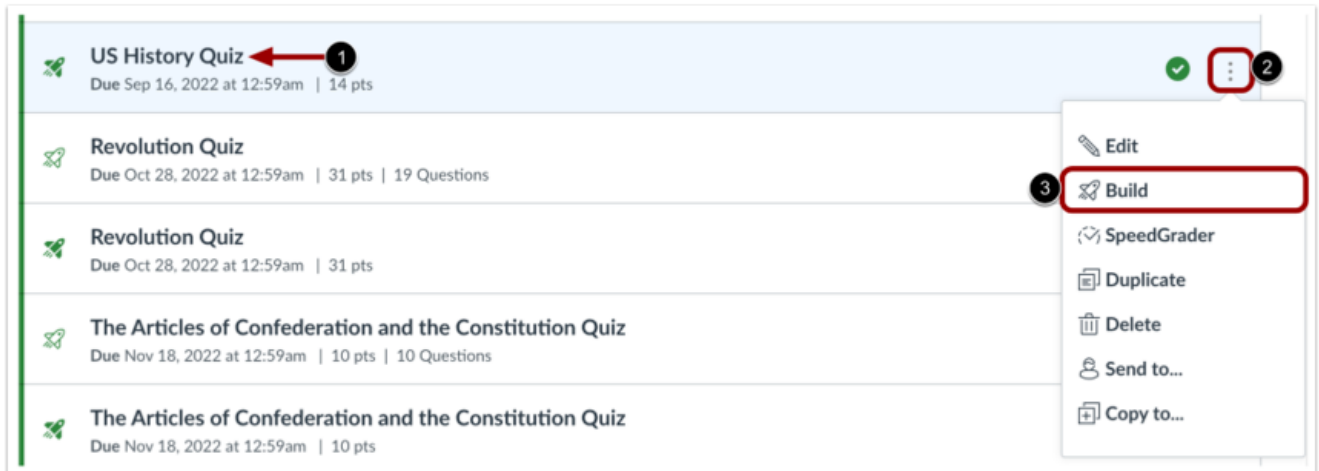
The Gradebook includes global sorting options and settings [1] you can use to organize your gradebook, student data [2] and assignment data [3]. To view the **Keyboard Shortcuts** menu, select the **Keyboard** icon [4] or select **Shift+Question mark**.

Please visit the [Canvas Instructor Guide](#) for a full walk through of all Gradebook features including menus, viewing and filter options, search options, and settings.

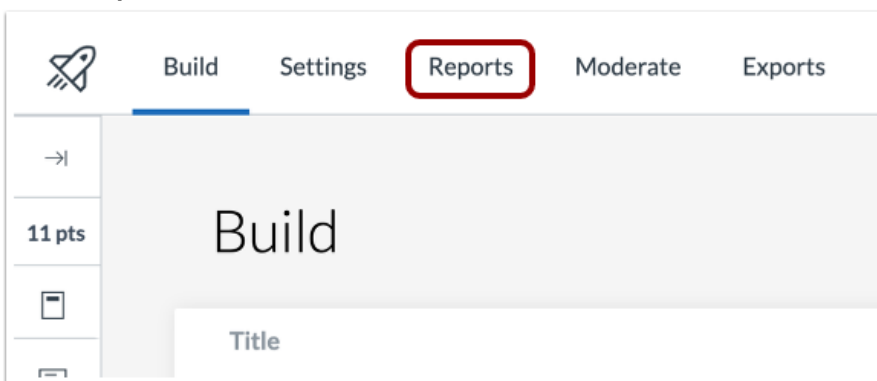
## Quiz Statistics

To view the Quiz Statistics,

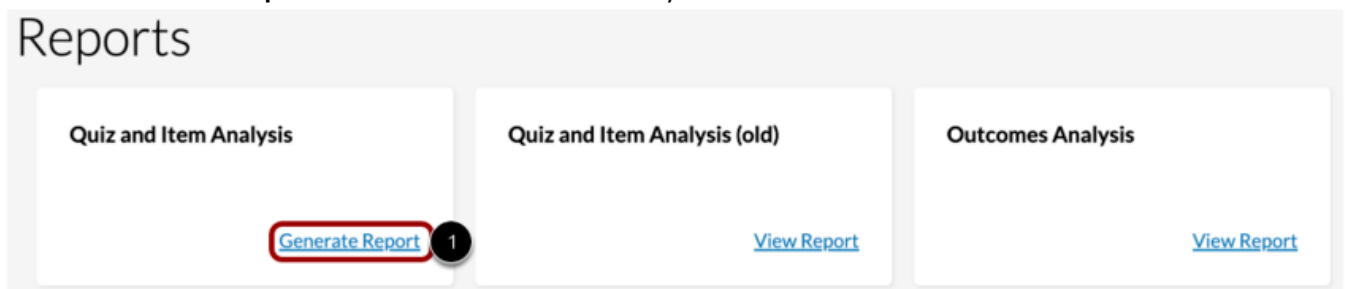
1. Go to the UF e-Learning login page.
2. Select **Log In To Continuing Education**.
3. Open the BACE Practice Exam Course.
4. Using the **Course** navigation menu, select **Quizzes**.
5. Choose a quiz [1], then go to the **Options** menu [2] and select **Build** [3].



6. Select **Reports**.



7. Select **Generate Report** under Quiz and Item Analysis.



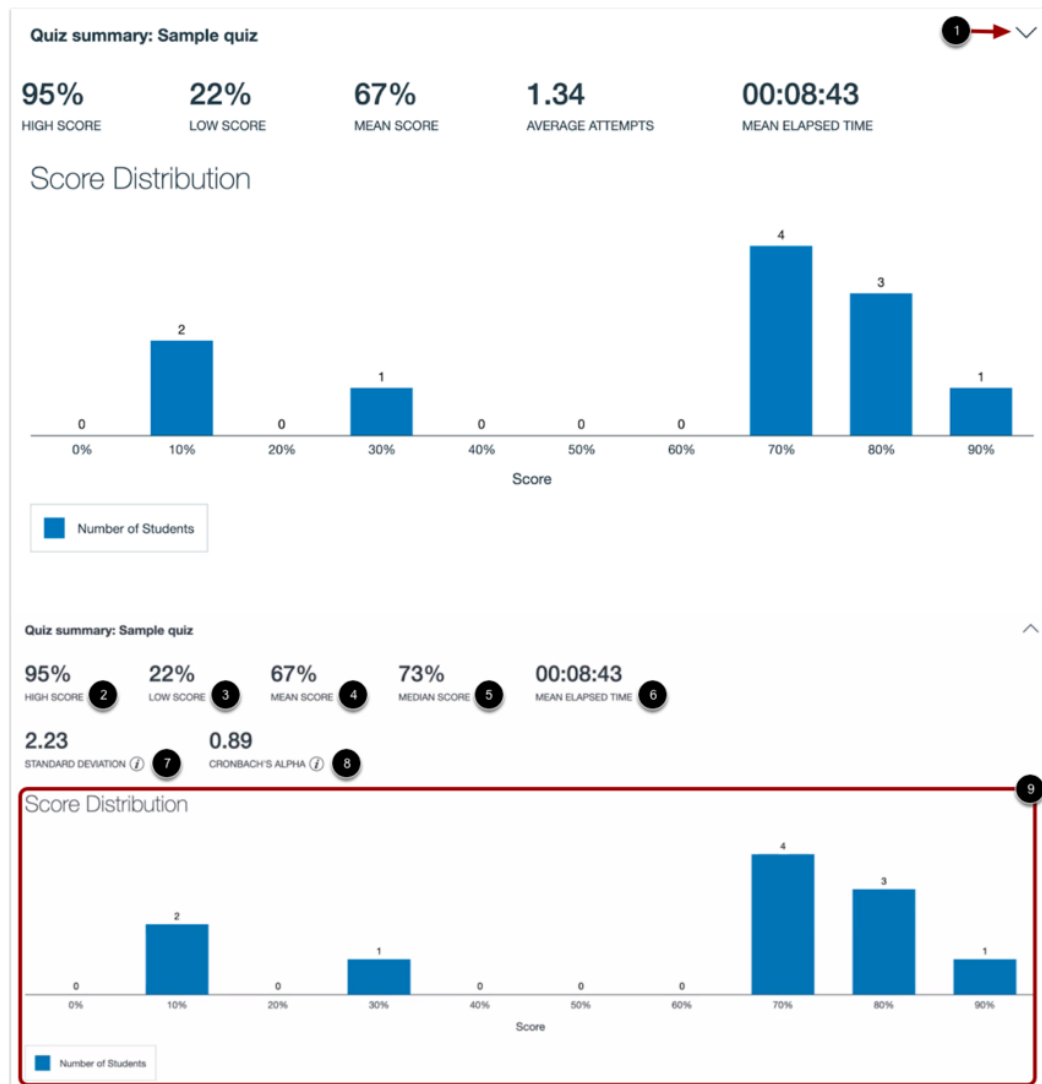
**Note:** Quiz Statistics will not be available until at least three candidates have completed the quiz.

## Quiz Analysis Report

The Quiz Analysis includes statistics for overall quiz scores. To view Quiz Analysis details, click the Expand icon [1]. The following statistics are available:

- **High Score** [2]: displays highest percentage score
- **Low Score** [3]: displays lowest percentage score
- **Mean Score** [4]: displays average percentage score
- **Median Score** [5]: displays median percentage score

- **Mean Elapsed Time** [6]: displays average time to complete the quiz
- **Standard Deviation** [7]: represents the amount of variation from the mean score in percentage
- **Cronbach's Alpha** [8]: is an internal consistency measure that estimates the reliability of a quiz
- **Score Distribution Chart** [9]: represents the distribution of earned scores for the quiz



In the summary graph, the x-axis indicates the quiz scored percentages, and the y-axis indicates the number of candidates who received each percentage. If a candidate had multiple attempts, the quiz summary graph will only display the highest score for the candidate.

## Item Analysis Report

The Item Analysis includes statistics for items in a quiz and their correlation to the overall quiz score. To view Item Analysis details, click the **Expand** icon [1]. The following statistics are available:

- **Item Difficulty** [2]: measures the proportion of students who answered the question correctly
- **Mean Earned Points** [3]: displays average point score out of the maximum possible points
- **Median Earned Points** [4]: displays mean point score out of the maximum possible points
- **Discrimination Index** [5]: assesses the ability of an item to differentiate between the highest scoring and lowest scoring students
- **Corrected Item-Total Correlation Coefficient** [6]: measures the correlation between a given item and the total score
- **Answer Frequency Summary Chart** [7]: displays the number and percentage of students who selected each answer choice (Note: The Answer Frequency Summary chart only appears for questions with answer choices).

