

BACE

Biotechnician
Assistant
Credentialing
Exam



EXAM ADMINISTRATION PROCEDURES FOR COMPUTER-BASED TESTING

Contents

Administration Overview	1
Coordinating Exam Events	2
Exam Administration Procedures	4
Closing Out Exam Events	6

Administration Overview

Only Exam Sites that completed the *Exam Site Registration Form* and selected the *Live Computer-Based Testing Option* may use these procedures. Sites that completed the Site Registration Form and selected the Paper & Pencil Testing Option must use the [Exam Administration Procedures for Paper & Pencil Testing](#).

The Site Administrator and Exam Proctor(s) should use this checklist as a working document to assist in planning and executing the BACE. It is strongly recommended that 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
- Exam Administration
- Closing Out Exam Events

Teacher/Student Conflict-of-Interest Policy

Teachers may not serve as a Site Administrator or an Exam Proctor for their own students.

BACE Personnel Tip

The classifications of BACE Exam Site Personnel listed in this document are roles. A single individual may complete all trainings and perform all tasks associated with each role. While there can only be one Site Administrator, multiple individuals may be trained as an Exam Proctor. Exam Sites are encouraged to assess their needs and resources and build the best BACE Personnel Team for their specific location.

Coordinating Exam Events

A Biotility-Certified Site Administrator manages these procedures. The Site Administrator should take steps to prepare the Exam Site and personnel for the exam event. The following procedures serve as a guide in coordinating the BACE at an Exam Site.

Exam Site Registration & Approval

Recommended 4 months in advance
Required at least 6 weeks in advance

- Complete the [BACE Registration Quick Guide](#)
- 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

- Information and implementation planning
 - Review the [BACE Practice Exam Course Guide](#)
 - Attend a Practice Exam Webinar
 - Create a strategy for implementation, results review, and corrective instruction
- Access and Enrollment Link distribution
 - Receive the BACE Practice Exam Enrollment Link and Access Codes from Biotility (links are provided within two weeks of completing the Exam Site Registration)
 - Distribute the BACE Practice Exam Enrollment Link to personnel who need Teaching Assistant access to Practice Exam results
 - Distribute the BACE Practice Exam Enrollment Link to candidates



Exam Room Logistics

Recommended 3 months in advance
Not Required

- Select and book exam room
 - Use the guidelines in the [Exam Environment Standards](#) & [Optimum Layout for Computer-Based Testing](#) to select an exam room
 - Reserve the exam room
- Plan exam room setup with the Exam Proctor
 - Plan Room Layout ([Optimum Layout for Computer-Based Testing](#))
 - Plan Exam Proctor station(s)
 - Plan candidate stations
 - Verify all candidate stations have a computer with:
 - Internet access through an up-to-date version of a supported browser ([Technical Guide for UF e-Learning](#))
 - Ability to sign in to UF e-Learning
 - A minimum of a 15" monitor
 - A keyboard and mouse



- Optional: Save the link to UF e-Learning on each computer

Testing Logistics

Recommended 2 months in advance
Not Required

- Confirm candidate count
 - Create the final candidate roster
 - Ensure the quantity of exams ordered is equal to the candidate roster
- Confirm there is sufficient staff
 - One (1) Biotility-certified Exam Proctor per thirty (30) candidates per session
- Confirm Exam date(s)



Personnel Prep

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

- Verify Exam Site Personnel have earned or renewed their appropriate Exam Site Personnel Certification
- If applicable, email exam accommodation requests to Biotility
- If applicable, email Interpreter, Reader, and/or Scribe Non-Disclosure forms
- Optional: Meet with Exam Site Personnel in the Exam Rooms before the exam events
 - Review Exam Room Setup Plan
 - Review Exam Administration Procedures



Receiving Exam Materials

Required at least 1 week in advance

- Receive the BACE Exam Information Email from Biotility which will:
 - Confirm Exam 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)
 - Include the BACE **Exam Access Code**



Distribution of Exam Materials

Required week of the Exam

- Coordinate with the Exam Proctor for:
 - Distribution of materials for Candidates
 - Tracking candidate enrollments
- Materials for Candidates
 - Distribute the BACE Enrollment Link to candidates
 - Distribute Candidate Information Bulletin to Candidates
- Materials for Exam Proctor
 - Distribute the BACE Access Codes to Exam Proctor **one day prior** to the exam event



Exam Administration Procedures

A Biotility-Certified Exam Proctor manages these procedures. The following procedures serve as a guide for administering the exam.

Exam Setup

Recommended **1 day** prior to the exam
Required **1 hour** prior to the exam

- Confirm you have the BACE Access Codes
- Print the following documents
 - [Script for Proctoring Exams](#)
 - [Signs and Forms](#)
 - Prohibited Items Poster
 - Quiet Testing in Progress Poster
 - Candidate Sign-in Sheet
 - BACE Administration Report Form
- Prepare the Exam Room
 - Confirm the Exam Room meets the standards for an exam environment ([Exam Environment Standards](#))
 - Implement your Exam Room Setup Plan
 - Go to [UF e-Learning](#) in Chrome or other supported browser on each computer, or write the website address (<https://elearning.ufl.edu>) on the board for each candidate to enter
 - Remove any science or biotechnology related posters
 - Post Prohibited Items Poster
 - Post Quiet Testing in Progress Poster
 - Place the Candidate Sign-in Sheet at the Check-in Station
 - Pre-distribute the permitted items
 - Scratch paper
 - Pencils
 - Read through Script for Proctoring Computer-based Exam
 - Read through the BACE Administration Report Form



Candidate Check-in

Required **15 minutes** prior to the exam

- Dismiss all unauthorized individuals from exam room prior to starting the exam
- Ask candidates to form a line
- Inform candidates of the prohibited items and reference the Prohibited Items Poster
- Process candidates one at a time
 - Have candidates sign the Candidate Sign-in Sheet
 - Identify candidates using their school, state, or federal ID
 - Direct candidates to a seat **and** note assigned seat # on the Candidate Sign-in Sheet



Start Up

Required at beginning of the exam

- Read the Script for Proctoring Computer-based Test to the candidates, which will walk the candidates through the following processes:
 - Greeting
 - Exam Rules
 - Exam Log In
 - Exam Navigation
 - Starting Exam
- Answer candidate procedural questions and start the exam



Monitoring

Required during the exam

- Using the BACE Administration Report Form, document the following activities during the exam, making sure to record the time, actions taken, and names of candidates affected:
 - Exam start and end times
 - Candidates who did not appear for the exam
 - Anyone entering or leaving the exam room
 - Testing abnormalities (Interruptions, Technical difficulties, Candidate complaints, etc.)
- Adhere to the [Academic Honesty Policy and Standards](#)
- Adhere to the [Exam Monitoring Policy](#)
- Give time prompts as indicated on the script
- Follow [Candidate Restroom Break Rules](#)
- Dismissing Candidates
 - Call candidate to proctor station
 - Collect the permitted items given to the candidate, including the scratch paper
 - If a candidate used their personal computer, confirm they have submitted the exam
 - Dismiss the candidate from the exam room



Exam Close Out

Immediately following the exam

- Confirm each computer is logged out of UF e-Learning
- Scan the desktops and floor for any missed Exam Materials
- Collect all Exam Materials**
 - Candidate Scratch Paper**
 - Script for Proctoring Computer-based Exams**
 - Prohibited Items Poster**
 - Quiet Testing in Progress Poster**
 - Candidate Sign-in Sheet**
 - BACE Administration Report Form**
- Complete the BACE Administration Report Form
- Return Exam Materials to Site Administrator immediately



Closing Out Exam Events

A Biotility-Certified Site Administrator completes these procedures. The following procedures serve as a guide for closing out Exam Events.

Closing out Exam Events	Recommended immediately after last testing event
<ul style="list-style-type: none"><input type="checkbox"/> After each testing event, when the Exam Proctor(s) return Exam Materials<ul style="list-style-type: none">○ Review the BACE Administration Report Forms○ Verbally verify the return of all Exam Materials (items indicated in red)<input type="checkbox"/> Email the following documents to BACE@research.ufl.edu<ul style="list-style-type: none">○ BACE Administration Report Forms○ Candidate Sign-in Sheet<input type="checkbox"/> Shred all exam materials	Required 1 day following the last event

