

BACE

Biotechnician
Assistant
Credentialing
Exam



EXAM ADMINISTRATION PROCEDURES FOR PAPER & PENCIL TESTING

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Administration Overview

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

The Site Administrator, Exam Proctor(s), and Skills Evaluator(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. Due to the technical nature of the Practical Portion, teachers may serve as a Skills Evaluator 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 or Skills Evaluator. 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 access 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 Paper & Pencil Testing](#) to select an exam room
 - Reserve the exam room
- Plan Exam Room setup with the Exam Proctor and Skills Evaluator
 - Plan Room Layout ([Optimum Layout for Paper & Pencil Testing](#))
 - Plan Exam Proctor and Skills Evaluator station(s)
 - Plan candidate stations (each candidate taking the exam will need a desk or other area to work on problems when not at practical stations)
 - Plan Practical Stations (6 out of 7 Practical Stations need power)
 - Complete the [BACE Practical Materials Checklist](#)
 - Collect and store all items on the checklist
 - Verify all laboratory equipment is working and calibrated



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 **and** One (1) Biotility-certified Skills Evaluator per thirty (30) candidates per session (This option is required if a teacher serves as the Skills Evaluator.)
- OR**
- One (1) individual certified as both an Exam Proctor and Skills Evaluator per fifteen (15) 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(s)
- 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



Prepare to Manage Exam Materials

Required at least 1 week in advance

- Refresh your knowledge of Biotility's [Exam Materials Security Procedures](#)
- Receive the BACE Exam Shipment Email from Biotility which will:
 - Confirm exam testing date(s)
 - Include tracking information for the exam shipment through FedEx



Receive Exam Materials

Required week of exam

- Open the Exam Kit and inventory its contents using the *Exam Kit - Packing Slip and Storage Instructions*
- Identify the **Immediate Action Required Items** and give these items and only these items to the Skills Evaluator immediately for storage
- Store the following items in a locked cabinet
 - Exam Booklets
 - Practical Setup Guide
- Notify Biotility immediately of any missing or damaged items



Distribution of Station Materials

Required week of the exam

- The Site Administrator will distribute the following Exam Materials to the Skills Evaluator **no sooner than three days prior** to the exam event:
 - Exam Kit - Packing Slip and Storage Instructions
 - Practical Setup Guide
 - Practical Supplies



Distribution of Exam Materials

Required week of the Exam

- The Site Administrator will distribute the Exam Booklets to the appropriate Exam Proctor **no sooner than one day prior** to each exam event. **Exam Booklets must be stored in a locked cabinet at all times when not actively in use.**



Exam Administration Procedures

These procedures are completed by a Biotility-Certified Exam Proctor and a Biotility-Certified Skills Evaluator.

Practical Station Setup

Prohibited before 3 days prior to the exam
Recommended 1 day prior to the exam
Required 3 hours prior to the exam

ONCE PRACTICAL STATIONS SETUP BEGINS, ONLY EXAM SITE PERSONNEL ARE PERMITTED TO ENTER THE EXAM ROOM UNTIL THE SCHEDULED EXAM TIME.

- Collect Practical Station Materials from the Site Administrator
 - Practical Kit – Packing Slip and Storage Instructions
 - Practical Setup Guide
 - Practical Supplies
- Dismiss all unauthorized individuals from the exam room
- Set up the Practical Stations
 - Collect the items on the [Practical Materials Checklist](#)
 - Implement the instructions in the Practical Setup Guide
 - After the stations are set up, verify all laboratory equipment at the practical stations are in safe operating order and calibrated



Exam Setup

Prohibited before 1 day prior to the exam
Required 1 hour prior to the exam

- Collect Exam Booklets from the Site Administrator
- Print the following documents:
 - [Script for Proctoring Paper/Pencil 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
 - 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
 - Basic non-programmable calculators
 - Pencils
 - Read through Script for Proctoring Paper/Pencil Exams
 - 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 candidate sign the Candidate Sign-in Sheet
 - Identify candidate using their school, state, or federal ID
 - Direct the candidate to their assigned seat



Startup

Required at beginning of the exam

- Read the Script for Proctoring Paper/Pencil Exams to the candidates, which will cover the following processes:
 - Greeting
 - Distributing Exam Booklets
 - Exam Rules
 - Infilling Exam Booklets, Candidate Answer Sheets, and Station Evaluation Sheets
 - Collecting Station Evaluation Sheets to be used at a later time
 - Laboratory Station Instructions
 - Starting Exam
- Answer candidate procedural questions



Managing Practical Stations

Required during the exam

- Five to ten minutes after starting the exam, begin assigning candidates to stations
- Evaluate candidate performance at **Station 5**
 - Evaluate candidates according to the instructions in the Practical Setup Guide and the Practical Station Evaluation Sheet, not in comparison with other candidates
 - Complete the appropriate Practical Station Evaluation Sheet as each candidate cycles through the station and completes the task



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 the proctor station
 - Collect the permitted items given to the candidate, including any additional scratch paper used
 - Collect the Exam Booklet and Candidate Answer Sheet from the candidate
 - Verify the candidate has completed all portions on the exam cover
 - Dismiss the candidate from the exam room



Exam Close Out

Immediately following the exam

- Skills Evaluator
 - Collect candidate work products from Practical Stations 1, 2, and 6
 - Collect Practical Station Exam Materials
 - Unused Practical Supplies
 - Practical Station Evaluation Sheets
 - Practical Setup Guide and all its contents
 - Complete the Practical Return Inventory Log
 - Keep and lock up **Practical Station Evaluation Sheets** and **Practical Setup Guide** for later use
 - Provide all other Collected Testing Materials to the Exam Proctor
 - Disassemble Practical Stations



- ❑ Exam Proctor
 - Collect all Exam Materials
 - Exam Booklets and Answer Sheets
 - Script for Proctoring Paper/Pencil Exams
 - Prohibited Items Poster
 - Quiet Testing in Progress Poster
 - Candidate Sign-in Sheet
 - BACE Administration Report Form
 - Items from the Skills Evaluator
 - Candidate work products
 - Unused Exam Supplies
 - Return Inventory Log
 - Scan the desktops and floor for any missed Exam Materials
 - Perform an exam inventory and place the exams in sequential order
 - Complete the BACE Administration Report Form
 - Box all Collected Testing Materials
 - Return Collected Testing Materials to the Site Administrator immediately

UNTIL THE EXAM IS ENTIRELY CLOSED OUT, ONLY EXAM SITE PERSONNEL ARE PERMITTED TO ENTER THE EXAM ROOM

Complete Evaluations

Required 1 day following the exam

- ❑ Evaluate candidate work product from **Station 4**
 - Evaluate candidate work product according to the instructions in the **Evaluator Key** and **Station Evaluation Sheet**, not in comparison with other candidates
 - Complete the appropriate Station Evaluation Sheet for each candidate
 - Dispose of Station 4 work product
- ❑ Return **Evaluator Key** and **Station Evaluation Sheet** to Site Administrator



Closing Out Exam Events

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

Recommended immediately after last testing event

Closing Out Exam Events

Required 1 day following the last event

- ❑ When the Exam Proctor(s) return Exam Materials
 - Review the BACE Administration Report Forms
 - Verbally verify the return of all Exam Materials (items indicated in red)
 - Perform an exam inventory together
- ❑ Pack all Exam Materials for shipment
 - All Exam materials returned from the Exam Proctor
 - All Exam Materials returned from the Skills Evaluator



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- The **Station Evaluation Sheets** and **Practical Setup Guide** returned from the Skills Evaluator
 - Ship all Exam Materials to Biotility using FedEx return shipping label provided