

BACE

Biotechnician
Assistant
Credentialing
Exam

AY 23-24

CBT

PROCTORING SCRIPT FOR COMPUTER-BASED TESTING

This document contains the proctoring script for the Computer-Based Exam. Proctors should follow this script closely. The script is formatted to indicate action required by the proctor and when the script is covering the exact language provided to the candidate within UF e-Learning. Please refer to the list below for details.

- **[Red, bracketed text]** - Required action or task for the proctor
- **Black text** - Proctor script (indicates language NOT included in the candidate exam booklet)
- **Blue text** - Proctor script (indicates language included in the testing platform viewable by the candidate)

The Site Administrator and the Exam Proctor should use the [BACE Administration Procedures](#) as the preparation checklist for the exam administration process.

[URGENT! If candidates have not already enrolled in the BACE Canvas course, you must provide them with their BACE enrollment link prior to starting these instructions. Instructions for completing the course enrollment may be found in the [Accessing UF e-Learning](#) document.]

CBT EXAM STARTUP SCRIPT (~10 MINUTES)

[Pre-distribute pencils and scratch paper for the candidates. Read the following to start the exam.]

Greeting

"On behalf of Biotility at the University of Florida and _____ **[insert Exam Site name]**, I want to welcome you to this exam session and wish you success in your efforts today.

"If at any time during the following instructions you have a question, please raise your hand.

"At your desk you should have a pencil and a piece of scratch paper. If you are missing these items, please raise your hand.

"Please write your name on the top of your scratch paper. If you need additional scratch paper, raise your hand and I will bring it to you. You will be required to turn it in before you leave the room.

Exam Sign In

"The exam you will be taking is administered online. During the exam sign in, it is very important you follow along with me step by step.

1. "Go to the [UF e-Learning login page](https://elearning.ufl.edu) (elearning.ufl.edu).
2. "Select the blue **LOG IN TO CONTINUING EDUCATION** button.
3. "Select the type of account you enrolled through.

[Candidate options include Sign in with Google, Sign in with LinkedIn, or Sign in with Microsoft.]

4. "Enter your Username and Password.
5. "Select the **Sign In** button.

"Everyone, please hold here while we ensure everyone is signed in. If you cannot sign in, please raise your hand.

[At this point, help any candidates who could not sign in. If there is a problem you cannot troubleshoot, call Biotility (386.462.3181) immediately. When all candidates are signed in, continue.]

1. "On the Dashboard, select the **BACE** course tile.
2. "From the left-hand menu, select **Quizzes**.
3. "Select **BACE – Attempt 1**. [*or appropriate attempt*]

Exam Instructions and Academic Policy

"In a moment, I will provide you with the access code to start your exam. [While you read the following instructions, walk around the room, and confirm each candidate is on the "BACE Exam Instructions and Academic Honesty Policy" screen.]

"Prior to starting the exam, I want to describe the overall examination process. First, I will go over the general exam instructions, which you must follow to receive a score. You will be able to return to these instructions throughout the exam.

"The following **exam rules** must always be observed during the exam session:

- "Do NOT start your exam until instructed.
- "Do NOT communicate with other candidates during the exam.
- "Do NOT leave the testing room until your Exam Materials are returned to a proctor.
- "External references (such as books, notes, websites, etc.) are NOT permitted.
- "Cell phones, food, drinks, bags, and all other personal items are NOT permitted.

"If you still have any of these items, store them _____ [insert designated location]. And please turn off your cell phone before you put it away.

"While taking the exam, please adhere to the following Exam Navigation policies.

- "All answers **MUST** be recorded online. You will not be given credit for any questions that have been answered incorrectly or left blank. Nor will you be given credit for answers written on

scratch paper. If you do not know the answer to a question, it is to your advantage to select one since you will not receive credit for answers that are left blank, so be sure to answer all questions before submitting your exam.

- "Select your answer option from the list on the screen or enter it in the text box. If you need to change an answer, select the alternate answer option.
- "You may scroll up or down to view or return to questions you would like to review.
- "When you are finished with the exam in its entirety, select **SUBMIT**.

"You will experience different question types throughout the exam.

- "For multiple-choice questions, select one answer for each question.
- "For numeric questions, type in the numeric answer. Do NOT include the unit abbreviation (such as microliters, grams, etc.). A numeric question may ask for significant figures, a specified number of decimal places, or no decimals. It is important to follow the directions in each question. Therefore, it is critical to:
 - 1) use significant figures ONLY when specifically indicated by the question, and
 - 2) abide by the required number of decimal places designated in the question.
- "For hotspot questions, select the appropriate area on the image.

"The Academic Honesty Policy states, 'it is prohibited to accept assistance from, or give assistance to, other candidates. Copying, photographing, or recording of **any** part of the exam is not permitted. If you witness any violation of this policy, you should report it directly to your proctor or Biotility'.

"You should not start the exam until you fully understand the exam rules and academic honesty policy and understand that failure to follow these rules can result in immediate disqualification.

"If you have any questions about the rules, please raise your hand. **[Wait for all candidates and answer any questions before proceeding.]**

"Before we start the exam, I would like to address a few rules that are not posted in the instructions.

- "Restroom breaks are permitted, but only one person at a time will be permitted to leave the room. While on a break, do NOT talk with anyone outside the room. You will not be granted any additional exam time to make up for time spent outside the exam room.
- "I am unable to answer questions about the content on the exam. However, if you need assistance with the exam process, please raise your hand and I will assist you. Please notify me immediately if:
 - You have any technical issues with your computer or UF e-Learning
 - You need clarification on how to navigate in UF e-Learning

"You are allowed 4 hours to complete the exam. If you finish the exam early, raise your hand and I will come and collect your Exam Materials. Once all materials have been accounted for, you will be permitted to leave the room.

“You will not receive an official score today. Your teacher will be notified of your scores within two weeks. Are there any questions? [Answer candidate questions.]

“Remember, you are not permitted to communicate with other candidates during the exam. If you have a question, raise your hand and I will come to you.

Start Exam

“We will now start the exam. In the Access Code Box, please enter [read Access Code number you received from your Site Administrator] to start the exam. [Candidates may need to scroll down to see the Access Code box.] The exam will open immediately, and your time will begin.

“It is now _____ [insert the exact time]. The exam will end when your allotted time has run out. [Document the start time on the Candidate Sign-in Sheet.]

In Session Announcements

[During the exam process, use the following language when appropriate:]

- “There are ___ minutes remaining until the end of the exam. [Announce time remaining at 60, 30, 15, and 5 minutes.]

Stop Exam

[After the allotted exam time has elapsed, say,]

“Stop. Put your pencils down and remain seated. I will now collect your exam materials.”

[Collect Exam Materials and dismiss the candidates one by one.]