EXAM SITE PERSONNEL FAQ
FOR COMPUTER-BASED TESTING

1. What are the best information resources for Exam Sites preparing to administer the BACE?

- Exam Site Support Hub is the central location for all BACE information, including How-To Guides, forms, and exam preparation resources.
- BACE Reminders & Tips Emails are sent every six weeks with site-specific actions, and additional staff or teachers may opt in during Exam Site Registration or by contacting the Site Administrator. Be sure your email subscriptions are up to date so you don't miss important updates.
- Biotility Client Services is available Monday through Friday, 8 AM to 5 PM ET, at 386-462-3181 (Option 1) or BACE@research.ufl.edu to help coordinate exam administration.

2. What is the best information resource for candidates preparing to take the BACE?

Exam Sites should distribute the BACE Candidate Information Bulletin (CIB) to all candidates. The CIB includes contact numbers, resource links, a detailed exam description, technical requirements, and exam policies.
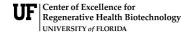
3. How does an institution register as an Exam Site?

Institutions register by completing the Exam Site Registration Form on the centralized Exam Site Support Hub. This form also allows the designation of testing personnel. For full details, refer to the Exam Site Registration Process document.

4. When should an institution register as an Exam Site?

The Exam Site Registration Form must be completed annually. Most Exam Sites register 4 to 6 months in advance of testing to provide candidates ample time to use the Practice Exam Course for preparation. The minimum registration timeframe is six (6) weeks before the testing date.

5. How do BACE Exam Site Personnel (BESP) become qualified to administer the BACE?

Within one (1) day of completing the Exam Site Registration Form, each designated BESP will receive an email invitation to enroll in the BACE Exam Site Personnel Certification Course in UF e-Learning. This course must be completed annually and at least two (2) weeks before a testing event. The BACE Personnel Certification Process provides a detailed description of the process and requirements.

6. Does Biotility require BACE Exam Site Personnel (BESP) to earn the credential in order to administer the BACE?

No, Biotility does not require BESP to earn the credential in order to administer the BACE. However, it is advisable for secondary and postsecondary schools to consult with their local or state Departments of Education to ensure compliance with any funding requirements related to teacher certification and industry-recognized credentials.

7. May BACE Exam Site Personnel (BESP) and educators earn the credential?

Exam Sites may not administer the BACE to BESP or educators. Educators and Exam Site Personnel are permitted to take the BACE directly through Biotility or through a Biotility approved teacher workshop. To register for the BACE through Biotility, they should visit the BACE Individual Registration page or contact Biotility for more information on available teacher workshops.

8. How do Exam Sites place orders and schedule exams (including retakes)?

Exam Sites may place orders and schedule exams through the centralized Exam Site Support Hub website.
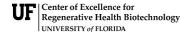
For first and third attempts, the Exam Site Administrator must specify the number of exams needed and select a three-day testing window. For second attempts, the Exam Site Administrator only needs to select the three-day testing window.

9. Are there ordering deadlines?

- First attempts: At least six (6) weeks before the testing date.
- Retakes: At least two (2) weeks before the testing date.
- Annual deadlines for both first attempts and retakes are posted in BACE Calendar on the centralized Exam Site Support Hub.

Expedited or changes may be requested but are subject to a fee, availability, and Biotility approval. See the [Exam Site Support Hub](#) for request forms.

10.   May Exam Sites cancel or reschedule exams?

Biotility does not provide refunds for missed or canceled exam dates. However, exam sites are permitted a three-day window to complete exams, and make-up exams are permitted in specific situations, such as a documented illness. For detailed information on Biotility's billing policies, including change requests, cancellations, and refunds, please refer to the [Exam Site Ordering & Scheduling Process](#) document.

11.   What does the exam fee include?

The exam fee is $185 per candidate, which covers:

- Access to the online Practice Exam Course.
- Two attempts at the exam (first and second).
- A digital credential upon passing.

12.   What payment methods are accepted?

Exam Sites may choose from three payment methods: EFT/ACH, credit card, or check. If paying by credit card, the Site Administrator and Billing Contact will receive an email with a payment link. For payments by check, they may be submitted to:

University of Florida
4735 NW 53rd Ave
Suite A
Gainesville, FL 32653
FEID 59-6002052

For a full description of payment options and deadlines, please review the [Exam Site Ordering & Scheduling Process](#) document.
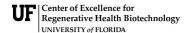
13.   What administration options are available?

The BACE is offered through two delivery methods:

- **Computer-Based Testing (CBT):** Candidates complete the exam on a computer, typically in a testing center or classroom. This method is conducted at an approved Exam Site with a live Exam Proctor monitoring the session.
- **Computer-Based Testing via Remote Testing Option (RTO):** Candidates complete the exam from a remote location, such as their home. The exam is taken online using a

computer and is proctored by a third-party service, ProctorU. Candidates are not permitted to take the RTO exam on their school campus. Exam Sites must contact a Biotility Client Service Representative by phone to arrange RTO for their candidates.

14. Can an Exam Site offer multiple administration methods?

Yes. An Exam Site may offer both CBT and RTO during the academic year. No additional training is required for RTO since ProctorU serves as proctor.

15. Do BACE exam specifications vary across administration methods?

No, the exam specifications remain consistent across all administration methods. Each method covers the same categories and subcategories, with the same distribution of points per category.

16. What subjects are covered in the BACE?

The BACE exam is divided into two main portions: Knowledge and Practical. The **Knowledge portion** covers four essential categories: Technical Skills & Applications, Safety & Workplace Culture, Biochemistry & Molecular Biology, and Regulation & Quality. The **Practical portion** is also divided into four categories: Biotechnology Skills, Applied Mathematics, Standard Equipment, and Experimental Design & Data Analysis.

17. How many times may a candidate take the exam?

Candidates testing through a school or Exam Site may take the exam up to three times during the academic year. All attempts must be completed by July 31. If additional attempts are needed, candidates may test again in the next academic year, with the attempt count resetting.

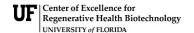## 18. How frequently may a candidate take the exam?

There is a mandatory 20-day waiting period between exam attempts. While 20 days is the minimum, candidates are encouraged to wait four to six weeks between attempts to allow sufficient time for study and improvement.

19. How much time is allotted for the exam?

Candidates have four hours to complete the exam.

20. What items are permitted during the exam?

Candidates are only allowed to bring their identification into the Exam Room. A calculator is provided on-screen within the exam, and the Exam Proctor is responsible for providing a pencil and scratch paper.

21. What are the recommended study references?

The recommended study materials include:

- Brown, A. (2018). *Biotechnology: A Laboratory Skills Course* (2nd ed.). Bio-Rad Laboratories, Inc.
- Pruitt, H. (2024). *Regulatory Compliance and Quality Systems Overview*. Biotility, University of Florida, https://biotility.research.ufl.edu/bace/candidate-resources/drug-development/

Alternate References to Biotechnology: A Laboratory Skills Course

- Daugherty, E. L. (2017). *Biotechnology: Science for the New Millennium* (2nd ed.). Paradigm Publishing.
- Seidman, L. A. (2021). *Basic Laboratory Methods for Biotechnology* (3rd ed.). CRC Press.

Additionally, the online Practice Exam Course provides an excellent representation of the exam content and includes supplemental study resources.
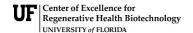
22. What happens if technical difficulties or problems are encountered during the exam?

Despite preparation, unexpected issues like fire alarms or other disruptions may occur during an exam. The exam proctor should first troubleshoot using the guidance in the BACE Administration Procedures and Policies document, which lists common issues and solutions. If the issue cannot be resolved quickly, the proctor should immediately contact Biotility at 386-462-3181 (Option 1) for assistance. Any anomalies should be documented on the *BACE Administrator Report* in the Signs and Forms document. If the issue remains unresolved, rescheduling the exam may be necessary to ensure the affected candidates are tested fairly.

23. How do Exam Sites request accommodations for candidates with disabilities?

If a candidate needs testing accommodations, Exam Sites should complete the Accommodations Request Form on the centralized Exam Site Support Hub at least two weeks prior to testing. For further details, please refer to Biotility's Exam Accommodations Policies in the BACE Administration Procedures and Policies document.

24. How do Exam Sites and candidates receive notice of candidate scores and credentials?

After completing the computer-based test, candidates may immediately view their unofficial scores by navigating to the "Grades" section. Category results are accessible by selecting the "Learning Mastery" tab and reviewing the Learning Mastery Gradebook.

Once Biotility finalizes the scores, a cumulative report with official results is sent to the Site Administrator and designated Score Recipients within one (1) weeks. The Site Administrator is then responsible for notifying candidates of their official scores.

25. How do candidates receive their digital credential?

To pass the BACE, candidates must achieve an overall score of 80%. Upon passing the BACE, electronic credentials are sent to the candidate's registered email address. Credentials are issued through Accredible, offering multiple options for sharing. More details are available in Accredible's Recipient Knowledge Base.

26. What factors may lead to a candidate's score being invalidated?

Exam scores may be invalidated if the candidate violates the exam rules and policies outlined in the BACE Administration Procedures and Policies document. These rules include restrictions on communication, use of unauthorized materials, and conduct during the exam. It is important for candidates to review and follow these rules carefully to ensure their scores remain valid.

27. What are the computer requirements for the Practice Exam Course?

Exam Site technical staff should refer to the Technical Guide for UF e-Learning for a detailed list of computer requirements needed to support candidate access to the BACE exam and the online Practice Exam Course.

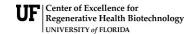## 28. How do candidates log in to UF e-Learning?

Candidates must have a UF e-Learning (UFEL) account to access BACE content. Biotility will provide Exam Sites with an Enrollment Link (via email) to distribute to candidates. To register candidates should:

- Select the Enrollment Link.
- Sign in using an external identity (Google, LinkedIn, or Microsoft).
- Enter the requested registration information (name, birthdate, email, and phone).
- Confirm the account by responding to the verification email.

For a complete description of the account creation and enrollment process, the Accessing UF e-Learning document should be reviewed.

29. How do employers verify a candidate's credential?

Employers may verify a BACE credential online using Accredible's Credential Verification Tool. Verification methods include the credential URL, Credential ID number, or an open badge image upload.

30. Does Biotility have a public registry?

Biotility offers a public registry, Spotlight, where credentialed candidates may choose to showcase their verified achievements. By opting into this registry, candidates make their credentials easily accessible for employers to view and verify, enhancing their professional visibility. This online registry highlights all verified credentials issued by Biotility, allowing employers to directly confirm a candidate's accomplishments.

31. Why are significant figures NOT required in all calculations on the BACE?

To ensure accuracy in calculations, candidates must follow the specific instructions given in each question. Significant figures are required only when explicitly mentioned in the question. Otherwise, candidates should provide answers based on the given instructions. For example:

Question: *"Calculate the volume in mL of 20X TAE Buffer required to make 1500 mL of 1X TAE Buffer. Record the correct amount below."*

Correct Solution:

$$C_1V_1 = C_2V_2$$
$$(1X\ TAE)\ (1500\ mL) = (20X\ TAE)\ (V_2)$$
$$V_2 = 1500\ mL\ /\ 20X\ TAE$$
$$V_2 = 75\ mL$$

If significant digits were used, the answer would be 80 mL of 20X TAE stock buffer. However, if you plug this answer back into the equation, you get a value of 0.9375X TAE buffer for C_2, which is *incorrect*.

$$C_1V_1 = C_2\ V_2$$
$$(20X\ TAE)\ (80\ mL) = (C_2)\ (1500\ mL)$$
$$C_2 = 1500\ mL\ /\ 1600\ mL$$
$$C_2 = 0.9375X\ TAE$$

Candidates should therefore follow the directions in each question.