

BACE

Biotechnology
Aptitude and
Competency
Exam

AY 25-26

CBT

REGISTRATION AND ORDERING QUICK GUIDE FOR COMPUTER-BASED TESTING

Exam Sites must submit the Annual Site Registration Form before submitting the Exam Order Form. Both forms are available through the [Exam Site Support Hub](#) and must be submitted **at least six (6) weeks** prior to the scheduled testing date. Forms may be submitted separately. In fact, sites are encouraged to complete registration at least four (4) months in advance to allow early access to the Practice Exam Course, enabling candidates to begin their preparation well ahead of testing.

Annual Site Registration

- **Institution/Company Details:**
 - ☐ Institution or company name
 - ☐ School district (if applicable)
 - ☐ PLTW status (if applicable)
 - ☐ Institution or company address
- **Site Administrator and Exam Proctor(s)**
Contact Information¹:
 - ☐ Full Name
 - ☐ Job title
 - ☐ Email address
 - ☐ Phone number
 - ☐ Whether the individual serves as a teacher or trainer for any BACE candidate
- **Additional Items:**
 - ☐ Email addresses for all educators requiring access to the Practice Exam
 - ☐ Email addresses for all educators who wish to receive the BACE Reminders and Tips Email (Optional)

¹See the [Exam Site Personnel Certification Process](#) for a full description of administration roles and candidate ratio requirements. To ensure a smooth registration process, please double-check the accuracy of all personnel information.

Order Exams

- **Site Details:**
 - ☐ Institution or company name
 - ☐ Physical address
- **Exam Dates:**
 - ☐ Testing window of up to three (3) days for candidates to complete the exam
- **Exam Order Details²:**
 - ☐ Quantity of BACE Exams being ordered
 - ☐ Purchase Order (required if applicable)
 - ☐ Preferred payment method (Credit Card, PCard, or Check)
- **Billing Contact Information:**
 - ☐ Full Name
 - ☐ Email address
 - ☐ Phone number
 - ☐ Billing address

²Payment is not collected immediately. Biotility will process the order and issue an invoice or confirmed PO. All payment communication will be by email and include the Site Administrator and Billing Contact.

Exam Order Details may be changed or corrected within fourteen (14) days at no cost. After this grace period, a change order fee applies.