BACE
Biotechnology Aptitude and Competency Exam

AY 25-26

CBT

EXAM SITE REGISTRATION PROCESS FOR COMPUTER-BASED TESTING

Each year, Exam Sites need to renew their registration by submitting the Annual Site Registration Form, available through the Exam Site Support Hub. Only the Site Administrator (SA) can submit the form. To ensure your site is ready for exams, please submit the form at least six (6) weeks before your first scheduled exam date. You can also check the BACE Calendar for any annual deadlines.

Annual Registration Form Options

Select New or Returning Exam Site

- **Returning Exam Site** – For all previously registered Exam Sites.
- **New Exam Site** – For sites completing registration for the first time.

Designate Exam Site Personnel

When completing the Registration Form, provide the contact information of each individual assigned to the required roles (Site Administrator and Exam Proctor).

Agree to the Data Sharing Policy

During registration, you are asked to acknowledge Biotility's Data Sharing Policy, which permits the publication of aggregated state and national score results for program review and reporting. **No candidate PII is ever disclosed.** It also confirms that Biotility may publish or release certified Exam Site names and contact information so candidates, educators, and stakeholders can confirm authorized testing sites.

Updating Site Information

Exam Site or personnel information provided during registration can be updated using the **Update Form** within the Exam Site Support Hub.

Prior to Registering

- Review the BACE Administration Procedures and Policies for an overview of the testing process.
- Complete the Exam Site Registration and Ordering Quick Guide.

Critical Post-Registration Emails

- Same day registration confirmation.
- Within one (1) business day, access links and instructions for the BACE Exam Site Personnel (BESP) Certification Course are emailed to individuals designated on the form.
- Within two (2) weeks, access links and instructions to the Practice Exam Course are emailed to the SA.

Next Steps

- Submit BACE Order Form at least six (6) weeks before exam date.
- Complete checklists provided in the BESP Certification Course and Practice Exam instruction emails.
- Continue to use the BACE Administration Procedures to prepare for delivering the exam.