BACE

Biotechnology Aptitude and Competency Exam

AY 25-26

CBT

EXAM SITE ORDERING & SCHEDULING PROCESS FOR COMPUTER-BASED TESTING

Exam Sites must submit an **Exam Site Order Form** for each testing event. The form is available through the Exam Site Support Hub. Orders are only accepted from the Site Administrator. All ordered exams must be used by the end of the academic year. The deadlines and required information are unique to the form being completed. Annual deadlines may also apply and are posted on the BACE Calendar.

Quote Requests

Exam Sites may request a quote by navigating to the Exam Site Support Hub . Quotes are typically processed within one week, though during peak periods processing may take longer.

Exam Fees and Delivery Options

Orders must be place through the Exam Site Support Hub. The cost of the exam includes:

- Access to the online Practice Exam Course
- Two attempts at the exam
- A digital credential upon passing

Item	CBT Fees	Deadline
Attempt 1	$185.00	6 Weeks
Attempt 2	Free	2 Weeks
Attempt 3	$50.00	2 Weeks

Order Form Requirements

First Attempt Ordering and Scheduling

- Required fields include payment method, exam date, and number of candidates.
- Orders must be placed at least six (6) weeks in advance.
- If deadline is missed, place an order and submit a Change Order Request at least two (2) weeks before exam date. Subject to approval. Fees apply.

Prior to Ordering First Attempts

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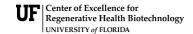- Complete the Exam Site Registration Form.

Critical Post-Order Emails

- Same day order confirmation.
- Within one (1) week of order, invoice is issued or PO is approved.
- Within two (2) weeks of the testing window start date, candidate enrollment links for the BACE Course are emailed to the Site Administrator and Exam Proctor.

Next Steps

- Continue to use the BACE Administration Procedures and Policies to prepare for delivering the exam.

Second Attempt Ordering and Scheduling

- Required fields include first attempt order confirmation number and exam date.
- Orders must be placed at least two (2) weeks in advance.
- Retakes cannot be expedited.

Third Attempt Ordering and Scheduling

- Required fields include payment method, exam date, and number of candidates.
- Orders must be placed at least two (2) weeks in advance.
- Retakes cannot be expedited.

Change Order Requests

A Change Order is an official request to modify the details of an existing exam order after it has been submitted. All Change Orders are subject to the deadlines, fees, and processes outlined below.

Examples of Change Orders

- Updating the payment method (e.g., switching from invoice to PO)
- Revising the exam date
- Adjusting the number of candidates

Deadlines & Fees

- **Grace Period:** Corrections within 14 days of order — no fee
- **Standard Change:** ≥4 weeks before exam date — $175
- **Expedited Change:** <4 weeks before exam date — $425

Limitations

- All requests are subject to availability and Biotility's review and approval process.

Process

1. Submit a Change Order Request through the Exam Site Support Hub.
2. Receive a confirmation email summarizing your request — review for accuracy.
3. Biotility review and decision:
   a. Approved → Confirmation email and updated invoice within 10 business days
   b. Denied → Notification email; original order remains in effect

Fees and Billing Policies

Details on exam fees, payment methods, cancellations, and refund policies are outlined in Biotility's Exam Site Billing Policies.