BACE
Biotechnology Aptitude and Competency Exam
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TECHNICAL GUIDE
FOR UF E-LEARNING

This document provides essential guidance for technical staff responsible for supporting candidate access to the Computer-Based Testing option of the BACE, as well as the BACE Online Practice Exam Course, both of which are hosted within UF e-Learning (UFEL).

Site Administrator Responsibilities

The Site Administrator is responsible for collaborating closely with their institution's technical staff to ensure that all requirements outlined in this document are fully met. To prevent any access issues, Biotility strongly recommends that the Site Administrator and technical staff conduct a thorough verification of candidate access to UFEL from the computer lab testing room and/or personal computers at least one month prior to when candidates are scheduled to access the online content.

Pre-Exam Checklist:

☐ Verify that all computers meet the system requirements. Remember, each computer station must individually meet the standards outlined below.
☐ Ensure that the Wi-Fi or wired Ethernet connection can handle multiple candidates without performance issues. This includes checking the bandwidth and stability of the network.
☐ Ensure that Chrome is updated to the latest version on all testing stations.
☐ Confirm that the necessary URLs have been whitelisted on your network.
☐ Conduct a mock test to verify that all systems are functioning correctly.

Activities Requiring UFEL Access

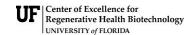For BACE Candidates, Exam Sites will need UFEL access for the following:

1. **Computer-Based Testing Option**
   Must be administered at an Exam Site with live proctors. The exam is taken in either a computer lab or in a standard classroom using the institution' computers. Candidates must sign in to UFEL to access exam content.

2. **BACE Online Practice Exam Course**
   Available to all BACE candidates at no cost. An Exam Site may offer the Practice Exam as in-class instructor-led reviews or encourage independent study. Candidates must sign in to UFEL to access exam content.

UF e-Learning Minimum System Requirements

These requirements are designed to support the full functionality of Canvas, ensuring that candidates can access course materials, exams, and other resources without encountering technical difficulties. By adhering to these standards, institutions can minimize potential disruptions and ensure that all candidates have **equal access** to the digital tools necessary for their success. It is crucial that **each** computer station meets the following technical specifications:

- Operating System Options:
  - ☐ Windows: Version 10 or newer
  - ☐ macOS: Version 10.15 (Catalina) or newer
  - ☐ Chrome OS (Chromebooks supported)
  - ☐ Linux distributions are not supported
- Required Hardware
  - ☐ 12" Monitor or larger
  - ☐ Mouse or touchpad
  - ☐ Keyboard
- Required Browser:
  - ☐ Google Chrome: latest version
- Required Internet Speed
  - ☐ 1.5 Mbps download
  - ☐ 750 Kbps upload

> ## ⚠ Exam Sites must use the latest version of Google Chrome.
>
> Using an outdated version or another browser can cause PDFs and images to display incorrectly, which may prevent candidates from answering questions accurately. These errors can directly affect candidate scores and compromise the overall testing experience.

Candidate Account Creation Process

Access to Biotility courses and exams within UF e-Learning is managed through Enrollment Links. During the Enrollment Process, candidates must create an account using an existing external identity via Google, LinkedIn, or Microsoft which is facilitated by Cirrus Identity.

This secure authentication process allows candidates to use familiar credentials to access UF e-Learning without the need to create new login information, simplifying access and enhancing security. In order to complete the account verification process, candidates are required to access UF websites and receive UF email communications.

Detailed instructions for accessing UF e-Learning may be found in the [Accessing UF e-Learning](#) document or the Candidate Information Bulletins.

Required Whitelisting

UF e-Learning Access

The following URLs, their subdirectories, and email addresses must be whitelisted in order to complete candidate enrollment and sign in.

URLs
- ☐ https://elearning.ufl.edu
- ☐ https://reg.pwd.aa.ufl.edu
- ☐ https://ufl.instructure.com
- ☐ https://apps.cirrusidentity.com/
- ☐ Personal or institution email website

Email Addresses
- ☐ @ufl.edu
- ☐ @cerhb.ufl.edu
- ☐ @dce.ufl.edu
- ☐ @research.ufl.edu

Communicating with Biotility

Exam Site Personnel and BACE Candidates must be able to access Biotility informational documents and receive email communications from our staff. The following URLs, their subdirectories, and email addresses must be whitelisted in order to ensure communications from Biotility are not missed.

URLs
- ☐ https://biotility.research.ufl.edu
- ☐ https://meetings.hubspot.com

Email Addresses
- ☐ @cerhb.ufl.edu
- ☐ @research.ufl.edu

Linking to Additional Resources

Biotility frequently links Candidates to additional content to help them study and prepare for the BACE. The following URLs and their subdirectories should be whitelisted in order to provide Candidates access to all available resources.

URLs
- ☐ https://career.ufl.edu
- ☐ https://proctoru.com
- ☐ https://www.linkedin.com

Technical Support

Biotility Technical Support

Biotility staff are available Monday-Friday 8:00 AM to 5:00PM ET. Exam Site Personnel, technical staff, and BACE Candidates are all welcome to contact us by phone or email.

Phone: 386.462.3181 Option #1
Email: BACE@research.ufl.edu