BACE EXAM SITE PERSONNEL (BESP) CERTIFICATION PROCESS FOR COMPUTER-BASED TESTING

Table of Contents

BESP Approval Process

The **BACE Exam Site Personnel (BESP) Certification** is earned by completing the required certificate course(s) in UF e-Learning. This training is mandatory for all Site Administrators and Exam Proctors, and Biotility must certify all personnel involved in BACE administration. **Certifications must be renewed annually.**

For the Computer-Based Testing (CBT) option, Exam Sites are required to designate personnel for two primary roles: Site Administrator and Exam Proctor. Additional roles (Interpreter, Reader, or Scribe) may be needed if testing accommodations are approved. To ensure personnel are fully prepared to uphold Biotility's exam administration policies and procedures, all role-specific training modules in UF e-Learning must be completed at least two weeks prior to the testing event. A single individual may be assigned to more than one role, provided all required training is completed.

> **Teacher/Student Conflict-of-Interest Policy**
>
> Teachers may not serve as a Site Administrator or an Exam Proctor for their own students.

> **BACE Personnel Tip**
>
> The classifications of BESP listed in this document are roles. A single individual may complete all trainings and perform all tasks associated with each role. While there may only be one Site Administrator, multiple individuals may be trained as an Exam Proctor. Exam Sites are encouraged to assess their needs and resources and build the best BACE Personnel Team for their specific location.

Primary Roles:

- **Site Administrator** – Biotility's point of contact and the individual coordinating the program
- **Exam Proctor** – Proctors the exam

Additional Roles:

- **Interpreter** – optional with approved testing accommodation
- **Reader** – optional with approved testing accommodation
- **Scribe** – optional with approved testing accommodation

Accessing the BESP Certification Course

Biotility sends each individual serving in a Site Administrator or Exam Proctor role an enrollment invitation by email, based on the personnel information submitted during the Annual Exam Site Registration process. This email includes a unique enrollment link and instructions for logging into UF e-Learning. Personnel must:

> **Need help?**
> - Didn't receive an email? Contact bace@research.ufl.edu for assistance.
> - Need to update or change personnel? Submit updates through the Exam Site Support Hub.

1. Use the enrollment link provided by Biotility to access the course.
2. Sign in with a school or social account (Google, Microsoft, or LinkedIn).
3. Complete the modules required for their assigned role(s).

Certificates are issued immediately upon completion of the training, quiz, Certificate of Understanding, and Non-Disclosure Agreement.

Approximate Time Commitment

Personnel should expect the following time commitment for each role.

Administrative Position	Time Commitment

Site Administrator	8.5 hours
	• BACE Basics – 1 hour
	• Site Administrator Certification – 2 hours
	• Coordinating Exam Events – 2 hours
	• Practice Exam Planning and Setup – 2 hours
	• UF e-Learning Candidate Enrollment – 1 hour
	  ○ Practice Exam Enrollment – 30 minutes
	  ○ Exam Enrollment – 30 minutes
	• Distributing Scores – 30 minutes

Exam Proctor	8 hours
	• Exam Proctor Certification – 2 hours
	• Coordinating Exam Events – 1 hour
	• Proctoring Exam – 5 hours
	   ○ Setup – 30 minutes
	   ○ Administration – 4 hours
	   ○ Close-out – 30 minutes

Certification Course

Each individual who serves in a primary BESP Role is emailed an invitation to enroll in the BESP Certification course in UF e-Learning. Access to the BESP Certification course is determined by the information provided by the Site Administrator during the Exam Site Registration Process.

Individuals are required to complete only the modules specific to their assigned role(s). Administrators performing more than one role must complete each module pertaining to their selected roles and earn the corresponding certifications.

Each module contains training, a quiz, a Certificate of Understanding, and a Non-Disclosure Agreement. Upon completing the specified module(s), a digital certificate is issued immediately.

Certification Quizzes

There is a unique BESP Quiz for each role. Each quiz is based on information provided in the training and in BACE administration documents. Quizzes are open book and may be taken up to three times. Each quiz takes approximately 15-20 minutes to complete. A score of 90% or above is required to pass.

Certificates of Understanding and Non-Disclosure Agreements

The Site Administrator and Exam Proctor(s) are asked to sign a Certificate of Understanding and a Non-Disclosure Agreement confirming their dedication to upholding the policies and procedures outlined in these documents. BESP sign the Certificate of Understanding and Non-Disclosure Agreement *electronically* as part of the BESP Course in UF e-Learning.
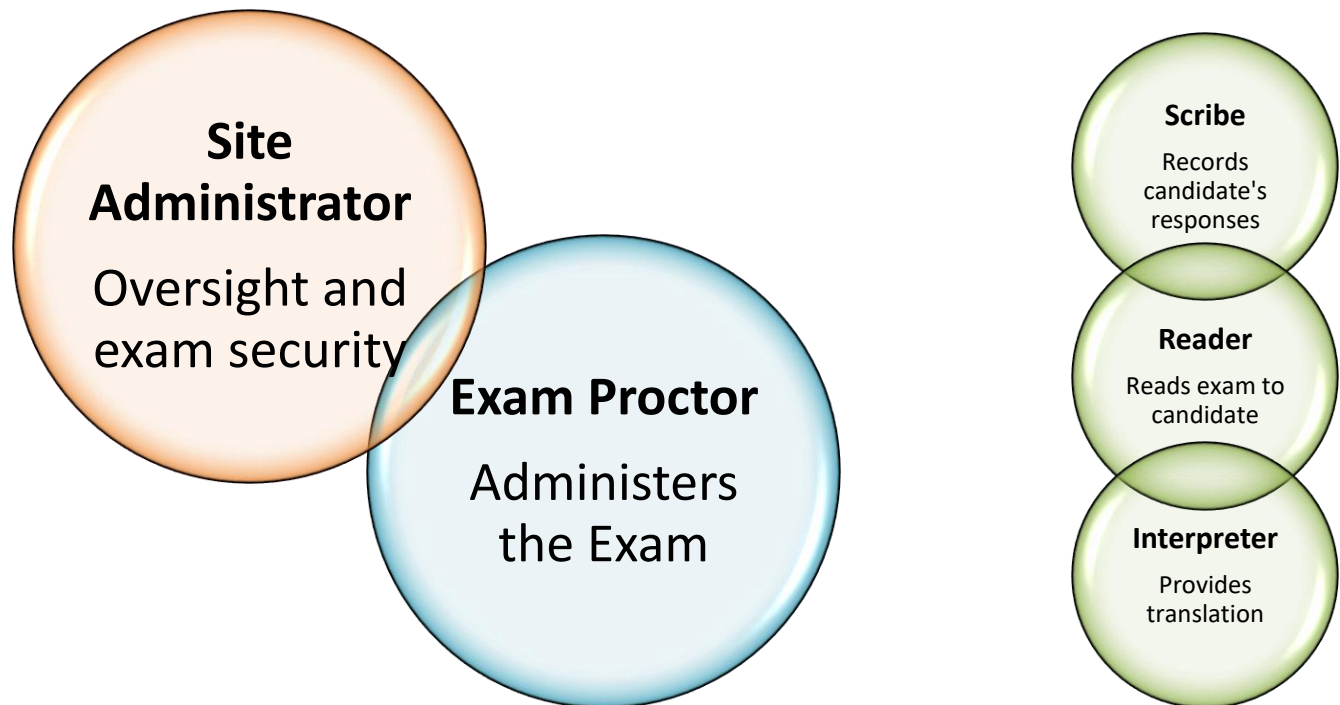
Digital Certificate

Upon completion of a module, a digital certificate is issued. These certifications may be displayed on Facebook or LinkedIn and may be verified online by anyone.

BESP Roles and Team Structure

Only approved and Biotility-Certified BESP are permitted to participate in BACE administration. This includes, but is not limited to, handling Exam Materials, administering exams, and/or observing the exam administration. Biotility reserves the right to approve all personnel assigned to administrative roles.

Although one person may administer the BACE, the best administration structure is a specialized and organized team. The preferred BACE Administration Team consists of two individuals, free of teacher/student conflict-of-interest, performing the roles of a **Site Administrator** and **Exam Proctor**. Additional staff may be needed to support the core personnel. These roles include **Interpreter**, **Reader**, and **Scribe**.

BESP roles and responsibilities are described in detail in the upcoming sections. Below is a quick summary of their primary obligations.

Site Administrator
Oversight and exam security

Exam Proctor
Administers the Exam

Scribe
Records candidate's responses

Reader
Reads exam to candidate

Interpreter
Provides translation

Minimum Required Personnel

All Exam Sites are required to have one Biotility-certified Site Administrator. Additionally, to administer the exam in the Computer-based format, Exam Sites must have:

- One (1) Biotility-certified Exam Proctor per thirty (30) candidates per session.

BESP Roles Defined

Site Administrator

Each Exam Site will have one Site Administrator, who shall be held accountable for the control and correct implementation of the BACE. Site Administrators may also serve in other BESP Roles.

The preferred individual for this role is an Exam Site's Assessment Coordinator, CTE Coordinator, Administrator, or Guidance Counselor. Teachers are permitted to be Site Administrators as long as the Teacher/Student Conflict-of-Interest Policy is not violated.

Site Administrators are responsible for:

- Registering Exam Site and BACE Administration Personnel
- Earning their own Site Administrator Certification online through UF e-Learning by:
    - Completing the Site Administrator Quiz
    - Signing the Certificate of Understanding and Non-Disclosure Agreement
- Ensuring testing events are properly staffed and monitored
- Verifying the Exam Proctor is certified and prepared to administer the exam
- Ordering exams
- Ensuring payment is processed by the Billing Contact
- Managing candidates (enrolling, scheduling exam dates, and providing results)
- Receiving and disseminating the Practice Exam Enrollment Link and Access Code
- Receiving Exam Materials
- Returning Exam Materials
- Securing Exam Materials
- Reporting academic dishonesty
- Completing a BACE Administration Report for each testing session attended

Exam Proctor

Each Exam Site will have at least one Exam Proctor who, along with the Site Administrator, shall be held accountable for the correct implementation of the BACE. Exam Proctors may also serve in other BESP Roles.

> **Exam Student Ratio Policy** - There must be at least one Exam Proctor for every thirty (30) candidates at each online exam session. More may be utilized for fewer candidates at the discretion of the Site Administrator.

The preferred individual for this role is an Exam Site's testing expert. A teacher may serve as the Exam Proctor as long as the Teacher/Student Conflict-of-Interest Policy is not violated.

Exam Proctors are responsible for:

- Earning their own Exam Proctor Certification online through UF e-Learning by:
    - Completing the Exam Proctor Quiz
    - Signing the Certificate of Understanding and Non-Disclosure Agreement
- Identifying candidates
- Starting and monitoring the exam
- Maintaining a controlled exam environment
- Collecting Exam Materials
- Securing Exam Materials
- Reporting academic dishonesty
- Completing a BACE Administration Report for each testing session attended

Interpreter

With written approval from Biotility, Exam Sites are permitted to use interpreters. Interpreters may also serve in other BESP Roles. Interpreters must complete a BACE Administration Report for any testing session they attend.

Arrangements for an interpreter must be made between the Exam Site and the interpreter. To ensure other candidates are not disturbed by the candidate/interpreter interaction, the candidate should be tested separately.

The preferred individual for this role is an Exam Site's ESOL teacher, heritage language teacher, or other trained employee. A teacher may serve as the Interpreter as long as the Teacher/Student Conflict-of-Interest Policy is not violated. Individuals with a personal relationship to the candidate are not permitted to act in this role.

Approval Process: Exam Sites requesting testing accommodations for candidates must submit the request through the [Exam Site Support Hub](#). Once approved, interpreters will be contacted directly. All interpreters are required to complete a Non-Disclosure Agreement (NDA) before participating in any exam session.

Reader and/or Scribe

With written approval from Biotility, Exam Sites are permitted to use Readers and Scribes for candidates with an Individual Education Plan (IEP) or Section 504 Plan. Readers and Scribes may also serve in other BESP Roles. Readers and Scribes must complete a BACE Administration Report for any testing session they attend.

Arrangements for these roles must be made between the Exam Site and the individual performing the role. To ensure other candidates are not disturbed by interactions with a reader/scribe, the candidate should be tested separately.

The preferred individual for these roles is a trained employee with the following skills:

Reader:

- Ability to read aloud clearly, at a normal pace, and with good pronunciation
- Familiarity with scientific words, terms, and symbols
- Ability to read the words in the test booklet or on the screen, without changing or adding words or assisting the test taker in selecting a response
- Ability to work with the test taker comfortably and compatibly, without creating unnecessary pressure or unrealistic expectations

Scribe:

- Ability to write exactly what the test taker dictates
- Ability to not prompt the test taker

A teacher may serve as the reader/scribe as long as the Teacher/Student Conflict-of-Interest Policy is not violated. Individuals with a personal relationship to the candidate are not permitted to act in this role.

Approval Process: Exam Sites requesting testing accommodations for candidates must submit the request through the [Exam Site Support Hub](). Once approved, Readers and/or Scribes will be contacted directly. All Readers and Scribes are required to complete a Non-Disclosure Agreement (NDA) before participating in any exam session.

Non-Disclosure Agreement – Reader/Scribe/Interpreter

_____   _____
First and Last Name (Printed)   Title

_____
Educational Institution or Company

_____
Address

_____   _____   _____
City   State   Zip Code

_____   _____
Email Address   Phone Number

Reader/Scribe/Interpreter Criteria - A Reader/Scribe/Interpreter must be an Exam Site or district employee that is not related to any candidates taking the BACE.

Role of a Reader/Scribe/Interpreter - A Reader/Scribe is to assist an exam candidate by speaking aloud the words on the examination exactly as they are written on screen or in the exam booklet, and by marking the answer sheet or selecting the candidate's answer on screen. An interpreter is to assist an exam candidate by translating the words from English into the required target language.

Academic Honesty Policy - BACE Candidates and Administrators are expected to act ethically and honorably. Candidates are prohibited from accessing Exam Materials prior to the exam. During the exam it is prohibited to accept assistance from, or give assistance to, other candidates. Copying, photographing, or recording of any of the Exam Materials in any fixed medium is not permitted. At the end of the exam, all materials, including scratch paper, must be returned to the proctor. If you witness any violation of this policy, you should report it directly to Biotility at 386.462.3181 or by email at BACE@research.ufl.edu.

As a Reader/Scribe/Interpreter, I understand that:

- I MAY NOT perform this role if the candidate is my student
- I CANNOT give an interpretation, only accurate translation, of any of the words in the exam
- I CANNOT explain what any of the questions are asking
- The candidate is to make his/her own decision regarding which answer to select on the exam
- The exam session may be recorded or monitored to be evaluated for compliance with this policy

I hereby confirm that I meet the criteria to be a Reader/Scribe/Interpreter and the candidate is not my student. I agree to abide by the role of a Reader/Scribe/Interpreter and the Academic Honesty Policy as defined above, and I affirm that I will not disclose or provide to anyone, directly or indirectly, any information or documents pertaining to the Biotechnology Aptitude and Competency Exam.

I am reading/scribing/translating for

_____
First and Last Name of exam candidate (Printed)

_____   _____
Signature   Date