

BACE

Biotechnology
Aptitude and
Competency
Exam

A: Prohibited Items

Be prepared to
present your ID

Personal items are prohibited

No phones or electronic devices

No food or drinks

No reference materials or personal notes

No pencils, calculators, or scratch paper

No bags, purses, or backpacks

Your proctor will provide all
materials for testing

B: Quiet Please

Quiet Please

Testing in

Progress

C: Candidate Sign-in Sheet

Page _____ of _____

Print your FIRST and LAST NAME as they appear on your ID.

Exam Site: _____ Exam Proctor Name: _____

Exam Date: _____

	First Name	Last Name	Signature	Assigned Seat	Time In	Time Out	Serial Number
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

D: BACE Administration Report

Each BESP present at the testing event is required to complete this BACE Administration Report.

Exam Site: _____

Exam Date: _____ Site Administrator Name: _____

Exam Proctor Name: _____

Phone #: _____

Time in: _____ Time out: _____

Exam Start Time: _____ Exam End Time: _____

Number of Candidates Tested: _____ Number of BESP Present: _____

1. YES NO Did you witness a testing irregularity during the exam administration? If YES, attach a separate document explaining the incident(s), the candidate(s) involved, and remediation.
2. YES NO Did you witness violations of the BACE's Academic Honesty Policy or other BACE Policies and Procedures?
3. YES NO Did any candidate(s) receive exam accommodations? If YES, please enter the number of candidates who received accommodations _____
4. YES NO Not counting candidate dismissals, did any individual (including yourself, unauthorized personnel, other Exam Site Personnel, or candidates) enter or leave the room during the exam? If YES, attach a list of names and circumstances.

**Role(s) you performed
(Check all that apply):**

- Site Administrator
- Exam Proctor
- Interpreter
- Reader/Scribe

Items 5-6 should only be submitted once per exam event. If multiple administrators were present for an administration, provide the name of the individual responsible for submitting the information.

5. Attach a copy of the Candidate Sign-in Sheet
6. Attach a list of the candidates who did not appear for the exam.

Please use your judgment about the need to inform individuals at your Exam Site about testing irregularities. Violations of BACE Procedures can be reported anonymously or confidentially to Biotility through the BACE Registration website, by calling 386.462.3181, or by email at BiotilityCS@research.ufl.edu

I confirm that the information given in this form and attached documents is true, complete, and accurate.

Signature

Date