

BACE

Biotechnology
Aptitude and
Competency
Exam

AY 25-26

CBT

PROCTORING SCRIPT FOR COMPUTER-BASED TESTING

This document contains the proctoring script for the Computer-Based Exam. Proctors should follow this script closely. The script is formatted to indicate action required by the proctor and when the script is covering the exact language provided to the candidate within UF e-Learning. Please refer to the list below for details.

- **[Red, bracketed text]** - Required action or task for the proctor
- Black text - Spoken instructions NOT included in the candidate testing platform
- Blue text - Spoken instructions that ARE displayed to candidates in UF e-Learning

✦ *Note: The Site Administrator and Exam Proctor should reference the [BACE Administration Procedures and Policies](#) document to ensure all setup and responsibilities have been completed prior to administering the exam.*

[URGENT! If candidates have not already enrolled in the BACE Canvas course, you must provide them with their BACE enrollment link prior to starting these instructions. Instructions for completing the course enrollment may be found in the [Accessing UF e-Learning](#) document.]

Starting the Exam (~10 minutes)

[Pre-distribute pencils and scratch paper for the candidates. Read the following to start the exam.]

Greeting

“On behalf of Biotility at the University of Florida and **[insert Exam Site name]**, welcome to today’s BACE exam session. We wish you success in your efforts today.”

“If you have any questions during these instructions, please raise your hand.”

“At your desk, you should have a pencil and a sheet of scratch paper. If you are missing either item, raise your hand now and I’ll bring them to you.”

“Please write your **full name** at the top of your scratch paper. You must turn in your scratch paper before leaving the room. If you need an additional sheet later, raise your hand.”

Exam Sign In

“This exam is administered online. It’s important that you follow along with me step by step as

we begin”

- “Go to the [UF e-Learning login page](https://elearning.ufl.edu): elearning.ufl.edu.”
- “Select the blue **External ID** button.”
- “Select the type of account you enrolled through.”

[Options include: Google, LinkedIn, or Microsoft]

- “Enter your Username and Password.”
- “Click **Sign In**.”

“Please pause here. If you’re unable to log in, raise your hand now.” [Assist candidates. If issues cannot be resolved, call Biotility at 386.462.3181 (Option 1). Once all candidates are signed in, continue.]

- “On the Dashboard, select the **BACE** course tile.”
- “In the left-hand menu, click on **Quizzes**.”
- “Click on **BACE – Attempt 1**.” [or the appropriate attempt]

“In a moment, I will give you the access code to begin your exam.

Candidate Account Verification

“Before we begin the exam, I will describe the overall process and verify that each of you is signed into the correct account.”

“In the left-hand menu, please click on Account. Your name should appear at the top of this page. If it does not match your legal name or if you are signed in under someone else’s account, raise your hand immediately.”

“Leave the Account window open and have your ID ready. I will now walk around the room to verify your identity and ensure that you’re signed into the correct account. After account verification, I will review the rules and exam navigation guidelines.” [As you continue reading, circulate to ensure each candidate is on the “BACE Exam Instructions and Academic Honesty Policy” screen and verify the candidate name on screen matches their ID]

Exam Instructions and Academic Policy

We will now review the exam instructions and academic policy. The following **exam rules** must always be observed during the exam session. These instructions are available on your screen throughout the exam.

- “Do NOT start your exam until instructed.”
- “Do NOT talk or communicate with other candidates during the exam.”
- “Do NOT leave the testing room until your Exam Materials are returned to a proctor.”
- “External references (such as notes, websites, or books etc.) are NOT permitted.”

- “Cell phones, smart watches, food, drinks, and personal items are **NOT** permitted.”

“If you still have any prohibited items, store them [insert designated location]. And please turn off your cell phone before you put it away.

“While taking the exam, please adhere to the following Exam Navigation policies.

- “All answers **MUST** be submitted online. Responses written on scratch paper will not be counted.”
- “If unsure of an answer, make your best guess. You will not be penalized for incorrect answers, but you will **NOT** earn points for skipped questions.”
- “Select your answer option from the list on the screen or enter it in the text box. If you need to change an answer, select an alternate answer option.
- “Use the scroll bar to view or return to questions you would like to review.
- “Use the pin icon to the right of the question to mark a question for later review.
- “Click the calculator icon at the top of the exam to open the calculator.
- “When you are finished click **SUBMIT** to complete the exam.

“You will experience different question types throughout the exam.

- “For multiple choice questions, select the best answer.
- “For numeric questions, enter the number only. Do **NOT** include units like microliters or grams.
- “Pay attention to whether the question requires significant figures or decimal places.
- “For hotspot questions, select the appropriate area on the image.

“The Academic Honesty Policy states, ‘it is prohibited to accept assistance from, or give assistance to, other candidates. Copying, photographing, or recording of **any** part of the exam is not permitted. If you witness any violation of this policy, you should report it directly to your proctor or Biotility’.

“By continuing with the exam, you agree to follow these rules and policies. Violations will result in disqualification.”

“If you have any questions about the rules, please raise your hand now.” [Pause to address any procedural questions.]

Additional Logistical Information

“Before we start the exam, I would like to address a few rules that are not posted in the instructions.

- “Restroom breaks are permitted—**one person at a time**. Your time will continue during the break. Do not speak to anyone or take anything with you.”
- “I cannot answer questions about the content of the exam. If you need help with navigation or a technical issue, raise your hand and I will assist you.”

“You are allowed 4 hours to complete the exam. If you finish the exam early, raise your hand. I’ll collect your materials, and you may then leave the room.”

“You will receive an unofficial score today. Your teacher will receive your official results within two weeks.”

Answer Procedural Questions

“Are there any last questions?” [Pause briefly. Address any final procedural questions.]

Provide Access Code

“We will now begin.”

“Please scroll down to the **Access Code box**. Enter the following access code:

[Read aloud the Access Code provided by the Site Administrator.]”

“The exam will open immediately, and your timer will begin. It is now [insert exact time].

Your exam will automatically end when you submit your exam or when the timer reaches zero.” [Record start time on the Candidate Sign-in Sheet.]

In Session Announcements

[Use these prompts during the session as needed.]

- “You have 60 minutes remaining.”
- “You have 30 minutes remaining.”
- “You have 15 minutes remaining.”
- “You have 5 minutes remaining.”

Ending the Exam

[At the end of the time limit, or when all candidates are finished:]

“Stop. Please put your pencils down and remain seated while I collect your materials.”

[Collect scratch paper and pencils, and verify submission if candidates are using personal devices. Dismiss candidates one at a time.]