

# BACE

Biotechnology  
Aptitude and  
Competency  
Exam

AY 25-26

**CBT**

## EXAM ADMINISTRATION PROCEDURES AND POLICIES FOR COMPUTER-BASED TESTING

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### Critical Information

#### **Contact Information**

Biotility staff are available Monday through Friday, 8:00 AM to 5:00 PM ET. We are here to support Exam Sites with any questions or concerns that may arise.

Exam Sites should follow the Exam Administration Procedure Checklist, observe the recommended timeframes, and contact Biotility early with any questions. If an issue arises during a testing event that could affect fair or secure testing, or compromise exam validity, the Exam Site must immediately contact Biotility's Client Services Department for direction and resolution.

**Phone:** 386.462.3181 (Option #1)

**Email:** [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu)

## Limitations for Exam Sites

Exam Sites must adhere to two critical limitations to ensure the integrity of the BACE administration:

- **Teacher/Student Conflict-of-Interest:** Teachers may not serve as Site Administrators or Proctors for their own students.
- **Restrictions on Administration:** Exam Sites may not administer the BACE to their own personnel or educators; these individuals must test directly through Biotility or an approved teacher workshop.

## Policy Highlights

- **Candidate ID Requirement:** All candidates must show a school, state, or federal photo ID.
- **Academic Honesty:** **No access to materials, phones, or internet sites.** Violations are reported and scores invalidated.
- **Exam Monitoring:** Active, in-room observation is required throughout the session.
- **Retakes:** Must wait 20 days between attempts. Maximum of 3 attempts per academic year.
- **Accommodations:** Must be approved by Biotility prior to the exam; NDAs required for interpreters, readers, and scribes.

## **Exam Administration Procedure Checklist**

The Site Administrator and Exam Proctor(s) should use this checklist as a working document for planning and executing the BACE. It is strongly recommended that all personnel involved in administering the BACE meet and review these exam administration procedures as a team.

**BACE Personnel Tip:** The roles discussed here represent responsibilities, not separate individuals. One person may train for multiple roles, though only one Site Administrator may be designated. Multiple Exam Proctors can be trained, and each site should structure its team based on local needs and resources.



## Coordinating Exam Events

**A Biotility-Certified Site Administrator manages these procedures.** The Site Administrator should take steps to prepare the Exam Site and personnel for the exam event. The following procedures serve as a guide in coordinating the BACE at an Exam Site.

## **Exam Site Registration & Approval**

**Recommended 4 months in advance**

**Required at least 6 weeks in advance**

- ☐ Complete the [BACE Registration Quick Guide](#)
- ☐ Go to the [Exam Site Support Hub](#)
  - Complete Annual Site Registration
  - Order Exams (ensure items in [Exam Room Logistics](#) are completed first)

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## Candidate Preparation Essentials

Recommended 3.5 months in advance

Not Required

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- ☐ Review Exam Prep Resources
  - [BACE Preparation](#) website
  - [BACE Practice Exam Course Guide](#)
  - Practice Exam Webinar
- ☐ Develop a Practice Exam Course Implementation Plan
  - Outline how the Practice Exam Course will be used
  - Establish a process for reviewing results
  - Plan for providing corrective instruction
- ☐ Practice Exam Course Enrollment Link Distribution
  - **Receive Access Information:** Biotility will email your Enrollment Link within two weeks of completing the Site Registration.
  - **Distribute Access** (ensure items in [Technical Preparation Essentials](#) are completed first):
    - Share the Enrollment Link with designated personnel who require Teaching Assistant access to Practice Exam Course results
    - Share the Enrollment Link with candidates

## Technical Preparation Essentials

Recommended 3.5 months in advance

Not Required

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- ☐ Review the [Technical Guide for UF e-Learning](#) with IT staff
  - Verify that all computers meet the system requirements
  - Confirm network can support multiple candidates without interruption
  - Ensure Chrome is installed on all stations and updated to the latest version
  - Confirm that all required URLs are whitelisted
- ☐ Conduct a mock test
- ☐ Optional: Save the UF e-Learning login page link to the desktop of each computer for easy access

## Exam Room Logistics

Recommended 3 months in advance

Not Required

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- ☐ Select and Reserve Exam Room
  - Refer to the [Exam Environment Standards](#) & [Optimum Layout for Computer-Based Testing](#) when choosing a room
  - Reserve the exam room in advance
- ☐ Plan exam room setup with the Exam Proctor
  - Identify and prepare proctor station(s)
  - Identify and prepare candidate stations

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## Testing Logistics

Recommended 2 months in advance

Not Required

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- ☐ Confirm candidate count
  - Finalize the candidate roster
  - Verify that the number of exams ordered matches the roster
- ☐ Ensure one (1) Biotility-certified Exam Proctor is scheduled for every thirty (30) candidates per session
- ☐ Verify that dates are set, and all stakeholders are informed

## Pre-Exam Personnel Checklist

Recommended 1 month in advance

Required at least 2 weeks in advance

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- ☐ Confirm Certification
  - Verify that all Exam Site Personnel have earned or renewed their [Exam Site Personnel Certification](#)
- ☐ Submit Accommodation Requests (if applicable)
  - Submit exam accommodation requests via the [Exam Site Support Hub](#)
  - Email Interpreter, Reader, and/or Scribe Non-Disclosure forms to Biotility
- ☐ Optional Preparation Meeting
  - Meet with Exam Site Personnel in the exam room(s) before the scheduled exam
  - Review your plan for exam room setup
  - Role-play [Exam Administration Procedures](#), including reading the [Script for Proctoring Exams](#) and completing the administration form within [Signs and Forms](#)

## Receiving Exam Materials

Required at least 1 week in advance

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- ☐ Receive the BACE Exam Information Email from Biotility which:
  - Confirms the scheduled exam date(s)
  - Provides the **BACE Exam Enrollment Link** (for candidates only — school employees may not take the BACE through their own Exam Site))
  - Provides the **BACE Exam Access Code**

## Distributing Exam Materials

Required week of the Exam

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- ☐ Coordinate with Exam Proctor
    - Oversee distribution of materials to candidates
    - Track candidate enrollments
  - ☐ Provide Materials to Candidates
    - Share the BACE Enrollment Link (**DO NOT SHARE BACE EXAM ACCESS CODE**)
    - Distribute the [Candidate Information Bulletin](#)
  - ☐ Provide Materials to Exam Proctor
    - Distribute BACE Access Codes to the Exam Proctor one day prior to the exam event
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## **Exam Administration Procedures**

A Biotility-Certified Exam Proctor manages these procedures. The following procedures serve as a guide for administering the exam.

### **Exam Setup**

**Recommended 1 day prior to the exam**

**Required 1 hour prior to the exam**

- ☐ Confirm you have the BACE Access Codes
- ☐ Print the following documents
  - [Script for Proctoring Exams](#)
  - [Signs and Forms](#)
    - Prohibited Items Poster
    - Quiet Testing in Progress Poster
    - Candidate Sign-in Sheet
    - BACE Administration Report Form
- ☐ Prepare the Exam Room
  - Verify the room meets the [Exam Environment Standards](#)
  - Implement your plan for exam room setup
  - Open [UF e-Learning](#) in Chrome on each computer, or write the website address (<https://elearning.ufl.edu>) on the board for candidates
  - Remove any science or biotechnology related posters
  - Post Prohibited Items Poster
  - Post Quiet Testing in Progress Poster
  - Place the Candidate Sign-in Sheet at the Check-in Station
  - Pre-distribute the permitted items
    - Scratch paper
    - Pencils
  - Review the Script for Proctoring Exams
  - Review the BACE Administration Report Form

### **Candidate Check-in**

**Required 15 minutes prior to the exam**

- ☐ Clear the Exam Room - dismiss all unauthorized individuals from exam room prior to starting the exam
- ☐ Organize Candidates
  - Ask candidates to form a line
  - Remind candidates of the prohibited items and reference the Prohibited Items Poster
- ☐ Process candidates individually
  - Have each candidate sign the Candidate Sign-in Sheet
  - Follow [Candidate Identification Policy](#) and verify identity using a valid school, state, or federal ID

- Direct candidates to a seat **and** record the assigned seat number on the Candidate Sign-in Sheet

## Exam Session Start Up

### Required at beginning of the exam

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- ☐ Read the Script for Proctoring Exams to the candidates, which will walk the candidates through the following processes:
  - Greeting
  - Exam Sign In
  - Candidate Account Verification
  - Exam Instructions and Academic Policy
  - Additional Logistical Information
  - Answer Procedural Questions
  - **Provide Access Code** and start the exam

## Monitoring

### Required during the exam

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- ☐ Document Activities on the BACE Administration Report Form
  - Record exam start and end times
  - Note candidates who did not appear
  - Document anyone entering or leaving the exam room
  - Record testing abnormalities (interruptions, technical difficulties, candidate complaints, etc.), including time, actions taken, and candidate names
- ☐ Maintain Exam Integrity
  - Follow the [Academic Honesty Policy and Standards](#)
  - Follow the [Exam Monitoring Policy](#)
  - Give time prompts as indicated in the script
  - Enforce [Candidate Restroom Break Rules](#)
- ☐ Dismiss Candidates
  - Call candidates individually to the proctor station
  - Collect all permitted items, including scratch paper
  - If a candidate used a personal computer, confirm their exam has been submitted and complete the Secure Computer steps below
  - Dismiss the candidate from the exam room

## Exam Session Close Out

### Immediately following the exam

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- ☐ **Secure Computers**
  - **Confirm each computer is logged out of UF e-Learning**
  - **Confirm the web browser is closed**
- ☐ Scan the desktops and floor for any missed Exam Materials
- ☐ **Collect all Exam Materials**
  - **Candidate Scratch Paper**
  - **Script for Proctoring Computer-Based Exams**

- Prohibited Items Poster
- Quiet Testing in Progress Poster
- Candidate Sign-in Sheet
- BACE Administration Report Form
- ☐ Complete the BACE Administration Report Form
- ☐ Return all Exam Materials to Site Administrator immediately



## **Closing Out Exam Events**

A Biotility-Certified Site Administrator completes these procedures. The following procedures serve as a guide for closing out Exam Events.

### **Closing out Exam Events**

**Recommended immediately after last testing event**

**Required 1 day following the last event**

- ☐ Receive and Verify Returned Materials
  - Review the BACE Administration Report Forms with the proctor
  - Verbally verify the return of all Exam Materials (items indicated in red)
- ☐ Email the following documents to [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu)
  - BACE Administration Report Forms
  - Candidate Sign-in Sheet
  - **DO NOT COPY, SCAN, OR EMAIL CANDIDATE SCRATCH PAPER**
  - When applicable, include a description of any testing abnormalities, the candidates affected, and the resolution.
- ☐ Shred Candidate Scratch Paper

## **Exam Administration Policies**

### **General Exam Administration**

#### **Candidate Identification Policy**

All candidates must be identified with a school ID, or state- or federal government-issued ID prior to distribution of Exam Materials. Teachers or Exam Site Personnel may NOT vouch for any candidate without an appropriate form of identification.

#### **Exam Attempts and Retake Policy**

The Site Administrator orders all exams and retakes through the [Exam Order Form](#). Please refer to the [Exam Site Ordering and Scheduling Process](#) for details.

Candidates are permitted to take the exam a maximum of three times per academic year. All first attempt exam orders for an academic year must be placed by May and used by the end of the academic year. Candidates who take the BACE are permitted one free retake, as well as a third attempt at a reduced rate, prior to the end of the calendar year. All exam retake orders for an academic year must be used by the end of the academic year.

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## Exam Accommodations Policy

Biotility must preapprove exam accommodations for individuals with disabilities or an Individualized Education Program (IEP). The candidate must have a documented disability or IEP through their school to qualify for exam accommodations. If exam accommodations are needed, Exam Site Personnel submit a request through the [Exam Site Support Hub](#). Examples of exam accommodations that may be required include:

- Braille or large-print exam booklets
- A reader or screen-reading technology
- Scribes to transfer answers to bubble sheets or record dictated notes and essays
- Extended time
- Wheelchair-accessible exam stations
- Distraction-free rooms
- Physical prompts (such as for individuals with hearing impairments)
- Permission to bring and take medications during the exam (for example, for individuals with diabetes who must monitor their blood sugar and administer insulin)

Use the ADA laws and/or the school's policies to guide exam accommodation requests. The effect of the ADA is that accommodations be mutually agreeable and that **they do not change the assessment process**. Accommodations should not draw undue attention to the candidate's disability. For example, a candidate with dyslexia or a visual impairment may require a reader, and the candidate will need to be tested separately to avoid distracting others.

Readers and Scribes **should not** be knowledgeable about the subject being tested, and **must not** provide any hints or help during the session. Since they require access to Exam Materials to perform their job, they must complete the Reader Non-Disclosure Agreement.

## Exam Scoring and Results Policy

BACE Candidates earn the BACE Credential when they achieve an overall score of 80% or above. Candidates may retake the exam after 20 (calendar) days. All reports obtained through Biotility, including individual score reports, should be treated as confidential.

## Security and Integrity

### Candidate Confidentiality Policy

It is Biotility's policy to adhere to all applicable federal, state, and local regulations regarding student data privacy, including, but not limited to, Family Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act (COPPA), and Protection of Pupil Rights Amendment (PPRA). Additionally, with most participating sites, Biotility enters into a Data Privacy Agreement and completes a risk assessment and/or a HECVAT.

Biotility maintains strict confidentiality and security measures to protect candidate data. All records containing candidate information are secured physically and electronically, with access restricted to authorized personnel only. Data shared with exam site personnel is limited to what is



necessary for the certification process and is handled in accordance with confidentiality agreements, ensuring the privacy of all candidates.

Biotility does not share any other confidential information without the candidate's explicit consent. This policy ensures that all data is handled with the utmost care and security, respecting the candidate's privacy at all times.

## Digital Exam Materials Policy

Online content for the BACE is protected within the secure UF e-Learning portal. Neither UF nor Biotility have access to your password and we never ask for your password online, in email, or over the phone. Exam Site Personnel and Candidates must protect their Usernames and Passwords by:

- Never sharing their password
- Never saving their password in the web browser
- Always logging out AND closing the browser before leaving the computer station

## Academic Honesty Policy

BACE Candidates and Exam Site Personnel are expected to behave ethically and honorably. Academic dishonesty includes anything that gives a candidate an unfair advantage on the exam. Violations of the following standards will result in the invalidation of candidate scores.

Candidates May NOT:	Exam Site Personnel May NOT:
<ul style="list-style-type: none"> <li>• Access Exam Materials prior to the scheduled exam</li> <li>• Accept assistance from another candidate during the exam</li> <li>• Give assistance to another candidate during the exam</li> <li>• Copy, photograph, record, post, or reproduce Exam Materials in any fixed medium</li> <li>• Keep any of the Exam Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Read or review the content of the exam</li> <li>• Answer candidate questions about the exam content before or after the exam</li> <li>• Give leading hints or confirm a candidate's answer is correct</li> <li>• Change a candidate's response(s)</li> <li>• Copy, photograph, record, post, or reproduce Exam Materials in any fixed medium</li> <li>• Keep any of the Exam Materials</li> </ul>

## Procedures for Managing Violations

If you witness any violation that compromises the integrity of our exam, you should report it on the BACE Administration Form and directly to Biotility. Reports may be submitted on the [Biotility website](#), by phone at 386.462.3181 (Option 1), or by email at [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu).

If an administrator witnesses a candidate engaged in academic dishonesty, they should:

1. Document it on the BACE Administration Report and report the incident to Biotility.
2. Follow school's internal procedures for interacting with the candidate.
3. Report the candidate to their school's academic honesty/honor code committee.
4. Retrieve any compromised exam material.
5. Dismiss the candidate.

If an administrator witnesses another administrator engaged in academic dishonesty, they should:

1. Document it on the BACE Administration Report, and report the incident to Biotility.
2. Report the administrator to their school's academic honesty/honor code committee.

## **Exam Site Personnel Policies**

### **Teacher/Student Conflict-of-Interest Policy**

A teacher may not serve as a Site Administrator or an Exam Proctor for their own student.

### **Exam Site Personnel/Candidate Preparation Policy**

Administrators are not permitted to teach to the exam. It is imperative that the Site Administrator ensures no one breaks, or appears to break, Biotility's Academic Honesty Policy. Exam Site Personnel are not permitted to review or "thumb-through" the exam booklets.

Exam Site Personnel may help candidates prepare for the examination by instructing candidates to review the BACE Practice Exam Course available in UF e-Learning (UFEL). While there are no prerequisites for attempting the BACE, it is recommended that examinees have at least two years of a high school biotechnology program. Project Lead the Way (PLTW) candidates should perform well after completing the third course of the sequence, Medical Interventions, as well as Biology and Chemistry.

### **Exam Monitoring Policy**

Exam Site Personnel are responsible for ensuring candidates are monitored during the exam. Monitoring is defined as **constant observation** of candidates taking the exam. Monitoring the exam is an active process. Administrators are not permitted to work on other projects while monitoring. Specifically:

1. Exam Site Personnel must be in the Exam Room at all times.
2. Exam Site Personnel/Exam Monitors must circulate through the Exam Room.
3. Exam Site Personnel/Exam Monitors must actively scan for prohibited items.
4. Exam Site Personnel/Exam Monitors must document any irregularities that occur.
5. Report any abnormalities (such as a fire drill, equipment breakdown, power outage, or if any Exam Site Personnel left the Exam Room) to the Site Administrator and on the BACE Administration Report.

Because Biotility-Certified Exam Site Personnel must continuously monitor candidates during the exam, sites may need to plan to certify additional staff to ensure that proctors have the option to take a restroom break.

## **Exam Environment and Materials**

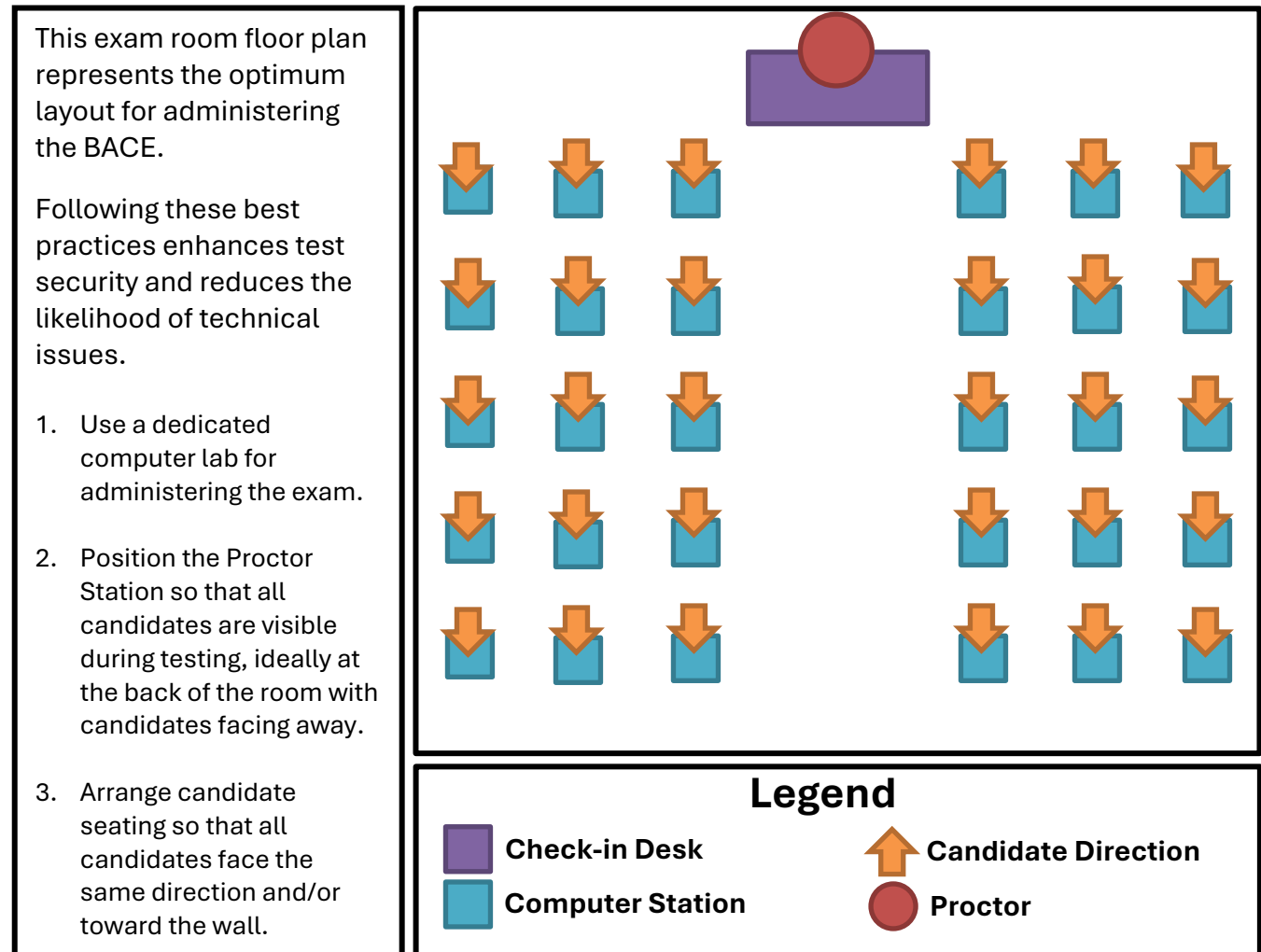
### **Exam Environment Standards**

Exam Rooms must comply with the following standards:

- Adequate lighting and comfortable temperature

- Isolated from noisy areas (close the door to the Exam Room)
- Have a clock where candidates can see it
- Desks/computer stations set up Exam Room style, with room for proctor(s) to walk between rows
- Posters, charts, and other educational materials removed to avoid distractions
- If using tables, set a maximum of two candidates per six-foot table or three candidates per eight-foot table

## Optimum Layout for Computer-Based Testing



## Computer and Internet Specifications

Because UFEL is built using web standards, it runs on Windows, Mac, Linux, or any other device with a modern web browser. Refer to the [BACE Technical Guide](#) technical requirements.

## Permitted and Prohibited Items Policy

Both the Knowledge and the Practical portions of the BACE are closed book. Candidates are not permitted to bring any personal items other than their ID into the Exam Rooms. Additionally,

candidates are not permitted to access any external source (such as a book or the internet) during the exam. The Exam Site Personnel will provide all permitted Exam Materials.

Items Provided by Exam Site Personnel	Prohibited Items
<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> </ul>	<ul style="list-style-type: none"> <li>• No cell phones or other electronic devices</li> <li>• No food or drinks</li> <li>• No reference materials</li> <li>• No personal notebooks or scratch paper</li> </ul>

## Candidate Restroom Break Policy

Proctors are to allow one candidate at a time to use the restroom. Restroom Break Rules:

- Only one candidate is allowed to take a restroom break at a time
- A candidate is permitted to take multiple restroom breaks if needed
- A candidate's exam materials must be examined before they take a restroom break
- A candidate may NOT take their cell phone or any exam materials on a restroom break

## Procedures for processing a break

Proctors must perform a checkout process prior to the candidate leaving the testing room and a check-in process when they return.

### Checkout Process:

1. Collect all testing materials (exam booklet, answer sheet, scratch paper, pencil and calculator), and verify all items are present.
2. Inform candidates before the break that their allotted test time will continue to count down while they are away and the lost time cannot be recovered.
3. Document the candidate's name on the BACE Administration Report, noting the time they left.

### Check-in Process:

1. Visually verify the candidate's identity.
2. Return all collected testing materials (exam booklet, answer sheet, scratch paper, pencil, and calculator).
3. Document the candidate's name on the BACE Administration Report, noting the time they returned.