

1. Name of Test	ASE Student Certification Test Series: - Collision Repair and Refinishing PR – Painting and Refinishing * NS – Non-Structural Analysis and Damage Repair * - SR – Structural Analysis and Damage Repair - ME – Mechanical and Electrical - Automobile Technology MR – Maintenance and Light Repair * - EE – Electrical/Electronic Systems BR – Brakes * - SS – Steering and Suspension - EP – Engine Performance - ER – Engine Repair - AC – Heating and A/C - AT – Automatic Transmission and Transaxle - MD – Manual Drivetrain - Diesel Technology - DE – Diesel Engines - TEE – Electrical/Electronic Systems TB – Truck Brakes * TSS – Truck Suspension and Steering * <i>*Required for program completers</i>
2. Name and address of test provider	National Institute for Automotive Service Excellence (ASE) 101 Blue Seal Dr., Suite 101, S.E. Leesburg, VA 20175
3. Number of test items (each of test if multiple tests)	All tests except MR contain 40 scored items and up to 10 non-scored pretest items. MR contains 60 scored items and up to 15 non-scored items.
4. Length of test (each test if multiple tests)	For all tests except MR, ASE recommends 60 minutes be scheduled; however, up to 120 minutes can be allowed where extended time is needed. For the MR test, ASE recommends 90 minutes be scheduled; however, up to 180 minutes can be allowed where extended time is needed.
5. Technology	Internet access with Internet Explorer Version 6 (or higher)

requirements for testing lab	• A minimum screen resolution of 1024x768 • Cookies enabled • Pop-ups allowed • Acrobat Reader Version 7 (or higher) • All <u>non-student</u> users must have a valid email address to serve as their user name and to receive program communication • The school's email server must allow non- student users (school staff) to receive email communications from webmaster@natef.org. • Due to the variation in proxy servers and networks used by many schools, additional local action may be required.
6. Web site to register students for test	www.ASEStudentCertification.com
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8. Step-by-step directions for registering students for test	Through the instructor's login: • Create roster • Add students names to roster • Assign tests by clicking corresponding check boxes next to each student's name on roster
9. Web site for test administration directions	www.ASEStudentCertification.com
10. Test provider contact person's name and title	Chuck Roberts Vice President, AYES and NATEF
11. Test contact person's phone number	703-669-6661
12. Test contact's persons e-mail address	CRoberts@NATEF.org Chuck.Roberts@AYES.org
13. Phone number for technical assistance during the test	ASE Student Certification Help Desk: 800-362-0544
14. Is a sample test provided?	An example test can be launched by the proctor from the proctor's dashboard. This offers the proctor an opportunity to become familiar with the student's testing experience and provides a tool to verify system readiness.

15. Are sample test items provided?	Yes, www.ASEStudentCertification.com
16. What fields of data are required to be entered to register students for a test?	Student First Name, Student Last Name
17. Who can register students for a test?	Instructor (or the school's designated Site Administrator using the "assist instructor" feature)
18. Who can administer the test?	Proctors – The proctor may be a school administrative staff member or current or retired faculty member, but may not be a faculty member currently teaching motor vehicle technology. Students may not be proctors.
19. Are teachers allowed to administer/proctor the tests?	No
20. What are the rules for proctors?	The proctor is responsible for verifying the student's identity, enabling the computer-based test for the student, and providing general oversight of the student during the testing session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books or notes, etc.
21. How do test administrators/proctors advise you of accommodations needed by students, as required in student's IEPs, for example?	Advisement is not required.
22. What accommodations do you routinely provide for individual students?	Accommodations - Students with special needs may receive reasonable accommodations for their special needs provided that those accommodations do not compromise test integrity. It is the school's responsibility to determine and provide for those special needs as required. The test delivery system automatically allows twice the ASE recommended time to complete each exam with no special action required by ASE or the proctor.
23. What are the dates for test administration	Fall Testing Window: August 15, 2016 – January 31, 2017

during the 2016-17 school year?	Spring Testing Window: March 15, 2017 – June 15, 2017
24. When are the results available?	These tests are scored as each test is completed.
25. Who receives the test results?	The following reports are available online once the user is logged into the secure test delivery system. Individual student score report – This report is generated for each test taken and details how many questions were answered correct in each content area, the total number of correct responses, and a pass/fail determination. This report can be accessed by the student, his or her instructor, and the school's primary site administrator. Instructor Report – This report summarizes all tests for all students within a given test window by an instructor. The summary includes the total score for each student, the average score of all students for each test, and the pass rate for each test, grouped by instructor. The instructor and the school's site administrator may view and print these reports. Composite Instructor Report – The school's site administrator can download a composite report that combines all instructor reports into one comma separated value (CSV) file. State Level Reports – This report summarizes participating schools by state. For each school, the summary includes the school name, the total number of students taking each test, the average score per test, and the passing rate for each test. The designated contact from the State Department of Education will receive read-only access to this report. Other – A more detailed state report can be generated and provided to the State Department of Education after the close of the spring test window for schools granting authorization to release results.
26. What extra steps, if any, are required to be completed by schools/teachers, before student can be registered for tests? These steps might be specific to SC.	For ASE Student Certification test results to be matched against the SC database, the school must ensure that the student's name is verbatim that data in PowerSchool. Also, the data field in the student's profile entitled "Local Student ID" is accurately populated with the state recognized student identifier. To verify accuracy of the student ID, the site administrator can access a list of all students from their dashboard. Please see the online User's Manual for more details.

27. What is the cut score for the test?

Test	Number Of Scored Items	Cut Score (Required to pass)
ER	40	22
AT	40	22
MD	40	21
SS	40	20
BR	40	21
EE *	40	20
AC	40	20
EP	40	21
MR *	60	31
PR *	40	23
NS *	40	22
SR	40	22
ME	40	22

*Required for program completers.