

## 2024-25 AUTOMOTIVE (ASE) TESTING INFORMATION FORM

### 1. Name of Test:

ASE Entry-Level 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*

- AS – Automobile Service Technology
- **MR – Maintenance and Light Repair \***
- AC – Heating and A/C
- AT – Automatic Transmission and Transaxle
- **BR – Brakes \***
- EE – Electrical/Electronic Systems
- EP – Engine Performance
- ER – Engine Repair
- MD – Manual Drivetrain
- SS – Steering and Suspension

#### *M/H Truck Technology*

- DE – Diesel Engines
- IM – Inspection, Maintenance & Minor Repair
- TE – Electrical/Electronic Systems
- **TB – Truck Brakes \***
- **TS – Truck Suspension and Steering \***

*\*Required for Program Completers*

### 2. Name And Address of Test Provider

National Institute for Automotive Service Excellence (ASE)  
1503 Edwards Ferry Rd., NE, Suite 401 Leesburg, VA 20176

### 3. Number of Test Items (Each of Test If Multiple Tests)

All tests except IM, MR and AS contain 40 scored items and up to 10 non-scored pretest items. Both the IM and MR tests contain 60 scored items; the AS test, 80 scored items. All tests may contain up to 20 non-scored, pretest items.

### 4. Length of Test (Each Test If Multiple Tests)

For all tests except IM, MR and AS, ASE recommends 60 minutes be scheduled; however, up to 120 minutes can be allowed where extended time is needed. For both the IM, MR and AS tests, ASE recommends 90 minutes be scheduled; however, up to 180 minutes can be allowed where extended time is needed.

## **5. Technology Requirements for Testing Lab**

- Internet access
- Google Chrome, Version 51 or higher
- Minimum screen resolution of 1024x768 (1280x1024 recommended)
- Cookies enabled
- Pop-ups allowed
- All non-student users must have a valid email address to serve as their username and to receive program communications.
- The school email server must allow non-student users (school staff) to receive email communications from DoNotReply@asestudentcertification.com and the natef.org domain.
- Due to variation in proxy servers and networks, additional action may be required.

## **6. Web Site to Register Students for Test**

[ASE Certification website](#)

## **7. Web Site to Register Students for Test**

[ASE Certification website](#)

## **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**

[ASE Certification website](#)

## **10. Test Contact Person's Name and Title**

Brittany Miller Manager, Operations  
ASE Education Foundation

## **11. Test Person's Contact Phone Number**

703-669-6629

## **12. Test Contact's Persons E-Mail Address**

[BMiller@ASEeducationfoundation.org](mailto:BMiller@ASEeducationfoundation.org)

## **13. Phone Number for Technical Assistance During the Test**

ASE Entry-Level 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, at [ASE Certification website](#)

**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. Remote/virtual proctor capabilities?**

Pilot testing remote proctoring on a limited trial basis. Contact [info@ASEeducationFoundation.org](mailto:info@ASEeducationFoundation.org) if interested in participating in the pilot program.

**21. 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.

**22. How do test administrators/proctors advise you of accommodations needed by students, as in student's IEPs, for example?**

Advisement is not required

**23. What accommodations do you routinely provide for individual students?**

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.

**If testing reader programs are needed, NVDA reader program or Google Reader Program, they can be downloaded for free of the ASE – Entry Level Test Site.**

**24. What are the dates for test administration during the 2024-25 school year?**

Testing Window: July 31, 2024 – June 30, 2025

**25. When are the results available?**

These tests are scored as each test is completed.

**26. 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** – Detailed test results reports 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.

**27. 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 Entry-Level 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.

**28. What is the cut score for the test?**

\*Required for program completers.

<b>Test</b>	<b>Number of Scored Items</b>	<b>Cut Score (Required to Pass)</b>
<b>ER</b>	40	22
<b>AT</b>	40	22
<b>MD</b>	40	21
<b>SS</b>	40	20
<b>BR</b>	40	21*
<b>EE</b>	40	20
<b>AC</b>	40	20
<b>EP</b>	40	21
<b>MR</b>	60	31*
<b>AS</b>	80	45
<b>PR</b>	40	23*
<b>NS</b>	40	22*
<b>SR</b>	40	22
<b>ME</b>	40	22
<b>DE</b>	40	21
<b>TE</b>	40	21
<b>TB</b>	40	20*
<b>TS</b>	40	20*