



## FREQUENTLY ASKED QUESTIONS

### **What is NEW for 2014-2015?**

In a continuing effort to meet the evolving needs of education and industry, ASE and the sponsoring organizations have implemented significant changes for 2014-2015.

#### **Expanded Test Windows**

Fall 2014 Test Window: **August 15 – January 31**

Spring 2015 Test Window: **March 15 – June 15**

#### **Online Ordering Of Tests**

Site administrators and instructors in schools with active accounts can now use a credit card to order tests online. Schools that have not tested previously must establish an account by placing an initial order using the [order form link](#) provided on this home page.

#### **Batch Uploading Students**

An optional batch import utility is available to the site administrator. Please carefully review the instructions for using the batch upload to prevent duplication of student records.

### **How much do the tests cost?**

A single fee of \$30 per student, per academic year, allows the student to take any or all tests in a test series twice each year – once in the Fall and once in the Spring. Fall tests can be designated as a pretest for pre- and post-test score reporting.

### **Are pretests available?**

At the discretion of the school, schools have the option of designating each test administered in the fall as either a pretest or a regular test. Pretest results do not appear on the state level score reports. Otherwise, there is no difference between a pretest and a regular test.

Important - Regardless of whether a test is designated as a pretest or post-test, each test may be administered only once per test window. Additionally, regardless of designation, all tests must be delivered in compliance with the testing policies for ASE Student Certification.

### **Are student insignia (patches) available?**

As an optional program, schools currently using the ASE Student Certification program may purchase student certification insignia and issue them to students who successfully pass one or more of the exams. Please visit [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com) to download the order form.

### **What is ASE Student Certification?**

ASE Student Certification can be thought of as the first step in building a career as a service professional in the automotive industry. Whether completing career-entry studies in automotive technology, collision repair and refinishing, or medium/heavy-duty trucks, these tests can provide the student with their first industry recognized certification through the National Institute for Automotive Service Excellence.

**What does a student need to do to become certified?**

There are no work experience requirements for student certification; the student simply needs to pass one or more of the student certification tests.

Upon successful completion of the exams, the school prints the certificate, has it signed by the school principal or proctor for validation, and then awards it to the student. The student certification is valid for two years from the date the test was taken.

**Is this the same ASE certification that experienced professionals earn?**

No. Although on the surface these tests may appear similar, the student certification exams are specifically designed and calibrated for inexperienced individuals who are preparing to enter the field after formal studies.

**Do we need to be a NATEF accredited training program to participate with the ASE Student Certification program?**

No. All secondary and post-secondary entry-level automotive training programs may use the ASE Student Certification program regardless of their program accreditation status.

**Does our program, or do our students, need to be associated with AYES or SkillsUSA?**

No. Neither membership in SkillsUSA, nor affiliations with AYES, are required for using the ASE Student Certification program.

**What tests are available?**

Tests are available for Automobile, Collision Repair & Refinishing, and M/H Truck Service and Repair. The tests in each series parallel the Task Lists defined in the NATEF Standards for program accreditation

**AUTOMOBILE (2008 NATEF Standards)**

- Suspension and Steering
- Brakes
- Electrical/Electronic Systems
- Engine Performance
- Engine Repair
- Automatic Transmission/Transaxle
- Manual Drive Train and Axles
- Heating and Air Conditioning

**COLLISION REPAIR AND REFINISH TESTS**

- Painting and Refinishing
- Structural Analysis and Damage Repair
- Non-structural Analysis and Damage Repair
- Mechanical and Electrical

**M/H TRUCK**

- Diesel Engines
- Electrical/Electronic Systems
- Brakes
- Suspension and Steering

**AUTOMOBILE SERIES (2012 NATEF Standards)**

- Maintenance and Light Repair
- Automobile Service and Technology (TBA)

**NATEF recently released the 2012 Automobile Standards along with a change in the program accreditation structure. Will the ASE Student Certification test offering change as well?**

Yes. The Maintenance and Light Repair test for automobile was introduced in Spring 2013. An exam for the Automobile Service and Technology accreditation level is scheduled for release in the Spring 2015 test window.

**When are the ASE Student Certification tests available?**

The tests are available twice each year (fall and spring). For exact dates, please visit the published schedule on [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com).

**How are the tests administered?**

All tests are administered through a secure computer based testing (CBT) platform delivered via the Internet. An instructor may schedule one or more tests anytime during the testing window. A proctor, who is a staff person other than an automotive instructor, enables the test for the student and monitors their test session.

**Are the test forms used in the spring the same as the ones used in the fall?**

No. A different test form is used in the fall and spring testing windows. They are however, built to equivalent statistical targets for difficulty and content specifications.

**Are the tests proctored?**

Yes. All tests must be proctored. The proctor is normally a non-automotive instructor or school staff member who can verify the identity of the student and monitor their test session. The proctor is required to sign into the ASE Student Certification website and unlock the student's scheduled test.

**What are the requirements for computer based testing (CBT)?**

- Internet access with Internet Explorer Version 8 (or higher)
- A minimum screen resolution of 1024x768 (higher is recommended – 1280x1024)
- Cookies enabled
- Pop-ups allowed
- Acrobat Reader Version 7 (or higher)
- All non-student 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](mailto:webmaster@natef.org).
- Due to the variation in proxy servers and networks used by many schools, additional local action may be required.

**How many questions are on the tests?**

Normally, each test contains 40 – 60 scored questions and up to 15 additional non-scored items that are included for statistical purposes. The non-scored questions are not identified as such and will not count for or against a student's results. New test titles offered for the first time will have twice the normal number of questions. Please check the test specification section of the task list for each test for the most up to date information on number of test questions. These documents are available on the [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com) website.

**What does each test cover?**

For each test, questions relate to one or more of the tasks on the related NATEF Task List. For more details, please visit [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com).

**What accommodations are available for students with special needs?**

Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations, as defined by the school, for their special needs provided that those accommodations do not compromise test integrity.

ASE considers each school participating in the ASE Student Certification program to be an active partner in the test delivery process. As such, ASE expects all school staff involved in the testing program to exercise a good and reasonable effort to maintain the integrity of the testing program.

### **How much time do students have to take each test?**

For tests that contain 40 scored questions, ASE recommends that 60 minutes be scheduled for each test. For tests with 60 scored items (e.g. Maintenance and Light Repair), ASE recommends that 90 minutes be scheduled. In either case, the CBT system allows the test session to remain open for up to twice the recommended time (i.e. 120 minutes and 180 minutes respectively).

This extra time may be used to accommodate students who have special needs. For tests being offered for the first time, 90 - 120 minutes or more should be scheduled due to the extra length of the test.

To verify the number of questions for a specific test, please visit the Task List / Test Specifications on [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com).

### **How are the tests scheduled?**

Instructors are responsible for assigning which tests a student should take. Once a test is assigned, the test can be taken anytime during the testing window (i.e. the test is not locked to a specific date). The instructor can then coordinate with the student and test proctor when the test should be taken. The test can only be unlocked for the student by a test proctor.

### **Are sample test questions available?**

Sample questions can be found on the [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com) website.

### **What do the students receive for taking the tests?**

**Score Report** – All students will receive a detailed score report with a pass/fail determination for each assessment taken. This report is provided through the test delivery system. Students and their instructor may view and print the student score report.

**Certificates** – Students are awarded an ASE Student Certification certificate for each test passed. The certification is valid for two years from the date the test was taken.

#### **Student Insignia (Uniform Patches)**

As an optional program, schools may issue insignia to students who earn ASE Student Certification. The insignia must be purchased and distributed by the school. Insignia are sold in bundles of 25 for \$25 per bundle, plus shipping. An order form can be downloaded from [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com).

### **What reports are available?**

The following reports are available on the CBT system:

**Individual student score report** – This report is generated for each test taken and details how many questions were answered correctly in each content area, the total number of correct responses, and a pass/fail determination. This report can be accessed by the student, their instructor and the school's primary site administrator.

**Instructor Report** – This report summarizes all tests for all students within a given test window by instructor. The summary includes the total score for each test by 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 all 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.

A detailed state-level report may be provided to the state Department of Education when requested by an appropriate authority in the state and permission is granted by the school's Site Administrator. Permission is granted or denied through the Site Administrator's system dashboard after logging into the system and is valid for the current academic year. This detailed report will include the same information available to the school in the Composite Instructor Report described above.

**Are national percentile rank tables available for each test?**

Yes. Each year at the conclusion of the spring test session, percentile rank tables are calculated for each test based on all results from that particular administration. The table is then incorporated into the *Guide for Interpreting Results and Technical Data* and is available for download from the ASE Student Certification website ([www.ASEStudentCertification.com](http://www.ASEStudentCertification.com)). Since these tables cannot be generated until all students have tested, the Guide will not be available until after the test window closes.

**How were the passing standards set?**

Passing standards were individually set for each test using a contrasted-groups method. This method is based on actual performance of real students, not judgments of how students are likely to perform. Criterion groups of “should-pass” and “should-not pass” students were selected in advance of testing. These selections were made by instructors with detailed knowledge of the level of preparedness of the students. After testing, a passing score was selected that minimized the false-positive and false-negative classifications in the obtained score distributions of these groups.

**What if one of my students transfers out of the program before taking any tests. Can we recover that test credit?**

Yes. To recover a test credit that is assigned to a student who will not be taking any tests, first unassign all tests for that student, then unassign the test series (Automobile, Collision, or M/H Truck) and the test fee associated with that student will be credited back to the school's account. This action must be taken from the instructor's roster where the tests were originally assigned, and must be accomplished before any tests are started by the student.

**Who do I contact if I have questions about the program or need assistance with the computer based testing system?**

- For all technical assistance contact:
  - Test Administration Help Desk - **800-362-0544**
  - 8:00 am - 5:00 pm eastern time
- Most problems with forgotten passwords can be resolved through the password recovery feature on the [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com) website.
- To log onto the CBT system, go to [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com).