



**ONLINE ORDERING NOW AVAILABLE**

Existing site administrators and instructors may now login and use a credit card to order tests. See order button on instructor dashboard.

**SCHOOL IDENTIFYING INFORMATION**

School Name:	
Street Address:	
City/State/Zip:	
Main Telephone:	
School Administrator Name:	
Administrator's Title:	

I certify that I have read and agree to adhere to the ASE Student Certification Testing Policies. I also certify that I am authorized by this school to order tests and to designate the indicated individual on this form as the school's Site Administrator.

Periodically, ASE as the administrator of the tests, or any of the supporting partners (AYES, NATEF, SkillsUSA), may have the need to communicate program information with this school either by mail or electronically. By submitting this order, I agree to receive such correspondence.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Administrator / Principal - Required)

**ORDER INFORMATION - Replenishment orders can be made online.**

Number of Students (Credits)	Unit Cost	Total Dollar Amount
	x \$30.00	= \$
All Orders Are Payable To: <b>ASE</b>		
Purchase Order Number: <small>(COPY OF PO MUST ACCOMPANY ORDER)</small>		Check Number:
Credit Cards Accepted: MasterCard    Visa    American Express		
Card Number:		Expiration Date:
Name on Card:		CVV: <small>(From back of card)</small>
Signature of Card Holder:		
Email of Card Holder:		

Order Form - Revised  
8/9/2016

**Test Schedule: 2016-2017 Academic Year**

Fall Testing Window: **Sept. 15 – January 31** \*  
Spring Testing Window: **March 1 – June 30**

\* Limited technical support available Dec. 24th through Jan 3<sup>rd</sup>

**SCHOOL'S SITE ADMINISTRATOR (Testing Coordinator)**

Each school must designate an individual to serve as the school's Site Administrator. The Site Administrator will serve as the ASE Student Certification system coordinator for the school. For more information, please see Explanation of Roles and Responsibilities in the User's Manual available on the [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com) website.

Name:	
Title:	
E-mail Address:	
Telephone:	
FAX:	

**BEFORE SENDING IN THIS ORDER, PLEASE NOTE THE FOLLOWING!**

- The school administrator/principal and site administrator must sign the order form. Orders without both signatures will not be processed.
- If using a purchase order, orders cannot be processed without a copy of the PO.
- All test credits must be used by the close of the Spring test window. All purchases are final. Unused credit will NOT be carried forward to next year and refunds cannot be issued.

I hereby acknowledge that I have read and agree to adhere to the ASE Student Certification Testing Policies. I further agree to act as the Site Administrator for this school, and to serve in good faith as a testing partner to ensure all users comply with the ASE Student Certification Testing Policies.

Site Administrator Signature - Required		Date
This block for ASE/NATEF internal use only.		
Order Entered By Staff	Date:	By:

**Fax or Mail completed form and payment to:**

**ASE \* 1503 Edwards Ferry Rd. NE, Suite 401, Leesburg, VA 20176 \* 800-362-0544 \* Fax 703-669-6125**

## ASE STUDENT CERTIFICATION TESTING POLICIES

The Automotive Youth Educational Systems (AYES), the National Automotive Technicians Education Foundation (NATEF) and SkillsUSA have partnered to offer the ASE Student Certification tests for use by schools to evaluate students nearing completion of their automotive studies and to provide a career-entry industry certification. These tests are developed and delivered by the National Institute for Automotive Service Excellence (ASE).

For the Certification Tests to effectively measure the student's knowledge, they must be uniformly and securely administered. Therefore, both the instructors who schedule the tests and the proctors who administer them must strictly follow all program procedures.

**Testing Dates and Times** – The Certification Tests may be administered during the published testing windows only. During the testing window, tests can be scheduled for any time of the day that a proctor is available for supervision. ASE recommends that 60 – 90 minutes of computer time be scheduled for each test.

**Testing Environment** – The Certification Tests may be offered on any computer that meets the minimum technical and security requirements. The computer must be located in a computer lab or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distractions, and comfort for the examinee.

**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.

**Proctor's Responsibility** – 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.

**Accommodations** - Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations for their special needs provided that those accommodations do not compromise test integrity.

**Retests** – Retests for completed tests are not allowed during the same testing window. Students who are unsuccessful in achieving a passing grade, or those who wish to improve their score, may not reattempt the same exam until a later testing window.

**Instructor Level Access** – Instructors are given unique password access to the testing platform for registering students and monitoring their progress. Instructors may **not** share their access information with students and must take reasonable precautions to safeguard their password at all times. Instructors are not allowed to view the tests at any time.

**Cancellation of Scores** – ASE reserves the right to cancel any test score and/or bar participation in the ASE Student Certification program if ASE has reason to question the validity of a test score. Misconduct at the testing session, multiple test attempts by one student in a test window, and prior access by instructors to test forms can all compromise test validity.

**Good And Reasonable Effort** – 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 good and reasonable effort to maintain the integrity of the testing program.

**User Name** – All non-student users must use a valid email address as their user name.



## ORDER FORM

### Test Schedule: 2016-2017 Academic Year

Fall Testing Window: **Sept. 15 – January 31** \*

Spring 2015 Testing Window: **March 1 – June 30**

\* Limited technical support available: Dec. 24<sup>th</sup> - Jan 3<sup>rd</sup>.

**Pricing** – \$30 per student per academic year. The fee allows the instructor to assign any or all tests within a test series. New - Students may take each test once in the fall test window and again in the spring test window. Fall tests can be designated as a pretest for pre- and post-test score reporting.

Refunds cannot be issued and unused test fees expire at the end of the academic year. Once a student opens the first test in a series, the test credit is deemed used.

**Minimum System Requirements** – Internet access. The ASE Student Certification test system is optimized for **Google Chrome Version 51** or higher; cookies enabled; pop-ups allowed; screen resolution **1024 x 768** or higher. **Acrobat Reader 7** or higher required to view reports. The school's email server must allow all *non-student users* to receive email communications from [webmaster@natef.org](mailto:webmaster@natef.org). Non-student users must use a valid email address as their user name.

For more information, please visit:

[www.ASEStudentCertification.com](http://www.ASEStudentCertification.com)

Please Fax or mail this completed form and payment to:

**ASE**

**1503 Edwards Ferry Rd. NE, Suite 401**

**Leesburg, VA 20176**

**Help Desk: 800-362-0544 Fax: 703-669-6125**



Developed by ASE in partnership with

