USER’S MANUAL

Version 9.1

User Instructions For The ASE Student Certification
Online Test Administration Website

Updated: 8/3/2017
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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. The 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 may be scheduled for any time of the day that a proctor is available for supervision.

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 testing 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.

Username – All non-student users must use a valid email address as their username.
OVERVIEW OF USER ROLES
Each user in the ASE Student Certification online test delivery system is assigned one or more user roles, with each role having specific responsibilities and capabilities. These roles are somewhat hierarchical and include a site administrator, instructor, proctor, and student.

Site Administrator
The site administrator may be an instructor or other staff person who will serve as the system coordinator for the school.

The site administrator role possesses the following abilities and responsibilities:
1. Add and remove instructors to/from the school
2. Add and remove proctors to/from the school
3. Reset instructor’s and proctor’s password
4. View and edit portions of the school’s profile data
5. Monitor the progress of all testing
6. Help the instructor manage class rosters, assign tests, and review test results
7. Download student test results (csv text format)
8. Assist any instructor by selecting the "Assist Instructor" button from the list of instructors, and thereby perform any of the instructor identified abilities and responsibilities

A site administrator may be assigned to more than one school. For school systems that have a central coordinator for the tests, this feature allows one person to manage and monitor multiple schools.

Assignment as a site administrator can only be made through the ASE Student Certification help desk. Certain fields in the site administrator's profile can be self-edited. Fields that cannot be edited by the site administrator can only be changed by the help desk (e.g., first and last name). ASE Student Certification help desk phone number: 1-800-362-0544.

Instructor
The instructor role may only be assigned instructors teaching motor vehicle technology. Non-instructional staff may not be assigned an instructor role.
The instructor role possesses the following abilities and responsibilities:
1. Verify and edit own profile
2. Build and maintain class rosters
3. Add existing students to a class roster
4. Add new students to a class roster
5. Remove student names from their own class roster
6. Reset student passwords
7. Assign tests to students
8. View student test results
9. Create proctors
10. Print test results and certificates

Instructors are established by the school's site administrator. Where appropriate, the instructor may be associated with more than one school.
**Proctors**

Proctors are responsible for enabling and monitoring the tests for the students. Proctors are established by either the instructor or the site administrator. 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. Where appropriate, proctors may be associated with more than one school.

The proctor role possesses the following abilities and responsibilities:

1. Verify a student's identity
2. Enable the assigned test one at a time
3. Re-set a test if the student should become disconnected from the system while testing
4. Monitor the test session to ensure all testing policies are followed

**Students**

The student role can be assigned to any student currently enrolled in the automotive program. Student users are initially established by an instructor by placing the student's name on one or more class rosters. This process creates a unique **roster key** to be used by the student during their first login as a means to confirm a link to the instructor's roster.

Student responsibilities include:

1. Login prior to test date and complete their student profile
2. Take tests assigned to them by their instructor
3. View test results online through their profile page
USER LOGIN - GENERAL

All users of the ASE Student Certification online test delivery system will login through the home page: www.ASEStudentCertification.com. Two login buttons are provided, one for school staff, the other for students.

School Staff Login

School site administrators, instructors, and proctors will sign in through the School Staff Login portal by entering their username and password as indicated.

The username and password are sent to school staff via email when they are initially established as a user in the system. Upon initial login, users are asked to change their password. Username and passwords can be self-edited at any time through the user's profile. The user should create a password recovery question and answer in their profile to help them re-set their password should it be forgotten or misplaced in the future.

- **Passwords** must be at least six characters long and contain two non-alpha characters.
- **Usernames** must be a valid email address.
Student Login

Students logging in for the first time will use the New Student Registration portal provided in the lower half of the Student Login screen. In addition to entering their first and last name, they must enter the Roster Key provided by one of their instructors. A student must first appear on an instructor’s roster before the student can establish their profile in the system.

Upon the first login, the student must complete their student profile and create a permanent username and password. The student must also create a password recovery question and answer in their profile to help them re-set their password should it be forgotten or misplaced in the future. Future student logins will be accomplished through the upper "Student" portal.

1. Passwords must be at least six characters long and contain two non-alpha characters.
SITE ADMINISTRATOR

Each school must have someone identified as the site administrator to participate with the ASE Student Certification program. This person is initially identified by the school on the test order form. Changes can be made as necessary by contacting the help desk.

When the site administrator is established or updated, they will receive an email notifying them of the assignment. If they are a new user to the system, their username and password will also be sent via email. The new site administrator should login as soon as practical and update their password to something of their choosing. At this time the site administrator should create a password recovery question and answer should they misplace or forget their password in the future.

School Participation Agreement

Each year upon the first login, the school's site administrator must acknowledge that they have read and accept the ASE Student Certification testing policies. This step must be completed before any other staff member can access the system.

Permission to Release Score Results

If your school is required to provide detailed score results to the Department of Education (DoE) in your state, and your state's DoE has made arrangements with ASE, you may authorize ASE to release those results directly to the DoE on your behalf. This is accomplished by agreeing to the "Permission To Release Score Data" authorization form available on the site administrator's dashboard (home page). This form automatically appears upon the first login of each academic year. If needed, you can access this form and change your response at a later time.
**Site Administrator Dashboard**

An individual user may be established as a site administrator for more than one school. This allows a group of schools (e.g., a school district) to utilize a central coordinator if desired. Users who are associated with more than one school are given a "Select School" button at the top of the page for switching from one school to another. Care must be taken to ensure that the correct school is selected before making any changes. If the user is associated with only one school, the "Select School" button will not be displayed.

Site Administrator can update their permission if needed.

Logged in as BSmith@School.edu


ASE Beta HS (ZZ)

**School Administration**

- **Address:** Main St.
- **City / State:** Leesburg ZZ 12345
- **Authority:** Principal Smith
- **Main Telephone:**
- **Administrator:** Bob Smith (email/username: BSmith@School.edu)
- **Account Balance:** $70.00
Adding Instructors

The site administrator's first step should be to maintain the school's list of participating automotive instructors. New instructors can be added, and instructors who are no longer with the school can be disassociated from the school.

To add a new instructor to the school, the following information is needed:

1. First and last name
2. Email address (this will be their username)
3. Telephone number

To determine if the instructor is already in the system, click "Add Instructor", enter the instructor's email address into the "User Name" box under the label "Select Existing User", and then select "Find User".

If the instructor is already in the system, a profile box will be displayed with additional information you can use to verify his/her identity. If this is correct, click "Select This User". An email will be automatically sent to the instructor requesting that they accept this assignment to your school.
If the instructor is not already in the system, select "Create New User" and enter the required information. When ready, click "Create User" at the bottom of the screen. Two emails will automatically be sent to the instructor. The first email provides them with a temporary password and login instructions. The second email notifies them of the requested assignment as an instructor. Upon initial login, the instructor can complete their profile, update their password to something of their choosing, accept the instructor assignment, and begin setting up their class roster.

The "Add Instructor" process is completed once the instructor logs in and accepts your request to be listed as an instructor for the school.

Based on your school's internal arrangements for test administration and management, you may also add yourself as either an instructor or a proctor, if appropriate.

**Retiring or Editing Instructors**

If an instructor appears on your instructor list who is no longer associated with your school, click the "Retire Instructor" button located next to their name. This will disassociate their instructor profile from your school. Their profile will stay live in the system and all links to other schools and roles will be maintained.

If an instructor's name is spelled incorrectly (e.g. Bob vs. Robert), select the "Edit Instructor's Profile" button to access their profile and make the required changes. Only the school's site administrator, or the ASE Student Certification help desk, can make changes to the instructor's name. Otherwise, the instructor can maintain the rest of their profile as needed.
**Adding Proctors**

Using the "Add Proctor" button, you may add proctors in the same manner as instructors. Although both the site administrator and instructors may add proctors, it's important to note that instructors cannot also be 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.

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**Pending Assignments as Instructors or Proctors**

To determine if an instructor or proctor has logged in and accepted their assignment, or to cancel an assignment, review the Pending Assignments section of the School Administrator's main page (Navigation tip: click School Administration Dashboard if not visible on current page).
Assisting Instructors
As the school’s site administrator, you can also perform all the same functions as the instructor. This feature allows you to assist the instructor with any of their responsibilities such as managing class rosters, assigning tests, and reviewing testing progress. To access this feature, click the “Assist Instructor” button for the instructor you wish to help. This essentially allows you to act on their behalf and perform any of the functions that are associated with that instructor.

Site Administrator with Proctor Role
Site administrators who also have a proctor role can switch between those two roles by selecting either the "School Administration" or the "Proctor Dashboard" buttons. To enable tests for students, the user must be on the Proctor screen. For details on the Proctor capabilities and procedures, please refer to the Proctor section of this manual.
**School Level Score Report**

The school's site administrator can create and download a comma separated value (CSV) text file that shows all results for all students for a given test window. This report can then be used for school-wide data reporting. To create the report, select the desired test window from the dropdown box in the Export School Report section of the Site Administrator's dashboard (see below).

Schools that wish to have access to historical test results should download and archive these files for future reference. The online system retains student records for two years.

When opened in Excel, the report will look similar to the image shown below.
**Student ID Maintenance**

For schools that report their student test results to another agency, such as the Department of Education, the State ID field in the student’s profile is the key field for database data matching. This State ID can be entered and edited through the student’s profile by either the student or instructor.

The school’s site administrator can view and edit the State ID for all students through a special link at the bottom of their dashboard. It is highly recommended that the site administrator use this list to verify and correct any missing IDs before using the batch import utility for adding new students. This will help eliminate duplicate entries for students who have been entered previously.

Each column can be A-Z or Z-A sorted by clicking on the column heading. Clicking the edit button next to the student name will open to the student’s profile page. Here the site administrator can edit the student’s ID, save the changes, then navigate back as needed.

**Site Administrator’s Dashboard**

**Student List**
(Used to validate student ID)

**Batch Import Student List**

New students can be loaded to the master school student list by importing a comma separated value (CSV) file that contains the following fields: StateID, FirstName, LastName. The batch import should only be used after the site administrator has verified that the state IDs are complete for all previously entered students. Failure to do so can result in the duplication of students.

**For Detailed Batch Import Instructions** - please refer to the detailed instructions on the [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com) home page.
INSTRUCTORS
Instructors are established in the ASE Student Certification test delivery system by the school's site administrator. Once an instructor has a user profile, they may be linked to other schools if desired. Since the linking process is initiated by the site administrator from the other school, the instructor must provide their username (i.e., email address) to the site administrator making the requested link. When an instructor is set up in the system, or when an instructor assignment request is made from another school, the instructor will receive an email notification that serves as a request to be associated with that school.

To accept an instructor linkage request, the instructor must login to the ASE Student Certification site and click the "Accept" button under Pending Assignments.

After accepting the assignment, the instructor will be taken to their "Instructor Dashboard" (similar to a home page). This is the starting point for managing rosters, assigning tests, viewing results, etc. It's helpful to know that clicking the "Instructor Dashboard" button on any page will bring the instructor back to this page. The first step would normally be to create a new roster.
**Student Roster Management**

The process for creating rosters and assigning tests was changed for 2016-2017. Rosters are now limited to a maximum of 45 students and each roster must be associated with a test series (e.g. Automobile, Truck, Collision).

**Helpful Concept** – Regardless of whether the school has one or multiple instructors, or whether an instructor has one or multiple rosters, the process of building class rosters creates a master school roster behind the scenes. This school-wide "master school roster" is used to create an available student list when creating a new roster or when editing an existing roster. All instructors in the school will access and contribute to the school-wide roster when making their individual class rosters. This helps to prevent the duplication of students in the system as well as saves time for the instructor when building a roster.

**Creating a Roster and Linking to a Test Series**

Clicking the Add Roster button on the Instructor Dashboard will open an add new roster screen as shown below.

1. Select the test series to be associated with this roster. Clicking the dropdown arrow will reveal all test series.
2. Give the roster a meaningful name.
3. Optional - Provide a brief description (e.g. pretest, morning students, etc.)
4. Click "Create Roster" to save.

![Add New Roster Screen](image.png)
Once the new roster is created, it will appear in a list on the Instructor’s Dashboard. Any previous rosters will also be displayed. To work with any roster, click the "Select" button.

To add students to the roster, click the "Add/Create New Student(s)" button.

Students can be added one at a time using the New Student option at the bottom of the Add Student screen (also see batch import instructions another option). Clicking the New Student button as shown below will expand the New Student box to provide a means to enter new student names. All that is required using this method is the first and last name of the student.
Each time an instructor adds a new student to a roster, the student's name is also placed on a master school list for the school. If a student has already been entered on another roster, by the same or a different instructor at that school, their name should appear on the master student list that is displayed every time the instructor is in the process of adding students to a roster.

Referring to the following graphic, to add a student to a roster who is already in the system, simply highlight the student's name with a click to the appropriate row on the student list (multiple rows can be selected at the same time), then click the "Add Selected Students To Roster" button.

Note that the columns can be sorted in ascending or descending order for easier location of a particular student. A search box is also available for more direct name searches.
1. Click one or more rows to select students to add to the roster.

2. After selecting the student(s) to be added to the roster, click "Add Selected Students To Roster".

3. Once students have been added, click "Go Back To Roster Detail" to assign tests.

Each column can be sorted.

"Yes" here indicates that the student has completed their profile and established their username and password.

"Yes" here indicates the student is already on this roster.
When adding a new student to a roster, if someone with the same last name has been added previously, a warning will be displayed prompting the user to verify that they are not duplicating a student. In the example below, the new student that is being entered now, Brian West, is not the same student as Adam West (perhaps brothers). Of course if it appears that you are about to create a duplicate entry, such as Robert Jones vs. Bob Jones, click "Cancel".

**Enabling Test Assignments**

Now that a roster is created and it is associated with a test series, you must "Enable Test Assignments" before moving on to assign the test. This action subtracts the test fee from the school's account for every student whose test series is enabled. You can select individual students, or select all on this page by using the select all button. You **MUST** click the **SAVE** button before leaving this page.

If there are multiple pages you must repeat this step for all subsequent pages.
Using the check boxes, assign the test you wish to assign and then click "save". Based on the test series, the appropriate key to identify each test abbreviation is shown next to the instructions.

The following table identifies all available test in each series.

<table>
<thead>
<tr>
<th>AUTOMOBILE</th>
<th>COLLISION REPAIR AND REFINISH TESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance and Light Repair (MR)</td>
<td>Painting and Refinishing (PR)</td>
</tr>
<tr>
<td>Automobile Service and Technology (AS)</td>
<td>Structural Analysis and Damage Repair (SR)</td>
</tr>
<tr>
<td>Engine Repair (ER)</td>
<td>Non-structural Analysis and Damage Repair (NS)</td>
</tr>
<tr>
<td>Automatic Transmission/Transaxle (AT)</td>
<td>Mechanical and Electrical (ME)</td>
</tr>
<tr>
<td>Manual Drive Train and Axles (MD)</td>
<td></td>
</tr>
<tr>
<td>Suspension and Steering (SS)</td>
<td></td>
</tr>
<tr>
<td>Brakes (BR)</td>
<td></td>
</tr>
<tr>
<td>Electrical/Electronic Systems (EE)</td>
<td></td>
</tr>
<tr>
<td>Heating and Air Conditioning (AC)</td>
<td></td>
</tr>
<tr>
<td>Engine Performance (EP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>M/H TRUCK</td>
<td></td>
</tr>
<tr>
<td>Diesel Engines (DE)</td>
<td></td>
</tr>
<tr>
<td>Electrical/Electronic Systems (TE)</td>
<td></td>
</tr>
<tr>
<td>Brakes (TB)</td>
<td></td>
</tr>
<tr>
<td>Suspension and Steering (TS)</td>
<td></td>
</tr>
</tbody>
</table>

**Order Tests Online**

Whether ordering a couple of extra tests at the last minute, or ordering all the tests for the year at one time, instructors can place their order online using a credit card or purchase order (PO).
**Roster Key**

For each student on the roster, a unique roster key is generated. The student must use this roster key to initially set up their student profile. When setting up their profile, the student must enter the **first name, last name, and roster key** exactly as the instructor entered it on the roster (including dashes or spaces).

![Roster Key Table]

**Preparing Students to Login and Complete Their Student Profile**

Before a student can take an assessment, they must login through the student login on the www.ASEStudentCertification.com website and complete their student profile. While doing so, they will create a username and password that will allow them to take assigned tests and view the results.

To establish their password, they will need the following information exactly as it appears on the roster:

1. First Name
2. Last Name
3. Roster Key

The very first time a student logs in they will use the lower "New Student Registration" login portal as shown in the graphic to the right. After their profile is complete and they have created a password, all future logins will use the upper "Student" login portal. After the student's profile is complete, their Roster Key will no longer be needed.
Assigning Tests
From the instructor dashboard, select the appropriate roster, and then click the “Assign Student Tests” button on the Roster Detail page.

To assign tests, follow the instructions on the screen.

If the wrong tests was assigned, it can be unassigned by checking the box a second time. Once the test has been started by the student, its assignment status cannot be changed.

Once tests are assigned, the student may be directed to the proctored testing location anytime during the published testing windows – fall or spring. The details of scheduling (e.g., which tests to take, date, time, and location) are determined at the school level.

Test Fees
The test fee allows the student to take any or all test in a series twice during the academic year - once in the fall window and once in the spring.
**Viewing and Printing Test Results**

To view the instructor summary report, select the "View Instructor Report" button for a given roster.

Below is a sample instructor report. Data on the report are updated each time the report is opened.
To view the scores of an individual student, select the "Test Results" button next to the student's name on the instructor roster and a list of all the student's tests will be displayed.

To view a student's test score report, click "View Test Results".

A detailed score report is displayed and can be printed.
**Viewing and Printing Certificates**

*Note: Certificate printing may be restricted and/or fulfilled by a third party in some states or localities.*

There are two options for printing certificates: one at a time, or all certificates for a roster at once. To print individual certificates, navigate to the student’s test results and click the "View Certificate" button. The individual certificate will display and can be printed.

<table>
<thead>
<tr>
<th>School</th>
<th>Series</th>
<th>Test</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATEF Beta HS Automobile</td>
<td>Automatic Transmission</td>
<td>Assigned</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and Transaxle Brakes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NATEF Beta HS Automobile</td>
<td>Electronic/Electronic</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NATEF Beta HS Automobile</td>
<td>Engine Performance</td>
<td>Assigned</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engine Repair</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

To print all certificates for an entire roster, click the "Batch Print Certificates" button on the roster detail page.

The certificate will include all the student's certifications for a given year. If a test was taken and pass in both the Fall and Spring test widow, only the Spring instance will be shown.
**Common Questions**

Q. – When the student tries to launch their test, the system kicks them out and takes them back to the login screen. What’s wrong?
   The browser's popup blocker is likely on and is not allowing the test to launch.

Q. – If a student fails a test in the fall, can they take the test again in the spring?
   Yes, students may take each test in the series twice per academic year - once in the fall window and once in the spring. Students may not retake the same test during the same test window.

Q. – What if a student forgets their username or password?
   - The instructor can recover the student's username from the roster. It appears next to their name on the Roster Detail screen.
   - If the student has completed their profile, including their password recovery question and answer, they can retrieve their password from the student login page by clicking "I Forgot My Password" and following the instructions provided.
   - If a student has completed their profile but did not complete their password challenge question and answer, the instructor can reset their password to a default "na3sa1" from the roster screen. This can only be used if the student has already completed their student profile.
   - If the student has not completed their profile, the reset password button is not displayed. Their instructor should give them their Roster Key and instruct them to login using the "New Student Registration" portal and complete their profile.

Q. – What if the student's test is interrupted?
   If a student experiences a technical interruption during their test (e.g., loss of Internet connection, computer failure, etc.), the proctor can reauthorize student test login and allow the student to pick up where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.
Q. – What are the cut scores for each of the tests?
The cut score, or number required correct to pass, is set independently for each test. For more detailed information about how the tests are constructed and how the cut scores are set, please see the document entitled "Interpreting Results and Technical Data" at www.ASEStudentCertification.com. The current cut scores are shown below.

<table>
<thead>
<tr>
<th>Test</th>
<th>Number Of Scored Items</th>
<th>Cut Score (Required to Pass)</th>
<th>Test</th>
<th>Number Of Scored Items</th>
<th>Cut Score (Required to Pass)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ER</td>
<td>40</td>
<td>22</td>
<td>PR</td>
<td>40</td>
<td>23</td>
</tr>
<tr>
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</table>

Q. – Can I order more tests online?
Yes. Once an instructor is associated with a school and the school's account has been activated by the school's site administrator, instructors can order tests from their Instructor Dashboard. A credit card or purchase order (PO) may be used for payment at the time of order.

Q. Can I upload a list of students to the school rather than entering them one at a time?
The site administrator can upload a comma separated value (CSV) file of NEW students to the system. Please see the detailed instructions for this procedure on the http://www.ASEStudentCertification.com home page.

Q. – How long are the test scores available?
As a general rule, ASE keeps the student test records on the system for the two previous years, plus the current academic year.

For archival records, the school site administrator can download a comma separated value (CSV) file for all students by test window and archive these data locally. Additionally, reports and certificates can be saved locally as pdf files.
PROCTORS
The proctor is responsible for verifying the student's identity, unlocking the scheduled test, and monitoring the student's test session to ensure all testing procedures are followed.

Locating a Student on the Proctor List
The proctor's screen shows all tests that are currently assigned for all students. Since the list shows a separate record for each test by student, the proctor should use one or more of the filters and sorting tools to manage the list and quickly locate the specific test(s) they wish to unlock.

1. Filter by first and/or last name (full or partial names).
2. Filter by test series (Automobile, Collision, Truck), and/or by test name.
3. Change the number of records displayed per page (e.g., 0, 25, 50, etc).
4. Hide tests that have been completed.
5. Sort A-Z or Z-A by any selectable column header.

Once a filter is populated (e.g., with a name or test series), click the "Search" button to update the screen.

Unlocking a Test for a Student
To launch a test for a student, the proctor should take the following steps:

1. Verify the student's identity.
2. Confirm that the student has his/her username and password.
3. Confirm which test the instructor wants the student to take and click the "Unlock Test" button for it.
4. Direct the student to login via the “Student Login” at www.ASEStudentCertification.com and start their test.
5. Monitor the student throughout the testing session to ensure he/she does not receive assistance or open other programs or windows during the test session.
6. If a student is scheduled to take more than one test, they should notify the proctor when they have completed the first test so the proctor can unlock the next one.

Please unlock only one test at a time per student. Once a test is unlocked, the student has 30 minutes to launch the test. If the student does not begin the test within the 30 minute period, the system will reset the test to the "Assigned" state.

If a student experiences a technical interruption during their test (e.g., loss of Internet, computer failure, etc.), the proctor can restart the test and allow the student to pick up where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.

The following screen demonstrates two helpful features:
1. Student password reset
2. Monitor test progress

If a student cannot remember their password, the proctor can reset their password to a default "na3sa1" by clicking the reset PW button (provided they have completed their profile as indicated by the word "Registered" in the Student Status column). If the Student Status is "Unregistered", the proctor can provide the student with their Roster Key and First and Last Name as displayed on the list.

By periodically refreshing their screen (use F5 key), the proctor screen will be updated to reflect Test Status, Date/Time Test Started, and Date/Time Test Completed.
**System Readiness Testing**

To verify that the local computer settings are correct and that the browser can launch a test, click the "Launch System Diagnostics" button on the proctor page.

If all browser settings on the computer are ready, the following message will be displayed.

![All system requirements have been met](image1)

If the browser settings are not correct, a warning message will be displayed.

![WARNING: The Pop Up Blocker on this computer is turned ON. It must be turned OFF for the test to launch](image2)

To verify that the student's browser settings will allow a test to launch on their computer, a short Java Script is run on their login page and provides a warning message if the incorrect browser is used or the pop up blocker is turned on. In the example below, a red warning message indicates that the pop up blocker is turned on. Tests will not launch properly until the pop up blocker is turned off.

![ASE Student Certification](image3)
**Example Test - Proctor Familiarization**

To view an example test, similar in format to the one that students will see, click the "Launch Example Test" button. This launches a simulation with five sample questions and will conclude on a summary screen. This provides the proctor with a better understanding of the user interface the student uses while taking the test.

![Proctor Page]

**Proctor Page**

![Example Item]

**Example Item**

![Summary Screen]

**Summary Screen**
**Helpful Hints**

**Helpful Hints**

- **Time To Start** – Students have 30 minutes to start the test once it is unlocked by the proctor.

- **Time To Test** – Sixty minutes is the recommended testing time for all tests except Maintenance and Light Repair (MR) and Automobile Service Technology (AS). These tests should be scheduled for 90 minutes. For those students requiring additional time, the system clock will automatically allow twice the recommended time (i.e. 120 – 180 minutes).

- **Monitor Students** – Students must be monitored by the proctor throughout the entire test session to ensure that no outside assistance is utilized – including the opening of additional browser windows.

- **Restarts** – If a student experiences a technical interruption during their test (e.g., loss of Internet connection, computer failure, etc.), the proctor can reauthorize student test login and allow the student to pick up where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.

- **Student Profile/Password** – If a student has not previously set up their student profile (i.e., established a username and password), they must do so prior to starting the test. To do this, they will enter their first name, last name, and their unique Roster Key in the lower half of the student login screen. If necessary, the proctor can locate the student’s Roster Key next to their name on the proctor screen.

- **Test Fails To Start** – If the student is kicked out of the system as they try to launch the test, verify that the pop up blocker is turned off. To change this in Internet Explorer, select “Internet Options” from the Tools drop-down menu, and under the “Privacy” tab, make sure pop-up blocker is turned OFF.

- **ASE Student Certification Help Desk** - 1-800-362-0544
STUDENTS

Student Profile
Before a student can take a test, they must login through www.ASEStudentCertification.com and complete their student profile. While doing so, they will create a username and password that will allow them to take assigned tests and view the results. At the student login screen, the student will be required to enter the following information exactly as their instructor entered it on his/her roster: **First Name, Last Name, Roster Key**. The roster key is a six character alphanumeric expression (e.g. F2D-9HW) that uniquely identifies the student on the roster. It must be entered exactly as it appears, including the dash "-".

All future student logins will be through the upper "Student" login portal. If a student forgets their password, the "I Forgot My Password" utility on the login screen will present them with the Password Challenge Question from their profile. If answered correctly, the student will be provided a screen to establish a new password.

When the student establishes their profile, they may find that the instructor incorrectly entered their name (e.g. Bobby Bower rather than Robert Bower). The student may correct the spelling of their first and last name only during the initial profile setup. To make corrections in the future, the student must request that the instructor make those changes.
Starting a Test

Before logging in to test, verify that the correct browser is being used and that the pop up blocker is turned off by referring to the message(s) displayed on the login screen. In the example below, a red warning message indicates that the pop up blocker is turned on. Tests will not launch properly until the pop up blocker is turned off.

![Image of login screen with warning message]

After logging in, the student's home page contains a "Student Dashboard" that is used to navigate among different features of the system. Clicking the "My Exams" button will take the student to a page similar to the one shown below. All tests that have been assigned by the instructor will be listed. When the proctor has unlocked a test, the student has 30 minutes to login and begin their test. When the student is ready to begin their test, the student will click the "Launch Test" button next to the unlocked test.

![Image of student dashboard]

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Testing Window</th>
<th>School</th>
<th>Series</th>
<th>Test</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Testing III - 2012</td>
<td>Winter</td>
<td>NATEF Beta HS</td>
<td>Medium/Heavy Truck</td>
<td>Steering and Suspension</td>
<td>Unlocked</td>
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<td>Testing III - 2012</td>
<td>Winter</td>
<td>NATEF Beta HS</td>
<td>Medium/Heavy Truck</td>
<td>Brakes</td>
<td>Assigned</td>
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<tr>
<td>Testing III - 2012</td>
<td>Winter</td>
<td>NATEF Beta HS</td>
<td>Medium/Heavy Truck</td>
<td>Electrical/Electronic Systems</td>
<td>Assigned</td>
</tr>
</tbody>
</table>
Upon starting the test, the first screen the student will see is the Confidentiality Agreement. Students must agree to the terms of this statement to participate with the ASE Student Certification tests.

**Example Test Screen**
Below is a typical layout that demonstrates how the test questions are presented. The top header displays the student's name on the left, and a clock indicating how much time remains for the test on the right. The name of the current test is centered just below the header.

To select an answer, click the button next to the desired choice. To change the selected answer to something different, simply click on another option to change the response.
Use the navigation bar below the question to move throughout the test.

- To flag a question as a reminder to come back for a review, simply click the "Flag for Review" button
- To move to the next or previous question, click "Next" or "Previous"

The navigation bar also displays the sequence number of the current question and how many questions are on the test.

After answering the last question, or when clicking the "Review Test" button, the student is taken to the test summary screen.

The summary screen shows the status of each question – answered, not answered, or flagged for review. When using the cursor to hover over the question icon, the first few words of the question are displayed. To return to the question, click on the question number. Once all flagged items have been reviewed and all questions have been answered, click "Submit Test for Scoring".

Important - The test will score once the student clicks the "Submit Test for Scoring" button. Simply disconnecting from the system, closing the browser or allowing the test timer to run out will NOT force the test to score.

When the test is submitted for scoring, the student is automatically logged out and returned to the login screen. The student can log back in to view their results or to start another test.
**Viewing Test Results**
To view test results, login and select "View Test Results".

The resulting report will appear similar to the sample shown below.

To obtain the corresponding ASE Student Certification certificate, please check with the instructor or schools site administrator.