



Developed by ASE in partnership with



USER'S MANUAL

Version 7.0

User Instructions For The ASE Student Certification
Online Test Administration Website

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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 file format)

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 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

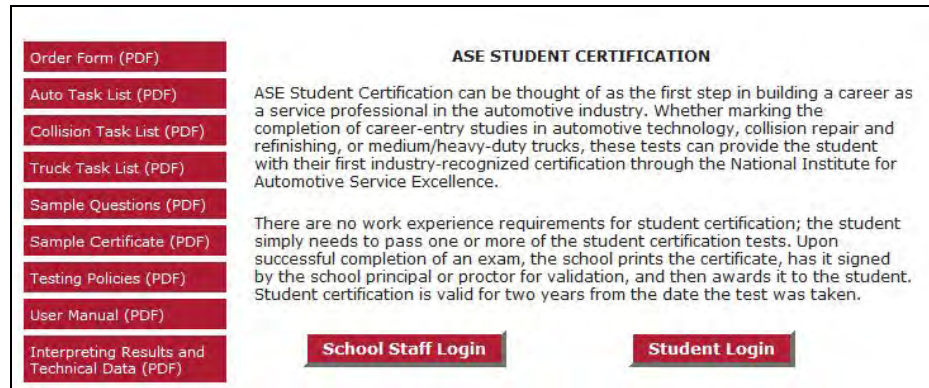
The student role can be assigned to any student currently enrolled in the automotive program. Student users are initially established by an instructor by placing the student's name on one or more class rosters. This process creates a unique **roster key** to be used by the student during their first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



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 marking the completion of 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.

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 an exam, the school prints the certificate, has it signed by the school principal or proctor for validation, and then awards it to the student. Student certification is valid for two years from the date the test was taken.

[School Staff Login](#) [Student Login](#)

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.



School Staff Login

Log In

User Name:

Password:

[I Forgot My Password](#)

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.

- **Passwords** must be at least six characters long and contain two non-alpha characters.

Student	
Log In	
User Name:	<input type="text"/>
Password:	<input type="password"/>
I Forgot My Password	
<input type="button" value="Log In"/>	

New Student Registration	
Log In	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Roster Key:	<input type="text"/>
<input type="button" value="Register"/>	

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.

ASE Student Certification School Participation Acknowledgement
Warning: Failing to accept this acknowledgement will prevent all users and staff from accessing this testing application.
I hereby acknowledge that I have read and accept 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. I agree to receive correspondence from ASE as the administrator of the tests, or any of the supporting partners (AYES, NATEF, SkillsUSA) either by mail or electronically.
<input type="button" value="Yes, I acknowledge the ASE Student Testing Policies."/> <input type="button" value="No, I do NOT acknowledge the ASE Student Testing Policies."/>
Note: Updated July 6, 2014

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.

ASE STUDENT CERTIFICATION PERMISSION TO RELEASE SCORE DATA
I hereby authorize the National Institute for Automotive Service Excellence (ASE) to release ASE Student Certification score data, on behalf of the school(s) for which I am the ASE Student Certification Site Administrator, to the State Department of Education (DoE) in my state. I understand these data may include the following information: School Name, Student First Name, Student Last Name, Local Student ID (if provided), Student Date of Birth, Test Assigned By, Test Identifier, Total Score, Pass/Fail Result, Test Window and Test Date.
This authorization is limited to the current academic year as defined by the ASE Student Certification test administration system.
By answering "YES", I also certify that I am authorized to grant such permission on behalf the school(s) for which I serve as the ASE Student Certification Site Administrator.
ASE will deliver these data via secure file transfer or other method as deemed appropriate.
<input type="button" value="Yes, I authorize the release of information."/> <input type="button" value="No, I do NOT authorized the release of information."/>
You may return to this page by logging into your profile at www.ASEStudentCertification.com and change your permission status at any time. Updates to permission status will only apply to data releases after that time.
Note: Updated 9/11/2013

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.

The screenshot shows the ASE Student Certification dashboard for a site administrator. At the top left is the ASE logo with the text "ASE Student Certification". Below it, it says "Logged in as BSmith@School.edu". The "School Admin:" section features a dropdown menu currently set to "ASE Beta HS (ZZ)", with callouts explaining that the "Select School" button is not shown for users with only one school and that the dropdown indicates the currently selected school. To the right of the dropdown are buttons for "Edit My Profile", "Logout", and a link to "User Manual". Below this are two main menu items: "School Administration" and "Data Release Authorization (Declined)", with a callout stating that the site administrator can update their permission. A "School Administration" link is also present below the menu items. The bottom section displays school details for "ASE Beta HS" (Main St., Leesburg ZZ 12345, Authority: Principal Smith) with an "Edit School Profile" button. The administrator's name is "Bob Smith" (email/username: BSmith@School.edu) with an "Edit User" button. The account balance is listed as \$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".



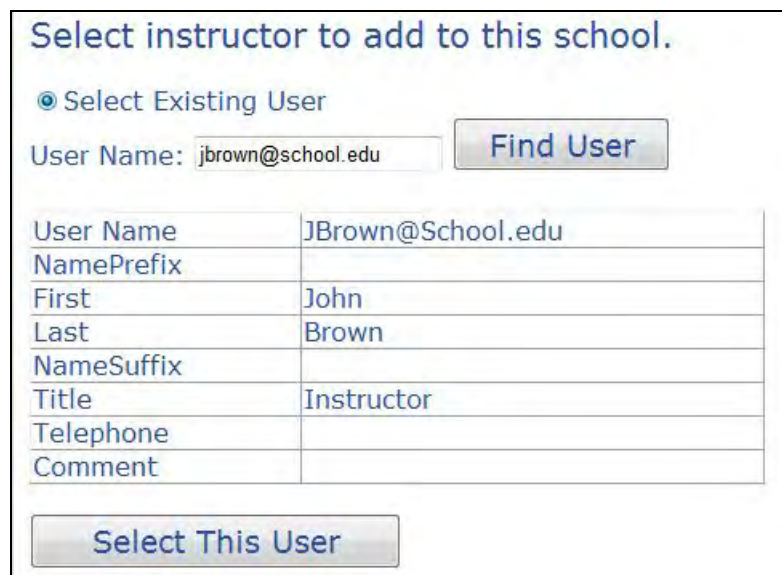
NATEF Beta HS (ZZ)
School Administration

Select instructor to add to this school.

Select Existing User

User Name:

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.



Select instructor to add to this school.

Select Existing User

User Name:

User Name	JBrown@School.edu
NamePrefix	
First	John
Last	Brown
NameSuffix	
Title	Instructor
Telephone	
Comment	

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.

Create New User
 Add New User Form
 * = Required Field

Email Address *
 Prefix
 First Name *
 Last Name *
 Suffix
 Title
 Telephone
 Password Recovery Question
 Password Recovery Answer
 Comment

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.

		First	Last	User Name		
<input type="button" value="Assist Instructor"/>	James	Monroe	JMonroe@natef.edu	<input type="button" value="Edit Instructor's Profile"/>	<input type="button" value="Retire Instructor"/>	
<input type="button" value="Assist Instructor"/>	Donald	Dew	ddew@natef.edu	<input type="button" value="Edit Instructor's Profile"/>	<input type="button" value="Retire Instructor"/>	

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.


NATEF Beta HS (VA)
School Administration

School Administration

School	NATEF Beta HS	Edit School Profile
Address	111 Natef Dr	
City / State	Leesburg VA 20175	
Authority	President B Kersten	
Main Telephone	703-669-6650	
Administrator:	Robert Jones (email/username: rj@beta.edu)	Edit User
Account Balance:	0.00	

Pending Assignments

Instructors [Add Instructor](#)

Proctors [Add Proctor](#) 

Completed Assignments [View History](#)

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).

<i>Pending Assignments</i>						
	First	Last	User Name	Role	Status	As of
Cancel Assignment	Jeff	Heiner	jeff@heiner.com	Proctor	Pending	3/9/2009 7:49:09 AM

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.

The screenshot shows the 'Instructors' section with an 'Add Instructor' button. Below it is a table with columns for 'First', 'Last', and 'User Name'. Two rows are visible, each with an 'Assist Instructor' button, an 'Edit Instructor's Profile' button, and a 'Retire Instructor' button.

	First	Last	User Name		
Assist Instructor	James	Monroe	JMonroe@natef.edu	Edit Instructor's Profile	Retire Instructor
Assist Instructor	Donald	Dew	ddew@natef.edu	Edit Instructor's Profile	Retire 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.

The screenshot shows the user logged in as BSmith@School.edu. At the top, there are three buttons: 'School Administration', 'Data Release Authorization (Declined)', and 'Proctor Dashboard'. The 'Proctor Dashboard' button is highlighted with a callout box that says: "For Site Administrators who are also Proctors, click here to switch to the Proctor screen to unlock tests." Below the buttons, the 'School Administration' section is active, showing school details and an 'Edit School Profile' button. The 'Pending Assignments' section is empty. The 'Instructors' section has an 'Add Instructor' button and a table with two rows, each with an 'Assist Instructor' button, an 'Edit Instructor's Profile' button, and a 'Retire Instructor' button. The 'Proctors' section has an 'Add Proctor' button and a table with one row, with an 'Edit Proctor's Profile' button and a 'Retire Proctor' button.

Logged in as BSmith@School.edu

School Administration | Data Release Authorization (Declined) | Proctor Dashboard

School Administration

School: NATEF Beta HS | Edit School Profile
 Address: 101 Blue Seal Dr
 City / State: Leesburg ZZ 20175
 Authority: President B Kersten
 Main Telephone: 703-669-6650
 Administrator: Bob Smith (email/username: BSmith@School.edu) | Edit User
 Account Balance: \$320.00

Pending Assignments

Instructors | Add Instructor

	First	Last	User Name		
Assist Instructor	Jamie	Diaz	JDiaz@School.edu	Edit Instructor's Profile	Retire Instructor
Assist Instructor	Robert	Barker	BBarker@School.edu	Edit Instructor's Profile	Retire Instructor

Proctors | Add Proctor

First	Last	User Name	Date Confirmed		
Bob	Smith	BSmith@School.edu	11/16/2012 4:09:15 PM	Edit Proctor's Profile	Retire Proctor

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.

The screenshot shows the ASE Student Certification dashboard. At the top, it says "Logged in as BSmith@School.edu" with buttons for "Edit My Profile", "Logout", and "User Manual". Below this, there are buttons for "School Administration" and "Data Release Authorization (Accepted)". The main section is titled "School Administration" and displays school information for "NATEF Beta HS" with an "Edit School Profile" button. It lists the address, city/state, authority, and main telephone. The administrator is identified as "Bob Smith" with an "Edit User" button. Below this, there are sections for "Instructors" and "Proctors", each with an "Add" button and a table of existing users with "Edit" and "Retire" buttons. At the bottom, the "Export School Report" section features a dropdown menu for "Select Test Window" and a "Generate Report for the Selected Test Window" button. A red arrow points to the dropdown menu.

When opened in Excel, the report will look similar to the image shown below.

	A	B	C	D	E	F	G
1	StudentLastN	StudentFir	LocalStudentID	SeriesNam	TestName	TestScore	Pass/Fail
2	Hill	Benny	VA12345678	Collision	Structural Analysis and Damage Re	33	Pass
3	Hill	Benny	VA12345678	Collision	Non-Structural Analysis and Damag	34	Pass
4	Hill	Benny	VA12345678	Collision	Painting and Refinishing	37	Pass
5	Hill	Benny	VA12345678	Automobil	Engine Repair	38	Pass
6							
7							

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

School Administration

School: NATEF Beta HS

Address: 101 Blue Seal Dr

City / State: Leesburg ZC 20175

Authority: President R Samuels

Main Telephone: 703-669-6650

Administrator: Paul Pike (email/username: Pike@natef.edu)

Account Balance: \$511.00

Pending Assignments

Instructors

Assist Instructor	First	Last	User Name	Edit Instructor's Profile	Retire Instructor
	Jamie	Diaz	IDiaz@School.edu	<input type="button" value="Edit Instructor's Profile"/>	<input type="button" value="Retire Instructor"/>
Assist Instructor:	Robert	Barker	RBarker@School.edu	<input type="button" value="Edit Instructor's Profile"/>	<input type="button" value="Retire Instructor"/>

Proctors

First	Last	User Name	Date Confirmed	Edit Proctor's Profile	Retire Proctor
Rob	Smith	BSmith@School.edu	1/16/2013 12:19:16 PM	<input type="button" value="Edit Proctor's Profile"/>	<input type="button" value="Retire Proctor"/>
Paul	Proctor	Proctor@School.edu	11/27/2012 11:44:42 AM	<input type="button" value="Edit Proctor's Profile"/>	<input type="button" value="Retire Proctor"/>

Completed Assignments

Export School Report Header* > Export School Report

Select Test Window: Select One...

Student List

Student List

(Used to validate student ID)

Student List

First Name	Last Name	Date of Birth	State ID	
Space	Adam		Z0010	<input type="button" value="Edit"/>
Robles de Jesus	Juan		Z0009	<input type="button" value="Edit"/>
Dave	Smith		VA1234	<input type="button" value="Edit"/>
Tim	Tevo	1/1/2000 12:00:00 AM	VA1234	<input type="button" value="Edit"/>
Bob	Boyde		VA 2312	<input type="button" value="Edit"/>
Wanda	Bloomer	1/1/2000 12:00:00 AM	VA 12345	<input type="button" value="Edit"/>
Andy	Andersen	2/21/1992 12:00:00 AM	VA 0090234-2	<input type="button" value="Edit"/>

Batch Import Student List

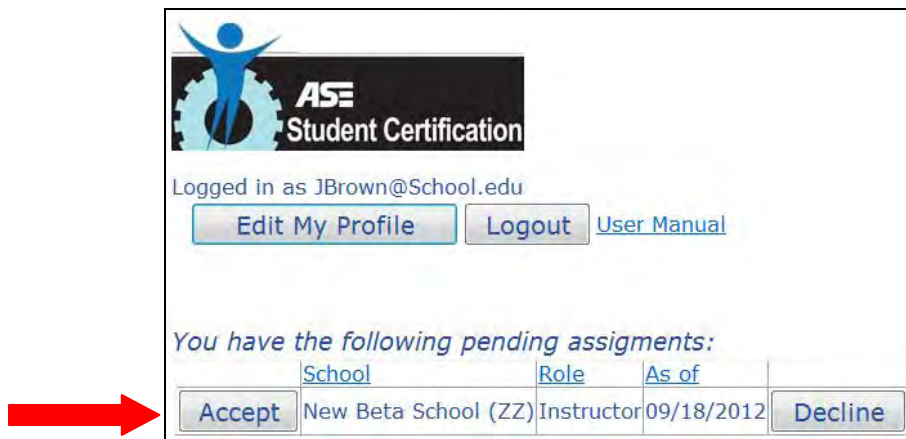
New students can be loaded to the master school student list by importing a comma separated value (CSV) file that contains the following fields: StateID, FirstName, LastName. The batch import should only be used after the site administrator has verified that the state IDs are complete for all previously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

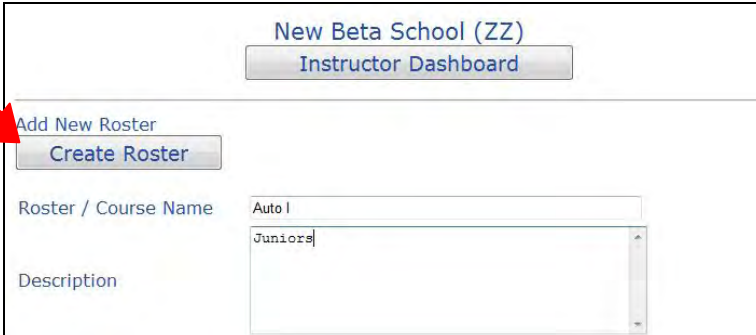
Essentially, rosters are simply a means to group students under an instructor within a school and are active for both the fall and spring test windows of a given academic year. In programs that utilize only one instructor, the instructor may find it easiest to create just one roster that contains all the students in his/her program (i.e., a master roster). If the list becomes too large to easily manage, the instructor may want to create a roster for each class (i.e., class rosters). When there is more than one automotive instructor at the school, each instructor would create their own roster(s). The same student may appear on rosters for more than one instructor.

Certificates Include the Instructor Name - Since the certificates for ASE Student Certification include the instructor's name, it is important to list the students and to assign their tests under the correct instructor. Changes to a test assignment cannot be made once the test has been started by the student.

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

Clicking the Add Roster button on the Instructor Dashboard will open a create roster box as shown below. Give the new roster a meaningful name. A short description can also be added, but is not required. When ready, click the button "Create Roster".

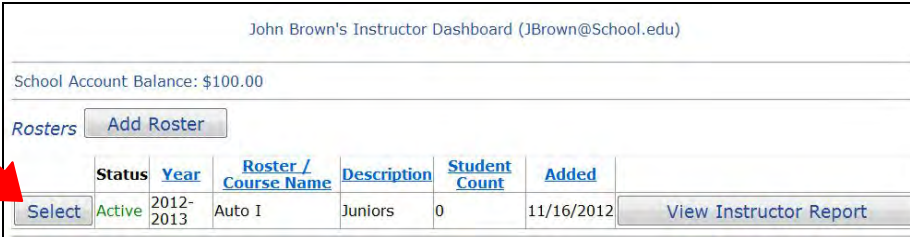


New Beta School (ZZ)
Instructor Dashboard

Add New Roster
Create Roster

Roster / Course Name: Auto I
Description: Juniors

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.



John Brown's Instructor Dashboard (JBrown@School.edu)

School Account Balance: \$100.00

Rosters Add Roster

	Status	Year	Roster / Course Name	Description	Student Count	Added	
Select	Active	2012-2013	Auto I	Juniors	0	11/16/2012	View Instructor Report

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

Roster Detail

Save

Roster / Course Name: Auto I

Description: Juniors

Instructor: John Brown

Status: Active

Academic Year: 2012-2013

Assign Student Tests View Current Assignments Add/Create New Student(s) Batch Print Certificates

Students

When the very first roster for the school is created, 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 Add Student box to provide a means to enter new student names.

Add Student to Roster

Roster / Course Name: Auto I Instructor: John Brown

Status: Active

Description: Juniors

Go Back to Roster Detail

Add Student

Select Existing Student Student Selector - students from <>

Available Students

Students on Roster

Add To Roster >

New Student

Click "New Student" button to expand the box.

Description: Juniors

Go Back to Roster Detail

Add Student

Select Existing Student Student Selector - students from <>

Available Students

Students on Roster

Adam West

Add To Roster >

New Student

First Name: Bob

Last Name: Bennett

Add New Student To Roster

Students name will appear here as they are added.

Enter student's name, then click "Add New Student To Roster"

Every time an instructor adds a new student to a roster, the student's name is placed on an "Available Student" 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 available students list. To add that student, simply highlight the student's name and click the "Add To Roster" button. Multiple students can be selected at the same time by holding down the shift or control key while clicking additional students.

The screenshot shows a window titled "Add Student" with a "Go Back to Roster Detail" button at the top. Below the title is a radio button for "Select Existing Student" and a "Student Selector - students from <>" dropdown. There are two columns of student names: "Available Students" and "Students on Roster". An "Add To Roster >" button is positioned between the two columns. At the bottom, there is a radio button for "New Student".

Available Students	Students on Roster
Sue Anderson	Eddie Edwards
Andrew Anderson	Mark Meed
James Baker	Ned Needermyer
Bob Baker Jr	Robert Rock
James Baker Sr	
Wanda Bloomer	
Carol Creek	
Dan Davidson	
Frank Edwards	
Frank Fargo	
Jennifer Holland	
Lucy Lou	
Mary Marshal	

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, Robert Baker, is already in the system as Bob Baker. Of course if this is a different person, click "Create Additional Student".

The screenshot shows the "Add Student" window with the "New Student" radio button selected. The "Available Students" list includes Henry Anderson, Bob Baker, Bob Benson, Frank Fargo, Sam Short, and Ted Thomas. The "Students on Roster" list includes Andy Andrews, Carol Creek, Dan Duke, Edward Echo, and Greg Gibson. The "Add To Roster >" button is present. Below the lists, there are input fields for "First Name" (Robert) and "Last Name" (Baker). A red warning message is displayed: "A student with this last name already exists. Please refer to the 'Available Students' table above and confirm this is not a duplicate record." At the bottom, there are "Create Additional Student" and "Cancel" buttons.

Once the roster is complete, the instructor will have a screen similar to the graphic shown below. On this screen, the instructor can:

1. Edit the roster/course name or description
2. Sort roster list A-Z, Z-A, by first or last name
3. View the student's username
4. Locate the student's Roster Key (needed by student to complete profile)
5. Determine if a student has completed their student profile (Status = registered or unregistered)
6. Edit student's name (via a modified view of student's profile page)
7. View test results (also access certificates via test results page)
8. Reset a student's password (defaults to: **na3sa1**). Available for only those students who have completed their profile and therefore show a "Registered Status"
9. Remove a student from the roster (can only be removed if there are no tests assigned)

Beta HS (ZZ)
School Administration
Roster Detail

Save

Roster / Course Name: Auto II
Description: PM Student

Instructor: Timothy King
Status: Active
Academic Year: New Testing

Assign Student Tests | View Current Assignments | Add/Create New Student(s) | Batch Print Certificates

Last	First	User Name	Roster Key	Status	Profile	Results	Reset PW	Remove
Andrews	Andy	AndyMan	EX8-8JY	Registered	Profile	Results	Reset PW	Remove
Creek	Carol	CarolCreek307581	2S4-KN7	Unregistered	Profile	Results		Remove
Duke	Dan	DanDuke546404	QXW-76W	Unregistered	Profile	Results		Remove
Echo	Edward	EdwardEcho021217	G2D-J6M	Unregistered	Profile	Results		Remove

10. Open the Assign Student Tests screen
11. Open the View Current Assignments screen
12. Open the Add/Create New Student(s) screen
13. Generate and print all certificates for this roster as a single batch

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.

NATEF Beta HS (ZZ)
School Administration

Robert Barker's Instructor Dashboard (BBarker@School.edu)

School Account Balance: \$511.00 Tests: Purchase Tests

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.

Student must enter first and last name exactly as it appears on the roster when registering for the first time.

Student needs this number to establish their student profile. It must be entered exactly as it appears here, including the dash "-".

Unregistered means student profile not complete.

Last	First	User Name	Roster Key	Status	Profile	Results	Reset PW	Remove
Andrews	Andy	AndyMan	EX8-8JY	Registered	Profile	Results	Reset PW	Remove
Creek	Carol	CarolCreek307581	2S4-KN7	Unregistered	Profile	Results		Remove
Duke	Dan	DanDuke546404	QXW-76W	Unregistered	Profile	Results		Remove
Echo	Edward	EdwardEcho021217	G2D-J6M	Unregistered	Profile	Results		Remove

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:

- First Name
- Last Name
- 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.

Student
Log In
User Name:
Password:
[I Forgot My Password](#)

New Student Registration
Log In
First Name: Carol
Last Name: Creek
Roster Key: 2S4-KN7

Assigning Tests

From the instructor dashboard, select the appropriate roster, and then click the “Assign Student Tests” button on the Roster Detail page.

Roster Detail

Save

Roster / Course Name: Instructor: John Brown
 Description: Juniors Status: Active
 Academic Year: 2012-2013

Last	First	User Name	Roster Key	Status	Students		
Bennett	Bob	BobBennett245313	746-JPC	Unregistered	<input type="button" value="Profile"/>	<input type="button" value="Results"/>	<input type="button" value="Remove"/>
West	Adam	AdamWest773217	BSM-7J4	Unregistered	<input type="button" value="Profile"/>	<input type="button" value="Results"/>	<input type="button" value="Remove"/>

Two steps are required to assign a test. First, the series must be selected (i.e. Automobile, Collision, or Truck). Second, the individual test(s) must be selected. Notice that the test selection option is not shown until a test series is selected.

When assigning tests in the fall test window, schools have the option of designating the test as a pretest, or a regular test. The difference being, only regular test results appear on the state level score reports. Otherwise, there is no difference between a pretest and a regular test.

Andersen, Andy	<input checked="" type="checkbox"/> Automobile	Pretest Fall 2013	SS <input checked="" type="checkbox"/> BR <input checked="" type="checkbox"/> EE <input checked="" type="checkbox"/> EP <input checked="" type="checkbox"/> ER <input checked="" type="checkbox"/> AT <input checked="" type="checkbox"/> MD <input checked="" type="checkbox"/> AC <input checked="" type="checkbox"/> MR <input checked="" type="checkbox"/> SS <input type="checkbox"/> BR <input type="checkbox"/> EE <input type="checkbox"/> EP <input type="checkbox"/> ER <input type="checkbox"/> AT <input type="checkbox"/> MD <input type="checkbox"/> AC <input type="checkbox"/> MR <input type="checkbox"/>
	<input type="checkbox"/> Collision		
	<input type="checkbox"/> Medium/Heavy Truck		
Hill, Robert	<input checked="" type="checkbox"/> Automobile	Pretest Fall 2013	SS <input type="checkbox"/> BR <input type="checkbox"/> EE <input type="checkbox"/> EP <input type="checkbox"/> ER <input type="checkbox"/> AT <input type="checkbox"/> MD <input type="checkbox"/> AC <input type="checkbox"/> MR <input type="checkbox"/> SS <input checked="" type="checkbox"/> BR <input checked="" type="checkbox"/> EE <input checked="" type="checkbox"/> EP <input checked="" type="checkbox"/> ER <input checked="" type="checkbox"/> AT <input checked="" type="checkbox"/> MD <input checked="" type="checkbox"/> AC <input checked="" type="checkbox"/> MR <input checked="" type="checkbox"/>
	<input type="checkbox"/> Collision		
	<input type="checkbox"/> Medium/Heavy Truck		
Lou, Lucy	<input checked="" type="checkbox"/> Automobile	Pretest Fall 2013	SS <input type="checkbox"/> BR <input type="checkbox"/> EE <input type="checkbox"/> EP <input type="checkbox"/> ER <input type="checkbox"/> AT <input type="checkbox"/> MD <input type="checkbox"/> AC <input type="checkbox"/> MR <input type="checkbox"/> SS <input checked="" type="checkbox"/> BR <input checked="" type="checkbox"/> EE <input checked="" type="checkbox"/> EP <input checked="" type="checkbox"/> ER <input checked="" type="checkbox"/> AT <input checked="" type="checkbox"/> MD <input checked="" type="checkbox"/> AC <input checked="" type="checkbox"/> MR <input checked="" type="checkbox"/>
	<input type="checkbox"/> Collision		
	<input type="checkbox"/> Medium/Heavy Truck		

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.

For every test series that is selected, the test fee is deducted from the school's account. If tests are assigned to a student in two test series (e.g., Automobile and Collision series), two student test fees are deducted. The school must have an adequate account balance to schedule all participating students.

Test Abbreviations

Automobile (2008 NATEF Standards)

SS = Suspension and Steering
BR = Brakes
EE = Electrical/Electronic Systems
EP = Engine Performance
ER = Engine Repair
AT = Automatic Transmission/Transaxle
MD = Manual Drive Train and Axles
AC = Heating and Air Conditioning

Automobile Series (2012 NATEF Standards)

MR = Maintenance and Light Repair
AS = Automobile Service Technology

Collision & Refinish

PR = Painting and Refinishing
SR = Structural Analysis and Damage Repair
NS = Non-Structural Analysis and Damage Repair
ME = Mechanical and Electrical

Truck

DE = Diesel Engines
TE = Electrical/Electronic Systems
TB = Brakes
TS = Suspension & Steering

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.

If a student never starts any of the assigned tests, because of transferring out of the program for example, the unused credit will be posted back to the school's account after all test assignments have been unassigned. This can be performed at any time by the instructor who originally assigned the test. Once the student has started any of the assigned tests, the test fee is deemed spent and cannot be returned to the account.

Viewing and Printing Test Results

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

NATEF Beta HS (ZZ)
Instructor Dashboard

Jamie Diaz's Instructor Dashboard (JDiaz@School.edu)

School Account Balance: \$320.00

Rosters

	Status	Year	Roster / Course Name	Description	Student Count	Added	
<input type="button" value="Select"/>	Active	Testing III - 2012	Auto Technology		3	11/12/2012	<input type="button" value="View Instructor Report"/>
<input type="button" value="Select"/>	Inactive	Test II 2012-13	Auto I - 2012		5	11/05/2012	<input type="button" value="View Instructor Report"/>
<input type="button" value="Select"/>	Inactive	Testing 2012-13	Fall 2012 - Beta I		2	10/02/2012	<input type="button" value="View Instructor Report"/>
<input type="button" value="Select"/>	Inactive	2011-2012	Seniors 2012		6	09/14/2011	<input type="button" value="View Instructor Report"/>

Below is a sample instructor report. Data on the report are updated each time the report is opened.

ASE Student Certification
 Instructor Score Report
 Academic Year: Test II 2012-13
 Test Window: Fall - 2

Instructor: Jamie Diaz
 School Name: NATEF Beta HS
 School Address: 101 Blue Seal Dr Leesburg, ZZ 20175

Series Name AUTOMOBILE

Student	Suspension and Steering (40 Questions)	Brakes (40 Questions)	Electrical/Electronic Systems (40 Questions)	Engine Performance (40 Questions)	Automatic Transmission and Transaxle (40 Questions)	Heating and Air Conditioning (40 Questions)
Andersen, Andrew	92% Pass	95% Pass	95% Pass	100% Pass	90% Pass	95% Pass
Hill, Benny		50% Fail				
Avg % Correct	92%	72%	95%	100%	90%	95%
% Examinees Passing	100%	50%	100%	100%	100%	100%

Series Name COLLISION

Student	Painting and Refinishing (40 Questions)	Non-Structural Analysis and Damage Repair (40 Questions)	Structural Analysis and Damage Repair (40 Questions)	Mechanical and Electrical Components (40 Questions)
Barker, Robert	92% Pass	22% Fail	62% Pass	75% Pass
Avg % Correct	92%	22%	62%	75%
% Examinees Passing	100%	0%	100%	100%

Series Name MEDIUM/HEAVY TRUCK

Student	Diesel Engines (40 Questions)	Electrical/Electronic Systems (40 Questions)	Brakes (40 Questions)	Steering and Suspension (40 Questions)
Tevo, Tim	60% Pass	18% Fail	85% Pass	80% Pass
Avg % Correct	60%	18%	85%	80%
% Examinees Passing	100%	0%	100%	100%

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.

Last	First	User Name	Roster Key	Status			
Andersen	Andrew	AndyA	Q4P-9EF	Registered	Profile	Results	Reset PW
Barker	Robert	BarkerB	8T8-XX7	Registered	Profile	Results	Reset PW
Hill	Benny	BHill	3WD-H43	Registered	Profile	Results	Reset PW
Kid	New	NKid	2YH-QAC	Registered	Profile	Results	Reset PW
Tevo	Tim	Tevo	NMP-N2S	Registered	Profile	Results	Reset PW

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

School	Series	Test	Status	
NATEF Beta HS Automobile		Automatic Transmission and Transaxle	Assigned	
NATEF Beta HS Automobile		Brakes	Abandoned	
NATEF Beta HS Automobile		Electrical/Electronic Systems	Completed	View Test Results
NATEF Beta HS Automobile		Engine Performance	Assigned	
NATEF Beta HS Automobile		Engine Repair	Completed	View Test Results View Certificate

A detailed score report is displayed and can be printed

Showing student dashboard for **Benny Hill (BHill)**

Student Name: Benny Hill (BHill)
 Academic Year: Testing III - 2012
 Session: Fall - New
 Series Name: Collision
 Test Name: Structural Analysis and Damage Repair
 Your score is: **33 - Pass**
 The number correct needed to pass is 22 out of 40

Content Area	Number Correct	Max Score
Frame Inspection and Repair	8	10
Unibody inspection, Measurement, and Repair	12	14
Fixed Glass	2	2
Metal Welding and Cutting	11	14

This test may have contained a number of questions that were included for statistical research purposes only. Your answers to these questions do not affect your score and are not reflected in this score report.

Viewing and Printing Certificates

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.

School	Series	Test	Status	
NATEF Beta HS Automobile	Automatic Transmission and Transaxle	Assigned		
NATEF Beta HS Automobile	Brakes	Abandoned		
NATEF Beta HS Automobile	Electrical/Electronic Systems	Completed	View Test Results	
NATEF Beta HS Automobile	Engine Performance	Assigned		
NATEF Beta HS Automobile	Engine Repair	Completed	View Test Results	View Certificate

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

Roster Detail

[Save](#)

Roster / Course Name: Instructor: **Jamie Diaz**

Description: Status: **Inactive**

Academic Year: **2012-13**

[Assign Student Tests](#) [View Current Assignments](#) [Add/Create New Student\(s\)](#) [Batch Print Certificates](#)

Students					
Last	First	User Name	Roster Key	Status	
Andersen	Andrew	AndyA	Q4P-9EF	Registered	Profile Results Reset PW
Barker	Robert	BarkerB	8T8-XX7	Registered	Profile Results Reset PW
Hill	Benny	BHill	3WD-H43	Registered	Profile Results Reset PW
Kid	New	NKid	2YH-QAC	Registered	Profile Results Reset PW
Tevo	Tim	Tevo	NMP-N2S	Registered	Profile Results Reset PW

To validate the student certification, either the proctor or school principal must print and sign their name on the certificate to attest that all testing policies and procedures were followed.



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. 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.

Q. - How can our proctor determine whether the computers the students will be using are properly configured to test delivery (e.g. pop up blockers off)?

On the computer that the student will be using, go to the student login page. This page runs a small Java Script to confirm that the computer is using Internet Explorer and that the pop up blocker is turned off. A message should appear on the screen if the wrong browser is being used or if the pop up blockers are on.

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. Student 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.

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

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 must 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.

The screenshot shows the Proctor List interface. At the top, there are search filters: 'First Name' with a text input containing 'B' (callout 1), 'Last Name' with a text input containing 'Hill' (callout 1), 'Series' with a dropdown menu set to 'Automobile' (callout 2), and 'Test' with a dropdown menu set to 'Select One...' (callout 2). There are 'Search' and 'Show All Students' buttons. Below the filters, there is a 'Students Per Page' dropdown set to '10' (callout 3) and a checkbox for 'Hide Completed Tests' (callout 4). The main table has columns: 'First Name', 'Last Name', 'UserName', 'Student Status', 'Roster Key', 'Series', 'Test Name', 'Test Status', 'Date/Time Unlocked', 'Date/Time Test Started', and 'Date/Time Test Completed'. A red arrow (callout 5) points to the 'First Name' column header. The table contains six rows of test records for student Benny Hill, each with an 'Unlock' button.

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed	
Reset PW	Benny	Hill	BHill	Registered	A3G-B57	Automobile	Heating and Air Conditioning	Assigned	Unlock	--	--	--
Reset PW	Benny	Hill	BHill	Registered	A3G-B57	Automobile	Engine Performance	Assigned	Unlock	--	--	--
Reset PW	Benny	Hill	BHill	Registered	A3G-B57	Automobile	Automatic Transmission and Transaxle	Assigned	Unlock	--	--	--
Reset PW	Benny	Hill	BHill	Registered	A3G-B57	Automobile	Manual Drive Train and Axles	Assigned	Unlock	--	--	--
Reset PW	Benny	Hill	BHill	Registered	A3G-B57	Automobile	Engine Repair	Assigned	Unlock	--	--	--
Reset PW	Benny	Hill	BHill	Registered	A3G-B57	Automobile	Electrical/Electronic Systems	Assigned	Unlock	--	--	--

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.

Test UnlockedStudent BHill - Password changed to na3sa1

First Name Last Name

Series Test

Students Per Page

Hide Completed Tests

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
<input type="button" value="Reset PW"/>	Benny	Hill	BHill	Registered	A3G-B57	Automobile	Heating and Air Conditioning	In Progress	11/19/2012 3:24:13 PM	11/19/2012 3:28:06 PM	--
<input type="button" value="Reset PW"/>	Benny	Hill	BHill	Registered	A3G-B57	Automobile	Engine Performance	Assigned	<input type="button" value="Unlock"/>	--	--
<input type="button" value="Reset PW"/>	Benny	Hill	BHill	Registered	A3G-B57	Automobile	Automatic Transmission and Transaxle	Assigned	<input type="button" value="Unlock"/>	--	--

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.

Launch System Diagnostics
Launch Example Test

First Name Last Name

Series Test

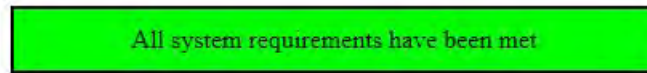
Students Per Page

Hide Completed Tests

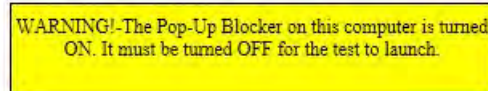
<< >>

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	
<input type="button" value="Reset PW"/>	Andy	Andersen	AndyA	Registered	M7H-6WJ	Automobile	Maintenance and Light Repair	Assigned	<input type="button" value="Unlock"/>
<input type="button" value="Reset PW"/>	Robert	Hill	BobbyH	Registered	4N5-UQW	Automobile	Maintenance and Light Repair	Assigned	<input type="button" value="Unlock"/>
<input type="button" value="Reset PW"/>	Lucy	Lou	LucyL	Registered	7XP-98W	Automobile	Maintenance and Light Repair	Assigned	<input type="button" value="Unlock"/>


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



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



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

WARNING!-The Pop-Up Blocker on this computer is turned ON.It must be turned OFF for the test to launch.

Student Log In

User Name:

Password:

[Forgot My Password](#)

New Student Registration Log In

First Name:

Last Name:

Roster Key:

For optimum viewing your screen resolution should be set to 1024 x 768 or greater.

You have a compatible browser for this test (Explorer 9 on Windows).

Browsers: Internet Explorer 8 or above Screen Resolution: 1365 x 1024 JavaScript: Enabled Pop-Up Blocker: Turned ON

[Read the User Manual](#)

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.

Launch System Diagnostics Launch Example Test

First Name Last Name

Series Test

Search Show All Students

Students Per Page

Hide Completed Tests

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	
Reset PW	Andy	Andersen	AndyA	Registered	M7H-6WJ	Automobile	Maintenance and Light Repair	Assigned	Unlock
Reset PW	Robert	Hill	BobbyH	Registered	4N5-UQW	Automobile	Maintenance and Light Repair	Assigned	Unlock
Reset PW	Lucy	Lou	LucyL	Registered	7XP-98W	Automobile	Maintenance and Light Repair	Assigned	Unlock

Proctor Page

Welcome (0)

Time Remaining: 0:09:32 Hide clock

Current Test: Sample Test

1.) The ride (curb) height on the rear of a vehicle is found to be too low. The best corrective action would be to:

A. replace the rear shocks.
 B. install larger diameter rear tires.
 C. replace the rear springs.
 D. add helper springs.

Review Test 1 of 5 Questions Flag for Review Previous Next

Example Item

Sample Test - Review

Key: 📄 = Question text, ☑ = Answered, ☐ = Not Answered, 🚩 = Flagged

<u>1</u> 📄 ☑	<u>3</u> 📄 ☑	<u>4</u> 📄 ☑	<u>5</u> 📄 ☑
<u>2</u> 📄 ☑			

Before submitting this test for scoring, please confirm you have:

- Reviewed all flagged items.
- Answered all questions.

Return to Previous Question Sample Test Submit Test for Scoring

You can navigate to a question by clicking its number.

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.

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 "-".

The diagram illustrates the process of student registration and login. On the left is the 'New Student Registration' form with fields for 'First Name', 'Last Name', and 'Roster Key', and a 'Register' button. An arrow points from the 'Roster Key' field to the 'Roster Key' field in the 'Student Login' portal on the right. The 'Student Login' portal has fields for 'User Name' and 'Password', a 'Log In' button, and a link for 'I Forgot My Password'. Below it is the 'New Student Registration' form again, but with the fields pre-filled: 'First Name: Carol', 'Last Name: Creek', and 'Roster Key: 2S4-KN7', with a 'Register' button.

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.

The diagram shows two login portals. The top one is the 'Student Login' portal with fields for 'User Name', 'Password', a 'Log In' button, and a link for 'I Forgot My Password'. A large red arrow points from the left towards this portal. Below it is the 'New Student Registration' form with fields for 'First Name', 'Last Name', 'Roster Key', and a 'Register' button.

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.

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.

Academic Year	Testing Window	School	Series	Test	Test Status	
Testing III - 2012	Winter	NATEF Beta HS	Medium/Heavy Truck	Steering and Suspension	Unlocked	Launch Test
Testing III - 2012	Winter	NATEF Beta HS	Medium/Heavy Truck	Brakes	Assigned	
Testing III - 2012	Winter	NATEF Beta HS	Medium/Heavy Truck	Electrical/Electronic Systems	Assigned	

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.

CONFIDENTIALITY STATEMENT

I understand that the content on this examination is confidential. No part of the examination materials may be copied, downloaded, reproduced, stored, disseminated or conveyed to anyone else. Also, I will neither give nor receive assistance in selecting an answer for any question in this examination.

AGREE I certify that I have read, understand, and AGREE to abide by the terms stated above.

DISAGREE I DO NOT AGREE to abide by the terms stated above.


Please use the mouse to click the AGREE or DISAGREE button.

Click on the Next button to continue.

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.

Welcome
Lucy Lou (LucyL)



ASE
Student Certification

Time Remaining: 1:59:40
 Hide clock

Current Test: MH Truck Suspension And Steering

1.) Which of these could cause the front tires of a truck to show a feathered edge wear pattern?

- A. An incorrect toe setting
- B. An incorrect camber setting
- C. An incorrect caster setting
- D. Incorrect tire pressures

1 of 40 Questions

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".

MH Truck Suspension And Steering - Review

Key: = Question text, = Answered, = Not Answered, = Flagged

#	Status	#	Status	#	Status	#	Status
1	<input checked="" type="checkbox"/>	11	<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	31	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	12	<input checked="" type="checkbox"/>	22	<input checked="" type="checkbox"/>	32	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	13	<input checked="" type="checkbox"/>	23	<input checked="" type="checkbox"/>	33	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	14	<input checked="" type="checkbox"/>	24	<input checked="" type="checkbox"/>	34	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>	15	<input checked="" type="checkbox"/>	25	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>	16	<input checked="" type="checkbox"/>	26	<input type="checkbox"/>	36	<input checked="" type="checkbox"/>
7	<input checked="" type="checkbox"/>	17	<input checked="" type="checkbox"/>	27	<input type="checkbox"/>	37	<input checked="" type="checkbox"/>
8	<input checked="" type="checkbox"/>	18	<input checked="" type="checkbox"/>	28	<input checked="" type="checkbox"/>	38	<input checked="" type="checkbox"/>
9	<input checked="" type="checkbox"/>	19	<input checked="" type="checkbox"/>	29	<input checked="" type="checkbox"/>	39	<input checked="" type="checkbox"/>
10	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	40	<input checked="" type="checkbox"/>

Before submitting this test for scoring, please confirm you have:

- Reviewed all flagged items.
- Answered all questions.

MH Truck Suspension And Steering

You can navigate to a question by clicking its number.

[Return to Previous Question](#) [Submit Test for Scoring](#)

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".

Student Dashboard

[My Exams](#) | [Edit My Profile](#) | [Change Password](#) | [Logout](#) | [User Manual](#)

Logged in as student LucyL

If your test session is interrupted (e.g. due to an internet connection failure), the testing proctor can initiate a same day restart of the test that allows you to continue where you left off. After the proctor unlocks your test, you may need to either refresh your screen or log out and back in again to restart your test.

Academic Year	Testing Window	School	Series	Test	Test Status	
Testing III - 2012	Winter	NATEF Beta HS	Medium/Heavy Truck	Steering and Suspension	Completed	View Test Results
Testing III - 2012	Winter	NATEF Beta HS	Medium/Heavy Truck	Brakes	Assigned	

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

ASE Student Certification

Student Dashboard

[My Exams](#) | [Edit My Profile](#) | [Change Password](#) | [Logout](#) | [User Manual](#)

Logged in as student LucyL

Student Name: Lucy Lou (LucyL)
 Academic Year: Testing III - 2012
 Session: Winter
 Series Name: Medium/Heavy Truck
 Test Name: Steering and Suspension
 Your score is: **39 - Pass**
 The number correct needed to pass is 20 out of 40

Content Area	Number Correct	Max Score
Steering Systems	10	10
Suspension Systems	10	10
Wheel Alignment Diagnosis, Adjustment, and Repair	11	12
Wheel and Tires	5	5
Frame and Coupling Devices	3	3

This test may have contained a number of questions that were included for statistical research purposes only. Your answers to these questions do not affect your score and are not reflected in this score report.

[Print Report](#)

[Back to My Exams](#)

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

