

# Testing Policies: ASE Entry-level Technician

## ASE Entry-level Technician Certification Testing Policies

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In order for ASE Certified Entry Level Technician Exams 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 Exams may be administered during the published testing windows only. During the testing window, tests can be scheduled for any time of the day that a proctor is available for supervision.

### 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 candidate'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 (ADA)

Candidates 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

Re-tests for completed tests are not allowed during the same testing window. Candidates, 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 Certified Associate Certification Program to be an active partner in the test delivery process. As such, ASE expects all school staff involved in the testing program to exercise good and reasonable effort to maintain the integrity of the testing program.

### User Name

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