FAQ: ASE Entry-Level Certification

ASE Entry-Level Certification Frequently Asked Questions

The National Institute of Automotive Service Excellence (ASE) Entry-Level Certification program is a certification designed to validate skills for the workforce and candidates seeking a career in the Automotive Industry in the areas of Automobile Service, Collision Repair & Refinishing and Medium/Heavy Truck.

The ASE Entry-Level Certification validates students to have the skills to further their career in the Automotive Industry, whether they are training in secondary, post-secondary, entering the workforce or working toward the ASE Professional and Master Technician levels.

Certification Pathway

What tests are available?

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

Automobile

Maintenance and Light Repair (MR)

Automobile Service and Technology (AS)

Engine Repair (ER)

Automatic Transmission/Transaxle (AT)

Manual Drive Train and Axles (MD)

Suspension and Steering (SS)

Brakes (BR)

Electrical/Electronic Systems (EE)

Heating and Air Conditioning (AC)

Engine Performance (EP)

Collision Repair & Refinishing

Painting and Refinishing (PR)

Structural Analysis and Damage Repair (SR)

Non-structural Analysis and Damage Repair (NS)

Mechanical and Electrical (ME)

Medium/Heavy Truck

Diesel Engines (DE)

Electrical/Electronic Systems (TE)

Brakes (TB)

Suspension and Steering (TS)

Which automobile test(s) should we administer to our students?

Since the tests are aligned with the NATEF standards for program accreditation, instructors from accredited programs should use the tests that align with their program accreditation.

For example, if an automobile program is accredited under the Standards for Maintenance and Light Repair, instructors should use the Maintenance and Light Repair test.

For programs that are not NATEF accredited, instructors should compare their program structure and curriculum against the NATEF standards and task lists to select the tests that best align with their program.

When can the tests be given?

Tests can be administered anytime during the two testing windows.

Fall Test Window: **August 1 – January 31**

Spring Test Window: **March 1 – June 30**

How much do the tests costs?

Schools have options based on the institutions needs from individual exams or site licenses. Contact your sales rep or order online through your ASE account.

Can we order tests online?

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

Can we upload student names from a file rather than entering them one at a time?

Yes. An optional batch import utility is available to the site administrator. Please carefully review the instructions for using the batch upload to prevent duplication of student records. These instructions can be found on the www.ase.com/entrylevel home page.

Are pretests available?

Many schools utilize the Fall window to offer the tests as a pretest. To improve overall system performance, the system no longer allows the school to "tag" the tests as a pretest during the test assignment process. However, ASE suggests that if you are using the Fall test as a pretest, you establish a specific roster for those assignments and include a reference to pretest in the name of the roster. This will assist you in separating pretest results from regular test results.

Are student's insignia (patches) available?

As an optional program, schools currently using the ASE Student Certification program may purchase student certification insignias and issue them to students who successfully pass one or more of the exams. Please visit www.ase.com/entrylevel to download the order form.

What does a student need to do to become certified?

There are no work experience requirements for student certification; the student simply needs to pass one or more of the student certification tests. The student certification is valid for two years from the date the test was taken.

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

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

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

No. Neither membership in SkillsUSA, nor affiliations with AYES, is required for using the ASE Entry-Level program.

When are the ASE Entry Level tests available?

The tests are available twice each year (fall and spring). For exact dates, please visit the published schedule on www.ase.com/entrylevel.

How are the tests administered?

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

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

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

Are the tests proctored?

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

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

- Internet access.
- Google Chrome, Version 51 or higher
- A minimum screen resolution of 1024x768 (higher is recommended – 1280x1024)
- A minimum screen size of 17" is recommended to support questions with detailed graphics
- Cookies enabled
- Pop-ups allowed
- Acrobat Reader Version 7 (or higher)
- All non-student users must have a valid email address to serve as their user name and to receive program communication
- The school's email server must allow non-student users (school staff) to receive email communications from webmaster@natef.org.
- Due to the variation in proxy servers and networks used by many schools, additional local action may be required.

How many questions are on the tests?

Normally, each test contains 40 – 80 scored questions and up to 20 additional non-scored items that are included for statistical purposes. The non-scored questions are not identified as such and will not count for or against a student's results. New test titles offered for the first time will have twice the normal number of questions. Please check the test specification section of the task list for each test for the most up to date information on number of test questions. These documents are available on the www.ase.com/entrylevel website.

What does each test cover?

For each test, questions relate to one or more of the tasks on the related NATEF Task List. For more details, please visit www.ase.com/entrylevel.

What accommodations are available for students with special needs?

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

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

How much time do students have to take each test?

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

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

To verify the number of questions for a specific test, please visit the Task List / Test Specifications on www.ase.com/entrylevel.

How are the tests scheduled?

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

Are sample test questions available?

Sample questions can be found on the www.ase.com/entrylevel website.

What do the students receive for taking the tests?

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

Certificates - Students are awarded an Official ASE Entry-Level certificate with signature that includes all tests passed in a given year. Each certification is valid for two years from the date the test was taken. When you earn an ASE Certification results are immediate upon completion of the exam.
- If single vouchers are used during testing Certificates will be mailed to the address on file.
- If site license is used Certificates will not be mailed but will be available to be printed.

Digital Badge - When you earn an ASE Certification you will be notified that you have a badge available. Use the ASE digital badge to peers, potential employers, academic institutions and friends. ASE Certified candidates can share their credentials through social media.

Student Insignia (Uniform Patches)

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

What reports are available?

The following reports are available on the CBT system:

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

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

test, and the pass rate for each test, grouped by instructor. The instructor and the school's site administrator may view and print these reports.

Composite Instructor Report – The school's site administrator can download a composite report that combines all instructor reports into one coma separated value (CSV) file.

State Level Reports – This report summarizes all participating schools by state. For each school, the summary includes the school name, the total number of students taking each test, the average score per test, and the passing rate for each test. The designated contact from the State Department of Education will receive read-only access to this report.

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

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.ase.com/entrylevel. The current cut scores are shown below.

Automobile

Test	Number of Scored Items	Cut Score (Required to Pass)
ER	40	22
AT	40	22
MD	40	21
SS	40	20
BR	40	21
EE	40	20
AC	40	20
EP	40	21
MR	60	31
AS	80	45

Collision Repair & Refinish

Test	Number of Scored Items	Cut Score (Required to Pass)
PR	40	23
NS	40	22
SR	40	22
ME	40	22

Medium/Heavy Truck

DE	40	21
TE	40	21
TB	40	20
TS	40	20

How were the passing standards set?

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

Are national percentile rank tables available for each test?

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

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

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

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

- For all technical assistance contact:
  - Test Administration Help Desk - **800-362-0544**
  - 8:30 am - 5:00 pm eastern time
- Most problems with forgotten passwords can be resolved through the password recovery feature on the www.ase.com/entrylevel website.
- To log onto the CBT system, go to www.ase.com/entrylevel.