Entry-Level Certification Program

SITE APPLICATION and TESTING POLICIES
2022-2023 Academic Year
7/1/2022 -6/30/2023

SCHOOL IDENTIFICATION

School Name:_____School Accreditation ID:_____

Street Address: _____

_____

City:_____State:_____Postal Code:_____

School Main Phone Number:_____

Does this school have one or more ASE-accredited training programs? Please check here for yes. _____

SCHOOL ADMINISTRATOR (Principal, Dean, etc.)

Name:_____Title:_____

Email Address:_____Daytime Phone:_____

I certify that we have read and agree to adhere to the ASE Entry-Level Certification Testing Policies, I am authorized by this school to order tests and to designate the indicated individual on this form as the school's Site Administrator / Test Coordinator.

Periodically, ASE may have the need to communicate program information with this school either by mail or electronically. By submitting this order, I agree to receive such correspondence. NOTE: I agree that in supplying my email address below it serves as my electronic signature for the above certifications and agreements.

Signature: _____Date: _____

SITE ADMINISTRATOR / TESTING COORDINATOR

The Site Administrator / Testing Coordinator serves as the ASE Entry-Level certification system coordinator for the school. For more information see Explanation of Roles and Responsibilities in the User's Manual available on the www.ASE.com/Entry-level

Name:_____Title:_____

Email Address:_____Daytime Phone:_____

I hereby acknowledge that I have read and agree to adhere to the ASE Entry-Level Certification Testing Policies, 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 Entry-level Certification Testing Policies.

NOTE: I agree that in supplying my email address below it serves as my electronic signature for the above certifications and agreements.

Signature: _____Date: _____

Tax Exemption: Please include a copy of your tax-exempt paperwork with this form, if applicable.

ASE ENTRY-LEVEL CERTIFICATION TESTING POLICIES

The National Institute for Automotive Service Excellence (ASE) has collaborated with the ASE Education Foundation (formerly NATEF and AYES) and SkillsUSA to offer the ASE Entry-Level certification tests for use by schools and other organizations to evaluate students and other individuals nearing completion of an automotive technology course of study or other workplace readiness program.

For ASE Entry-Level certification tests to effectively measure the student's knowledge, they must be uniformly and securely administered. Therefore, both the school/site staff who assign and schedule the tests and the proctors who administer them must acknowledge and comply with all program procedures.

Testing Dates and Times – ASE Entry-Level certification tests may be administered anytime during the current academic year (July 1 through the following June 30) when a proctor and an appropriate testing facility are available. Excluding of course during times of system maintenance, which is routinely planned for February and July among other times. **Scheduled Maintenance Windows for the 2022-2023 academic year are: 7/1/2022 – 7/16/2022 and 2/21/2023 – 2/25/2023.**

Testing Environment – ASE Entry-Level certification tests may be administered on any computer that meets the minimum technical and security requirements, published at www.ASE.com/Entry-level. The computer/workstation(s) for delivering the ASE Entry-Level certification tests must be located in a computer lab, test center, 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/site administrative staff member, a current or retired faculty member, other any other individual deemed qualified by the school/site. However, any proctor selected by the Site/School may not have a working or teaching background in automotive service, medium/heavy truck service and/or collision repair/refinish technology. Students may not be proctors.

Proctor's Responsibility – The proctor is responsible for verifying the test candidate's identity, enabling the test for the candidate, and providing general oversight of the candidate 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 - Candidates with special needs (e.g. students with Individual Education Plans) may receive reasonable accommodations for their special needs, at the discretion of the School/Site, and provided that such accommodations do not compromise test integrity.

Retests – Candidates are eligible for one retest attempt for any or all ASE Entry-Level certification tests completed during the current academic year (July 1 through the following June 30) provided such retest attempt is scheduled 30 days or more from test completion date of the first attempt. Retest attempts must be completed on or before the last day of the academic year (June 30) in which the first attempt was completed. Beginning in school year 2019-2020, each student may is eligible for an optional 3rd retest attempt, at the discretion of the school/site, for price of an additional seat license

Instructor (Role) Level Access – All persons assigned the 'Instructor' role are provided unique credentials to the testing platform in order to register students/candidates and monitor their progress. 'Instructors' may not share their access credentials with anyone (students nor other school personnel) and must take reasonable precautions to safeguard their credentials. 'Instructors' are not allowed to view the tests at any time.

Cancellation of Scores – ASE reserves the right, in its sole discretion, to cancel any test score and/or bar participation in the ASE Entry-Level certification testing program if ASE has reason to question the validity of a test score. Misconduct during the testing session, multiple test assignments to an individual candidate within an academic year, and 'Instructor' access to test forms, among others, compromise test validity.

Good and Reasonable Effort – ASE considers each School/Site participating in ASE Entry-level certification tests an active partner in the test delivery process. ASE expects all School/Site 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 ASE Entry-level certification testing username.

BEFORE SENDING IN THIS ORDER, PLEASE NOTE THE FOLLOWING!

- The school administrator/principal and site administrator must sign the Ste Application form. Applications without both email addresses may result in processing delays.
- All test credits (licenses) must be used by the close of the academic year (June 30). Unused credit will NOT be carried forward to next year and refunds cannot be issued.