



## USER'S MANUAL

Version 12.0

User Instructions for The ASE Entry-level Certification  
Online Test Administration Website

Updated: 7/31/2025

## TABLE OF CONTENTS

TESTING POLICIES.....	3
OVERVIEW OF USER ROLES.....	4
School's Site Administrator .....	4
Instructor .....	5
Proctors.....	5
Students.....	5
USER LOGIN - GENERAL.....	6
School Staff Login .....	6
Student Login .....	7
SITE ADMINISTRATOR .....	8
Permission to Release Score Results.....	8
Site Administrator Dashboard.....	9
Adding Instructors .....	10
Retiring or Editing Instructors .....	13
Adding Proctors.....	14
Pending Assignments as Instructors or Proctors .....	15
Assisting Instructors .....	15
Site Administrator with Proctor Role .....	16
School Level Score Report.....	17
Student ID Maintenance .....	18
Batch Import Student List .....	19
INSTRUCTORS.....	20
Student Roster Management.....	21
Creating a Roster and Linking to a Test Series .....	21
Enabling Test Assignments and Assigning Tests .....	26
Second and Third Chance Retest.....	29
Roster Key .....	30
Preparing Students to Login and Complete Their Student Profile .....	31
Student Profile.....	32
Viewing and Printing Test Results .....	34
Viewing and Printing Certificates .....	36
Common Questions.....	38
PROCTORS.....	40
Locating a Student on the Proctor List.....	40
Unlocking a Test for a Student .....	41
Pausing and Restarting a Test .....	42
Helpful Hints.....	44
Student Login .....	45
Complete Your Profile .....	46
Starting a Test.....	47
Example Test Screen .....	48
Viewing Test Results .....	50

## 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 published academic year when a proctor and an appropriate testing location are available. Excluding of course during times of system maintenance.

**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](http://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, 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 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** – For the initial test fee, candidates are eligible for one retest attempt for any or all ASE Entry-level certification tests completed during the academic year (August 1 through the following June 30) provided such retest attempt is scheduled 30 days or more from test completion date of the first attempt. If required, one additional retest may be taken for an additional test fee for a total maximum of three attempts within any given academic year. Retest attempts must be completed on or before the last day of the academic year (June 30) in which the previous attempt was completed

**Instructor (Role) Level Access** – All persons assigned the 'Instructor' role are provided unique credentials to the testing platform 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.

## OVERVIEW OF USER ROLES

Each user in the ASE Entry-level 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.

### ***School's Site Administrator***

The site administrator serves as the primary system coordinator for the school and has the highest level of overall responsibility.

The site administrator role possesses the following abilities and responsibilities:

1. Grant permission for ASE to release test results to the state's Department of Education and/or local school district.
2. Add and remove instructors to/from the school
3. Add and remove proctors to/from the school
4. Reset instructor's and proctor's password
5. Import lists of students to the system
6. Create and export school level score reports
7. Monitor the progress of all testing
8. Assist any instructor by selecting the "Assist Instructor" button from the list of instructors, and thereby perform any of the instructor identified abilities and responsibilities

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

Assignment as a site administrator can only be made through the ASE Entry-level Certification help desk. For changes to the Site Administrator and/or school profile information, please contact the ASE Entry-level Certification help desk phone number: **1-800-362-0544**.

## ***Instructor***

The instructor role may only be assigned to instructors teaching motor vehicle technology. Non-instructional staff may not be assigned an instructor role.

The instructor role possesses the following abilities and responsibilities:

1. Verify and edit own profile
2. Build and maintain class rosters
3. Add existing students to a class roster
4. Add new students to a class roster
5. Remove student names from their own class roster
6. Reset student passwords
7. Assign tests to students
8. View student test results
9. Create proctors
10. Print test results and certificates

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

## ***Proctors***

Proctors are responsible for enabling and monitoring the tests for the students. Proctors are established by either the instructor or the site administrator. The proctor may be a school/site administrative staff member, a current or retired faculty member, 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 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. Unlock the assigned test one at a time
3. Reenable a test if the student's test session is interrupted
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.

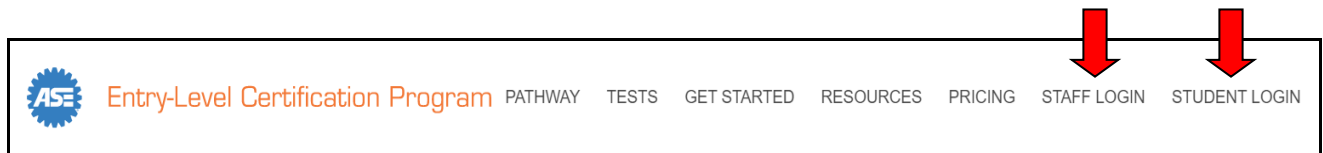
Student responsibilities include:

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

Students may continue to access their records through the ASE Entry-level Certification portal from any computer with Internet access for approximately two years.

## USER LOGIN - GENERAL

All users of the ASE Entry-level Certification online test delivery system will login through the home page: [www.ASE.com/Entry-level](http://www.ASE.com/Entry-level). Two login buttons are provided, one for school staff, the other for students.



### School Staff Login

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

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

A screenshot of the 'School Staff Login' form. The form is titled 'School Staff Login' with a link for 'Student Login' in the top right corner. It features two input fields: 'Username' and 'Password'. Below these fields is a large purple button labeled 'SIGN IN'. Under the button is a link for 'Forgot password?'. At the bottom of the form are two links: 'System Requirements' and 'Read the User Manual'.

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

Users must take reasonable measures to keep their login credential secure and may **NOT** share their credentials with anyone.

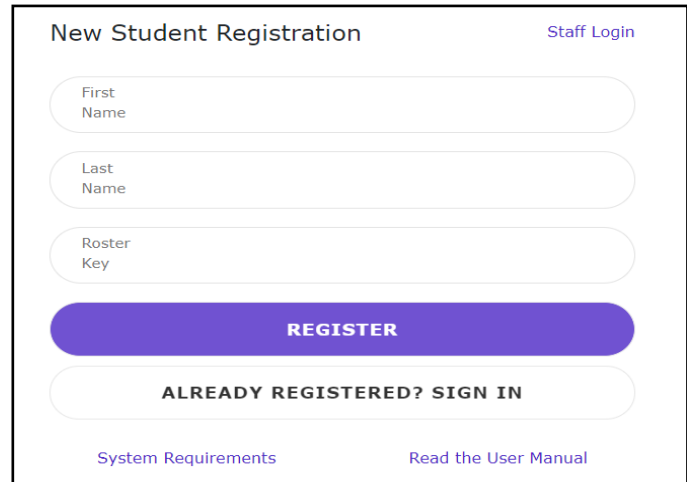
## Student Login

Students logging in for the first time will use the New Student Registration portal accessed by clicking on the (NOT REGISTERED YET? SIGN UP) button located 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 default "Student Login" portal.

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



New Student Registration [Staff Login](#)

First Name

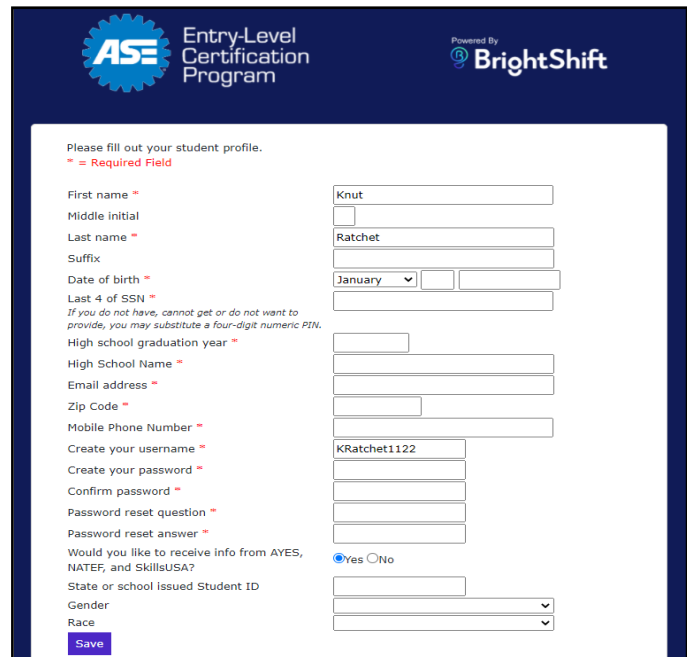
Last Name

Roster Key

**REGISTER**

**ALREADY REGISTERED? SIGN IN**

[System Requirements](#) [Read the User Manual](#)



ASE Entry-Level Certification Program Powered By BrightShift

Please fill out your student profile.  
\* = Required Field

First name \*

Middle initial

Last name \*

Suffix

Date of birth \*

Last 4 of SSN \*

If you do not have, cannot get or do not want to provide, you may substitute a four-digit numeric PIN.

High school graduation year \*

High School Name \*

Email address \*

Zip Code \*

Mobile Phone Number \*

Create your username \*

Create your password \*

Confirm password \*

Password reset question \*

Password reset answer \*

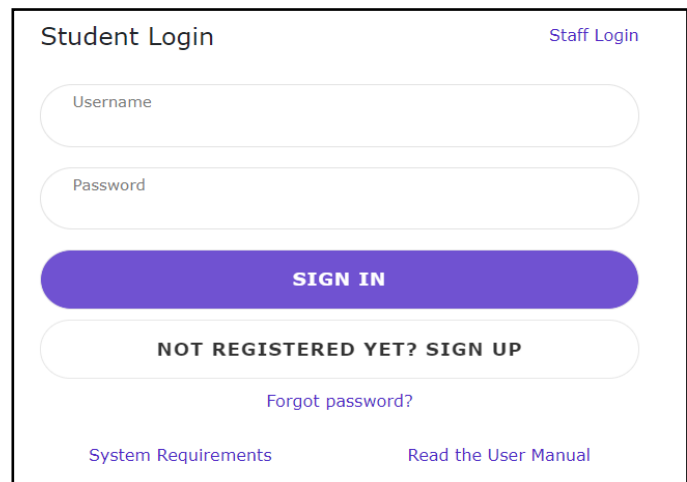
Would you like to receive info from AYES, NATEF, and SkillsUSA? ☒ Yes ☐ No

State or school issued Student ID

Gender

Race

**Save**



Student Login [Staff Login](#)

Username

Password

**SIGN IN**

**NOT REGISTERED YET? SIGN UP**

[Forgot password?](#)

[System Requirements](#) [Read the User Manual](#)

## SITE ADMINISTRATOR

Each school must have someone identified as the site administrator to participate with the ASE Entry-level Certification program. This person is initially identified by the school on the School Activation 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.

### ***Permission to Release Score Results***

If your school is required to provide detailed score results to the State Department of Education or local school district, and those entities have made arrangements with ASE, you may authorize ASE to release those results directly on your behalf. This is accomplished by agreeing to the "Permission To Release Score Data" authorization screen available on the site administrator's dashboard (home page). This form automatically appears upon the first login of each academic year.

#### ASE ENTRY-LEVEL CERTIFICATION PERMISSION TO RELEASE SCORE DATA

I hereby authorize the National Institute for Automotive Service Excellence (ASE) to release ASE Entry-level Certification test results data, on behalf of the school(s) for which I am the ASE Entry-level Certification Site Administrator. This permission applies to releases to the State Department of Education (DoE) in my state and/or the School District with which my school is associated, upon a bona fide request from an authorized authority in such State or District. 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 Entry-level 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 Entry-level Certification Site Administrator.

ASE will deliver these data via secure file transfer or other secure method as deemed appropriate, in our discretion. You may return to this page by logging into your profile at [www.ASE.com/entrylevel](http://www.ASE.com/entrylevel) and change your permission status at any time. If you change your permission during the academic year the latest permission status applies to all data for that academic year.

Note: Updated: August 1, 2019



## 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" dropdown button 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" option will not be displayed.

The screenshot displays the Site Administrator Dashboard. At the top left, there are logos for ASE Entry-Level Certification Program and BrightShift. A dark blue sidebar on the left contains a 'Select a School' dropdown menu. The dropdown is open, showing 'Beta Test School I' as the selected option, with other options including '<< Select School >>', 'Beta Test School II', and another 'Beta Test School I'. A callout bubble points to this dropdown, stating: 'This dropdown is not shown if user is associated with only one school.' The main content area has a header 'Beta Test School I (ZZ)' with a callout bubble indicating it 'Indicates which school is currently selected'. Below this is a 'School Administration' section containing a table with credit information:

AVAILABLE CREDITS	5
TOTAL PURCHASED	10

Below the table are two buttons: 'Purchase Credits' (green) and 'View Orders' (grey). At the bottom, there is a table with school details:

School	Beta Test School
Address	111 Main Street

## 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".

The screenshot displays a web interface for managing school information. At the top, a table lists school details: School (Beta - VA), Address (111 Main St), City / State (Leesburg ZZ 20178), Authority (Principal Smith), Main Telephone (555-555-5555), and Administrator (Jim Admin (email/username: JAdmin@beta.edu) with an Edit User button). Below this is an Edit School Profile button. A section titled Pending Assignments is empty. The Instructors section contains an Add Instructor button with a callout bubble stating 'To add a new instructor, click here.' The Proctors section contains an Add Proctor button with a callout bubble stating 'To add a new proctor, click here.'

School	Beta - VA
Address	111 Main St
City / State	Leesburg ZZ 20178
Authority	Principal Smith
Main Telephone	555-555-5555
Administrator	Jim Admin (email/username: JAdmin@beta.edu) <a href="#">Edit User</a>

[Edit School Profile](#)

### Pending Assignments

**Instructors**

[Add Instructor](#) To add a new instructor, click here.

**Proctors**

[Add Proctor](#) To add a new proctor, click here.

Beta - VA (ZZ)

School Administration

☒ SELECT EXISTING USER

User Name:

Find User

Select This User

To search for an instructor, enter their email and click "Find User".

If the instructor is already in the system, a profile box will be displayed with additional information you can use to verify his/her identity. If this is correct, click "Select This User". An email will be automatically sent to the instructor requesting that they accept this assignment to your school.

Beta - VA (ZZ)

School Administration

☒ SELECT EXISTING USER

User Name:

Find User

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

Select This User

If the instructor is not already in the system, select "Create New User" in the box below 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.

☐ SELECT EXISTING USER

User Name:

☒ CREATE NEW USER

Add New User Form

\* = Required Field

Email Address (user name) *	<input type="text" value="bjones@beta.edu"/>
Prefix	<input type="text"/>
First Name *	<input type="text" value="Bob"/>
Last Name *	<input type="text" value="Jones"/>
Suffix	<input type="text"/>
Title	<input type="text"/>
Telephone	<input type="text"/>
Password Recovery Question	<input type="text"/>
Password Recovery Answer	<input type="text"/>


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 Profile" button to access their profile and make the required changes. Only the school's site administrator, or the ASE Entry-level Certification help desk, can make changes to the instructor's name. Otherwise, the instructor can maintain the rest of their profile as needed.

Instructors					
	First	Last	User Name		
<a href="#">Assist</a>	Robert	Jones	FThomas@Beta.edu	 <a href="#">Edit Profile</a>	<a href="#">Retire Instructor</a>
<a href="#">Add Instructor</a>					

## ***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 is important to note that instructors cannot 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.

School	Beta - VA
Address	111 Main St
City / State	Leesburg ZZ 20178
Authority	Principal Smith
Main Telephone	555-555-5555
Administrator:	Jim Admin (email/username: JAdmin@beta.edu) <a href="#">Edit User</a>


[Edit School Profile](#)

### Pending Assignments

### Instructors

[Add Instructor](#)

### Proctors

[Add Proctor](#) 


## 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 if not visible on current page).

Pending Assignments						
	First	Last	User Name	Role	Status	As of
Cancel Assignment	Robert	Jones	FThomas@Beta.edu	Instructor	Pending	9/16/2020 2:31:44 PM

## 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" 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.

Instructors					
	First	Last	User Name		
 Assist	Robert	Jones	FThomas@Beta.edu	Edit Profile	Retire Instructor
Add 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.

Beta - VA (ZZ)

[School Administration](#) [Proctor Dashboard](#)

For Site Administrators who are also Proctors, click here to switch to the Proctor screen to unlock tests.

School Administration

AVAILABLE CREDITS0

TOTAL CREDITS0

CREDITS RESERVED0

CREDITS BURNED0

[Purchase Credits](#) [View All Credits](#)

School	Beta - VA
Address	111 Main St
City / State	Leesburg ZZ 20178
Authority	Principal Smith
Main Telephone	555-555-5555
Administrator:	<a href="#">Jim Admin</a> (email/username: JAdmin@beta.edu) <a href="#">Edit User</a>



## School Level Score Report

The school's site administrator can create and download either a pdf or a comma separated value (CSV) text file that shows all results for all students for a given academic year. 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.

### Completed Assignments

View History

### Export School Report

Select Test Window

Select One...


Export PDF Export CSV

### Student List

View Student List Batch Import Students

Below is a sample report in coma separated value (CSV) format followed by an example of a report in PDF.

	A	B	C	D	E	F	G	H	I	J
1	StudentLa	StudentFi	LocalStudentID	SeriesName	TestName	TestScore	Pass/Fail	TestAssignedBy	TestWindow	DateCompleted
2	Brown	Carry	987456123	Automobi	Engine Repair	30	Pass	Jones, Bob (bjones@beta	2018 - 2019 Acade	10/8/2018
3	Brown	Carry	987456123	Automobi	Suspension and Steer	30	Pass	Jones, Bob (bjones@beta	2018 - 2019 Acade	10/8/2018
4	Brown	Carry	987456123	Automobi	Suspension and Steer	39	Pass	Jones, Bob (bjones@beta	2018 - 2019 Acade	8/14/2018
5	Brown	Carry	987456123	Automobi	Engine Repair	40	Pass	Jones, Bob (bjones@beta	2018 - 2019 Acade	8/14/2018



## Entry-Level Certification Program

Beta HS - VA  
111 Main St  
Jacksonville, ZZ 32224

School Report: 2019 - 2020

Student Last Name	Student First Name	Local Student ID	Series Name	Test Name	Test Score	Pass/Fail	Test Assigned By	Test Window	Date Completed
Albert	Bob		Medium/Heavy Truck	Inspection Maintenance and Minor Repair	35	Fail	Jones, Bob (bjones@beta.edu)	2019 - 2020	7/28/2019
Albert	Bob		Medium/Heavy Truck	Inspection Maintenance and Minor Repair	0	Fail	Jones, Bob (bjones@beta.edu)	2019 - 2020	8/7/2019
ConCien	Pass		Medium/Heavy Truck	Electrical/Electronic Systems	40	Pass	Jones, Bob (bjones@beta.edu)	2019 - 2020	7/19/2019
ConCien	Pass		Medium/Heavy Truck	Steering and Suspension	40	Pass	Jones, Bob (bjones@beta.edu)	2019 - 2020	7/19/2019
ConCien	Pass		Automobile	Maintenance and Light Repair	60	Pass	Jones, Bob (bjones@beta.edu)	2019 - 2020	7/19/2019

## 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 and/or supervisor 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 uses 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.

**Student List**

 [View Student List](#) [Batch Import Students](#)

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.

Student List				
<a href="#">Hide Student List</a>		<a href="#">Batch Import Students</a>		
First Name	Last Name	Date of Birth	State ID	
Andy	Adams IV		A1124	<a href="#">Edit</a>
Bob	Adams V		A1235	<a href="#">Edit</a>
Harry	Big		963852749	<a href="#">Edit</a>
Harry	Bigfoot		987456852	<a href="#">Edit</a>
Carry	Brown		987456123	<a href="#">Edit</a>
Tim	First		ZZZ001	<a href="#">Edit</a>
Holly	Hobby		789456123	<a href="#">Edit</a>
Terry	Hope		986325147	<a href="#">Edit</a>
Something	Last		741852963	<a href="#">Edit</a>
Harry	Potter		123741852	<a href="#">Edit</a>

### ***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.

**Important** - The batch import should only be used after the site administrator and/or supervisor has verified that the state IDs are complete for all previously entered students. Failure to do so can result in the duplication of students.

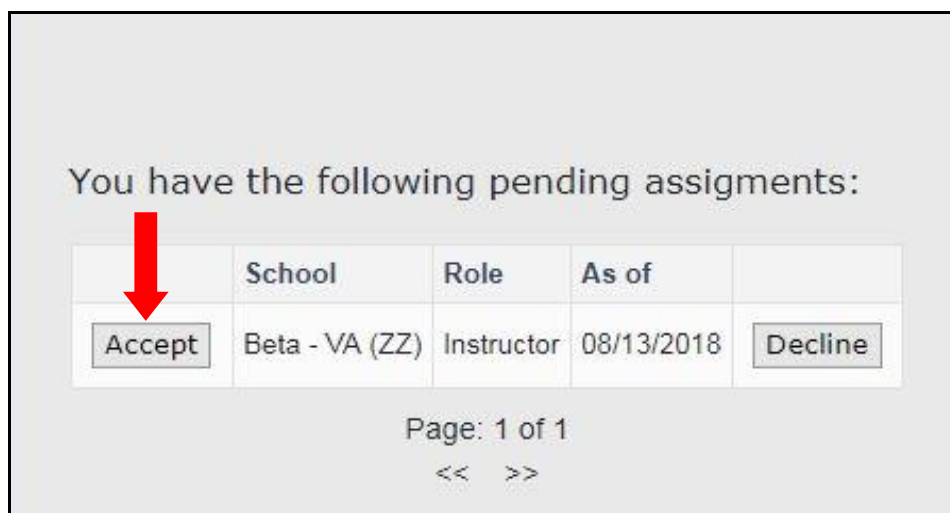
In the source file used for importing student names, care must be taken to ensure that no extraneous spaces or unwanted characters are included in either the first or last name fields.

**For Detailed Batch Import Instructions** - please refer to the detailed instructions on the [www.ASE.com/Entry-level](http://www.ASE.com/Entry-level) home page, under Resources, Batch Import Instructions. Or click here: [Batch Import Instructions](#)

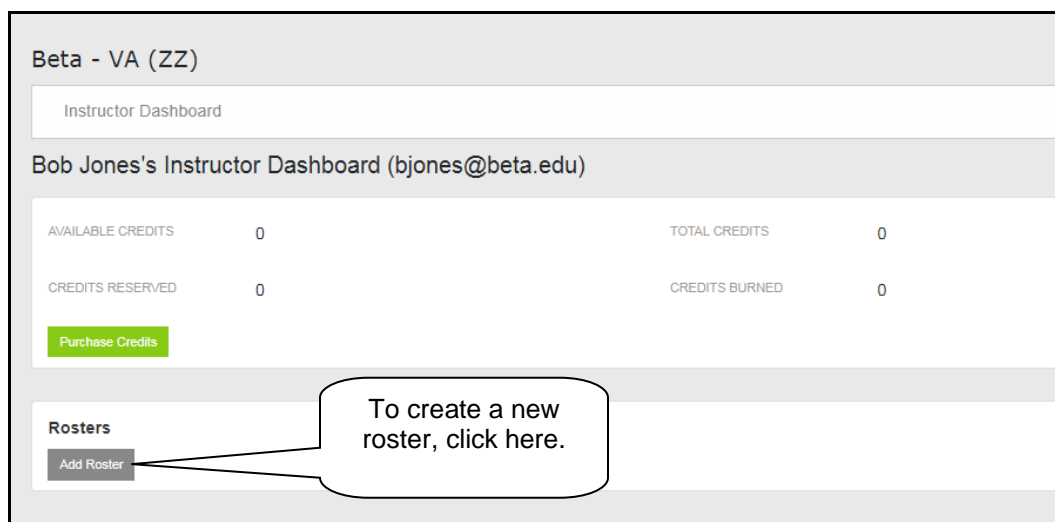
## INSTRUCTORS

Instructors are established in the ASE Entry-level 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 Entry-level Certification site and click the "Accept" button under Pending Assignments.



After accepting the assignment, the instructor will be taken to their "Instructor Dashboard" (like a home page). This is the starting point for managing rosters, assigning tests, viewing results, etc. It is 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

Rosters are limited to a maximum of 100 students and each roster must be associated with a test series (i.e. Automobile, Truck, Collision).

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

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

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

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

Beta - VA (ZZ)

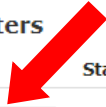
Instructor Dashboard

Add New Roster

Select Test Series	Automobile	<b>Instructions-</b> To create a new roster: 1. Select the test series to be associated with this roster. 2. Give the roster a meaningful name. 3. Optional - Provide a brief description of the roster. 4. Click 'Create Roster' to save.
Roster / Course Name	Auto I	
Description	Junior Class	
Academic Year	2018-2019 Academic Year	
Academic Year Start Date	8/1/2018	
Academic Year End Date	6/28/2019	

Create Roster Cancel

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.

Rosters							
	Status	Year	Roster / Course Name	Description	Student Count	Added	Score Report
 Select	Active	2019 - 2020	Auto 2	Senior Class	9	09/11/2020	Export PDF Export CSV
Add Roster							

To add students to the roster and assign tests, follow the instructions on the screen.

### Roster Detail

Back to Instructor Dashboard

ROSTER / COURSE NAME:

Auto 2

DESCRIPTION: (200 CHARACTER MAX)

Senior Class

Save

INSTRUCTOR:

Noel Lewis

STATUS

Active


ACADEMIC YEAR:

2019 - 2020


ROSTER TEST SERIES:

Automobile

INSTRUCTIONS:



1. To add students to this roster, click 'Add/Create New Students'
2. Note - Roster size is limited to 100 students total.
3. Click 'Enable Test Assignment' for each student who will be testing. TIP - Click the 'Select All' box to enable test assignments for all students on this roster.
4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

Add/Create New Student(s)

Assign Student Tests

Batch Print Certificates

Import Roster

Students who are already in the system (e.g. returning from the previous year or already entered by another instructor) can be added to the roster by clicking/highlighting their name on the list of available students, then clicking the "Add Selected Students To Roster" button.

### Add Student

☒ SELECT EXISTING STUDENT
 ☐ NEW STUDENT

Add Selected Students To Roster

Remove Selected Students To Roster

SHOW  ENTRIES
 SEARCH:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Adam	West	8/3/2017	Yes	Yes
Captain	Slow	9/11/2020	No	Yes
Fred	Technician	9/2/2020	Yes	Yes
Jim	Slow	9/14/2020	No	Yes
Jimmy	Goff	9/2/2020	Yes	No
Joey	Fashbinder	9/2/2020	No	No
Knut	Ratchet	9/14/2020	No	Yes

To find a student by name, enter either their first or last name in the "SEARCH" box to filter out all records not including that entry.

### Add Student

☒ SELECT EXISTING STUDENT
 ☐ NEW STUDENT

Add Selected Students To Roster

Remove Selected Students To Roster

SHOW  ENTRIES
 SEARCH:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Adam	West	8/3/2017	Yes	Yes
Captain	Slow	9/11/2020	No	Yes

Columns can also be A-Z and Z-A sorted by clicking on the column header.

Notice also that once a student has been added to the roster, the "On Roster" status on the list changes to "yes".

**Add Student**

☒ SELECT EXISTING STUDENT    ☐ NEW STUDENT

**Add Selected Students To Roster**    **Remove Selected Students To Roster**

SHOW  ENTRIES    SEARCH:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Adam	West	8/3/2017	Yes	Yes
Captain	Slow	9/11/2020	No	Yes

Students not already in the system can be added one at a time using the New Student option at the top of the Add Student to Roster screen (also see batch import instructions for another option). Clicking the New Student button will expand the New Student box to provide a means to enter new student names. All that is required using this method is the first and last name of the student.

**Add Student**

☐ SELECT EXISTING STUDENT    ☒ NEW STUDENT

FIRST NAME:

LAST NAME:

**Add New Student To Roster**

To add a new student, click here

Enter student's name, then click "Add New Student To Roster". Repeat the process for each new student to be added.

Click "Select Existing Student" to return to the school list of students. Student's name will appear there as they are added. The school list will continue to grow as more students are added to the system.



When adding new students, if someone is already on the school list with the same last name, a message will appear to warn of a possible duplicate record. If after checking the school list and it is determined that the new student is not a duplicate record, click "Create Additional Student".

In the example below, the new student that is being entered now, James First, is not the same student as Tim First (perhaps brothers). Of course, if it appears that you are about to create a duplicate entry, such as Robert Jones vs. Bob Jones, click "Cancel".

### Add Student to Roster

Go Back to Roster Detail

**Student created successfully.**

Roster / Course Name:  
Status  
Description:

Auto 2  
Active  
Senior Class

Instructor:

Noel Lewis

#### Add Student

☐ SELECT EXISTING STUDENT
☒ NEW STUDENT

FIRST NAME:   
LAST NAME:

**A student with this last name already exists.  
Please refer to the \"Available Students\" table above and confirm this is not a duplicate record.**

Create Additional Student
Cancel

When finished adding students to the roster, or to review the roster list, click the "Go Back to Roster Detail" button.

### Add Student to Roster

Go Back to Roster Detail

**Student created successfully.**

Roster / Course Name:  
Status  
Description:

Auto 2  
Active  
Senior Class

Instructor:

Noel Lewis

#### Add Student

☒ SELECT EXISTING STUDENT
☐ NEW STUDENT

Add Selected Students To Roster
Remove Selected Students To Roster

SHOW  ENTRIES
SEARCH:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Leif	Karlsen	9/18/2020	No	Yes
Erik	Karlsen	9/18/2020	No	Yes

When finished adding students to the roster, or to review the roster list, click the "Go Back to Roster Detail" button.

25

Effective: 10/2020

## Enabling Test Assignments and Assigning Tests

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

If there are multiple pages you must repeat this step for all subsequent pages.

### Roster Detail

[Back to Instructor Dashboard](#)

ROSTER / COURSE NAME:

Auto 2

DESCRIPTION: (200 CHARACTER MAX)

Senior Class

Save

INSTRUCTOR:

Noel Lewis

STATUS

Active

ACADEMIC YEAR:

2019 - 2020

ROSTER TEST SERIES:

Automobile

INSTRUCTIONS:

1. To add students to this roster, click 'Add/Create New Students'
2. Note - Roster size is limited to 100 students total.
3. Click 'Enable Test Assignment' for each student who will be testing. TIP - Click the 'Select All' box to enable test assignments for all students on this roster.
4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

Add/Create New Student(s)

Assign Student Tests

Save

See instructions for assigning test series.

Either select "all" or select the individual student to assign the test series. Then click "SAVE".

Last	First	User Name	Roster Key	Status					
Knut	Lug	KLug2752	2TR-4S6	Registered	Profile	Results	Reset PW	Remove	<input type="checkbox"/> SELECT ALL <input type="checkbox"/> ENABLE TEST ASSIGNMENT
Ratchet	Knut	KRatchet1122	MNR-UDH	Unregistered	Profile	Results		Remove	<input type="checkbox"/> ENABLE TEST ASSIGNMENT

Beginning with the 2019-2020 academic year, the test assignment process has been enhanced to allow instructors to assign a single test title, or multiple tests, to more than one student at a time. Select the class roster from the instructor dashboard. On the Roster Detail page, click on the “Assign Student Tests” button.

### Roster Detail

[Back to Instructor Dashboard](#)

ROSTER / COURSE NAME:

DESCRIPTION: (200 CHARACTER MAX)

INSTRUCTOR:  
Noel Lewis

STATUS  
Active

ACADEMIC YEAR:  
2019 - 2020

ROSTER TEST SERIES:  
Automobile

INSTRUCTIONS:

1. To add students to this roster, click 'Add/Create New Students'
2. Note - Roster size is limited to 100 students total.
3. Click 'Enable Test Assignment' for each student who will be testing. TIP - Click the 'Select All' box to enable test assignments for all students on this roster.
4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

Begin by selecting "Assign Student Tests".

To assign tests, first select the students from the roster for whom tests will be assigned. You may select "all", or only the individual names as desired. Then click "Assign Tests".

### Assign Tests

[Back to Roster Detail](#)

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	ACTION
<input type="checkbox"/>	West	Robert	RWest6114	<input type="button" value="View Assignments"/>
<input type="checkbox"/>	West	Adam	AdamWest273555	<input type="button" value="View Assignments"/>
<input type="checkbox"/>	Watson	Sam	SWatson0143	<input type="button" value="View Assignments"/>
<input type="checkbox"/>	Tool	Timmy	TTool7802	<input type="button" value="View Assignments"/>

In the pop-up window, check the test(s) you wish to assign to all the student selected in the previous step, then click "Continue". Note: Advanced Options will be addressed later.

**Assign Tests**

Back to Roster Detail

Assign Tests Unassign Tests

☒ LAST NAME

☒ Franklin

☒ Adams IV

Home Company

**Select Tests to Assign**

☐ Automatic Transmission and Transaxle

☐ Automobile Service Technology

☒ Brakes

☐ Electrical/Electronic Systems

☐ Engine Performance

☐ Engine Repair

☐ Heating and Air Conditioning

☒ Maintenance and Light Repair

☐ Manual Drive Train and Axles

☒ Suspension and Steering

**Advanced Options**

APPLY TO: All Selected

☐ ASSIGNED FIRST ATTEMPTS

☐ ASSIGNED SECOND ATTEMPTS

☐ ASSIGNED THIRD ATTEMPTS

Cancel Continue

The following screen will display a detailed list of all test assignments about to be made with this action. If an assignment cannot be made, a note will identify the reason. Once ready, click "Apply" to complete the assignments.

**Confirm Actions**

The following actions will be taken:

STUDENT	ACTION	REASON
Adam West	Automatic Transmission and Transaxle will be assigned to student.	Remove
Sam Watson	Automatic Transmission and Transaxle will be assigned to student.	Remove
Timmy Tool	Automatic Transmission and Transaxle will be assigned to student.	Remove
Jim Slow	Automatic Transmission and Transaxle will be assigned to student.	Remove
Captain Slow	Automatic Transmission and Transaxle will be assigned to student.	Remove
Knut Ratchet	Automatic Transmission and Transaxle will be assigned to student.	Remove

Cancel Apply

## Second and Third Chance Retest

For the initial test fee, students may take any or all tests in a series twice within the academic year. If a second test attempt is desired, it may be administered anytime following a 30-day waiting period. That is, students may retest on day 31 after the previous attempt. Students will receive a different set of questions (test form) for each attempt.

If a third attempt is required, it may be administered for an additional test credit fee. Like the second attempt, at least 30 days must pass before the test may be administered for the third and final time for the current academic year.

To assign a retest attempt, use the Advanced Options to access filters that will apply the tests assignments as desired (i.e. second attempts only, failed previously attempted tests only, etc.).

**Select Tests to Assign**

- ☐ Automatic Transmission and Transaxle
- ☐ Automobile Service Technology
- ☒ Brakes
- ☐ Electrical/Electronic Systems
- ☐ Engine Performance
- ☐ Engine Repair
- ☐ Heating and Air Conditioning
- ☒ Maintenance and Light Repair
- ☐ Manual Drive Train and Axles
- ☒ Suspension and Steering

**Advanced Options**

APPLY TO: All Selected  
Failed Attempts Only  
Passed Attempts Only

☒ ASSIGNED FIRST ATTEMPTS

☐ ASSIGNED SECOND ATTEMPTS

☐ ASSIGNED THIRD ATTEMPTS

Cancel Continue

## Differentiating Test Results

The date each test was completed appears on the various score reports and system screens to allow users to properly differentiate test attempts. In the example below, the instructor can review the test completion date to determine which result is from the first attempt and which was the second. Remember, to group test names together on longer lists, the list may be sorted A-Z or Z-A by clicking on the column headers.

Instructor Dashboard

Showing student dashboard for **Adam Twelve (Adam12)**

If your test session is interrupted (e.g. due to a network 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 log back in again to restart your test.

Academic Year	Date Completed	School	Series	Test	Test Status	
2018-2019 Academic Year	08/20/2018	Dons Beta HS - VA	Collision	Painting and Refinishing	Completed	<a href="#">View Test Results</a>
2018-2019 Academic Year	10/02/2018	Dons Beta HS - VA	Collision	Painting and Refinishing	Completed	<a href="#">View Test Results</a> <a href="#">View Certificate</a>

## Roster Key

For each student on the roster, a unique "roster key" is generated. The very first time the student logs into the system, they must enter their **first name, last name, and roster key** exactly as the instructor entered it on the roster (including dashes, spaces, or errors in spelling).

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

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

Unregistered means student profile is not yet complete.

Students									
<div>Save</div>									
Last	First	User Name	Roster Key	Status					<input type="checkbox"/> Select All
Adams V	Bob	BobAdams V451455	XDN-8J6	Unregistered	<a href="#">Profile</a>	<a href="#">Results</a>		<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment
Brown	Carry	CarryB	VBE-V6S	Registered	<a href="#">Profile</a>	<a href="#">Results</a>	<a href="#">Reset PW</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment
Hobby	Holly	HollyHobby624182	FSJ-R6N	Unregistered	<a href="#">Profile</a>	<a href="#">Results</a>		<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment
Second	Bob	BobSecond446466	7QG-9YM	Unregistered	<a href="#">Profile</a>	<a href="#">Results</a>		<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment
Watson	Sam	SamWatson335253	YCW-JXG	Unregistered	<a href="#">Profile</a>	<a href="#">Results</a>		<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment

## ***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.ASE.com/Entry-level](http://www.ASE.com/Entry-level) website and complete their student profile. While doing so, they will create a username and password that will allow them to take assigned tests and view the results.

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

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

The very first time a student logs in they will need to complete the new student registration. To do this, click the "Not Registered Yet? Sign Up" button and enter their first name, last name, and roster key, and click Register, 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 student login portal. After the student's profile is complete, their Roster Key will no longer be needed.

The screenshot shows the 'Student Login' page. At the top right is a link for 'Staff Login'. Below the title are two input fields: 'Username' and 'Password'. A prominent purple button labeled 'SIGN IN' is centered below the fields. Below the button is a white button with the text 'NOT REGISTERED YET? SIGN UP'. Underneath that is a link for 'Forgot password?'. At the bottom are two links: 'System Requirements' and 'Read the User Manual'.

The screenshot shows the 'New Student Registration' page. At the top right is a link for 'Staff Login'. Below the title are three input fields: 'First Name', 'Last Name', and 'Roster Key'. A prominent purple button labeled 'REGISTER' is centered below the fields. Below the button is a white button with the text 'ALREADY REGISTERED? SIGN IN'. At the bottom are two links: 'System Requirements' and 'Read the User Manual'.

## Student Profile

The instructor has limited access to the student's profile to enable certain fields to be edited by the instructor (shown in white). For example, only instructors can edit the student's first or last name after the student initially completes their profile.

### Student Profile

Back to Roster

First name *	Carry
Middle initial	
Last name *	Brown
Suffix	
High school graduation year *	2019
High School Name *	Beta HS
Email address *	CBrown@BetaHS.edu
Zip Code *	12345
Mobile Phone Number *	555-555-5555
Create your username *	CarryB
Password reset question *	Name of my dog
Password reset answer *	Spot
Would you like to receive info from AYES, NATEF, and SkillsUSA?	<input checked="" type="radio"/> Yes <input type="radio"/> No
State or school issued Student ID	987456123
Gender	Male
Race	Caucasian / White

Save

Cancel



The following image shows the student's view of their profile. All fields can be edited when the student completes their profile for the first time, including corrections to their first and last name. Upon subsequent visits, only the instructor can edit their first and last names.

Please fill out your student profile.  
\* = Required Field

First name *	Carry
Middle initial	
Last name *	Brown
Suffix	
Date of birth *	January 1 2002
Last 4 of SSN *	1234
<i>If you do not have, cannot get or do not want to provide, you may substitute a four-digit numeric PIN.</i>	
High school graduation year *	2019
High School Name *	Beta HS
Email address *	CBrown@BetaHS.edu
Zip Code *	12345
Mobile Phone Number *	555-555-5555
Create your username *	CarryBrown741187
Create your password *	.....
Confirm password *	.....
Password reset question *	Name of my dog
Password reset answer *	Spot
Would you like to receive info from AYES, NATEF, and SkillsUSA?	<input checked="" type="radio"/> Yes <input type="radio"/> No
State or school issued Student ID	987456123
Gender	Male
Race	Caucasian / White

This shows the system generated username, but the student should edit their username to something more easily remembered.

## Viewing and Printing Test Results

To view the instructor summary report, select the score report export button for a given roster. Two file formats are available: CSV and PDF.

Bob Jones's Instructor Dashboard (bjones@beta.edu)

AVAILABLE CREDITS	43	TOTAL CREDITS	60
CREDITS RESERVED	10	CREDITS BURNED	7


[Purchase Credits](#)
[Void Credits](#)
[View Orders](#)
[View Journal Entries](#)
[View Prior Years' Credits](#)

### Rosters

	Status	Year	Roster / Course Name	Description	Student Count	Added	Score Report
Select	Active	2019 - 2020	Auto III		0	08/06/2019	Export PDF Export CSV
Select	Active	2019 - 2020	Auto II		4	07/31/2019	Export PDF Export CSV
Select	Active	2019 - 2020	Collision Fall 2019		4	07/19/2019	Export PDF Export CSV

Below is a sample instructor report in comma separated value (CSV) format followed by an example of the same report in PDF.

A1									
	A	B	C	D	E	F	G	H	I
1	StudentLast	StudentFirst	LocalStudentID	SeriesName	TestName	TestScore	Pass/Fail	TestAssignedBy	DateCompleted
2	ConCien	Pass		Automobile	Automatic Transmission and Transaxle	5	Fail	Jones, Bob (bjon	9/18/2018
3	ConCien	Pass		Automobile	Automatic Transmission and Transaxle	40	Pass	Jones, Bob (bjon	7/19/2019
4	ConCien	Pass		Automobile	Automobile Service Technology	4	Fail	Jones, Bob (bjon	9/18/2018
5	ConCien	Pass		Automobile	Automobile Service Technology	80	Pass	Jones, Bob (bjon	7/19/2019
6	ConCien	Pass		Automobile	Brakes	5	Fail	Jones, Bob (bjon	9/18/2018
7	ConCien	Pass		Medium/Heavy Truck	Brakes	4	Fail	Jones, Bob (bjon	9/18/2018
8	ConCien	Pass		Medium/Heavy Truck	Brakes	0	Fail	Jones, Bob (bjon	12/11/2018
9	ConCien	Pass		Automobile	Brakes	40	Pass	Jones, Bob (bjon	7/18/2019
10	ConCien	Pass		Medium/Heavy Truck	Brakes	40	Pass	Jones, Bob (bjon	7/28/2019
11	ConCien	Pass		Medium/Heavy Truck	Diesel Engines	5	Fail	Jones, Bob (bjon	9/18/2018


**Entry-Level Certification Program**

Beta HS - VA  
 111 Main St  
 Jacksonville, ZZ 32224

**Instructor Report: Auto Fall 2019**

Student Last Name	Student First Name	Local Student ID	Series Name	Test Name	Test Score	Pass/Fail	Test Assigned By	Date Completed
ConCien	Pass		Automobile	Automatic Transmission and Transaxle	5	Fail	Jones, Bob (bjones@beta.edu)	9/18/2018
ConCien	Pass		Automobile	Automatic Transmission and Transaxle	40	Pass	Jones, Bob (bjones@beta.edu)	7/19/2019
ConCien	Pass		Automobile	Automobile Service Technology	4	Fail	Jones, Bob (bjones@beta.edu)	9/18/2018
ConCien	Pass		Automobile	Automobile Service Technology	80	Pass	Jones, Bob (bjones@beta.edu)	7/19/2019
ConCien	Pass		Automobile	Brakes	5	Fail	Jones, Bob (bjones@beta.edu)	9/18/2018
ConCien	Pass		Medium/Heavy Truck	Brakes	4	Fail	Jones, Bob (bjones@beta.edu)	9/18/2018
ConCien	Pass		Medium/Heavy Truck	Brakes	0	Fail	Jones, Bob (bjones@beta.edu)	12/11/2018

To view the scores of an individual student, select the "Results" button next to the student's name on the instructor roster and a list of all the student's tests will be displayed.

Students									
<a href="#">Save</a>									
Last	First	User Name	Roster Key	Status					<input type="checkbox"/> Select All
Adams V	Bob	BobAdams V451455	XDN-8J6	Unregistered	<a href="#">Profile</a>	<a href="#">Results</a>		<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment
Brown	Carry	CarryB	VBE-V6S	Registered	<a href="#">Profile</a>	<a href="#">Results</a>	<a href="#">Reset PW</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment
Hobby	Holly	HollyHobby624182	FSJ-R6N	Unregistered	<a href="#">Profile</a>	<a href="#">Results</a>		<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment
Second	Bob	BobSecond446466	7QG-9YM	Unregistered	<a href="#">Profile</a>	<a href="#">Results</a>		<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment
Watson	Sam	SamWatson335253	YCW-JXG	Unregistered	<a href="#">Profile</a>	<a href="#">Results</a>		<a href="#">Remove</a>	<input checked="" type="checkbox"/> Enable Test Assignment

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

Showing student dashboard for <b>Carry Brown (CarryB)</b>									
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	Date Completed	School	Series	Test	Test Status				
2018-2019 Academic Year	10/8/2018	Dons Beta HS - VA	Automobile	Suspension and Steering	Completed	<a href="#">View Test Results</a>	<a href="#">View Certificate</a>	<a href="#">Cancel Score</a>	
2018-2019 Academic Year	8/14/2018	Dons Beta HS - VA	Automobile	Suspension and Steering	Completed	<a href="#">View Test Results</a>	<a href="#">View Certificate</a>	<a href="#">Cancel Score</a>	
2018-2019 Academic Year	10/8/2018	Dons Beta HS - VA	Automobile	Engine Repair	Completed	<a href="#">View Test Results</a>	<a href="#">View Certificate</a>	<a href="#">Cancel Score</a>	
2018-2019 Academic Year	8/14/2018	Dons Beta HS - VA	Automobile	Engine Repair	Completed	<a href="#">View Test Results</a>	<a href="#">View Certificate</a>	<a href="#">Cancel Score</a>	

A detailed score report is displayed and can be printed.

Showing student dashboard for <b>Carry Brown (CarryB)</b>									
<b>Student Name:</b> Carry Brown (CarryB)									
<b>Academic Year:</b> 2018-2019 Academic Year									
<b>Date Completed:</b> 10/8/2018									
<b>Series Name:</b> Automobile									
<b>Test Name:</b> Suspension and Steering									
<b>Your score is:</b> <b>30 - Pass</b>									
The number correct needed to pass is 20 out of 40									
Content Area						Number Correct		Max Score	
A. General: Suspension and Steering Systems						2		3	
B. Steering Systems Diagnosis and Repair						5		8	
C. Suspension Systems Diagnosis and Repair						6		8	
D. Related Suspension and Steering Service						3		4	
E. Wheel Alignment Diagnosis, Adjustment, and Repair						8		10	
F. Wheels and Tires Diagnosis and Repair						6		7	

## 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.

Showing student dashboard for <b>Carry Brown (CarryB)</b>							
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		
2018-2019 Academic Year	2018 - 2019 Academic Year Window	Beta - VA	Automobile	Engine Repair	Completed	<a href="#">View Test Results</a>	<a href="#">View Certificate</a>
2018-2019 Academic Year	2018 - 2019 Academic Year Window	Beta - VA	Automobile	Brakes	Assigned		
2018-2019 Academic Year	2018 - 2019 Academic Year Window	Beta - VA	Automobile	Suspension and Steering	Assigned		

Page: 1 of 1

The certificate will include all the student's certifications for a given year by test series.



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

### Roster Detail

[Back to Instructor Dashboard](#)

ROSTER / COURSE NAME:

Auto 2

DESCRIPTION: (200 CHARACTER MAX)

Senior Class

Save

INSTRUCTOR:

Noel Lewis

STATUS

Active

ACADEMIC YEAR:

2019 - 2020

ROSTER TEST SERIES:

Automobile

INSTRUCTIONS:

1. To add students to this roster, click 'Add/Create New Students'
2. Note - Roster size is limited to 100 students total.
3. Click 'Enable Test Assignment' for each student who will be testing. TIP - Click the 'Select All' box to enable test assignments for all students on this roster.
4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

Add/Create New Student(s)

Assign Student Tests

Batch Print Certificates

Import Roster

## **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 is wrong?**

The browser's popup blocker is likely on and is not allowing the test to launch.

**Q. – If a student fails a test, can they take the test again?**

Yes, but they must wait 30 full days before attempting the same test again. That is, they may retest a second time as soon as day 31 after the previous attempt.

A third attempt is also available following the same waiting period; however, a second test credit will be charged for the third and final attempt. The second test credit will enable a third attempt for all tests within the series.

**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 the student's 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 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 restart the student's test which allows 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.ASE.com/Entry-level](http://www.ASE.com/Entry-level). 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		IM	60	36

**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, purchase order (PO), or check may be used for payment at the time of order.

**Q. Can I upload a list of students to the school rather than entering them one at a time?**

The site administrator can upload a comma separated value (CSV) file of NEW students to the system. Please see the detailed instructions on the document entitled "Batch Import Instructions" on the [www.ASE.com/Entry-level](http://www.ASE.com/Entry-level) home page for this procedure.

**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 and archive these data locally.

## 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.

### ***Filter and sorting tools include:***

1. Filter by first and/or last name.
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, test series and test for example), click the "Search" button to update the screen.

The screenshot shows the Proctor List interface. At the top, there is a 'Search Students' section with the following elements:

- 1**: First Name input field.
- 1**: Last Name input field.
- 2**: Series dropdown menu (currently showing 'Select One...').
- 2**: Test dropdown menu.
- 3**: Students Per Page dropdown menu (currently showing '10').
- 4**: 'HIDE COMPLETED TESTS' checkbox.
- Search** and **Show All Students** buttons.

Below the search section is a table of student records. The table has the following 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. The first three columns have a 'Reset PW' button next to them. The table contains six rows of data. The first three rows are for 'Bob Adams' with 'UnRegistered' status and 'Assigned' test status. The last three rows are for 'Carry Brown' with 'Registered' status; the first two are 'Assigned' and the last one is 'Completed'.

At the bottom of the table, there is a 'Page: 1 of 1' indicator and navigation arrows.

**5**: A callout points to the 'First Name' column header, indicating the sorting tool.



## 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.ASE.com/Entry-level](http://www.ASE.com/Entry-level) 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.

Search Students

First Name

Last Name

Series

Test

Search

Show All Students

Students Per Page 10

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
Reset PW	Bob	Adams V	BobAdams V451455	UnRegistered	XDN-8J6	Automobile	Engine Repair	Assigned	Unlock	--	--	--
Reset PW	Bob	Adams V	BobAdams V451455	UnRegistered	XDN-8J6	Automobile	Brakes	Assigned	Unlock	--	--	--
Reset PW	Bob	Adams V	BobAdams V451455	UnRegistered	XDN-8J6	Automobile	Suspension and Steering	Assigned	Unlock	--	--	--
Reset PW	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Brakes	Assigned	Unlock	--	--	--
Reset PW	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Engine Repair	Completed		8/14/2018 11:41:17 AM	8/14/2018 11:47:11 AM	8/14/2018 11:56:43 AM
Reset PW	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Suspension and Steering	Idle	Restart	8/14/2018 1:09:26 PM	8/14/2018 1:09:47 PM	--

Page: 1 of 1

<< >>

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.

Student CarryB - Password changed to na3sa1

Search Students

First Name  Last Name

Series  Test

☐ HIDE COMPLETED TESTS

Students Per Page

To reset student's password, click here.

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status		Time Elapsed (hh:mm:ss)	Time Remaining (hh:mm:ss)	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
<input type="button" value="Reset PW"/>	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Brakes	Assigned	<input type="button" value="Unlock"/>	00:00:00	02:00:00	--	--	--
<input type="button" value="Reset PW"/>	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Engine Repair	Completed		00:09:25	01:50:35	8/14/2018 11:41:17 AM	8/14/2018 11:47:11 AM	8/14/2018 11:56:43 AM
<input type="button" value="Reset PW"/>	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Suspension and Steering	Completed		00:22:53	01:37:07	8/14/2018 1:27:51 PM	8/14/2018 1:09:47 PM	8/14/2018 1:50:42 PM

Page: 1 of 1

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.

### ***Pausing and Restarting a Test***

Should the proctor have a need to pause a student's test for whatever reason, they may manually pause the test by clicking the pause button that appears on the same row as the student's name and test title. This action locks the test, and the student cannot continue in the exam until allowed to do so by the proctor.

Under some conditions, it is possible the system may automatically pause a test. Reasons for an automatic pause may include: the student experiences a technical interruption during their test (e.g., loss of Internet, computer failure, etc.), or the student leaves the screen and attempts to access other resources or webpages on their computer during the test session. This automatic pause allows the proctor the opportunity to investigate possible causes for the pause.

Once a test is paused, the pause button is replaced by a restart button. Click on the restart button to unlock the test, allowing the student to continue the test from 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.

<< >>

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status		Time Elapsed (hh:mm:ss)	Time Remaining (hh:mm:ss)	Date/Time Unlocked
Reset PW	Test	One	HPKim	Registered	H93-3R6	Automobile	Automatic Transmission and Transaxle	Assigned	Unlock	00:00:00	02:00:00	--
Reset PW	Test	One	HPKim	Registered	H93-3R6	Automobile	Automobile Service Technology	Assigned	Unlock	00:00:00	03:00:00	--
Reset PW	Joshua	Riddle	JoshuaRiddle83	Registered	8TN-3X5	Automobile	Automatic Transmission and Transaxle	In Progress	Pause	00:00:25	01:59:35	10/8/2020 9:05:17 AM
Reset PW	Joshua	Riddle	JoshuaRiddle83	Registered	8TN-3X5	Automobile	Automobile Service Technology	Assigned	Unlock	00:00:00	03:00:00	--

<< >>												
	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status		Time Elapsed (hh:mm:ss)	Time Remaining (hh:mm:ss)	Date/Time Unlocked
Reset PW	Test	One	HPKim	Registered	H93-3R6	Automobile	Automatic Transmission and Transaxle	Assigned	Unlock	00:00:00	02:00:00	--
Reset PW	Test	One	HPKim	Registered	H93-3R6	Automobile	Automobile Service Technology	Assigned	Unlock	00:00:00	03:00:00	--
Reset PW	Joshua	Riddle	JoshuaRiddle83	Registered	8TN-3X5	Automobile	Automatic Transmission and Transaxle	Paused	Restart	00:00:15	01:59:45	10/8/2020 9:03:21 AM
Reset PW	Joshua	Riddle	JoshuaRiddle83	Registered	8TN-3X5	Automobile	Automobile Service Technology	Assigned	Unlock	00:00:00	03:00:00	--

You may pause a student's test session if you suspect any cheating or observe other irregularities by selecting the student and clicking on the Pause Test button.

The test delivery system also monitors each student's progress and will automatically pause the test if they click on anything outside the test window, or use any keyboard function that does not apply to the test. If the student clicks anything outside of the test window, or uses the keyboard repeatedly, the system may automatically pause that test session. The student will get a message that they must see the proctor to continue. You then have the option to resume (restart) the test session if you determine the student's actions did not involve any testing irregularities.

To restart the test after pausing, the proctor needs to unlock the test again, the student logs back in and clicks launch test to reenter the test session and resume the test wherever the disconnect/pause happened.

## ***Helpful Hints***

- **Time To Start** – Students have 30 minutes to start the test once it is unlocked by the proctor. If the student does not begin the test within 30 minutes, the Proctor will need to unlock the exam again.
- **Time To Test** – Sixty minutes is the recommended testing time for all tests except the Automobile Maintenance and Light Repair (MR), Automobile Service Technology (AS), and the Truck Inspection, Maintenance and Minor Repair (IM). 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 after an elapsed time of 5 minutes. 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.
- **ASE Entry-level Certification Help Desk** - 1-800-362-0544

## STUDENTS

### Student Login

Before a student can take a test, they must login through [www.ASE.com/Entry-level](http://www.ASE.com/Entry-level) and complete their student profile. While doing so, they will create a username and password that will allow them future entry. At the student login screen, click the “Not Registered Yet? Sign Up” button. 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 ability to purchase additional (new) test credits for the 2019-2020 academic year has been disabled. All test credits for the 2019-2020 academic year must be used before SEPTEMBER 30, 2020. Unused test credits will NOT be carried forward to next year and refunds will not be issued. To read more, click [here](#).

Student Login [Staff Login](#)

Username

Password

**SIGN IN**

**NOT REGISTERED YET? SIGN UP**

[Forgot password?](#)

[System Requirements](#) [Read the User Manual](#)

You have a compatible browser for this test.  
Browser: Chrome v85 Screen Resolution: 1920 x 1080  
JavaScript: Enabled  
Pop-Up Blocker: Turned OFF

**ASE**  
Entry-Level  
Certification Program  
Powered By  
**BrightShift**

The first time the student logs in they will use New Student Registration portal.

Browser pop-up blocker must be turned off before tests can launch.

**New Student Registration**

First Name

Last Name

Roster Key

**REGISTER**

**ALREADY REGISTERED? SIGN IN**

[System Requirements](#) [Read the User Manual](#)

## Complete Your Profile

### Name Correction -

When the student establishes their profile, they may find 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 the instructor make those changes.

### Username

The system generates a default username, but the student should edit their username to something more easily remembered.


### Future Login

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

Please fill out your student profile.  
\* = Required Field

First name *	Carry
Middle initial	
Last name *	Brown
Suffix	
Date of birth *	January ▼ 1 2002
Last 4 of SSN *	1234
<small>If you do not have, cannot get or do not want to provide, you may substitute a four-digit numeric PIN.</small>	
High school graduation year *	2019
High School Name *	Beta HS
Email address *	CBrown@BetaHS.edu
Zip Code *	12345
Mobile Phone Number *	555-555-5555
Create your username *	CarryBrown741187 ←
Create your password *	.....
Confirm password *	.....
Password reset question *	Name of my dog
Password reset answer *	Spot
Would you like to receive info from AYES, NATEF, and SkillsUSA? <input checked="" type="radio"/> Yes <input type="radio"/> No	
State or school issued Student ID	987456123
Gender	Male ▼
Race	Caucasian / White ▼
<a href="#">Save</a>	

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

 [SIGN IN](#)

[NOT REGISTERED YET? SIGN UP](#)

[Forgot password?](#)

[System Requirements](#)[Read the User Manual](#)

## Starting a Test

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 window like 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.

Lug Knut's Dashboard

My Exams Edit My Profile Change Password User Manual Logout

Logged in as KLug2752

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	Date Completed	School	Series	Test	Test Status	
2019 - 2020		Noel's Beta Test School I	Automobile	Suspension and Steering	Unlocked	Launch Test
2019 - 2020	9/11/2020	Noel's Beta Test School I	Automobile	Brakes	Completed	View Test Results

Page: 1 of 1  
<< >>

After the student clicks on the Launch Test button, they will either see the Confidentiality Agreement.

## Testing

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 Entry-level Certification tests.

**CONFIDENTIALITY STATEMENT**

You may not copy, reproduce, or distribute *any* of the questions on this test. Any reproduction or redistribution of any of the contents in any form is prohibited and subject to punishment under federal copyright law.

The questions in this test are copyright © The National Institute for Automotive Service Excellence (ASE) – 2020 - All rights reserved.

☒ 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.

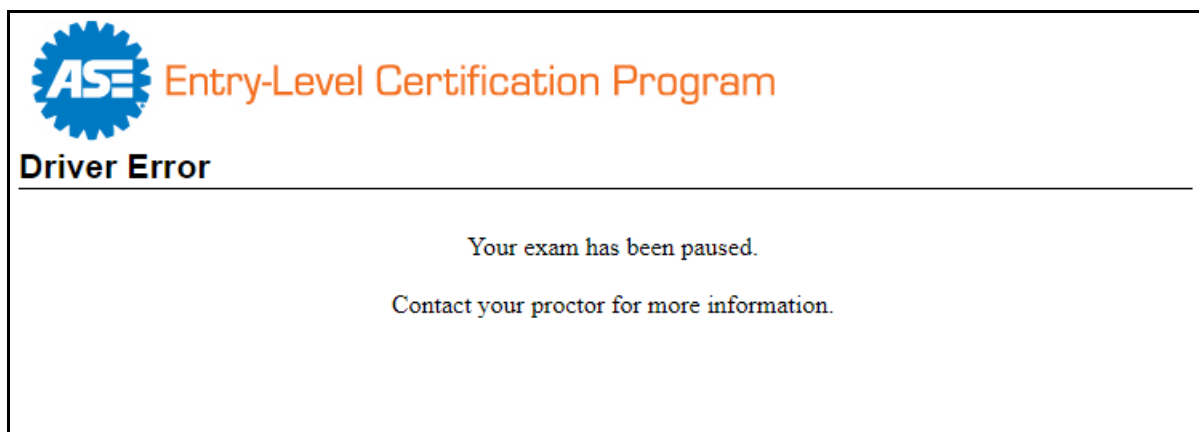
Please use the mouse to click the AGREE or DISAGREE button.

Click on the Next button to continue.

**Next**



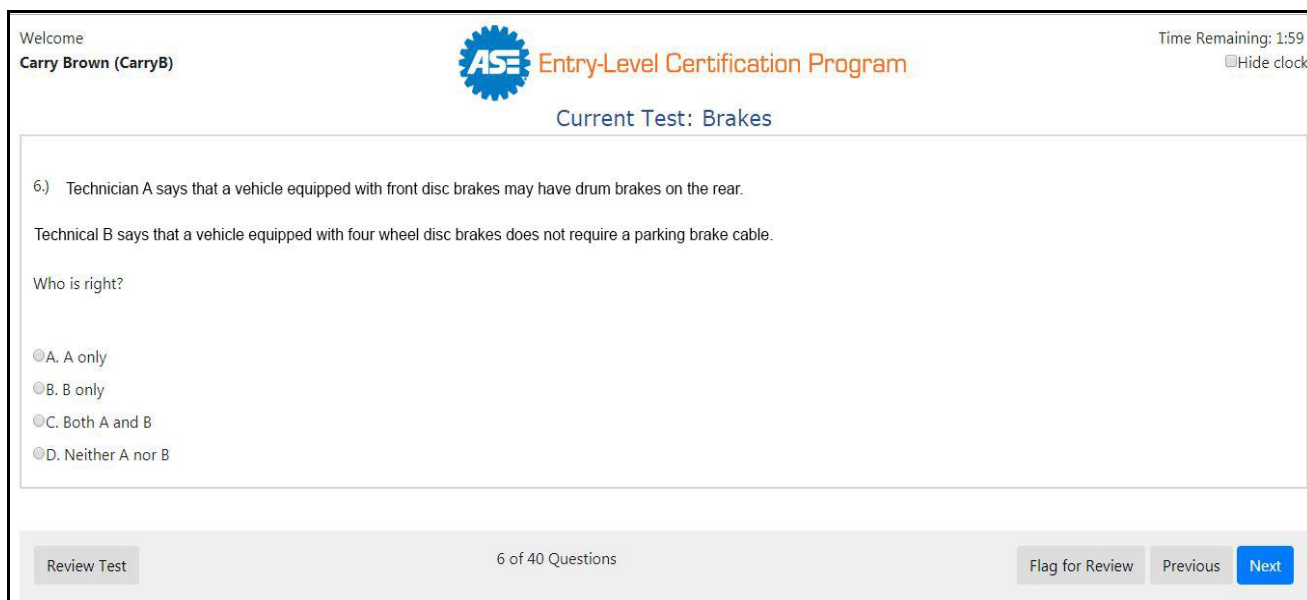
If the system detects irregular testing activity outside of the testing window, such as typing or mouse clicks, the system may pause the test. A message will appear to the student shown here:



The student will need to contact the proctor for more information to determine why the test was paused and next steps.

### ***Example Test Screen***

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



To select an answer, click the button next to the desired choice. To change the selected answer to something different, simply click on another option to change the response.



Use the navigation bar below the question to move throughout the test.

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

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

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

**MH Truck Suspension And Steering - Review**

**Key:** = Question text, ☒ = Answered, ☐ = Not Answered, = Flagged

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

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

- Reviewed all flagged items.
- Answered all questions.

Return to Previous Question

MH Truck Suspension And Steering  
You can navigate to a question by clicking its number.

Submit Test for Scoring

The summary screen shows the status of each question – answered, not answered, or flagged for review. To return to a question, click on the question number. Once all flagged items have been reviewed and all questions have been answered, click "Submit Test for Scoring".

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

When the test is submitted for scoring, the student is automatically logged out and returned to the login screen. The student can log back in to view their results or to start another test.

## Viewing Test Results

To view test results, login and select "View Test Results". If multiple results are shown for the same test, please refer to the Date Completed to differentiate between the results.

Lug Knut's Dashboard

My Exams

My Badges

Edit My Profile

Change Password

User Manual

Logout

Logged in as KLug2752

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	Date Completed	School	Series	Test	Test Status	
2019 - 2020		Noel's Beta Test School I	Automobile	Suspension and Steering	Unlocked	<div>Launch Test</div>
2019 - 2020	9/11/2020	Noel's Beta Test School I	Automobile	Brakes	Completed	<div>View Test Results</div>

Page: 1 of 1  
<< >>

The resulting report will appear like the sample shown below.

Logged in as Adam12

Student Name:

Adam Twelve (Adam12)

Academic Year:

2018-2019 Academic Year

Date Completed:

10/3/2018

Series Name:

Collision

Test Name:

Painting and Refinishing

Your score is:

26 - Pass

The number correct needed to pass is 23 out of 40

Content Area	Number Correct	Max Score
A. Safety Precautions	7	7
B. Surface Preparation	8	8
C. Spray Gun and Related Equipment Operation	5	5
D. Paint Mixing, Matching, and Applying	6	9
E. Paint Defects – Cause and Cures	0	7
F. Final Details	0	4

To obtain the corresponding ASE Entry-level Certification certificate, you can access it through the student dashboard, but the instructor or school's site administrator should also provide a printed copy.

