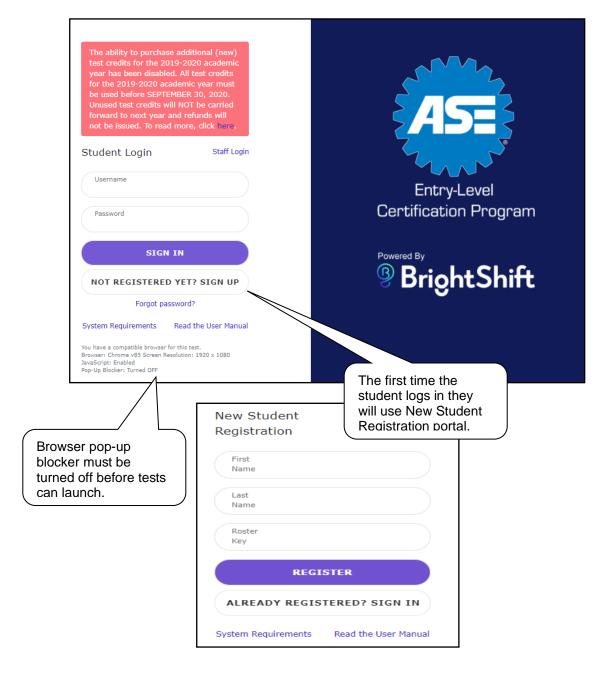
Student Quick Start Guide

Student Login

Before you can take a test, you must login through www.ASE.com/Entry-level and complete your student profile. While doing so, you will create a username and password that will allow you future entry. At the student login screen, click the "Not Registered Yet? Sign Up" button. You will be required to enter the following information exactly as your instructor has entered on his/her roster: First Name, <a href="Last Name, Roster Key. The roster key is a six-character alphanumeric expression (e.g. F2D-9HW) that uniquely identifies you on the roster. It must be entered exactly as it appears, including the dash "-".



Complete Your Profile

Name Correction -When you establish your profile, you may find that the instructor incorrectly entered your name (e.g. Bobby Bower rather than Robert Bower). You may correct the spelling of your first and last name only during the initial profile setup. To make corrections in the future, you would have to request that the instructor make those changes.

Username

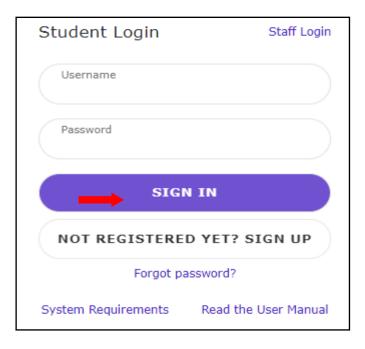
The system generates a default username, but you should change the username to something more easily remembered.

Future Login

All future logins will be through the "Student

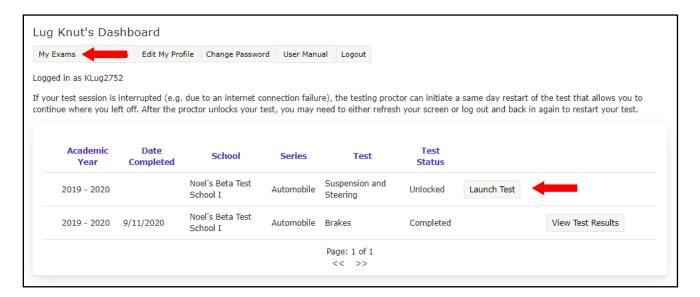
Login" portal. If you forget your password, the "Forgot Password?" utility on the login screen will present you with the Password Reset Question from your profile. If answered correctly, a screen will open to establish a new password.

| * = Required Field | | |
|--|---------------------|--|
| First name * | Carry | |
| Middle initial | | |
| Last name * | Brown | |
| Suffix | | |
| Date of birth * | January ▼ 1 2002 | |
| Last 4 of SSN * | 1234 | |
| If you do not have, cannot get or do not war provide, you may substitute a four-digit num PIN. | | |
| 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 A NATEF, and SkillsUSA? | YES, ⊚Yes ○No | |
| State or school issued Student ID | 987456123 | |
| Gender | Male | |
| Race | Caucasian / White ▼ | |



Starting a Test

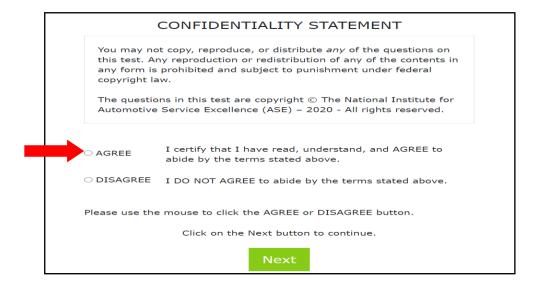
After logging in, the student home page contains a "Student Dashboard" that is used to navigate among different features of the system. Clicking the "My Exams" button will take you to a page like the one shown below. All tests that have been assigned by the instructor will be listed. When the proctor has unlocked a test, you have 30 minutes to login and begin the test. When you are ready to begin the test, you will click the "Launch Test" button next to the unlocked test.



After clicking on the Launch Test button, you will either see the Confidentiality Agreement (in person testing) or will see the Remote Session Instructions page (remote proctoring)

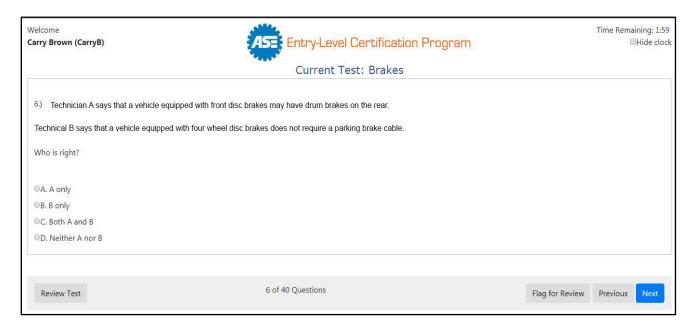
Testing

Upon starting the test, the first screen you will see is the Confidentiality Agreement. Students must agree to the terms of this statement to participate with the ASE Entry-level Certification tests.



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.



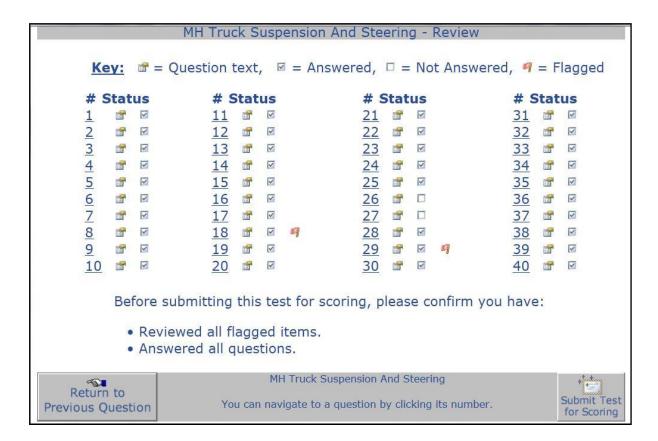
To select an answer, click the button next to the desired choice. To change the selected answer to something different, simply click on another option to change the response.

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, you will be taken to the test summary screen.



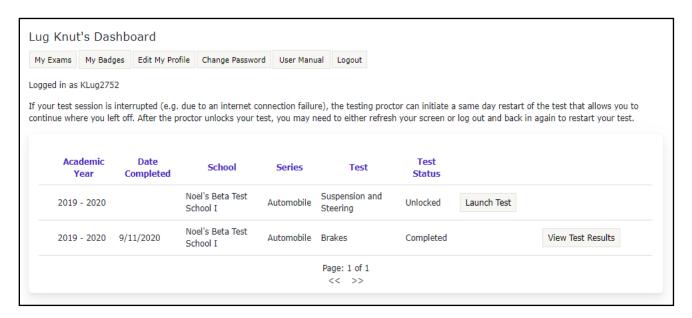
The summary screen shows the status of each question – answered, not answered, or flagged for review. To return to a question, click on the question number. Once all flagged items have been reviewed and all questions have been answered, click "Submit Test for Scoring".

Important - The test will score once the "Submit Test for Scoring" button is clicked. 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, you will be automatically logged out and returned to the login screen. You can log back in to view your 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.



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 ne | eeded 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, please check with the instructor or school's site administrator for printing. Student's also can access this certificate through their student dashboard, next to any test that has been successfully passed.

