



SCHOOL IDENTIFYING INFORMATION

School Name:	
Street Address:	
City/State/Zip:	
Main Telephone:	
School Administrator Name:	
Administrator's Title:	

I certify that I have read and agree to adhere to the NA3SA Testing Policies. I also certify that I am authorized by this school to order tests and to designate the indicated individual on this form as the school's NA3SA Site Administrator.

Periodically, the administrator of the NA3SA test delivery system, or any of the supporting partners (AYES, NATEF, SkillsUSA), may have the need to communicate program information with this school either by mail or electronically. By submitting this order, I agree to receive such correspondence.

Name (please print): _____

Signature: _____ Date: _____
(School Administrator/Principal - Required)

ORDER PAYMENT INFORMATION

Number of Students (Credits)	Unit Cost	Total Dollar Amount
_____	x \$15.00	= \$ _____
All Orders Are Payable To: ASE		
Purchase Order Number : _____ (COPY OF PO MUST ACCOMPANY ORDER)		
Check Number: _____		
Credit Cards Accepted: MasterCard ____, Visa ____, American Express ____.		
Card Number: _____	Expiration Date: _____	
Signature of Card Holder: _____		

NA3SA Order Form
9/6/2011

Fax or Mail completed form and payment to:
ASE – NA3SA ■ 101 Blue Seal Dr., SE, Suite 101, Leesburg, VA 20175 ■ 800-362-0544 ■ Fax: 703-669-6125

Test Schedule: 2011-2012 Academic Year

Fall Testing Window: **Nov. 30 – Jan. 30 ***

Spring 2012 Testing Window: **April 2 – June 1**

* Limited technical support available between Dec. 23rd and Jan 3rd

NA3SA SITE ADMINISTRATOR

Each school must designate an individual to serve as the school's NA3SA Site Administrator. The Site Administrator may be an instructor or other staff person who will serve as the NA3SA system coordinator for the school. For more information, please see Explanation of Roles and Responsibilities in the User's Manual available on the www.NA3SA.com website.

Name:	
Title:	
E-mail Address:	
Telephone:	
FAX:	

I hereby acknowledge that I have read and agree to adhere to the NA3SA Testing Policies. I further agree to act as the Site Administrator for this school, and to server in good faith as an NA3SA testing partner to ensure all users comply with the NA3SA testing policies.

NA3SA Site Administrator Signature - Required Date

BEFORE SENDING IN THIS ORDER, PLEASE NOTE THE FOLLOWING!

- The school administrator/principal and site administrator must sign the order form. Orders without both signatures will not be processed.
- If using a purchase order, orders cannot be processed without a copy of the PO.
- All purchases are final. Unused school balance will be carried forward to the next test window. Refunds cannot be issued.

This block for ASE/NATEF internal use only.		NA3SA ID#
Entered NA3SA System	Date:	By:

TESTING POLICIES FOR THE NATIONAL AUTOMOTIVE STUDENT SKILLS STANDARDS ASSESSMENT

The Automotive Youth Educational Systems (AYES), the National Automotive Technicians Education Foundation (NATEF) and SkillsUSA have partnered to offer the National Automotive Student Skills Standards Assessment (NA3SA) tests for use by schools to evaluate students nearing completion of their automotive studies. The NA3SA tests are developed and delivered by the National Institute for Automotive Service Excellence (ASE).

For the NA3SA Tests to effectively measure the student's knowledge, they must be uniformly and securely administered. Therefore, both the instructors who schedule the tests and the proctors who administer them must strictly follow all program procedures.

Testing Dates and Times – The NA3SA Tests may be administered during the published testing windows only. During the testing window, tests can be scheduled for any time of the day that a proctor is available for supervision. ASE recommends that 60 minutes of computer time be scheduled for each test.

Testing Environment – The NA3SA Tests may be offered on any computer that meets the minimum technical and security requirements. The computer must be located in a computer lab or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distractions, and comfort for the examinee.

Proctors – The proctor may be a school administrative staff member or current or retired faculty member, but may not be a faculty member currently teaching motor vehicle technology. Students may not be proctors.

Proctor's Responsibility – The proctor is responsible for verifying the student's identity, enabling the computer-based test for the student, and providing general oversight of the student during the testing session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books or notes, etc.

Accommodations - Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations for their special needs provided that those accommodations do not compromise test integrity.

Retests – Retests for completed NA3SA tests are not allowed during the same testing window. Students who are unsuccessful in achieving a passing grade, or those who wish to improve their score, may not reattempt the same exam until a later testing window.

Instructor Level Access – Instructors are given unique password access to the testing platform for registering students and monitoring their progress. Instructors may **not** share their access information with students and must take reasonable precautions to safeguard their password at all times. Instructors are not allowed to view the tests at any time.

Cancellation of Scores – ASE reserves the right to cancel any test score and/or bar participation in the NA3SA testing program if ASE has reason to question the validity of a test score. Misconduct at the testing session, multiple test attempts by one student in a test window, and prior access by instructors to test forms can all compromise test validity.

Good And Reasonable Effort – ASE considers each school participating in the NA3SA tests to be an active partner in the test delivery process. As such, ASE expects all school staff involved in the testing program to exercise good and reasonable effort to maintain the integrity of the testing program.

User Name – All non-student users must use a valid email address as their NA3SA user name.



ORDER FORM

Test Schedule: 2011-2012 Academic Year

Fall Testing Window: **Nov. 30 – Jan. 30 ***

Spring 2012 Testing Window: **April 2 – June 1**

* Limited technical support available: Dec. 23rd - Jan 3rd.

* Test window cannot be extended due to inclement weather. Please plan accordingly.

Pricing – \$15 per student per academic year. The fee allows for a single attempt at any or all tests in a series. For example, within a given year (fall and spring administrations) a student in an auto repair program may attempt all eight exams in that series, or any subset of these, for the single \$15 fee.

Refunds cannot be issued. Unused school balance will be carried forward to the next test window. Once a student opens the first test in a series, the test credit is deemed used.

Minimum System Requirements – Internet access with Internet Explorer 6 or higher; cookies enabled; pop-ups allowed; screen resolution 1024x768 or higher. Acrobat Reader 7 or higher is required to view and print certificates. The school's email server must allow all non-student users to receive email communications from webmaster@natef.org.

There must be sufficient computers with Internet access at the school to allow for all students to test within the testing window (Example: You have 20 students and only five computers – you would need to schedule four sessions, each with five students).

Test Results – All tests are scored instantly and the results can be viewed online by the students and their instructors.

For more information, please visit: www.NA3SA.com

Please Fax or mail this completed form and payment to:

ASE – NA3SA

101 Blue Seal Drive SE, Suite 101

Leesburg, VA 20175

Phone: (800) 362-0544

Fax: (703) 669-6125