

Issued: March 18, 2014

Program: **Automotive Service Technician 1 and AST Foundation Program**

To: ITA Training Providers
Automotive Training Standards Organization (ATSO)
All School Districts

RE: **OPSN 2014 005**
The Launching of Online Examinations for Automotive Service Technician 1 (AST 1) and AST Foundation Programs

Timing: **Effective 17th March 2014**

Information: Effective 17th March 2014 Certification of Qualification (CofQ) exams for Automotive Service Technician 1 and AST Foundation Programs will be delivered online. This notice is a follow up to OPSN 2013 002 issued on 30th January 2013 which advised a future launch date for AST 1 would be identified.

All AST 1 classes commencing after the date of this OPSN will be scheduled to write CofQ exams online rather than on paper. In the event that a suitable computer lab is not available, schools may request paper-based exam delivery.

Background In 2012, ITA launched an online computer-based examination delivery system for ITA Standardized Level Examinations. The benefits of delivering exams online include:

- Immediate processing of exam results and a quicker turnaround for exam marks
- Increased exam protection and security
- Zoom-in capability for diagrams
- The ability to “scramble” questions and enhance security of the exam

Scheduling AST 1 Exams AST 1 exams are requested by training providers via the usual ITA procedure: training providers submit an ITA Examination Request form six weeks in advance of the scheduled exam date.

ITA anticipates that all AST 1 classroom-based exams will be written online. Paper delivery of exams will be available by special request.

Scheduling and booking a suitable lab for the planned exam date is done by the training provider. The lab must be booked for a minimum of four hours and the room location of the lab must be noted on the ITA Examination Request form.

For information on lab requirements, please contact Janna Wright, ITA's Training Provider Contact, at jwright@itabc.ca. All computers in the lab must have reliable Internet access.

Marks Entry

Training providers delivering AST 1 in-school technical training are required to enter the following information in ITA Direct Access for each apprentice:

- An in-school mark in the form of a percentage

Calculating the In-School portion of the Technical Training Percentage Score

The in-school percentage score for AST 1 is calculated from a percentage weighting of theory and practical assessments within the level training topic.

Please refer to the Assessment Guidelines in the current AST 1 Program Outline (p. 87) for these weightings. The AST 1 Program Outline can be found on the ITA website at www.itabc.ca

To calculate the in-school percentage score for AST 1:

- Total the level theory results recorded in school and multiply the total by 80% to produce a weighted theory score;
- Total the level practical results recorded in school and multiply the total by 20% to produce a weighted practical score;
- Add the weighted theory and practical competency scores together to determine the final in-school percentage score for each level; and
- Enter the final in-school percentage score into ITA Direct Access.

Calculating the final percentage score for the CofQ exam

ITA will enter the AST 1 CofQ exam percentage score into ITA Direct Access.

A score of 70% or greater is required to pass the AST 1 CofQ exam.

Marking online exams

The AST 1 online exam marks are calculated as soon as an apprentice completes and submits his/her exam. A summary of exam results for the class are sent to the instructor a few minutes after the last individual completes and submits his/her exam.

Although the instructor may provide the exam marks to the apprentices, the instructor is only responsible for entering the final in-school training mark in ITA Direct Access.

Marking paper-based exams

Paper-based exams are marked by ITA in the Richmond office within 10 business days of the scheduled exam date. Individuals are notified of their results via email when the exam results are uploaded into ITA Direct Access.

Writing AST 1 CofQ at end of AST Foundation Program

AST Foundation students who wish to proceed into the AST Apprenticeship program may write the AST 1 CofQ exam at the end of their Foundation program, or wait and write the exam at a later date when they are registered into an AST Apprenticeship program with a sponsor.

Foundation students who wish to write the AST 1 CofQ at a later date must have a Foundation Program result in ITA Direct Access and be registered as an AST apprentice before they are eligible to write the exam.

***Marks entry for
Foundation Programs***

Once candidates have completed the AST Foundation program, training providers submit a percentage score for the in-school component of the Foundation program. The marks are to be submitted to ITA's Training Provider Contact.

Note: the AST 1 CofQ is **not** a completion requirement of the AST Foundation Program to achieve the Certificate of Completion.

AST 1 exam invigilation

ITA administers, invigilates and marks AST 1 CofQ exams and uploads results to ITA Direct Access.

**For more information
contact:**

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cc:

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