

Issued: January 30, 2013

Program: Automotive Service Technician 2
Automotive Service Technician 3
Automotive Service Technician 4

To: ITA Training Providers
Automotive Training Standards Organization (ATSO)

RE: **OPSN 2013 002 THE LAUNCHING OF ONLINE EXAMINATIONS FOR THE AUTOMOTIVE SERVICE TECHNICIAN PROGRAM**

Timing: Effective March 22, 2013

Information: Please be advised that effective March 22, 2013, the Industry Training Authority (ITA) will be launching an online computer-based format for Automotive Service Technician – AST 3 & 4.

All AST 3 & 4 classes completing sessions on or after March 22, 2013 will be scheduled to write an online computer examination rather than a paper-based examination.

Training providers that deliver the AST 3 & 4 program will be responsible for scheduling an appropriate computer laboratory facility with internet access for the planned exam date. The computer facility needs to be booked for a minimum of four hours.

On September 3, 2013 the AST 2 exam will be launched for online delivery.

Online computer-based exams for AST 1 and AST Foundation programs will be launched at a later date and will be delivered online. An OPSN will be issued at a future date to advise the launch date of the AST 1 and AST Foundation exams.

Background

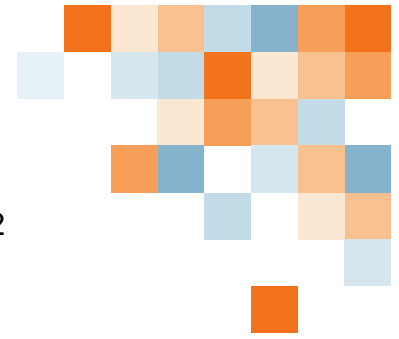
In 2012, ITA made the decision to move to an online computer-based examination delivery system for ITA Standardized Level Examinations. The following three programs were selected for the initial launch:

- Automotive Service Technician – Levels 3 and 4
- Carpenter - Level 3
- Millwright - Level 3

Additional ITA programs will begin writing online computer-based standardized level examinations in 2013 - 2014.

The benefits of moving to an online platform include:

- Immediate processing of exam results and a quicker turnaround for exam marks,
- Increased exam protection and security with the removal of paper-based exams,
- The ability to “scramble” questions which enhances security of the exam as questions will be presented in a different sequence for each candidate,
- Diagrams in the exams can be manipulated to clarify details, i.e., zoom-in capabilities, and
- A consistent evaluation process for all examinations, as well as the ability to quickly replace questions if required.



Scheduling AST 3 & 4 online exams

The AST 3 & 4 exams should be requested by training providers via the usual ITA procedure. ITA will invigilate these exams.

Training providers are responsible for scheduling an appropriate computer laboratory facility with internet access for the planned exam date. The computer facility needs to be booked for a minimum of four hours. The computer laboratory assigned for the exam should be recorded on the ITA Examination Request form.

Calculating the AST 3 marks

AST 3 apprentices will be writing a Certificate of Qualification (CofQ) exam. Apprentices are required to achieve 70% or greater on the exam. Instructors are expected to continue the current practice of calculating the final in-school marks and entering these marks into ITA Direct Access. A calculation table showing the subject competencies, level percentage weightings and level examination weightings are shown in the *Grading Sheet: "Subject Competencies and Weightings"* section at the end of this document.

ITA will be responsible for entering the AST 3 CofQ exam mark into ITA Direct Access.

Calculating the AST 4 marks

Successful completion of AST 4 requires apprentices to acquire 70% or greater on AST 4 in-school technical training and 70% or greater on the AST 4 level exam.

Instructors are expected to follow the current practice of calculating the final in-school mark and entering this mark into ITA Direct Access (ITADA) for each candidate.

ITA is responsible for entering the standard level exam marks into ITADA.

A calculation table showing the subject competencies, level percentage weightings and level examination weightings are shown in the *Grading Sheet: "Subject Competencies and Weightings"* section at the end of this document.

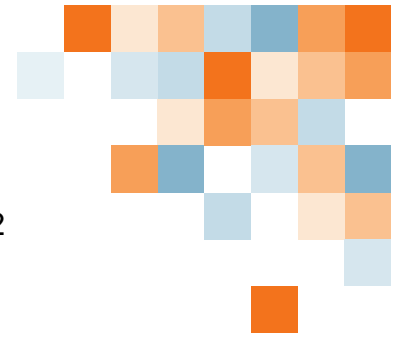
As the in-school mark and the exam mark are blended to arrive at a final level mark, there will be a degree of uncertainty in cases of border-line percentage results. Please refer to the '*Program Results and Eligibility*' section of this document for an explanation and procedure for these cases.

Training Provider Component: In-school mark for AST 4

Training providers delivering AST 4 in-school technical training are required to enter the following information in ITADA for each apprentice:

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

In reference to the "*Grading Sheet: Subject Competency and Weightings*" for AST 4 the in-school mark is derived from a combination of theory and practical assessments within each AST 4 line or training topic.



AST 4 in-school marks are calculated by:

- Totaling the level theory competency results as noted in the competencies and weightings tables and multiplying the total by 80% to produce a weighted theory result;
- Totaling the level practical competency results as noted in the competencies and weightings tables and multiplying the total by 20% to produce a weighted practical result; and
- Adding the theory and practical competency results together to determine the final in-school result.

ITA is responsible for entering standard level examination marks in ITADA.

ITADA automatically calculates the final mark for AST 4 once the in-school training and standard level exam marks are entered into the system. This mark is calculated by blending the standardized level exam percentage score and the in-school technical training percentage score to determine the final mark for AST 4.

ITA Component: AST 4 Exam Marks

In-school technical training (combined theory & practical) is weighted at 80% and the AST 4 exam is weighted at 20%. These two scores are combined to determine the final level mark. This result is the final mark that is recorded in ITADA.

- A mark of 70% or greater is required to pass AST 4 when the final in-school percentage score and the final AST 4 exam percentage score are blended.

The AST 4 exam mark will be calculated as soon as the apprentice completes and submits their online exam. These final exam marks will be sent to the instructor immediately after the last apprentice in the class has completed and submitted their exam to the online system.

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 ITADA.

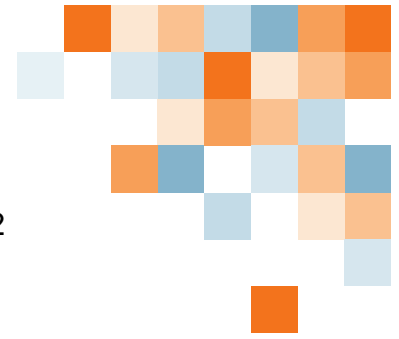
ITA is responsible for entering the apprentice's AST 4 exam marks in ITADA.

Program Results and Eligibility

ITADA automatically blends the final in-school mark with the AST 4 exam mark to determine the final mark for the level. Once the instructor has entered the final in-school marks in ITADA, the system calculates the final mark for AST 4 by weighting the in-school mark at 80% and the AST 4 exam mark at 20%. ITADA combines these two weighted marks to determine each apprentice's AST 4 final mark.

Since the in-school mark and the exam mark are blended there will be situations where an apprentice will have to repeat one or the other component (in-school training or exam) in order to achieve the required 70% to pass AST 4.

In the event that this does occur, the following table outlines two scenarios an apprentice may encounter once the 80/20 blending is applied and the final mark is less than 70%.



<p>Scenario 1</p> <p>The apprentice receives less than 70% for the in-school session and 70% or greater on the AST 4 exam which results in a final mark of less than 70%.</p>	<p>The apprentice will:</p> <ul style="list-style-type: none"> • Re-take the AST 4 in-school technical training
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<p>Scenario 2</p> <p>The apprentice receives 70% or greater for the in-school session and less than 70% on the AST 4 exam which results in a final mark of less than 70%.</p>	<p>The apprentice will:</p> <ul style="list-style-type: none"> • Re-write the AST 4 exam per ITA exam re-write policy
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In a case where the apprentice receives less than 70% on either the in-school session or the exam but achieves greater than 70% for the final mark the apprentice would be provided credit for AST 4.

Interprovincial (Red Seal) Exam

In order to achieve certification, AST apprentices are required to write the AST Interprovincial (Red Seal) exam after completing all levels of in-school technical training.

Apprentices must have passed (70% or higher) in each of the AST levels to sit the AST Interprovincial (Red Seal) exam. A score of 70% or greater is required for a pass.

Interprovincial (Red Seal) exams should be requested by training providers via the usual ITA procedure.

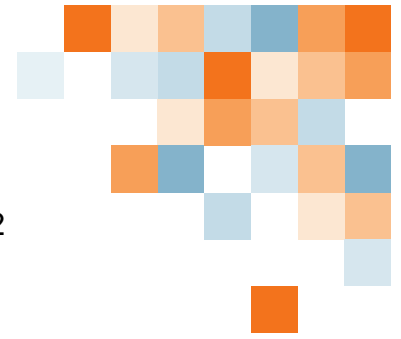
The ITA will administer and invigilate Interprovincial (Red Seal) exams, score and record exam results in ITADA.

For more information contact:

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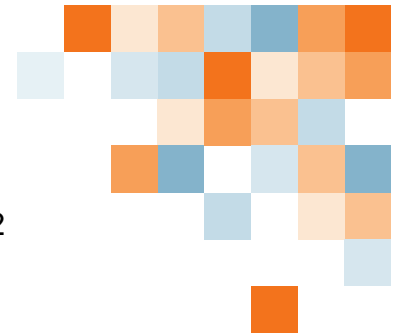
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ITA Staff



Grading Sheet: Subject Competencies and Weightings Tables

Program:		Automotive Service Technician Apprenticeship	
In-school Training:		AST 3	
ITA Direct Access			
Code:		0002AM301	
Line	Subject competencies	Theory Weighting	Practical Weighting
3A	Electrical and Electronic Systems	18%	14%
3B	Fuel Delivery Systems	24%	18%
3C	Electronic Ignition Systems	18%	22%
3D	Engine Management Systems	27%	25%
3E	Emission Control Systems	13%	21%
	Total	100%	100%
	AST 3 in-school mark weighting	80%	20%
	AST 3 in-school mark is calculated by the training provider by combining the 80% theory and 20% practical subject competency weightings. The final weighted mark for the AST 3 in-school session is entered into ITA Direct Access by the training provider.	X%	



Program: In-school Training: ITA Direct Access Code:		Automotive Service Technician Apprenticeship AST 4 0002AM401	
Line	Subject competencies	Theory Weighting	Practical Weighting
4A	Clutch Systems	6%	5%
4B	Manual Transmissions	8%	14%
4C	Automatic Transmissions	55%	46%
4D	Drive Lines	7%	13%
4E	All-Wheel Drive/Four Wheel Drive Systems	12%	22%
4F	New Drive Line Technology	12%	0%
	Total	100%	100%
	AST 4 in-school mark weighting	80%	20%
	AST4 in-school mark is calculated by the training provider by combining the 80% theory and 20% practical subject competency weightings. The final weighted mark for the AST 4 in-school session is entered into ITA Direct Access by the training provider.	X%	
	Calculated by ITA ITA Direct Access will calculate this percentage weighting once the in-school marks have been entered. Combined AST 4 in-school theory and practical subject competency multiplied by:	80%	
	Calculated by ITA ITA Direct Access will calculate this percentage weighting once the in-school exam marks have been entered. AST 4 exam score multiplied by:	20%	
	Calculated by ITA The final mark for determining credit for AST 4 is calculated using ITA Direct Access by applying the multiple factor – 80% to the in-school mark and 20% to the AST 4 exam mark.	X	