EDSQ: New Centre Start-up Checklist

Use this checklist to make sure you're on track with EDSQ delivery

Have you…

Received your Surpass logins? ☐

Downloaded Surpass Viewer? ☐

Attended the Delivering & Assessing Webinar? ☐

Carried out standardisation activities with other tutors? ☐

Checked your IT system compatibility with Surpass? ☐

Downloaded the Instructions for the Conduct of EDSQ Assessments document from the EDSQ pages of our website? ☐

Trained your test supervisors ☐

Set up the IT system to ensure learners will have a secure, clean area to save their work and all data will be removed following the assessment? ☐

Accessed our guidance documents (Centre Guide, Surpass Guide, Surpass Candidate Guide) on the EDSQ pages of our website? ☐

Do you know…

How to access and use the initial assessment tool? ☐

How to use Surpass to:

- schedule a mock or live assessment? ☐
- download the invigilation pack? ☐
- support candidates on test day? ☐
- mark an assessment? ☐
- internally quality assure an assessment? ☐

Use **Prism** to access:

- Free Teaching Resources
- Digital Glossary of Terms
- Chief Examiner's Report and Pass Marks
- Sample Assessments

Contact your Prism Superuser for instant access

EDSQ pages on our website: https://www.gatewayqualifications.org.uk/qualification-area/digital-qualifications/essential-digital-skills/

For further assistance, contact registrations@gatewayqualifications.org.uk

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