# EDSQ: New Centre Start-up Checklist

gateway qualifications

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

### Have you…

Received your Superuser Prism login? ☐

Set up your tutors and IQAs on Prism? ☐

Received your Surpass logins? ☐

Attended the Delivering & Assessing Webinar? ☐

Carried out standardisation activities with other tutors? ☐

Checked your IT system compatibility with Surpass? ☐

### Do you know…

How to access and use the initial assessment tool? ☐

How to use Surpass to:

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

How to use Quartzweb to register learners and access results? ☐

Use **Prism** to access:

- Free Teaching Resources
- EDSQ Centre Guide
- Surpass Guidance
- Surpass Candidate Guide
- Glossary of Terms
- Chief Examiner's Report and Pass Marks
- Sample Assessments
- IQA/Lead IQA Sampling Record

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