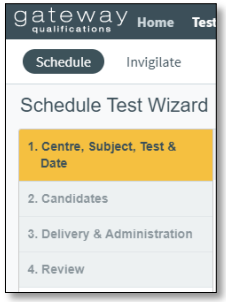
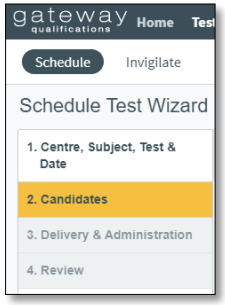
EDSQ Surpass Quick Start Guide

STEP 1: Schedule Test: To schedule either a **mock** or **live** test: Select Test Administration, Schedule



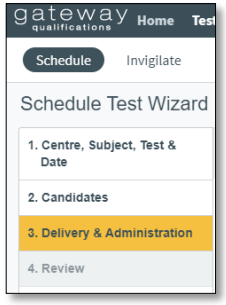
Select: 1. Centre, Subject, Test & Date

Subject: Level 1 or Entry 3 Digital Skills
Test: Mock or Level 1/Entry 3
Start Date: Date of assessment



Select: 2. Candidates

All registered candidates will be listed.



Select: 3. Delivery & Administration

Assign your Marker

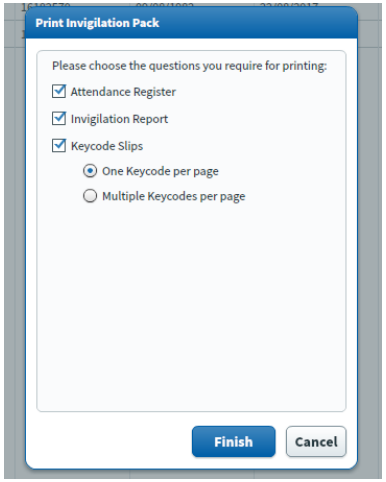
4. Review and Schedule Test

STEP 2: Test Administration: To print invigilation pack and obtain keycodes: Select Test Administration, Schedule

Highlight: Candidates to be included in Invigilation Pack

Click: Print Invigilation Pack

Click: Create Invigilation Pack using selected tests



A PDF document will download

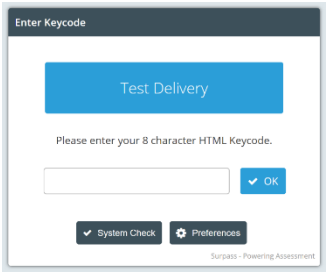
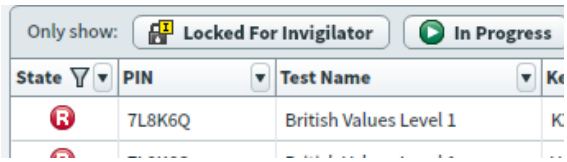
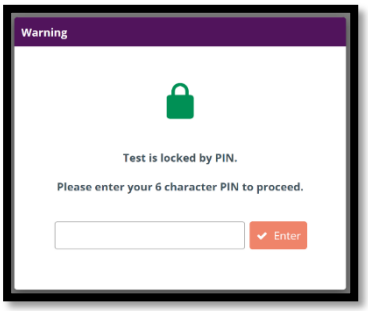
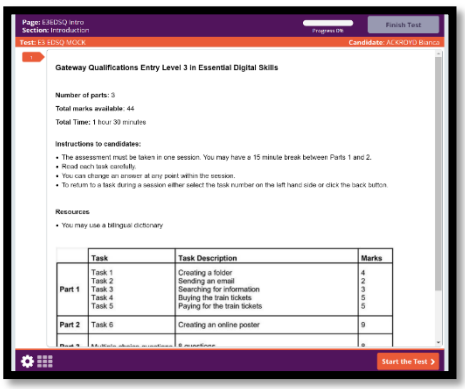
Note: Ensure you complete the attendance register and the start/end times of the assessment on the Invigilation pack.

The timings of the assessments should be noted as they are not controlled by Surpass.

Access in-depth Surpass information in our Surpass Guide

STEP 3: The Day of the Test

Note: You **must not** access the tests through SecureClient.

Test Supervisor	Candidate
Provides the Surpass test link Surpass HTML Web Delivery Link	**Follows the link and enters Keycode** 
	Checks and confirms personal details
Provides PIN to candidate This can be found in the invigilation pack or Invigilate screen 	**Enters PIN** 
Monitors the test on the Invigilate screen **In the event of an emergency, tests can be paused and resumed. For further details, see the full Surpass Guide.**	**Begins the test** 

State	Symbol
Awaiting Upload	
Finished	
In Progress	
Downloaded to SecureClient	
Locked by PIN	
Paused	
Ready	

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STEP 4: Mark Test: Select Test Administration, Mark

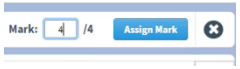
Select: Script to be marked

Click: Mark script:

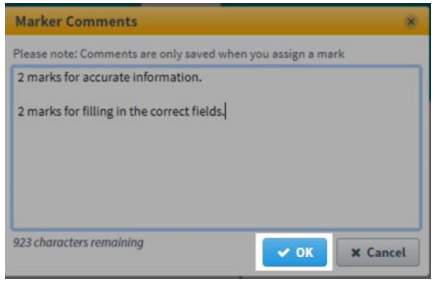
You can download the mark scheme here:

Note: Question 1 will give you the entire mark scheme. Subsequent questions only give the part of the mark scheme applying to that question.

Review script and assign marks.

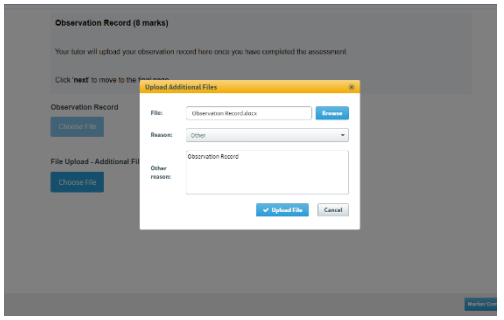


Add details of marking in the Marker Comments box:



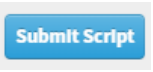
Click Assign Mark to save your comments

Upload Observation Record (Entry 3 only)
See the Surpass Guide for more details



When all marking/uploads are complete:

Click: Submit Script

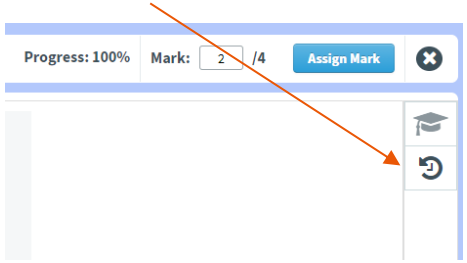


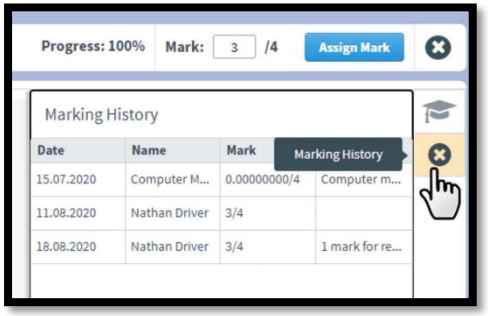
STEP 5: Test Moderation (Internal Quality Assurance) Select Test Administration, Moderate

Select: The script you wish to sample

Click: View Responses

Review script, marks assigned and marker's comments in Marking History





Hover over each comment to see full text.
Add your own comments and marks as shown above.

Hints for Moderators:

- Change marks if necessary and add your comments
- Show you have moderated a script by assigning a mark to the first task
- To ensure speedy external quality assurance, let us know your scripts are ready - email quality@gatewayqualifications.org.uk

Access in-depth Surpass information in our Surpass Guide