

## EDSQ Surpass Quick Start Guide

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

The screenshot shows the 'gateway qualifications' logo at the top left, with 'Home' and 'Test' links. Below the logo are 'Schedule' and 'Invigilate' buttons. The main heading is 'Schedule Test Wizard'. A list of steps is shown: 1. Centre, Subject, Test & Date (highlighted in yellow), 2. Candidates, 3. Delivery & Administration, and 4. Review.

**Select:** 1. Centre, Subject, Test & Date



The screenshot shows the same 'gateway qualifications' header. The 'Schedule Test Wizard' heading is present. The list of steps is: 1. Centre, Subject, Test & Date, 2. Candidates (highlighted in yellow), 3. Delivery & Administration, and 4. Review.

**Select:** 2. Candidates



The screenshot shows the same 'gateway qualifications' header. The 'Schedule Test Wizard' heading is present. The list of steps is: 1. Centre, Subject, Test & Date, 2. Candidates, 3. Delivery & Administration (highlighted in yellow), and 4. Review.

**Select:** 3. Delivery & Administration

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

All registered candidates will be listed.

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

Print Invigilation Pack

**Click:** Create Invigilation Pack using selected tests

Create Invigilation Pack using selected tests



The dialog box is titled 'Print Invigilation Pack'. It contains the text 'Please choose the questions you require for printing:'. There are three checked checkboxes: 'Attendance Register', 'Invigilation Report', and 'Keycode Slips'. Below these are two radio button options: 'One Keycode per page' (selected) and 'Multiple Keycodes per page'. At the bottom are 'Finish' and 'Cancel' buttons.

A PDF document will download

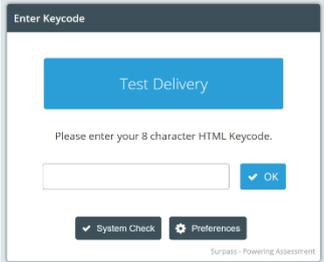
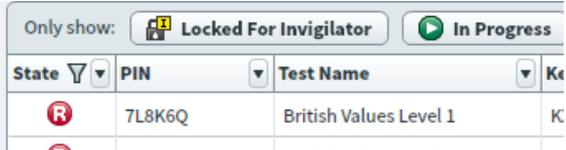
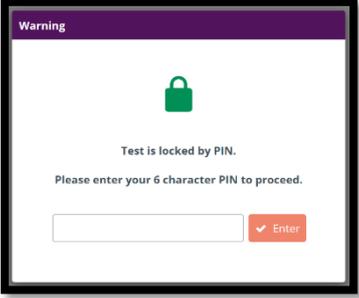
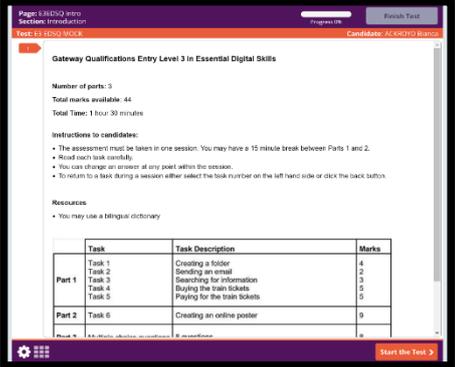
**Note:** Ensure you complete the attendance register and the start/end times of the assessment on the Invigilation pack.

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																
<p><b>Provides the Surpass test link</b></p> <p><a href="#">Surpass HTML Web Delivery Link</a></p>	<p><b>Follows the link and enters Keycode</b></p> 																
	<p><b>Checks and confirms personal details</b></p> 																
<p><b>Provides PIN to candidate</b></p> <p>This can be found in the invigilation pack or Invigilate screen</p> 	<p><b>Enters PIN</b></p> 																
<p><b>Monitors the test on the Invigilate screen</b></p> <table border="1" data-bbox="229 1675 676 1890"> <thead> <tr> <th>State</th> <th>Symbol</th> </tr> </thead> <tbody> <tr> <td>Awaiting Upload</td> <td></td> </tr> <tr> <td>Finished</td> <td></td> </tr> <tr> <td>In Progress</td> <td></td> </tr> <tr> <td>Downloaded to <a href="#">SecureClient</a></td> <td></td> </tr> <tr> <td>Locked by PIN</td> <td></td> </tr> <tr> <td>Paused</td> <td></td> </tr> <tr> <td>Ready</td> <td></td> </tr> </tbody> </table> <p><b>In the event of an <b>emergency</b>, tests can be paused and resumed. For further details, see the full <a href="#">Surpass Guide</a>.</b></p>	State	Symbol	Awaiting Upload		Finished		In Progress		Downloaded to <a href="#">SecureClient</a>		Locked by PIN		Paused		Ready		<p><b>Begins the test</b></p> 
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Paused																	
Ready																	

## EDSQ Surpass Quick Start Guide

### STEP 4: Mark Test: Select Test Administration, Mark

**Select:** Script to be marked

**Click:** Mark script:



You can download the mark scheme here:

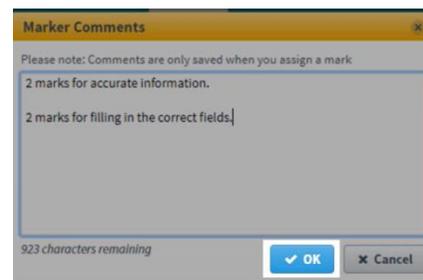


**Note:** Question 1 will give you the entire mark scheme. Subsequent questions only give the part of the mark scheme applying to that question.

Review script and assign marks.

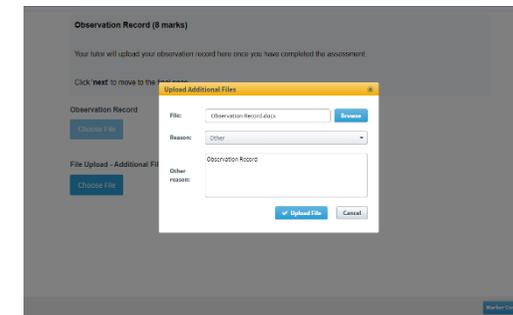


Add details of marking in the Marker Comments box:



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



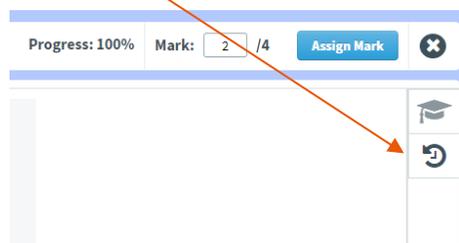
### STEP 5: Test Moderation (Internal Quality Assurance) Select Test Administration, Moderate

**Select:** The script you wish to sample

**Click:** View Responses



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



Date	Name	Mark	Marking History
15.07.2020	Computer M...	0.00000000/4	Computer m...
11.08.2020	Nathan Driver	3/4	
18.08.2020	Nathan Driver	3/4	1 mark for re...

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](mailto:quality@gatewayqualifications.org.uk)

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