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Logging in to Surpass for the First Time

When an account is created, an email will be issued containing a username and a link to the 'Change Password' screen:

From: noreply@surpass.com [mailto:noreply@surpass.com]
Sent: 14 July 2017 15:40
To: Test <Test.Person@anywhere.org.uk>
Subject: Welcome to Surpass

Hi **Test**,

Welcome to Surpass, the market leading solution for creating and delivering on-screen assessments.

Your username is testperson

To set your Surpass password and security question please click on the link <https://gateway.surpass.com/Auth/Recovery/a3fcb5e7-d68a-5da0-b0ac-c3bcgqk6a3ea> and follow the instructions.

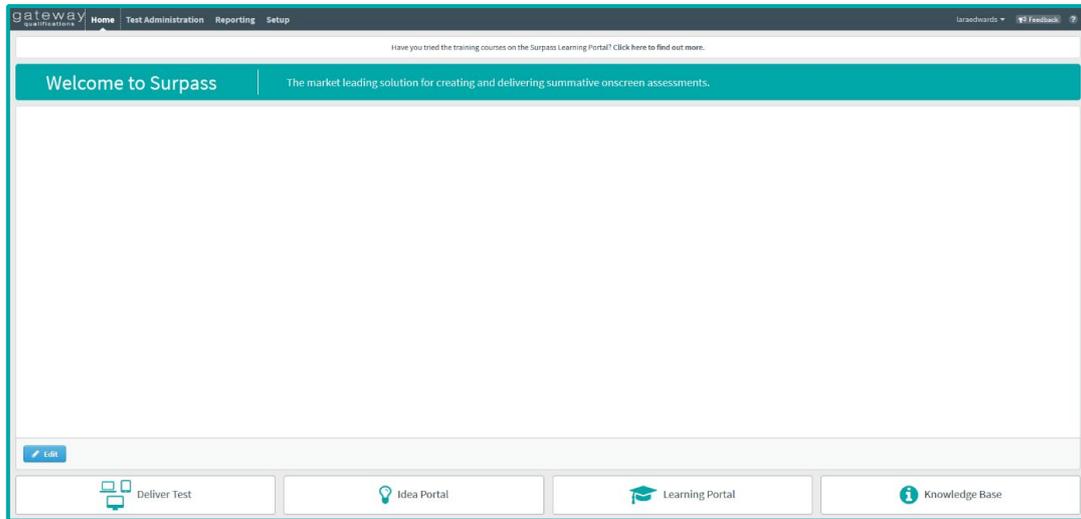
For more product information or useful guides and tutorials please visit us at the [Surpass Community](#).

Thanks,

The Surpass Team

1. Click on the link.
2. Create and confirm a password.
 - This must contain a minimum of 8 characters, a number, at least one upper case and one lower case letter, and a special character.
3. Create a security question and answer.
 - The security question must be within 15 to 80 characters, and the answer must be between 3 to 80 characters.

- Once the password and security question have been created and entered, the Surpass Home Page will be displayed.



Logging in to Surpass

From November 2020 until further notice, the Surpass website must be entered through [Surpass Viewer](#) to ensure that all content is displayed.

The Surpass Viewer may be downloaded from the Gateway Qualifications website by following this link: [Download the Surpass Viewer](#).

Quick Reference

- All Centre staff must use [Surpass Viewer](#) to schedule, invigilate, mark, and moderate assessments (see page 4).
- Candidates access the assessment via this link: [Surpass HTML Web Delivery Link](#).
- Assessments must be booked **at least 24 hours** before the assessment date, although five days in advance is recommended.
- Marking of Entry 3 assessments should take place within 14 days of the assessment date.
- Internal quality assurance/moderation of Entry 3 assessments should take place within 28 days of the assessment date.
- Internal Quality Assurers should remove the completed filter in the moderate screen to ensure no assessments have been missed (see page 25).
- Pass marks are not set in Surpass. Therefore, all Candidate scripts will show as a fail unless the Candidate has scored 100% in the assessment.

Scheduling Assessments

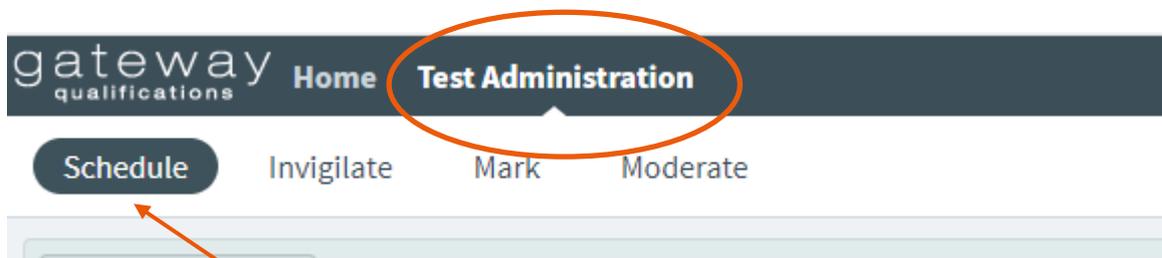
All assessments are scheduled in Surpass. Mock and live assessments are booked in the same way.

Before scheduling an assessment, Learners must be [registered](#) using the QuartzWeb system.

Once Learners have been registered, their details will automatically migrate to Surpass.

Scheduling an Entry Level 3 Assessment

1. Select **Test Administration** in the title bar.

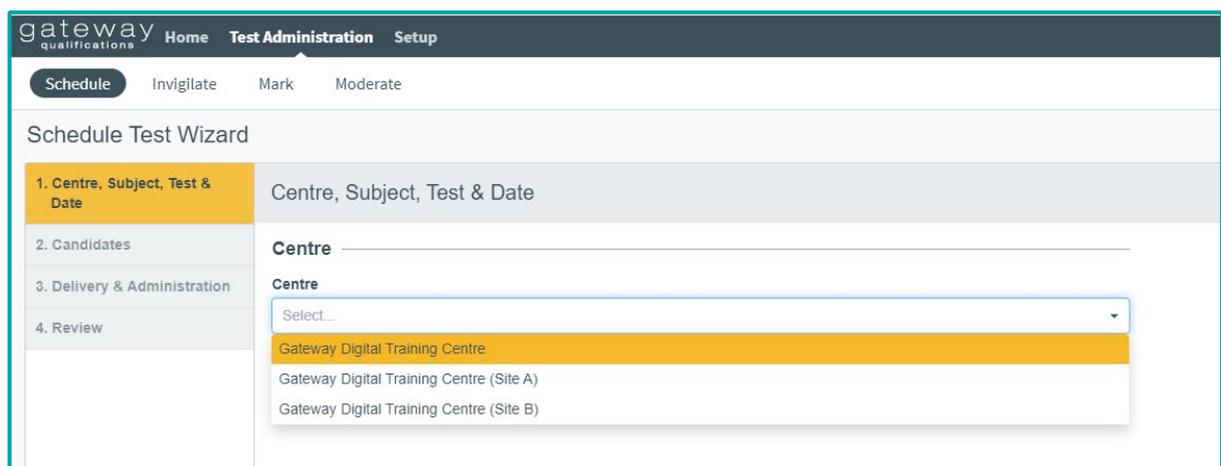


2. Select the **Schedule** tab.

3. Select **Schedule Test**, located at the bottom of the screen.

Schedule Test

4. A pop-up window will appear. Select the **Centre/Site** where your Learners are registered.



- Select the **Subject**, ensuring it is the same level the Learners are registered on.

The screenshot shows the 'Schedule Test Wizard' interface. The 'Centre' is set to 'Gateway Digital Training Centre'. The 'Subject' dropdown menu is open, displaying the following options:

- Gateway Qualifications Entry Level 3 in Digital Functional Skills
- Gateway Qualifications Level 1 in Digital Functional Skills LIVE
- MOCK Gateway Qualifications Level 1 in Digital Functional Skills

- Select **Test**, ensuring you correctly select either a mock or live test.

The screenshot shows the 'Schedule Test Wizard' interface. The 'Centre' is set to 'Gateway Digital Training Centre' and the 'Subject' is set to 'Gateway Qualifications Entry Level 3 in Digital Functional Skills'. The 'Test' dropdown menu is open, displaying the following options:

- Entry Level 3 Digital Functional Skills
- MOCK Entry Level 3 Digital Functional Skills MOCK

7. Enter a **Start Date**. This is the date the Candidate(s) will sit the assessment. There is no need to enter a Start Time or an End Time.
 - **Note:** You can only schedule one day for the assessment.

gateway Home Test Administration

Schedule Test Wizard

1. Centre, Subject, Test & Date

Centre, Subject, Test & Date

Centre

Gateway Digital Training Centre

July 2023

Mon Tue Wed Thu Fri Sat Sun

27 28 29 30

31 1 2 3 4 5 6

07/2023

Time

Start Time 00:00 End Time 23:59

8. Move to the next screen by clicking **Next**. [Next](#)
9. Select all Candidates required for the assessment by checking the tick boxes.
 - **Note:** All columns are sortable and can be filtered. Search options are also available.

10. Move to the next screen by clicking **Next**. [Next](#)

gateway Home Test Administration

Schedule Test Wizard

2. Candidates

Candidates

Candidate ref.	First Name	Last Name	Date of Birth	Reason
<input checked="" type="checkbox"/> 16468608	Stuart	Blue	02/08/1991	
<input checked="" type="checkbox"/> 16468607	Seina	Green	01/08/1991	
<input type="checkbox"/> 16468610	Katrina	Pink	05/08/1991	
<input type="checkbox"/> 16468611	Dean	Red	06/08/1991	
<input type="checkbox"/> 16468609	Dale	Yellow	03/08/1991	

Selected: 2

11. Assign the **Marker** (Tutor) from the drop-down box.

The screenshot shows the 'Schedule Test Wizard' interface. The 'Delivery & Administration' step is active. The 'Marker' dropdown menu is open, showing 'HeatherKnight' as the selected option. A red arrow points to the dropdown menu.

12. The **Review** page will show all Learners you have booked for the assessment.

The screenshot shows the 'Review' step of the 'Schedule Test Wizard'. The table below displays the candidates booked for the assessment.

Candidate ref.	First Name	Last Name	Date of Birth	Duration	Reasonable Adjustments
16468608	Stuart	Blue	02/08/1991	90	
16468607	Selina	Green	01/08/1991	90	

13. You should now either:

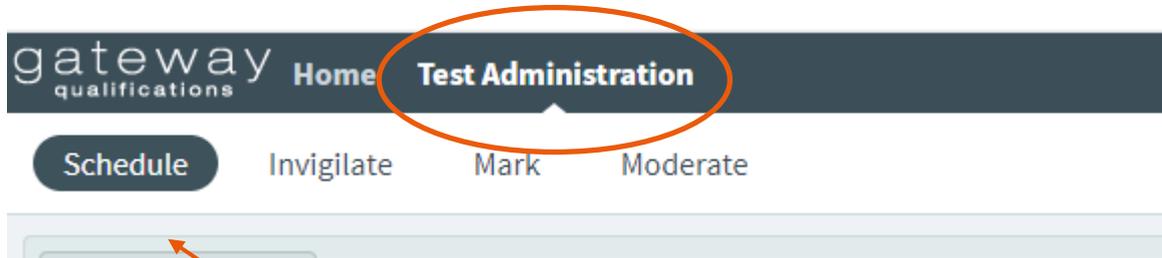
- Modify the duration for those Candidates who are permitted extra time (see section below)
- Complete the scheduling of the test by clicking on **Schedule Test**

[Schedule Test](#)

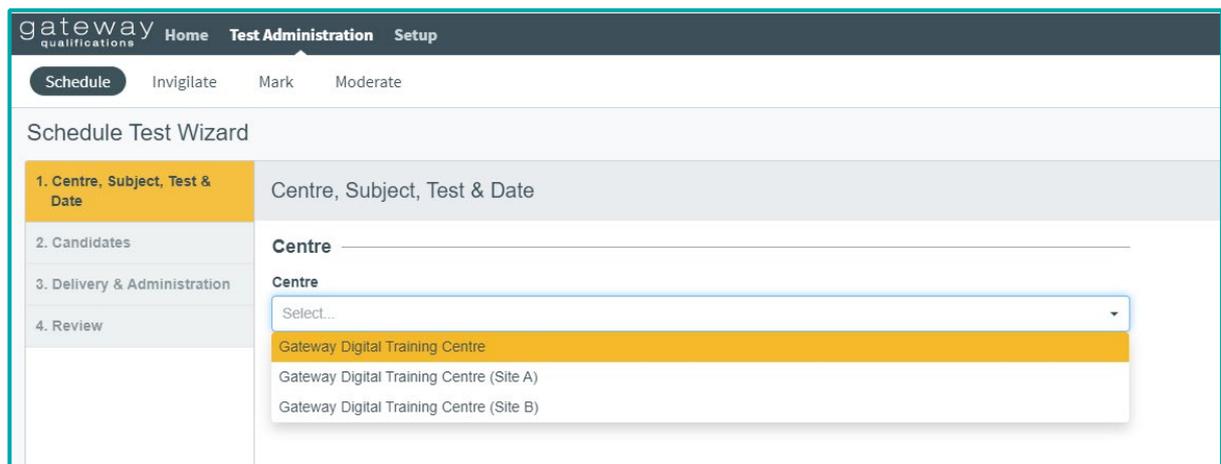
Assessments may be cancelled up to 24 hours before the assessment date. Please visit [External Assessments - Rebooking or Cancelling Assessment](#) for further information.

Scheduling a Level 1 Assessment

1. Select **Test Administration** in the title bar.



2. Select the **Schedule** tab.
3. Select **Schedule Test**, located at the bottom of the screen 
4. A pop-up window will appear. Select the **Centre/Site** where your Learners are registered.



5. Select **Subject**, either **Level 1 LIVE** or **MOCK Level 1**.

gateway qualifications Home Test Administration

Schedule Invigilate

Schedule Test Wizard

1. Centre, Subject, Test & Date

2. Candidates

3. Delivery & Administration

4. Review

Centre, Subject, Test & Date

Centre

Gateway Digital Training Centre

Subject & Test

Subject

select...

- Gateway Qualifications Entry Level 3 in Digital Functional Skills
- Gateway Qualifications Level 1 in Digital Functional Skills LIVE
- MOCK Gateway Qualifications Level 1 in Digital Functional Skills

6. Select **Test**. For both mock and live tests, there will only be one option.

gateway qualifications Home Test Administration

Schedule Invigilate Mark Moderate

Schedule Test Wizard

1. Centre, Subject, Test & Date

2. Candidates

3. Delivery & Administration

4. Review

Centre, Subject, Test & Date

Centre

Gateway Digital Training Centre

Subject & Test

Subject

Gateway Qualifications Level 1 in Digital Functional Skills LIVE

Test

L1 Digital Functional Skills

Date

7. Enter a **Start Date**. This is the date the Candidate(s) will sit the assessment.
8. There is no need to enter a Start Time or an End Time.
 - **Note:** You can only schedule one day for the assessment.

gateway qualifications Home Test Administration

Schedule Invigilate

Schedule Test Wizard

1. Centre, Subject, Test & Date

2. Candidates

3. Delivery & Administration

4. Review

Centre, Subject, Test & Date

Centre

Gateway Digital Training Centre

July 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	
1	2	3	4	5	6	7

27/07/2023

Time

Start Time 00:00

End Time 23:59

Next

9. Move to the next screen by clicking **Next**.

10. Select all Candidates required for the assessment by checking the tick boxes.
- **Note:** All columns are sortable and can be filtered. Search options are also available.

The screenshot shows the 'Schedule Test Wizard' interface with the 'Candidates' step selected. A table lists candidates with columns for Candidate ref., First Name, Last Name, Date of Birth, and Reason. Two candidates are selected with checkboxes.

Candidate ref.	First Name	Last Name	Date of Birth	Reason
16468602	Bernard	Blue	02/08/1991	
16468604	Sabrina	Grey	04/08/1991	
<input checked="" type="checkbox"/> 16468605	Tracey	Pink	05/08/1991	
<input checked="" type="checkbox"/> 16468606	Tyler	Red	06/08/1991	
16468603	Stan	Yellow	03/08/1991	

Selected: 2

11. Move to the next screen by clicking **Next**.

Next

12. You do not need to assign a marker for Level 1, so move on by clicking **Next**.

Next

The screenshot shows the 'Schedule Test Wizard' interface with the 'Delivery & Administration' step selected. It includes checkboxes for 'Deliver different tests to candidates' and 'Schedule for Invigilate', and a dropdown menu for 'Language' set to 'English'.

13. The **Review** page will show all Learners you have booked for the assessment.

The screenshot shows the 'Review' page in the Gateway Test Administration system. The page is titled 'Schedule Test Wizard' and has a 'Review' tab selected. The test details are as follows:

- Centre:** Gateway Digital Training Centre
- Subject:** MOCK Gateway Qualifications Level 1 L1
- Test:** L1 Digital Functional Skills Sample P...
- Test type:** Computer-based Test
- Start Date:** 27/07/2023
- End Date:** 27/07/2023
- Start Time:** 00:00
- End Time:** 23:59
- Language:** English

The table below shows the candidates booked for the assessment:

Candidate ref.	First Name	Last Name	Date of Birth	Duration	Reasonable Adjustments
16468605	Tracey	Pink	05/08/1991	120	
16468606	Tyler	Red	06/08/1991	120	

14. You should now either:

- Modify the duration for those Candidates who are permitted extra time (see section below)
- Complete the scheduling of the test by clicking on **Schedule Test**



Assessments may be cancelled up to 24 hours before the assessment date. Please visit [External Assessments - Rebooking or Cancelling Assessment](#) for further information.

Modify Duration of Assessment (Add Extra Time)

At the final stage of scheduling an assessment (see above), you can modify the duration of the test by adding extra time for those Candidates who require it.

1. On the **Review** page, highlight the Candidate who requires additional time.

Schedule Test Wizard

1. Centre, Subject, Test & Date
2. Candidates
3. Delivery & Administration
4. Review

Centre: Gateway Digital Training Centre Test: L1 Digital Functional Skills Sample P... Start Date: 27/07/2023 Start Time: 00:00
Subject: MOCK Gateway Qualifications Level 1.1 Test type: Computer-based Test End Date: 27/07/2023 End Time: 23:59 Language: English

Candidate ref.	First Name	Last Name	Date of Birth	Duration	Reasonable Adjustments
16468605	Tracey	Pink	05/08/1991	120	
16468606	Tyler	Red	06/06/1991	120	

Modify Duration

2. The **Modify Duration** button will now be available. Click on **Modify Duration**.
3. The following dialogue box will appear:

Edit Candidate Exam Duration

Candidate Exam Details

Candidate: Tracey Pink
Candidate ref.: 16468605
Standard Duration: 120 mins
Pre-registered Additional Time: None
Break Time: No breaks set

Exam Duration Adjustments

Duration: (0.00% extra)
Maximum Duration: 150
Reason for Additional Time:

OK Cancel

Modify the duration.

The percentage of extra time will be shown here.

Select a reason for the additional time.

Edit Candidate Exam Duration
✕

Candidate Exam Details

Candidate: Tracey Pink

Candidate ref.: 16468605

Standard Duration: 120 mins

Pre-registered Additional Time: None

Break Time: No breaks set

Exam Duration Adjustments

Duration: (10.00% extra)

Maximum Duration: 150

Reason for Additional Time:

4. Click **OK** to accept the change.
5. The additional time set for the Candidate will now be shown in the **Review** screen.

gateway qualifications
Home Test Administration

Schedule
Invigilate

Schedule Test Wizard

1. Centre, Subject, Test & Date

2. Candidates

3. Delivery & Administration

4. Review

Review

Centre: Gateway Digital Training Centre Test: L1 Digital Functional Skills Sample P... Start Date: 27/07/2023 Start Time: ... Language: ...

Subject: MOCK Gateway Qualifications Level 1 L... Test type: Computer-based Test End Date: 27/07/2023 End Time: ...

Candidate ref.	First Name	Last Name	Date of Birth	Duration
16468605	Tracey	Pink	05/08/1991	120 + 12
16468606	Tyler	Red	06/08/1991	120

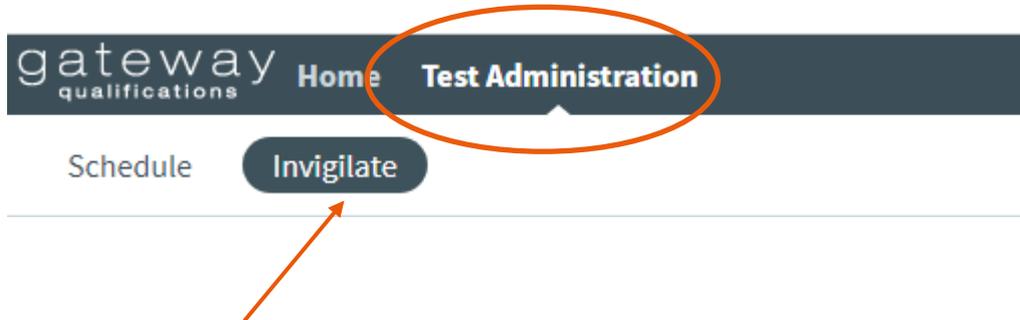
6. Complete the scheduling of the test by clicking on **Schedule Test**.

Schedule Test

7. You can check the time allowed for scheduled Candidates from within the **Invigilate** screen. You can also modify the duration here if you did not do so when you originally scheduled the assessment.

- **Note:** Candidate details will not appear in the Invigilate screen until 24 hours before the date of the assessment.

8. Select **Test Administration** in the title bar.



9. Select the **Invigilate** tab.

State	PIN	Test Name	Keycode	Centre Name	Tags	Subject	Start Date	End Date	Candidate	Candidate ref.	Invigilated	Duration
	CNLFPH	LIVE TEST L1 Digital Function...	4HY89YRX	Gateway Digital Training C...		Gateway Qualifications Lev...	27/07/2023	27/07/2023	Bernard Blue	16468602	Yes	150
	MRMCTW	MOCK Test Level 1 Digital Fun...	86XCVTRX	Gateway Digital Training C...		MOCK Gateway Qualificatio...	27/07/2023	27/07/2023	Sabrina Grey	16468604	Yes	120
	MRMCTW	MOCK Test Level 1 Digital Fun...	LXHLJRJX	Gateway Digital Training C...		MOCK Gateway Qualificatio...	27/07/2023	27/07/2023	Tyler Red	16468606	Yes	120
	MRMCTW	MOCK Test Level 1 Digital Fun...	348RTBRX	Gateway Digital Training C...		MOCK Gateway Qualificatio...	27/07/2023	27/07/2023	Tracey Pink	16468605	Yes	120
	CNLFPH	LIVE TEST L1 Digital Function...	BVC73QRX	Gateway Digital Training C...		Gateway Qualifications Lev...	27/07/2023	27/07/2023	Tracey Pink	16468605	Yes	120
	MXTQMP	L1 Digital Functional Skills Sa...	8Y3VTGRX	Gateway Digital Training C...		MOCK Gateway Qualificatio...	27/07/2023	27/07/2023	Tracey Pink	16468605	Yes	132
	MXTQMP	L1 Digital Functional Skills Sa...	JVV3PRX	Gateway Digital Training C...		MOCK Gateway Qualificatio...	27/07/2023	27/07/2023	Tyler Red	16468606	Yes	120
	FBCVYL	Entry Level 3 DFSQ Sample P...	MLWFCCRZ	Gateway Digital Training C...		Gateway Qualifications Entr...	25/07/2023	25/07/2023	Katrina Pink	16468610	Yes	90
	FBCVYL	Entry Level 3 DFSQ Sample P...	NMMSL7RX	Gateway Digital Training C...		Gateway Qualifications Entr...	25/07/2023	25/07/2023	Dean Red	16468611	Yes	99

10. The duration for each test is shown in the final column here.

11. Use the **Modify Duration** button on this screen in the same way as outlined above.

Modify Duration

Resit Assessments

Candidates who do not successfully pass an assessment may resit and will need to be booked onto a new assessment within Surpass by scheduling a test as outlined above.

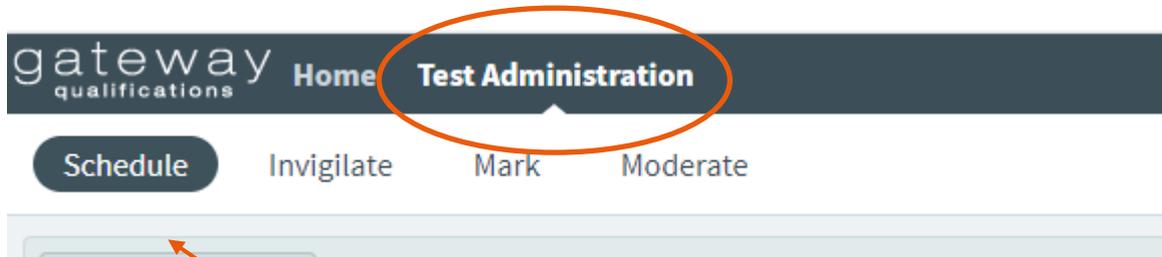
Resit patterns will be closely monitored by Gateway Qualifications.

Gateway Qualifications will ensure Learners are allocated a different assessment than the one originally taken.

The first resit is free. Any further resits are chargeable.

Obtaining key codes for Candidates and printing the Invigilation Pack

1. Select **Test Administration** in the title bar.



2. Select the **Schedule** tab.
 - **Note:** All columns are sortable and can be filtered.
3. Highlight Candidates to be included in the invigilation pack (press ctrl or shift to multi-select.)

4. Select **Print Invigilation Pack**. 

5. Select **Create Invigilation Pack using selected tests**.



6. Select one keycode or multiple keycodes per page.

The screenshot shows a dialog box titled 'Print Invigilation Pack'. It contains the following text and options:

Please choose the questions you require for printing:

- Attendance Register
- Invigilation Report
- Keycode Slips
 - One Keycode per page
 - Multiple Keycodes per page

At the bottom of the dialog box are two buttons: 'Finish' and 'Cancel'. An orange arrow points to the 'One Keycode per page' radio button.

7. Select **Finish**. A PDF document will download.

On the day of the test (Test Supervisor/Invigilator)

1. Prepare the examination room.
2. Ensure the invigilation pack is provided to the Supervisor/Invigilator.
3. Advise/distribute individual key codes to the Candidates.
4. Complete the Attendance Register.
5. Once ready to proceed, advise Candidates of the pin code to start the test.
6. When the test has finished, complete the Invigilation Report.

Starting the assessment

1. Test Supervisor/Invigilator to advise Candidates to enter their individual key code into the [Surpass HTML Web Delivery Link](#).

2. Candidates will then be asked to confirm their details are correct and select **Yes**.

Ensure Candidates double check the details on the screen to ensure the Learner information is accurate before confirming identify and proceeding with the examination.

Failure to sit the correct examination will result in a maldministration/malpractice investigation.

Confirm Details

Surpass  The Assessment Platform

 gateway qualifications

Last name: PINK
 First name: Tracey
 Test Name: LIVE TEST L1 Digital Functional Skills
 Language: English

Are the details above correct?

[Surpass - Powering Assessment](#)

- Candidates will be asked to agree to the code of conduct of the assessment by ticking the box and selecting **Continue**.

Agree to Terms

Surpass  The Assessment Platform

 gateway qualifications

By ticking this box you confirm your details are correct and you accept the awarding organisation's code of conduct.

I accept these terms.

[Surpass - Powering Assessment](#)

- The Test Supervisor/Invigilator announces the PIN for all Candidates, which is found on the **Invigilation** screen or on the invigilation pack.

gateway qualifications Home Test Administration						
Schedule		Invigilate				
Reset Filters		<input type="checkbox"/> Downloaded to SecureClient				
	State	PIN	Test Name	Keycode	Centre Name	
<input type="checkbox"/>	R	CNLFPH	LIVE TEST L1 Digital Function...	4HY89YRX	Gateway Digital Training C...	
<input checked="" type="checkbox"/>	R	MRMCTW	MOCK Test Level 1 Digital Fun...	86XCVRX	Gateway Digital Training C...	
<input type="checkbox"/>	R	MRMCTW	MOCK Test Level 1 Digital Fun...	LXHL6JRX	Gateway Digital Training C...	

- Note:** The **State** column can be filtered.

- Candidates enter the 6-character PIN.

Warning



Test is locked by PIN.

Please enter your 6 character PIN to proceed.

- Candidates then see the introduction page where they can begin the assessment.

Page: E3 DFSQ Intro page
Section: Introduction

Progress 0% Finish Test

Test: Entry Level 3 DFSQ Sample Paper Candidate:

1

Gateway Qualifications Entry Level 3 in Digital Functional Skills

Number of tasks: 5
Total marks available: 50
Time: 1 hour and 30 minutes

Instructions to candidates:

- Read each task carefully
- You should attempt every task.
- In some tasks you will be required to upload evidence. Please ensure you upload the correct files.
- You may be told to take one or more screenshots.
- When taking more than one screenshot for a particular task please paste the screenshots into one document. You must

7. The symbols on the Supervisor's **Invigilation** screen will change according to the status of the test:

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

Note: We recommend bookmarking [HTML Delivery](#) for easy access for future examinations.

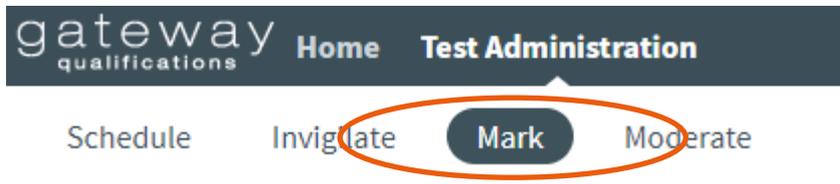
In the event of an emergency

- The assessment may be paused from the **Invigilation** screen by highlighting and selecting Candidates.
 - Note:** If Candidates are shown on more than one page, you will need to select all Candidates on each page.
- Select **Pause**. 
- Candidates will receive a pop-up notification to advise that the test has been paused.
- To resume the test, select Candidates and select **Resume**. 

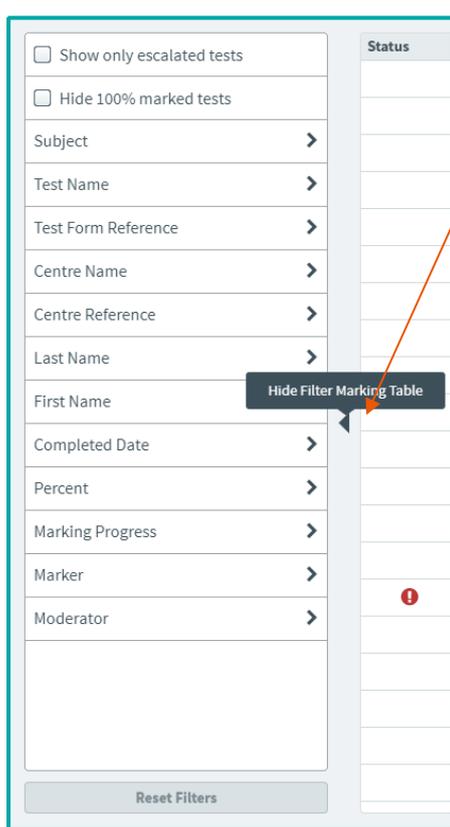
Note: Any disturbances/emergencies should be documented in the Invigilation Record found in your Invigilation Pack on Surpass. Please retain your completed Invigilation Records, as these will be requested periodically.

Assessment Marking: Live Entry Level 3 and Mocks at both levels

1. Select **Test Administration** in the title bar.



2. Select the **Mark** tab.
3. You can search for your name or other details in the filter table found on the left of the screen, which can be expanded by clicking the arrow.



4. The scripts you need to mark will be shown.
5. You can see Candidates' names in the **Last Name** and **First Name** columns.

Status	Subject	Test Name	Test Form ...	Centre Name	Centre Ref...	Last Name	First Name	Completed ...	Max Mark A...	Mark Awar...	Percent	Marking Pr...	Auto Void ...
	Gateway Qual...	MOCK Entry Le...	E3DFSQMOCK...	Gateway Digma...	61361	Blue	Stuart	27.07.2023	50	4	8%	Not started	25.09.2023

6. To mark a script, select it and use the **Mark Script** button.



7. You can view the current question and the Candidate's response in the main panel.

Test: MOCK Entry Level 3 Digital F... > Test Form: E3DFSQMOCKTEST

Progress: 94% Mark: 0 / 4 Assign Mark

Task 1 Create a folder (4 marks)

You need to organise your files on your device.

- a) Create a folder to store your files. Your tutor will show you where to store the folder. (1 mark)
- b) Rename the folder **Digital** followed by **your initials**. (1 mark)
- c) Take a screenshot of the folder **Digital** that you created. (1 mark)
- d) Save the screenshot in your folder **Digital**. Name the screenshot **Task 1**. (1 mark)

Upload the file by clicking the Choose File button below.

File Upload

Choose File

File Upload - Additional Files

Choose File

Next to Mark >

Marker Comments Download Mark Scheme Escalate Submit Script

8. Navigate through the script with the question drop-downs on the left. You can also use the **Previous** and **Next** buttons.
9. Unmarked questions are marked with a * in the question drop-downs. You can also use the **Next to Mark** button to jump to the next unmarked question.
10. You can download the mark scheme by clicking on **Download Mark Scheme**. You should refer to this often while you are marking tests.
 - **Note:** From the first question, the entire mark scheme will be downloaded. From subsequent questions, only the mark scheme for the specific question will be downloaded.



11. After assessing a response, enter your mark in the **Mark** field at the top of the dialogue. Select **Assign Mark** to confirm the mark. You can change the mark later if needed.

Mark: /4 Assign Mark ✕

12. You should give full details of where the Candidates have scored marks if this is not clear. To do this, use the **Marker Comments** box and click **Assign Mark** to ensure they are recorded.

Marker Comments

Assign Mark

Marker Comments ✕

Please note: Comments are only saved when you assign a mark

2 marks for completing correct field

1 mark for formatting 2 decimal places

924 characters remaining ✓ OK ✕ Cancel



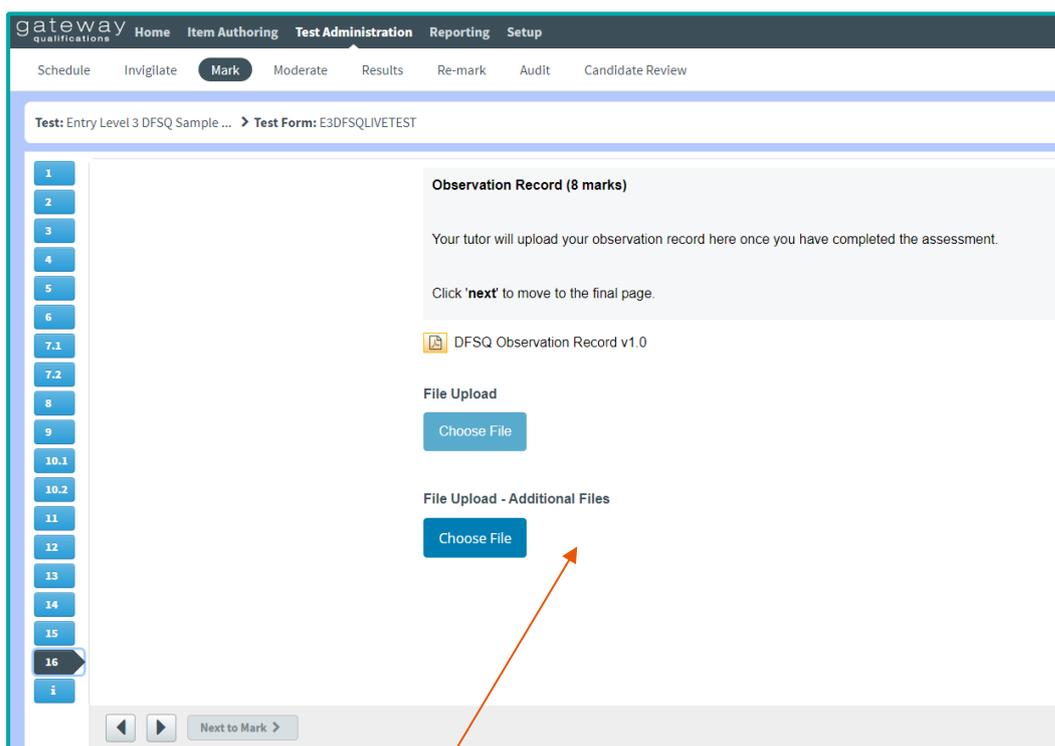
- Once you have finished marking a script and have uploaded the Observation Record (see next section for instructions), click **Submit Script** or close the script to view the final mark and submit it from the **Mark** screen.



Uploading the Observation Record

When you have marked every question, you need to upload the Candidate's completed Observation Record to the assessment paper.

The Observation Record is always uploaded to the final question of the assessment paper.



- Go to **File Upload – Additional Files**
- Select **Choose** 
- Select **Browse**. Find the Candidate's completed Observation Record.

4. Select **Other** from the **Reason** drop-down and enter 'Observation Record' in the text field.

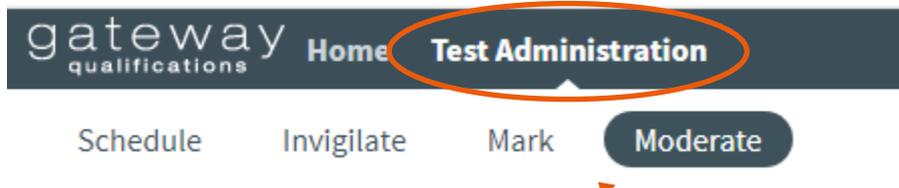
The screenshot shows a dialog box titled "Upload Additional Files". It contains the following elements:

- File:** A text input field containing "observation record (2).docx" and a blue "Browse" button to its right.
- Reason:** A dropdown menu currently showing "Other".
- Other reason:** A large text area containing the text "Observation record".
- Buttons:** At the bottom right, there are two buttons: a blue "Upload File" button with a checkmark icon, and a grey "Cancel" button.

5. Select **Upload File** to upload the Observation Record.
6. Enter the marks awarded and select **Assign Mark** in the usual way.
7. If you have completed marking the script, click **Submit Script**.
8. When you have marked every script, inform your IQA so that they can begin their sampling.
9. Ensure you delete any Learner work and mark schemes from your device that may have been downloaded during marking.

Internal Quality Assurance Process: Entry Level 3

1. Select **Test Administration** in the title bar.



2. Select the **Moderate** tab.
3. Candidate scripts will be shown in a list.

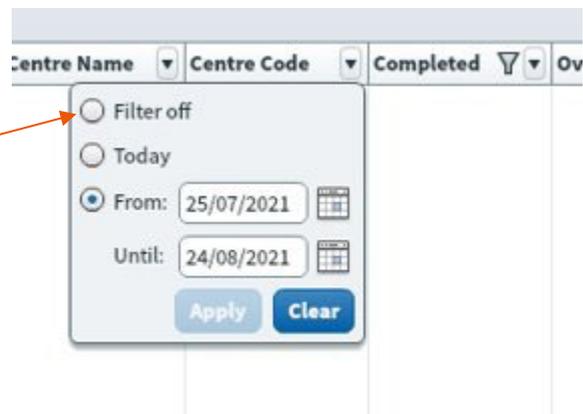
Note:

To see all available scripts, you may need to remove the “Completed” filter. This is always automatically set to show only the scripts from the previous month.



Click on the down arrow.

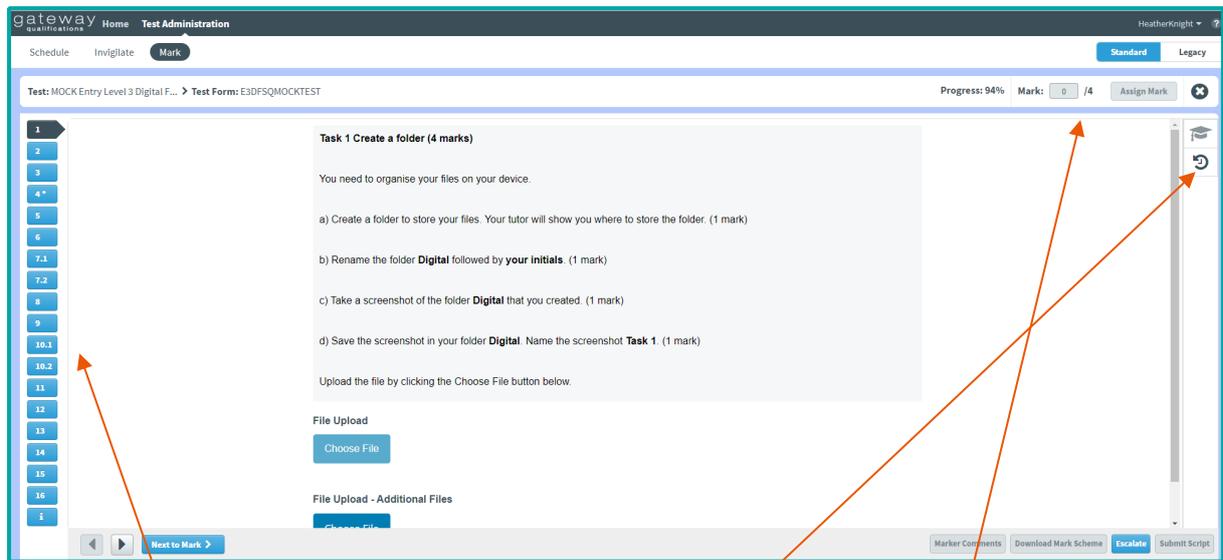
Click on Filter off.



4. Sample a script by selecting it and clicking the **View Responses** button.

[View Responses](#)

- You can view the current question and the Candidate's response in the main panel.

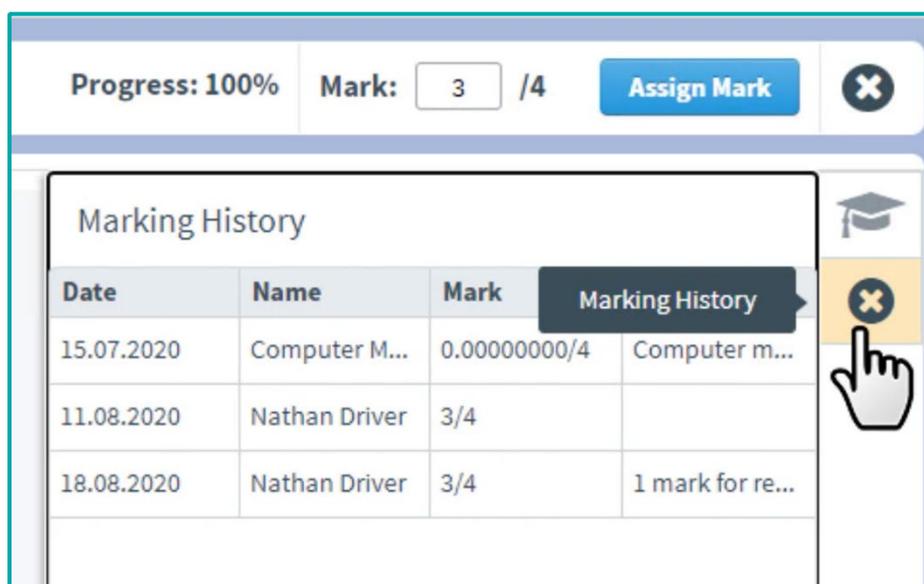


- Navigate through the script with the question drop-downs on the left. You can also use the **Previous** and **Next** buttons.

- The mark the Tutor has given is shown at the top right of the screen.

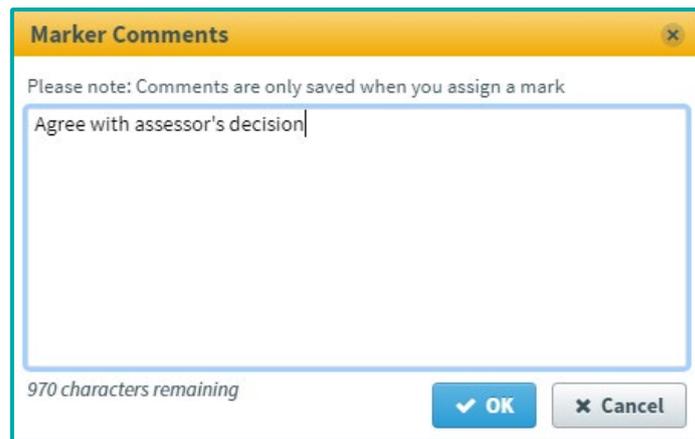
- You can see why the Tutor has assigned specific marks by selecting **Marking History** from the .

- Hover over each comment with your mouse to see the entire comment. If there are no comments for any questions, you should encourage Tutors to do this when you give feedback on the marking.



10. To adjust a mark, enter your mark in the **Mark box**.
11. To add your own comments or reasons for adjusting marks, go to the **Marker Comments** button. 

12. Always click **Assign Mark** to ensure marks and comments are recorded. 




13. When you have finished sampling the script, select **Close**.
14. Ensure you delete any Learner work and the mark scheme from your device that was downloaded during the internal quality assurance process.
15. Following completion of all sampling, email quality@gatewayqualifications.org.uk to inform us that your sampling is complete and the scripts are ready to be Externally Quality Assured. Attach your sampling record.

