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## Timings

### Entry Level 3 Essential Digital Skills

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**Number of parts:** 3

**Total marks available:** 44

**Total Time:** 1 hour 30 minutes (+ 15-minute break)

**Instructions to Candidates:**

- The assessment must be taken in one session. You may have a 15-minute break between Parts 1 and 2.
- Read each task carefully.
- You can change an answer at any point within the session.
- To return to a task during a session, either select the task number on the left-hand side or click the back button.

**Resources:**

- You may use a bilingual dictionary.

### Level 1 Essential Digital Skills

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**Number of parts:** 3

**Total marks available:** 54

**Time:** 1 hour 45 minutes (+ 15-minute break)

**Instructions to Candidates:**

- You may have a 15-minute break between Parts 1 and 2.
- Read each task carefully.
- To return to a task, either select the task number on the left-hand side or click the back button.

**Resources**

- You may use a bilingual dictionary.

## Opening the test

### Enter your keycode

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Click on this link or copy it into your browser address bar:

<https://gateway.surpass.com/secureassess/htmldelivery/>

Enter the keycode your Tutor has given you. (This is the **longest** of the two codes you have been given). Then click **OK**.

### Confirm your details

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You will then be asked to confirm your name and test name.

If these are correct, click **Yes**.

## Enter your PIN

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Enter the PIN you have been given. (This is the **shorter** of the two codes you have been given.)

Click **Enter**.

Warning



Test is locked by PIN.

Please enter your 6 character PIN to proceed.

## Introduction and preferences

You will now see an introduction page.

The screenshot shows the assessment interface. On the left is the 'Preferences' panel with a gear icon. It includes a 'Default colour scheme' button, several color scheme options (e.g., 'Black Text with Cream Background', 'Blue Text with White Background'), and a 'Contrast' slider ranging from 20% to 100%. At the bottom of the preferences panel are 'OK' and 'Cancel' buttons. On the right is the 'Introduction' page. It features a 'Close' button and 'Progress 0%' indicator. The page title is 'Page: E3 EDSQ Mock3 Introduction' and 'Section: Introduction'. The candidate name is 'Candidate: PALSER Nick'. The main content includes a red heading 'THIS IS A MOCK ASSESSMENT', the assessment title 'Gateway Qualifications Entry Level 3 in Essential Digital Skills', and details: 'Number of parts: 3', 'Total marks available: 44', and 'Total Time: 1 hour 30 minutes (+ 15 minute break)'. It also lists 'Instructions to candidates' and 'Resources'. At the bottom of the introduction page is a 'Start the Project >' button. An orange arrow points from the 'preferences' button in the text below to the gear icon in the screenshot.

Task	Task Description	Marks
Part 1	Task 1	4
	Task 2	3
	Task 3	5
	Task 4	5
Task 5	Creating a social media charity poster	0

In the bottom left corner, there is a **'preferences'** button. Click on this if you would like to make some changes to how you view your test. You can change the background colour, the font colour, and the contrast of the screen.

Click **Start the Project** to begin the test.

**Start the Project >**

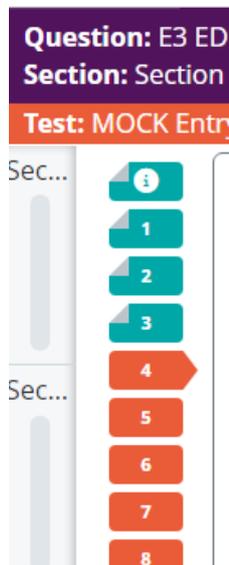
## During the test

### Working your way around

The test is broken down into sections, e.g., Section 1, Section 2. Each part contains tasks.



- Navigate through the test using the numbers on the left of the screen.
- You can go back if you need to.
- You can also use the **Next** button to move forwards and the **Back** button to move backwards.



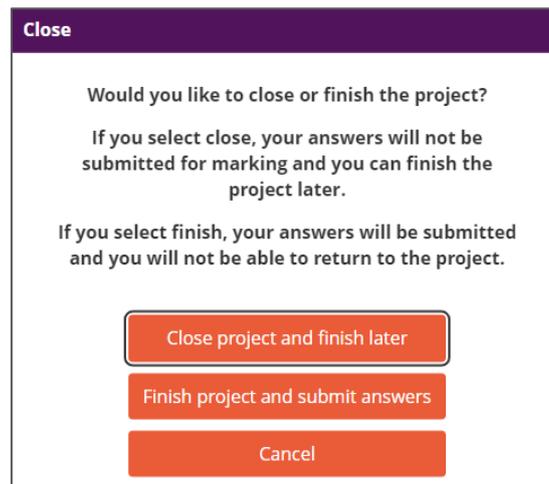
- **Note** - The question tab changes colour when a question has been attempted.

## Submitting your test

When you have finished the test and are ready to submit it, click the **Close** button at the top right-hand corner of the screen.

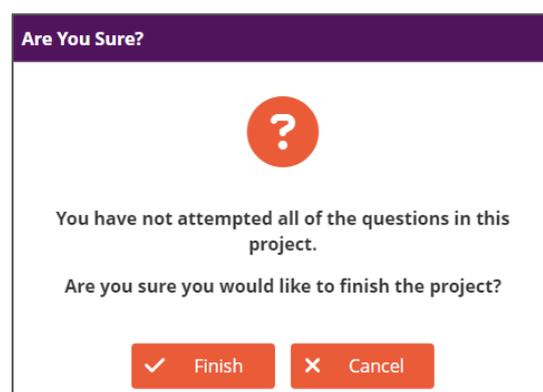


You will see the following message:



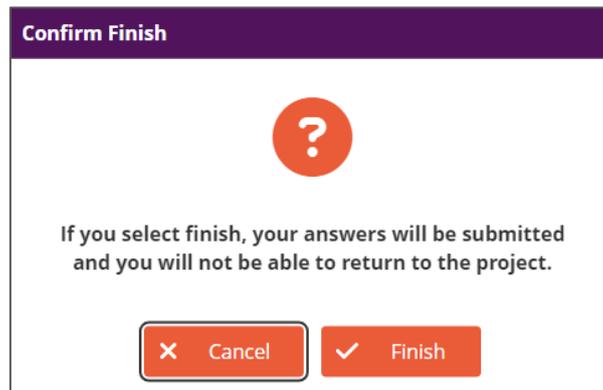
Click **Finish project and submit answers** to end the test.

You will see the following message:



Click **Finish**.

You will see the following message:



Click **Finish**.

**Note:** Once you have clicked Finish, you cannot re-open the test.

If you need any help with this, you can ask the test Supervisor.

