CENTRE GUIDE

g gateway
qualifications

Access to HE

Apprenticeships

Digital

Employability & Enterprise

English & Maths

ESOL

Personal & Social Development

Professional Development

Vocational

Digital Functional Skills
Surpass Guidance for Candidates

Contents

Timings

Entry Level 3 Digital Functional Skills

Number of tasks: 5

Total marks available: 50

Total Time: 1 hour 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 screenshots into one document. You must then upload the document.
- To return to a task, either select the task number on the left-hand side or click the back button.

Advice to Candidates:

- In some cases, to view and respond to one or more tasks, you will need to scroll down to the bottom of the page.
- Please ensure that you scroll down to the bottom of each page before moving on and clicking the next button.
- You may be asked to provide personal information, such as postcode, email address, or name.
- You do not need to give your own details. For example, you may give the postcode of the place where you are studying and make up the name and email address.

Resources

- You may use a paper-based or online bilingual dictionary in the assessment room. Where you access an online dictionary, it should be on the same device that is being used for the live assessment.

Level 1 Digital Functional Skills

Number of tasks: 6

Total marks available: 64

Time: 2 hours

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 then upload the document.
- To return to a task, either select the task number on the left-hand side or click the back button.

Advice to Candidates:

- In some cases, to view and respond to one or more tasks, you will need to scroll down to the bottom of the page.
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Resources

- You may use a paper-based or online bilingual dictionary in the assessment room. Where you access an online dictionary, it should be on the same device that is being used for the live assessment.
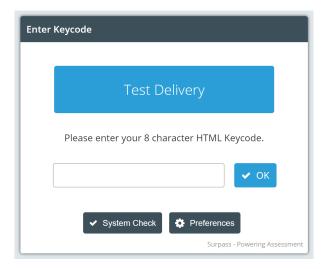
Opening the test

Enter your keycode

Click on this link or copy it into your browser address bar:
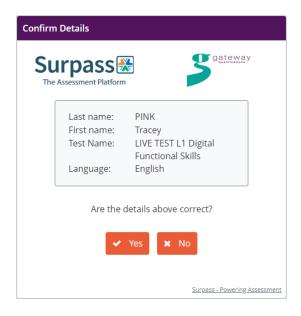https://gateway.surpass.com/secureassess/htmldelivery/

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

Confirm your details

You will then be asked to confirm your name and test name.
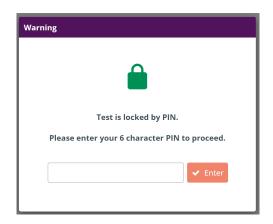
If these are correct, click **Yes.**

You will then be asked to confirm your details are correct and agree to the code of conduct of the assessment by ticking the box and selecting **Continue.**

Enter your PIN

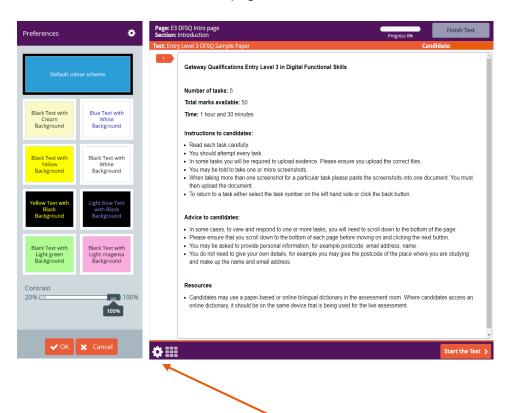Enter the PIN you have been given. (This is the **shorter** of the two codes you have been given.)

Click **Enter**.

Introduction and preferences

You will now see an introduction page.

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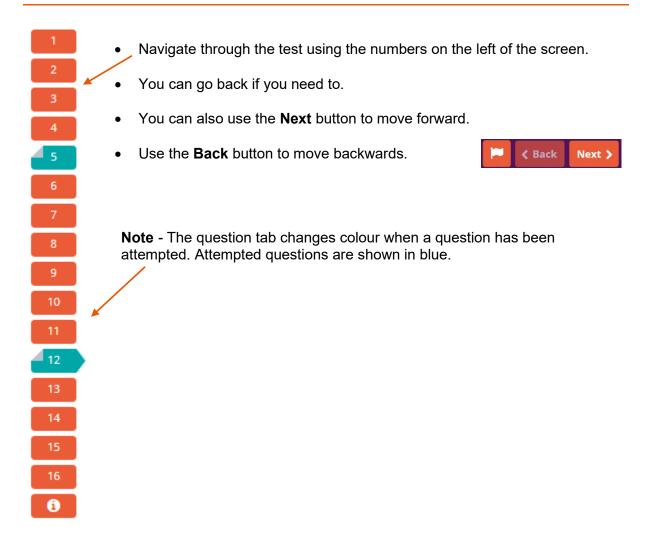
Click **Start the Test** to begin the test.

During the test

Working your way around

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 forward.

- Use the **Back** button to move backwards.

Note - The question tab changes colour when a question has been attempted. Attempted questions are shown in blue.

Submitting your test

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

Question: E3 DFSQ Task 6			
Section: Section 1	Total Test Time Remain... 01:19:49	Progress 32%	Finish Test

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