

## Use this checklist to make sure you're on track with DFSQ delivery

### Have you...

- Received your Surpass logins?
- Downloaded Surpass Viewer?
- Watched the mandatory training video?
- Attended the Assessment & IQA of DFSQ webinar?
- Carried out standardisation activities with other tutors?
- Checked your IT system compatibility with Surpass?
- Downloaded the Instructions for the Conduct of DFSQ Assessments document from the DFSQ pages of our website?
- Trained your test supervisors (Entry 3) and invigilators (Level 1)
- Set up the IT system to ensure learners will have a secure, clean area to save their work and all data will be removed following the assessment?
- Accessed our guidance documents (Centre Guide, Surpass Guide, Surpass Candidate Guide) on the DFSQ pages of our website?

### Do you know...

- How to access and use the initial assessment tool?
- How to use Surpass to:
  - schedule a mock or live assessment?
  - download the invigilation pack?
  - support candidates on test day?
  - mark an Entry 3 assessment?
  - internally quality assure an Entry 3 assessment?

Use **Prism** to access:

- Free Teaching Resources
- Digital Glossary of Terms
- Sample Assessments

Contact your  
Prism Superuser  
for instant access

DFSQ pages on our website: <https://www.gatewayqualifications.org.uk/qualification-area/digital-qualifications/digital-functional-skills/>

For further assistance, contact [registrations@gatewayqualifications.org.uk](mailto:registrations@gatewayqualifications.org.uk)