

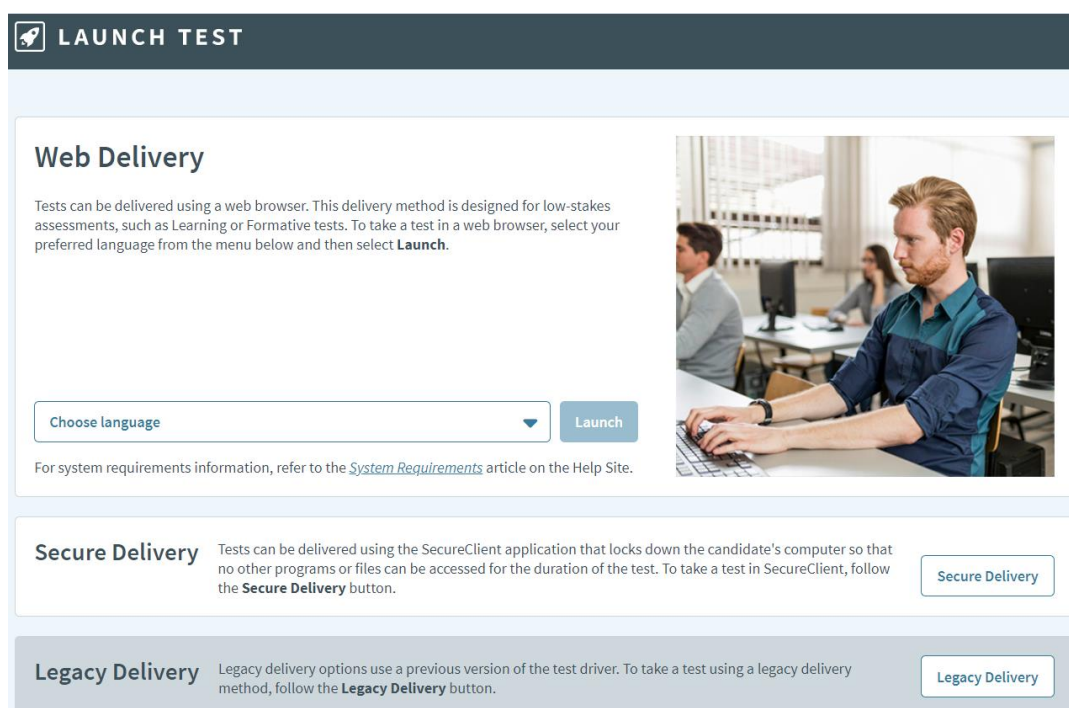
# Essential Digital Skills Qualifications – Learner User Guide

## Introduction

This user guide supports learners who are sitting an online assessment for entry level 3 and level 1 essential digital skills qualifications (EDSQ). The steps set out within this guide will provide all the information you need to access and complete your assessment using the Surpass online platform.

## Step 1 – access Surpass

To sit an assessment, enter the following URL into your web browser 'ncfe.surpass.com/launchtest' and it will take you to the following screen:

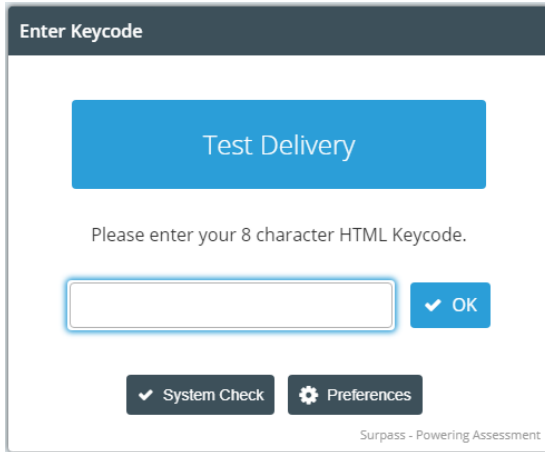


The screenshot shows the 'LAUNCH TEST' interface. At the top, there is a dark header with a white icon and the text 'LAUNCH TEST'. Below this, the 'Web Delivery' section is highlighted. It contains a title 'Web Delivery', a paragraph explaining that tests can be delivered via a web browser for low-stakes assessments, and a 'Launch' button. A dropdown menu labeled 'Choose language' is also present. To the right of the text is an image of a man working at a computer. Below the 'Web Delivery' section are two other options: 'Secure Delivery' and 'Legacy Delivery', each with a brief description and a corresponding button.

Select Web Delivery at the top of the screen then select the language of the test as English (UK).

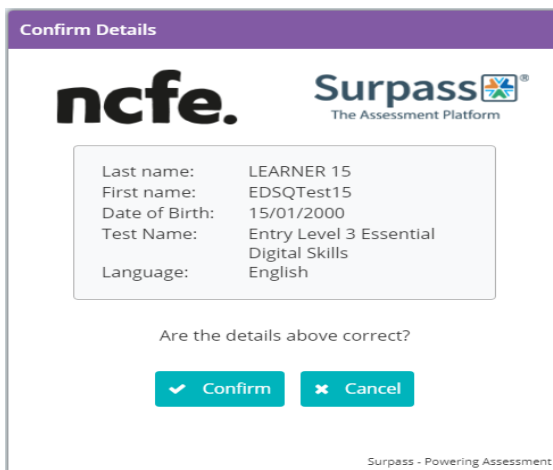
## Step 2 – enter your key code

You will be prompted to enter your unique 8-character keycode that was provided to you to sit the assessment. This assessment should be completed under controlled conditions, so a member of staff will be available if you require support with this.



### Step 3 – confirm details

The 'Confirm Details' screen will appear displaying your personal information. Check the information is correct and click 'Confirm' to confirm that your details are correct, and this is all your own work. If the details on the screen are incorrect, click 'Cancel' and speak to a member of staff.



### Step 4 – assessment information

Next you will be taken to the introduction section of your assessment. This provides you with important information about your assessment such as how many sections there are, the time duration for each section and any specific learner instructions.

There are multiple pages available to view, which are detailed on the numbered tabs on the left side of the page. The timer for the assessment will not start until you press the 'Start the Test' button, so please take your time to read and digest all the information.

action... x +

m/secureassess/htmldelivery/?lang=en#/test/items

Page: EL3 Introduction - Sample (1)  
Section: Introduction

Progress 0%

Finish Test

Test: Practice EL3 EDSQ Candidate: STOREY Catherine

1  
2

## NCFE Entry Level 3 Essential Digital Skills (603/7119/5)

### Sample Assessment

**Important information**

This assessment has **two** timed sections:

Section A	Section B
<b>Section duration:</b> 20 minutes	<b>Section duration:</b> 65 minutes
<b>Number of questions:</b> 13	<b>Number of parts:</b> 3
<b>Total marks available:</b> 13	<b>Total marks available:</b> 28

Each section has an information page.  
Click '**Next**' to access Section A information page.

**Remember: You have 1 hour 25 minutes to finish both sections**

Settings

< Back Next > Start the Test >

When you are ready to begin the first section, click the 'Start the Test' button.

## Step 5 – begin the assessment – section A

Begin to work through the multiple-choice questions in section A. Click on the answer you want to select and move through the questions by using the 'Next' button or selecting the question number on the left-hand side. The time remaining to complete the section will be displayed at the top of the screen. You can also see how far you have progressed through the section by viewing the progress bar.

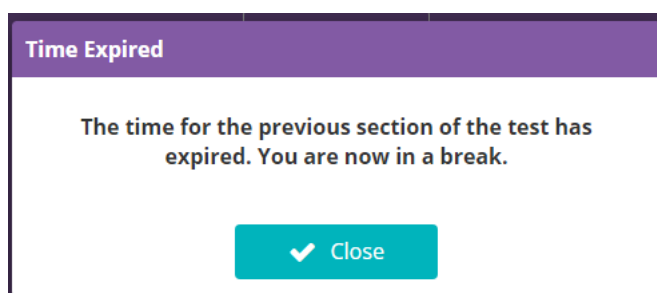
The screenshot shows the assessment interface for Section A. At the top, the question number is 12, and the section is A. The section time remaining is 00:14:49, and the progress is 55%. The test is Practice EL3 EDSQ, and the candidate is STOREY Catherine. The question is: "Which communication method is private?" The options are Blogs, Email, Forums, and Social media. The question number 12 is highlighted in blue on the left-hand side, indicating it is the current question. The 'Next' button is visible at the bottom right.

When you have selected your answer and moved onto the next question, the question number will change from blue to purple. You can flag a question (to come back to it later) by clicking the flag button at the bottom of the screen. This will place a flag icon next to the relevant question number on the left. To remove the flag, simply click the flag button again.

## Step 6 – finish section

If you have answered all questions in the section with time remaining and wish to progress to the next section, click 'Finish Section' at the top right corner of the screen. It is important to make sure you have answered all questions in this section before progressing as you will not be able to return.

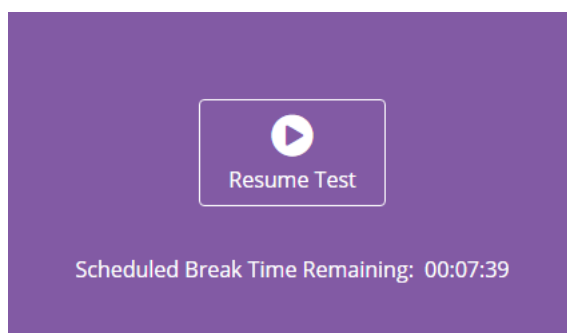
If the time allocated to the section expires then the assessment will end. You will see the below message pop up, click 'Close' as your scheduled break has begun, and this will then show you the time you have remaining.



## Step 7 – scheduled break

After the allocated time for section A expires, a 15-minute break will begin to count down. You can choose to take a supervised 15-minute break between completing section A and starting section B. As soon as the break time lapses, the time to complete your next section will automatically begin to count down.

If you want to move onto section B without taking a break, click 'Resume Test'.



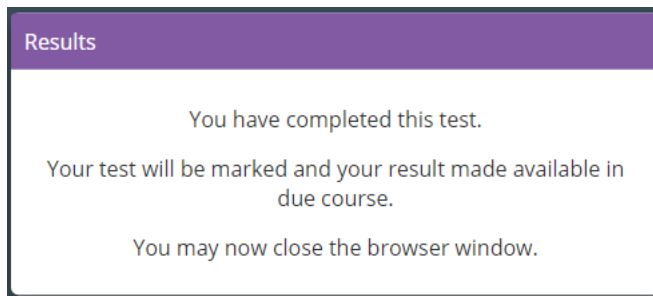
You will be prompted to confirm your details again before accessing the next section.

## Step 8 – begin section B

As in the previous section, you can see how much time is remaining and the progress you have made on this assessment at the top of the screen. You can also see the number of questions you need to answer on the left of the screen. Move between questions by clicking on the numbers or by clicking 'Next' in the bottom right of the screen.

Once you have finished all questions in this section, you can click 'Finish Test' at the top of the screen to finish the assessment. Before clicking this, please ensure that all questions have been answered as you will be unable to go back.

At this stage your assessment is complete, and you can now close the browser.



Your assessment will now be ready for marking and you will receive your feedback and results in due course.