



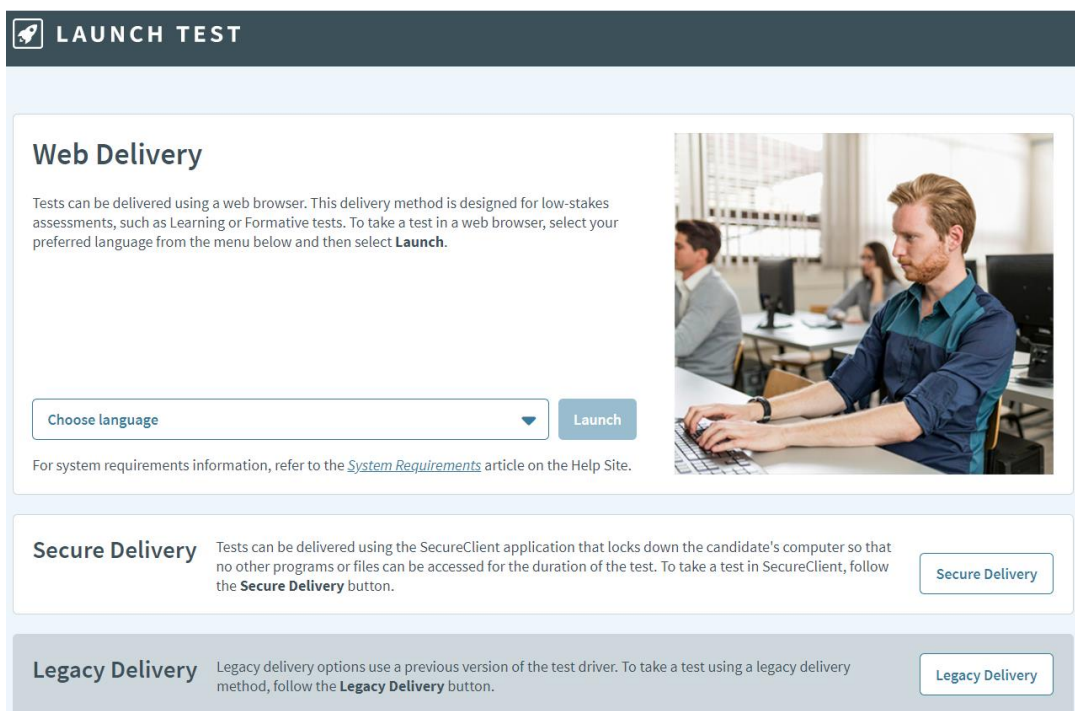
Essential Digital Skills Qualifications – learner user guide

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 Viewer online platform.

Step 1: access Surpass Viewer

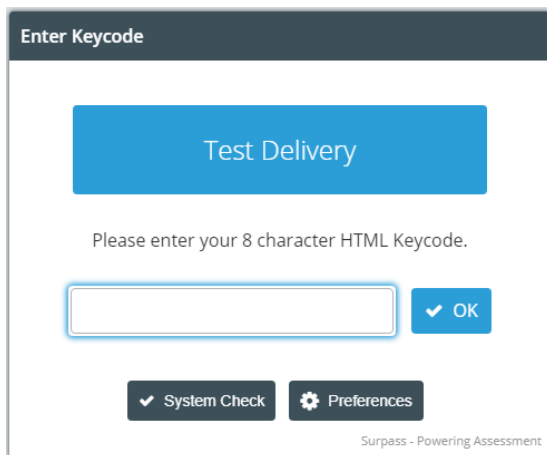
To sit an assessment, enter the following URL into your web browser 'ncte.surpass.com/launchtest' and it will take you to the following screen:



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.



Enter Keycode

Test Delivery

Please enter your 8 character HTML Keycode.

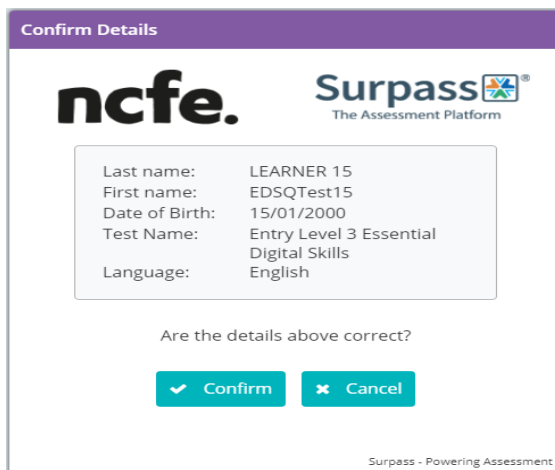
OK

System Check Preferences

Surpass - Powering Assessment

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 that this is all your own work. If the details on the screen are incorrect, click 'Cancel' and speak to a member of staff.



Confirm Details

ncfe. Surpass The Assessment Platform

Last name: LEARNER 15
First name: EDSQTest15
Date of Birth: 15/01/2000
Test Name: Entry Level 3 Essential Digital Skills
Language: English

Are the details above correct?

Confirm Cancel

Surpass - Powering Assessment

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.

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
Section duration: 20 minutes	Section duration: 65 minutes
Number of questions: 13	Number of parts: 3
Total marks available: 13	Total marks available: 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.

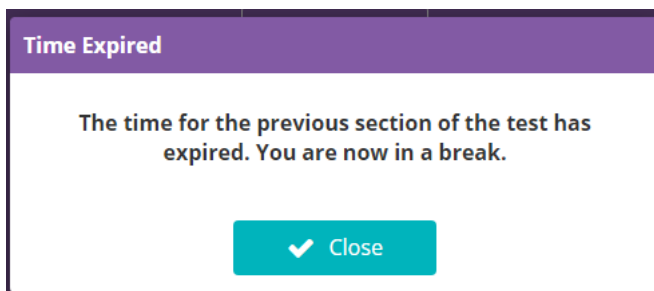
The screenshot displays an online assessment interface. At the top, a purple header bar contains the following information: 'Question: 12', 'Section: A', 'Section Time Remaining 00:14:49', 'Progress 55%' with a progress bar, and a 'Finish Section' button. Below this, a teal bar shows 'Test: Practice EL3 EDSQ', 'You have 15 minutes left' with a warning icon, and 'Candidate: STOREY Catherine'. The main content area is divided into two sections, A and B, indicated by vertical sliders on the left. Section A is currently active. A list of question numbers (1-11) is shown on the left, with question 12 highlighted in blue and a hand cursor pointing to it. The question text is 'Which communication method is private?'. Below the question are four text input fields containing the options: 'Blogs', 'Email', 'Forums', and 'Social media'. At the bottom of the interface, there is a purple bar with a settings icon, a question mark icon, and navigation buttons for '< Back' and 'Next >'.

When you have selected your answer and moved on to 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.

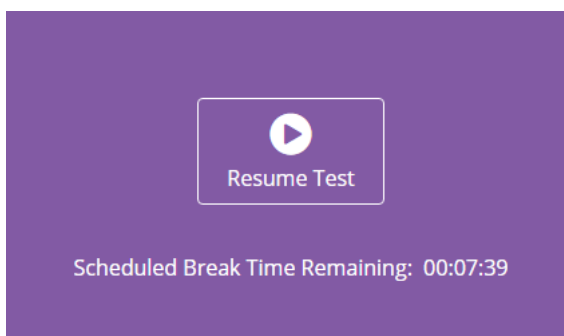
If the time allocated to the section expires then the assessment will end. You will see the below message pop up; click 'Close' as your scheduled break has begun, and this will then show you the time you have remaining.



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 on to section B without taking a break, click 'Resume Test'.



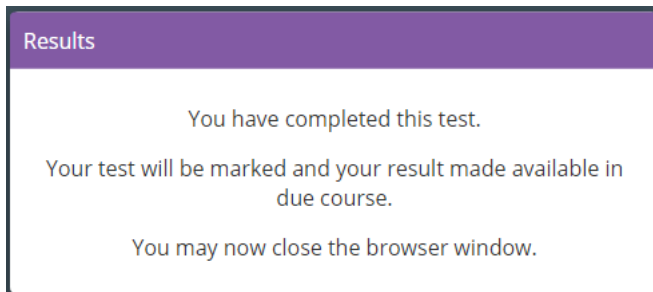
You will be prompted to confirm your details again before accessing the next section.

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 in Surpass Viewer.



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