

Annex A –Digital Literacy Assessment Guidelines and Sample Questionnaire

I. Guidelines for Assessing the Level of Digital Literacy

Purpose

This Annex provides both the recommended assessment methodology and a sample questionnaire that may be adapted by National Associations.

The questionnaire is provided as a recommended tool for assessing the digital literacy level of participants entering PAS-accredited programmes. It is intended as guidance for National Associations and training providers and may be adapted to reflect national context, provided that it continues to assess the core competency areas described in these Guidelines.

The questionnaire combines:

- **Self-assessment (proficiency rating)** questions, allowing participants to evaluate their perceived competence;
- **Knowledge-based multiple-choice questions**, assessing essential digital literacy knowledge.

The questionnaire should:

- contain approximately **12–16 questions**;
- require approximately **20–30 minutes** to complete;
- cover the main digital competency areas;
- include **10–12 proficiency-rating questions** and **4–6 multiple-choice questions**;
- require at least **50% correct answers** in the multiple-choice section for entry into a PAS programme.

Assessment Methodology

The assessment of digital literacy should be based on a structured and transparent methodology. National Associations may use standardized national or international digital competence frameworks, if they cover the core competency areas defined in these Guidelines.

The assessment should evaluate participants' readiness to successfully attend PAS-accredited programmes by measuring both perceived digital competence and essential digital knowledge across the following competency areas:

- Information and Data Literacy
- Communication and Collaboration
- Digital Content Creation

- Safety and Security
- Problem Solving
- Platform Proficiency
- AI & Digital Procurement
- Digital Risk Mitigation
- Digital Workflow Thinking

The recommended assessment consists of two complementary components:

Self-assessment (Proficiency Rating)

Participants evaluate their own level of competence using a structured proficiency scale.

Knowledge Assessment (Multiple-choice Questions)

Participants demonstrate their understanding of basic digital concepts through objective multiple-choice questions.

To qualify for entry into a PAS programme, candidates should correctly answer at least **50% of the multiple-choice questions**.

Section II of this Annex provides a sample questionnaire, while **Section III** contains a Question Bank that Training Providers or National Associations may use when adapting their own assessment tools.

II. Sample Digital Literacy Self-Assessment Questionnaire

Purpose

This sample questionnaire is intended as a reference tool for National Associations and providers delivering PAS-accredited programmes. It may be adapted to local needs while maintaining the assessment methodology described in these Guidelines.

Part A – Self-assessment

Sample Questions

Select one response for each statement

Scale

- ☐ - I don't know how to do it
- ☐ - I can do it with help
- ☐ - I can do it on my own

- ☐ - I can usually do it independently
- ☐ - I can always do it independently
- ☐ - I can explain it to others
- ☐ - I am an expert

Information & Data Literacy

- ☐ I know how to organise and move files between folders, devices and cloud storage.
- ☐ I can effectively search for reliable information using advanced search techniques.

Communication & Collaboration

- ☐ I confidently use video conferencing and online collaboration tools.
- ☐ I can organise and share documents using cloud-based collaboration platforms.

Digital Content Creation

- ☐ I can create and edit professional digital documents and presentations.
- ☐ I can combine different types of digital content (text, images and charts) into a single document.

Safety & Security

- ☐ I know how to protect my devices and personal data from common cyber threats.
- ☐ I understand good password management and digital privacy practices.

Problem Solving

- ☐ When I encounter a technical problem, I can usually identify and apply an appropriate solution independently

Platform Proficiency

- ☐ I can confidently use digital procurement platforms (e-sourcing, contract management or procure-to-pay systems).

Digital Risk Mitigation

- ☐ I understand how digital tools can be used to monitor supplier risks and market developments.

AI & Digital Procurement

- ☐ I can critically evaluate AI-generated information before using it in my work.
- ☐ I understand that AI-generated information should always be verified before it is used in procurement decisions.

☐ I understand how digital technologies can improve procurement processes and support better decision-making

Part B – Knowledge Assessment

Sample questions: *Select one correct answer*

11. Which password is the most secure?

- ☐ MyName1985
- ☐ Procurement123
- ☐ T!9q#Lm8@V2xP\$eR
- ☐ Welcome2026

12. Under which circumstances may you legally reuse digital content found on the internet?

- ☐ You may always use any content because it is publicly available on the internet.
- ☐ You may never use digital content created by others under any circumstances.
- ☐ You may reuse digital content only if the licence or copyright terms allow it, and you comply with the applicable conditions.
- ☐ You may freely use any content for educational or non-commercial purposes without checking the licence.

13. Which statement best describes reliable online information?

- ☐ Information is reliable if it appears among the first search results.
- ☐ Information is reliable if it has been shared many times on social media.
- ☐ Reliable information comes from trustworthy sources and can be verified by comparing it with other credible sources.
- ☐ Information is reliable if it is published on any professional-looking website.

14. What is the main benefit of AI in procurement?

- ☐ AI completely replaces procurement professionals and makes human decisions unnecessary.
- ☐ AI automatically guarantees correct procurement decisions without human review.
- ☐ AI supports procurement by improving data analysis, decision-making and operational efficiency, while requiring human judgement to validate its outputs.
- ☐ AI is mainly used to reduce the need for procurement policies and compliance procedures.

Assessment

The self-assessment section is intended primarily to identify individual development needs and should not be used as the sole basis for admission decisions.

Candidates should correctly answer at least **50% of the multiple-choice questions** to demonstrate the minimum digital literacy level recommended for participation in PAS programmes.

III. Question Bank

The following questions are examples only and are not intended to form a complete assessment. National Associations may select, adapt, replace or expand these questions according to their national context while ensuring adequate coverage of the core competency areas.

A. Information & Data Literacy

- I know how to copy and move files between folders, devices or cloud storage.
- I can use advanced search engine functions.
- What is a search engine?
- Is information found on the internet always reliable?

B. Communication & Collaboration

- I know how to use advanced videoconferencing features.
- What is an instant messaging application?
- What does writing in capital letters usually communicate?

C. Digital Content Creation

- I know how to create and edit digital documents.
- I can combine different types of digital content.
- What does formatting text mean?
- Under what conditions may digital content found online be reused?

D. Safety & Security

- I know how to protect myself from malicious online activities.
- Why is "myway1970" not considered a secure password?
- Which password characteristics indicate a strong password?
- What information should never be shared online?
- What can someone do with an unprotected device?

E. Problem Solving

- When I encounter a technical problem, I can usually find a solution online.
- Is it possible to split a PDF document into separate pages?
- How can a recovery disk be created?

F. Continuous Learning

- I know how to use online learning tools to improve my digital skills.

G. AI & Digital Procurement

National Associations and training providers are encouraged to develop additional questions covering:

- AI literacy;
- responsible use of AI;
- digital procurement platforms;
- digital workflow thinking;
- digital risk monitoring;
- automation in procurement processes.

The results of the assessment should be used to identify learning needs and to support participants throughout the PAS programme.

Note: Usually at least 5 of the areas listed; the first 5 are generally the ones considered to be of greatest relevance.