

## Instructions for Organiser to Request for the Test

Go to the web-browser and type <http://spoken-tutorial.org> . Login using your username and password. Then, go through the following steps-

### Step 1 : To request for the Test

- Click on **“Request For Test”**. You will see a form.
- Fill in the details namely **Academic Center Code, Department, Preferred Test Date, Preferred Test Time, FOSS Category, Preferred language** .
- Click on **Submit**.
- You will get a notification mail regarding the approval of the test as you got for the workshop.

### Step 2 : To fill the workshop details

After receiving the workshop code you can fill in the workshop details.

- Click on **Add Workshop Details**. Fill in the details of the workshop namely **Workshop Code, Number of Participants, Name of the Invigilator**

**N.B :** Please note if he/she is a faculty member please write Prof. In front of his/her name, as this is the name that will appear on the certificate. Also ensure that the name is written in the correct format and spelling.

- Click on **Submit**.

Please go through the Instructions for taking the Self Workshop Assessment Test (SWAT) so that you become familiar with the test taking procedure and can guide the participants.