

## Instructions for Organiser to Request for the Test

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

### Step 1 : To request for the Test

- You will see “**Assessment Test**” below Manage workshops on right hand side of the page. Place your cursor on “**Assessment Test**” you will see a drop down with many options. One of it will be “**Request for Assessment Test**”. Click on “**Request for Assessment 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 with the **Test Code** as you got for the workshop.

N.B.: If you do not get the notification mail you can check the status in **Approved Assessment Tests**, which will also indicate the **Test Code**.

- Give the **Test Code** to the participants on the day of the test.

If you are requesting the Test for C and C++ you have to make two separate test request one for C and the other for C++.

Please go through the Test Instructions for participants to take the Self workshop Assessment Test so that you become familiar with the test taking procedure and can guide the participants.