



INSTRUCTION FOR REQUESTING A TEST

Procedure to be followed while requesting for conducting an Online Test
(FOR ORGANIZERS)



Step 1: To Request for a Online Test

- Type <http://spoken-tutorial.org> in the browser, this is the link which you should enter to login.
Enter your Username and Password.
- Click on 'Software Training' link present in the header part of the screen, and select “Training / Workshop Dashboard”, then locate “New Test Request” under Online Assessment Test.
- Fill in the details required by selecting / entering the exact option of your choice (i.e.) Test Category, Workshop code (if you are conducting the Test after conducting a Workshop (or) Training), Invigilator Name, Department, Date & Time and FOSS.
- Click on Submit.

NOTE:

- Please select 'Others' in Test Category if the participants have NOT undergone any Training / Workshop.
- Invigilator should get registered at spoken-tutorial.org before you raise the request.
- Invigilator will conduct the Online Test.
(Organizer and Invigilator CAN NOT be the same person)
- As soon as you (Organiser) raise the Test Request, the Training Manager (Spoken Tutorial team, IIT Bombay) will approve, followed by the approval given by your Invigilator.
- 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++.

After the Training Manager (IIT Bombay) and your Invigilator approves the 'Test' request, make sure that you go through the 'Test Instruction for Participants' for taking the Online Assessment Test, so that you become familiar with the processes involved in taking the 'Test' and guide the participant accordingly.