



INSTRUCTION FOR REQUESTING A TEST

Procedure to be followed while requesting for conducting an Online Test



NOTE:

- Complete the **Semester Training Planner Form (STPF)**, which is to be filled within 10 weeks of Semester start date.
- Before requesting for Test make sure the Participant List is marked.
- PS: Tests are available for the following FOSS : **BASH, C, CPP, Java, PHP & MySQL, Linux, LaTeX, Scilab, Python and PERL.**
- Learner's Certificates will no longer be provided for FOSS courses that come with Online assessment Tests.
- Only **Completion Certificate** will be given on successfully completing and passing the test.

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 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, Batch code, 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.
- Invigilator should get registered at spoken-tutorial.org before you raise the request.
- Invigilator will conduct the Online Test.
(Organizer and Invigilator CANNOT 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 participants accordingly.