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, CellDesigner, Drupal, GChemPaint, Geogebra, Git, Java, Jmol Application, Linux, LaTeX, PERL, PHP & MySQL, Python and Scilab.**

- 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 seperate 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 Assestment Test,
- so that you become familiar with the processes involved in taking the 'Test' and guide the participants accordingly.