



## **INSTRUCTION FOR INVIGILATOR**

Procedure to be followed by the Invigilator for conducting Online Test



### **Step 1: Register as an Invigilator :**

1. First of all you will need to get a Username registered for yourself on the Spoken Tutorial website.
2. To do so, go to <http://spoken-tutorial.org/accounts/register/> This will take you directly to the registration page.
3. Fill in the details, your Username, Email-ID, password (should be minimum 8 character long) for your account and type the caption which appears in the box. Click on Register.  
(To know more about Registration : <http://process.spoken-tutorial.org/images/5/5d/Create-New-Account.pdf>)
4. Now, login using your registered Username and Password.
5. Click on 'Software Training' link present in the header part of the screen, then select "Training Dashboard".
6. It will show two options namely "Add me as Organiser" and "Add me as Invigilator". Click on "Add me as Invigilator".
7. The Training Manager from the Spoken Tutorial team, IIT Bombay, will authenticate you as an Invigilator.

### **NOTE:**

- Even if you already have an "Organizer" account, you can get registered as an "Invigilator". But the same person CANNOT be an Organizer and Invigilator for the same "Test".

### **Step 2: Approving the Test Request :**

1. As soon as the Organiser requests for the "Test", the Training Manager (from Spoken Tutorial Team, IIT Bombay) will approve the request, followed by the Invigilator.
2. For approving the "Test", login with your (Invigilator) Username and Password on <http://spoken-tutorial.org>
3. Click on "Software Training" link present in the header part of the screen, and select "Training Dashboard".
4. Then locate "Approval Pending" under "Online Assessment Test" and click "Accept".
5. By approving the "Test" request, you are confirming your presence for the Test day.

### Step 3: On the day of the Test :

1. Login to <http://spoken-tutorial.org> and enter your (Invigilator) Username and Password.
2. Click on “**Software Training**” link present in the header part of the screen, then select “**Training Dashboard**”.
3. Select “**Ongoing Tests**” then click on “**Attendance**”.
4. Verbally, instruct and guide all the participants for the procedures related to the “**Online Test**”.
5. You will see a name list of participants, who took the Training conducted by an Organiser of your Institution. (The list will comprise of the names which were present in the CSV file uploaded while raising the Training request)
6. Select all the names of the participants who have come to the lab, to appear for the Online Test and click the “**Submit**” button.

### NOTE:

1. After the completion of the Test by all the students / participants, click on “**Close the Test**” link, to end the process.
2. Completion Certificates will be automatically generated for the participants who cleared the test by securing 40% or above.
3. Certificates can be viewed by the students / participants via their own “Student Dashboard”.
4. Additionally, the respective “Organizer” and the “Invigilator” who have conducted the Test, can also view all the students' scores.
5. Participants who don't pass in the Test, will get a chance to re-attempt the Test after a gap of 15 days.
6. No. of attempts are not restricted, so as to enable participants to clear the Test in multiple attempts.