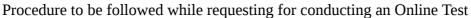
# spoken-tutorial.org

## INSTRUCTION FOR REQUESTING A 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.
- **Completion Certificate** will be given on successfully completing and passing the test.

## **Step 1: To Request for a Online Test**

- Type <a href="http://spoken-tutorial.org">http://spoken-tutorial.org</a> 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, Date & Time.
- Click on **Submit**.

### **NOTE:**

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