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.

• 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, 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.