

## Instructions for taking the Self Workshop Assessment Test (SWAT)

### Step1. **Registration:**

- Go to browser and type <http://www.spoken-tutorial.org/OTC> . It will take you to the page where all courses are displayed for SWAT.
- Locate **login** in orange colour at the upper-right corner of the page and click on it.
- Click on **Student Registration Form** on the right hand side of the page written in blue colour. If you are already registered, click on login and enter **Username** and **Password**.  
**IMPORTANT :** If you are giving the test for the first time, you need to create your **Username** and **Password**.
- Fill in your details like **Academic code**, your **Name**, **College name**, your **Username** and **Password**, **Email** and click on **Submit**.  
**IMPORTANT :** Please note that all the fields have to be filled in with correct spelling and in the same format as you would like to see on the certificate.
- Remember your **Username** and **Password**. Note it down somewhere as it will be required in the future.
- When you have fully completed filling up the form, then click on **Submit**.

### Step 2. **Feedback and the Test**

**IMPORTANT :** After you login, you have to give your feedback about the workshop. Please note your feedback is very valuable to us and you will not be allowed to give the test if feedback is not submitted.

- Locate **Student Feedback Form** at the top of the list.
- Fill in the feedback and click on **Submit**. You will receive a “Thank you” message.
- Now click on **Home** button to give the test.
- You will again get the home page where you will get the list of the available Tests. Click on the software on which you are giving the test.
- Once you click on your specific software, you will be asked for the “Enrollment Key”. Enter the word **Welc0me\$**. Please note after ‘c’ type the number ‘0’ (zero) and not capital ‘O’.
- You will now be able to take the test. The type of questions vary for each software. The duration is around 45 minutes.  
Answer all the questions, don’t leave out any. Finally, click on **Submit**.  
**IMPORTANT :** Do not click on **YES** till you see the **Summary**.
- At the end of the test, you will see a Summary of your attempts. You will also get to see if you missed any questions. You can go back and attempt by clicking on the particular question number. Now click on **Submit** and confirm by clicking on **Submit all and Finish**.
- You will get your test score on the spot.

### Step 3. **Certification**

- If you have scored  $\geq 40\%$  you can receive the Spoken Tutorial project, IIT Bombay certificate.
- Click on Certificate and you will be able to view your certificate with your name.
- You can print it out or keep a soft copy for yourself.
- Please note that it has the hologram in grey colour which specifies that it is authentic.

N.B :

If you are not able to view your certificate, check with your organiser, to see if s/he has submitted the Test Details

**OR**

check your score by clicking on the FOSS name given above Certificate

**OR**

click on Grades at left hand corner in Orange colour.

Please note that you will get your certificate only on scoring 40% or above.

**Please note if you are not able to do all the above steps on Mozilla Firefox, please check the version. Firefox version 14 and above is recommended.**