



INSTRUCTION FOR INVIGILATOR

Procedure to be followed by the Invigilator for conducting Online Test (FOR INVIGILATOR)



Step 1: Register as an Invigilator

- Go to <http://spoken-tutorial.org/accounts/register/> and get a Username Registered, this link will take you directly to the registration page. Enter the **Username** and **Password** in our website.
- 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>)
- Click on '**Software Training**' link present in the header part of the screen, then select "**Training / Workshop Dashboard**", It will show two options namely "Add me as Organiser" and "Add me as Invigilator". Click on '**Add me as Invigilator**'.
- The Training Manager from the Spoken Tutorial team, IIT Bombay will authenticate you as an Invigilator.

NOTE:

- If you already have an Organizer account, you can also get registered as Invigilator. But the same person CANNOT be an Organizer and Invigilator for the same 'Test'.

Step 2: Approving the Test Request

- As soon as the Organiser requests for 'Test', the Training Manager (from Spoken Tutorial Team, IIT Bombay) will approve followed the Invigilator.
- For approving the 'Test', Login with your (Invigilator) Username and Password at spoken-tutorial.org
- Click on '**Software Training**' link present in the header part of the screen, and select "**Training / Workshop Dashboard**", then locate '**Approval Pending**' under Online Assessment Test and click 'Accept'.
- By approving the 'Test' request you are confirming your presence for the Test day.

Step 3: On the day of the Test

- Login to <http://spoken-tutorial.org/> and enter your (Invigilator) Username and Password.
- Click on '**Software Training**' link present in the header part of the screen, then select "**Training / Workshop Dashboard**", select '**Ongoing Tests**' then click on '**Attendance**'.
- Instruct and guide all the participants for the procedures related to the '**Online Test**'.
- You will see a name list of Participants who took part in a Training / Workshop 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 / Workshop request)
- Select all the names of the participants who have come for the Online Test and click the '**Submit**' button.

- If there is a participant / student who did not participate in the Training / Workshop conducted by the institution, he / she can also give the test by getting registered separately through the following link and click '*Enter into Test*'.

Link: <http://spoken-tutorial.org/participant/login/>

- After the completion of the Test of all the students / participants, Click on "*Close the Test*", to end the process.

Note:

- Completion Certificates will be automatically generated to the participants those clear the test by securing 40% or above.
- Certificate can be viewed by the 'Participant / Student' through the Participant Dashboard and also by the respective 'Organizer' and the 'Invigilator' who has conducted the activity.
- Participant those who don't pass in the test will get a chance to re-attempt the test after a gap of 15 days.