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.