Instructions for adding the Test Admin Details

1. Type http://spoken-tutorial.org in the browser this is the link which you should enter to login. Enter your **Username** and **Password.**
2. You will see "**Workshop Interface"** on the right hand side of the page. Locate **"Test Admin Details"** written in brown colour.
3. Click on **"Test Admin Details".** You will see a form.
4. Fill in the details namely **Test Code, Batch number, Number Of Participants, Name of the invigilator.**

N.B. : You get the Test Code in your notification mail when your Test gets approved.

5. Click on **Submit**.

N.B : Please note if he/she is a faculty member please write Prof. In front of his/her name, as this is the name that will appear on the certificate. Also ensure that the name is written in the correct format and spelling.

IMPORTANT- Please fill these details before or after the test. Without filling these details the participants will not be able to view their certificates