INSTRUCTION FOR PARTICIPANTS FOR TAKING THE TEST

Procedure to be followed by the Participants / Students for taking the Online Test
(FOR THE **PARTICIPANTS**)

spoken-tutorial.org

IIT Bombay

Step 1: Registration

A). New User: Please get a Username and Password, if you do not have an account in Spoken Tutorial Online Test Center, through the following link.

Link for (ONE TIME) Registration: http://spoken-tutorial.org/participant/register/

- Fill in your details as requested in the Registration form.

  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 future.**
- Once you finish the registration process then you have to Upload your photograph. **(Follow Step 2)**

B). Existing User: If you already have a Username and Password for Spoken Tutorial Online Test Center, please enter the same in the following link.**(Please follow Step 3 - if you have already uploaded your Photo and other details required in the Profile)**

Link for Login: http://spoken-tutorial.org/participant/login/

C). Forgot Password? Incase if you have forgot the Password for your Account, then please make use of the following link http://spoken-tutorial.org/participant/forget-password/

Step 2: Uploading Photograph

- After login you will see a page which will lead to Online Test Center, in that Please click 'My Profile Settings' then select ' Edit Profile'. Here you have to Upload your picture for your profile.
- Goto **User Picture**.
  (Please note before uploading the photograph you should have a scan copy of it ready on your desktop).
- Click on Browse. Select the place where you have saved the scanned copy of your photograph and upload it.
  (The procedure is the same as what you would do on any social networking site. Please note the picture should be formal.)
- Your photograph will be uploaded. The size adjustment will be taken care of in the system.

NOTE: If you do not upload the photograph before the test you will not be allowed to give the test. So please upload your photograph before taking the test.

Step 3: Feedback and the Test

IMPORTANT: After you login you have to give your feedback about the workshop. Please note that your feedback is very valuable to us.

- Login into the Participant Dashboard (http://spoken-tutorial.org/participant/login/), Goto '**Ongoing Test**' and click '**Enroll**', The invigilator will mark the Attendance for you.

- After the invigilator marks attendance for you, please refresh your browser screen and goto '**Ongoing Test**', click '**Enter into Test**'. As soon as you click the 'Enter into Test', it will take you to a new window (Spoken Tutorial Online Test Center). Enter your Username and Password, you will see the home page where you will get the list of Tests available for variuos FOSS / Courses. Click on the Test which you want to give.

- Read the instructions which appear on the screen.

- By the time you have reached this step the invigilator would have submitted the attendance.

- Click on "**Attempt Quiz Now**". Then Click on "**Start Attempt**".

- You will now be able to take the test. The test will start, it is a 45 mins long test, all Multiple Choice Questions.
  NOTE: There will be programming as well as multiple choice questions in any test of programming language. Answer all the questions, don't leave out any. Click on **Submit**.

- **IMPORTANT**: Do not click on YES till you see the Summary.

- At the end of the test you will see your score and a Summary of 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.

Note:
- Please note that you will be able to view the certificate only on acoring 40% or above.
- Login with your Username and Password in the **'Participant Dashboard'** for downloading the Certificates.

PLEASE NOTE THAT IF YOU ARE NOT ABLE TO DO ALL THE ABOVE STEPS ON MOZILLA FIREFOX, THEN PLEASE CHECK THE VERSION. WE RECOMMENED VERSION 30 AND ABOVE.