Instruction flow for Participants taking ILM Test

Procedure to be followed by the Participants while taking the ILM Test:

1. All participants enrolled for any Training event will be directly enrolled for the respective Tests.

2. Login with your Spoken Tutorial Credentials, under Software Training – Training – Individual Learning Workshop tab – My Events

   Link: https://spoken-tutorial.org/training/list_events/myevents/

3. In the **My Events** tab on your dashboard, next to the **Training Certificate** button, another button will be provided -**Attempt Test**.
   (Note: Training Manager should complete the steps of registration, and mark attendance too.)

4. Once you click on Attempt Test you will get a new window.

   Link: https://ilw.onlinetest.spoken-tutorial.org/login/index.php

5. After you enter your Username and Password, you will see the Homepage where you will get the list of Tests available for various FOSS / Courses. Click on the Test which you want to give.

6. Read the instructions which appear on the screen.

7. Click on "**Attempt Quiz Now**". Then click on "**Start Attempt**".

8. At the end of the test, click on "**Finish attempt**" in the Quiz Navigation Panel. You will get to see "**Summary of Attempts"**. It will also show if you missed any questions. You can click on "**Return to attempts**" or you can go back and attempt by clicking on the particular question number.

9. Confirm by clicking on "**Submit All and Finish**" once you have completed the test.

10. You will get your test score on the spot.

11. After this, in the **My Events** tab on your dashboard, next to **Training Certificate** button, **Download Completion Certificate** button will be provided.

12. Please note that you will be able to view the certificate only on scoring 40% or above.

13. Participants who don't pass in the Test, will get to re-attempt the Test after a gap of 15 days.

14. If you face any issues while attempting the test, please take a screenshot and share with the respective Training manager/Faculty Organiser.