INSTRUCTION FOR REQUESTING A TEST

Procedure to be followed while requesting for conducting an Online Test

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 an 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.
  (Organiser and Invigilator **CANNOT** be the same person)
- As soon as you (Organiser) raise the Test Request, the Training Manager will approve, followed by the approval given by your Invigilator.
- If you are requesting the Tests for **C and C++**, you have to submit two separate test requests: one for **C** and the other for **C++**.

After the Training Manager 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.