Instructions for Assessment Test Invigilator

Register as an Invigilator

1. Go to the ***http://www.spoken-tutorial.org/user/register*** website and Register. This link will take you directly to the registration page. Enter your **Username** and **Email-ID** and also **Captcha.**
2. You will get a notification from Spoken Tutorial team within 24 hours to set the password. Now login with your **Username** and **Password** in our website. Place the cursor on your name seen on the right hand side of the page. You will see a drop down with two options "Add me as Organiser" and "**Add me as Invigilator**". You Click on **Add me as a Invigilator.** Fill in the details. Select **State, Institution name** and fill in the personal details your **Name**, **Address** and **Phone number**. Click on **Submit.**
3. The Event Manager from Spoken-tutorial will approve you as an Invigilator.

N.B: You have to Create an account and register before the college organiser requests for test. It should be done 48 hrs prior to the request of the test.

After Test Request

1. After the test request is made by the organiser of the college the invigilator will have to approve his presence for the day of the test.
2. Login with your **Username** and **Password** on spoken-tutorial website. Locate **Manage Assessment** on the right hand side of the page. Click on **Assessment Test Invigilator Confirmation** in brown color and click on C**onfirm.**
3. Your presence for the test day will be confirmed.

N.B : Once your request is approved by the event manager of Spoken Tutorial, IIT Bombay then you will receive a test code which you have to share with the students on the day of the test.

On the day of the test

1. Login to **spoken-tutorial** website with your **Username** and **Password.** Locate **Manage Assessment** on the right hand side of the page. Click on **Fill/Edit participants list.**
2. Instruct the students to register and login on the onlinetest link of spoken-tutorial.
3. Give them the test code.
4. As soon as the students fill the test code you will be able to see all the **Usernames** of the students in **Fill/Edit participants list.**
5. Click on the checkbox so it will select all the **Usernames** and Click on **Attendance** and **Submit.**
6. Students can now proceed for the test.
7. After the completion of the test of all the students the invigilator has to close the test.
8. Click on **Ongoing online tests** and then click on **Close.** This will close the test