**Instructions for Assessment Test Invigilator**

**Register as an Invigilator**

1. Type http://www.spoken-tutorial.org/user/register in the browser. This is the link which you should enter to create your account.
2. Fill in the details, your **Username, Email-ID and type the caption which appears in the box.**
3. **Click on Create a New Account.**
4. 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.**
5. 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