Instructions for taking the Self Workshop Assessment Test (SWAT)

Step1. **Registration**:

- Go to browser and type ***http://onlinetest.spoken-tutorial.org/*** . It will take you to the page where all courses are there for the test.
- Locate **login** in orange colour at the upper-right corner of the page and click.
- Click on **Student Registration Form** on the right hand side of the page written in blue colour. If you are already registered, click on login it will ask **Username** and **Password.**
  IMPORTANT : If you are doing the test for the first time you need to create your **Username** and **Password.**
- Fill in your details like **Academic code** your **Name, College name,** your **Username** and **Password**, **Email.** Click on **Submit.**
  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 the future.
- When you have fully completed filling up the form then Click on **Submit**.
- Once you finish the registration process then you have to Upload your photograph.

Step 2. **Uploading photograph**

- After login you will see a page which will lead to Edit profile page. Here you have to **Upload your picture**. 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 scan 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.

N.B. : 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 your feedback is very valuable to us and you will not be allowed to give the test if feedback is not submitted.

- Locate **Student Feedback Form** on the right hand side at the bottom in orange colour under the topic **Feedback**.
- Fill in the feedback click on S**ubmit**. You will get a Thank you message
- Now click on **Home** button to give the test.
- You will again get the home page where you will get the list of the **Softwares**. Click on the software on which you are giving the test.
- Once you click on your specific software you will be asked for Enrollment Key. Enter the word **Welc0me$**. Please note after 'c' type the number '0' not capital 'O'.
- Click on the FOSS name for which you are giving the test. Click on **"Attempt Quiz Now".** Click on **"Start Attempt".** It will ask for **Test Code** and the get this from your organiser or invigilator – Enter the **Test Code .**
- Ask the invigilator to submit the attendance.
- You will now be able to take the test. The test will start, it is a 45 mins long test, all Multiple Choice Questions.
  N.B : 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.

Step 3. **Certification**

- If you have scored =>40 % you can receive the Spoken-tutorial, IIT Bombay certificate.
- Click on Certificate and you will be able to view your certificate with your name.
- You can print it out or keep a soft copy for yourself.
- Please note that you take soft copy of your certificates within 1 week of the completion of the tests as it will get expired after 1 week.

N.B :
If you are not able to view your certificate

- Ask the invigilator to close the test by clicking on Ongoing online Test and Close button.
- Check your score by clicking on the FOSS name given above Certificate **OR** click on Grades at left hand corner in Orange colour.
  Please note that you will get your certificate only on scoring 40% or above.

Please note if you are not able to do all the above steps on Mozilla Firefox please check the version . Version above 17 is recommended.