Instructions for Organiser to Request for the Test

Go to the web-browser and type http://www.spoken-tutorial.in/. Login using your username and password. Then, go through the following steps-

Step 1 : To request for the Test

- Yo will see "**Assessment Test**" below Manage workshops on right hand side of the page. Place your cursor on "**Assessment Test**" you will see a drop down with many options. One of it will be **"Request for Assessment Test".** Click on **"Request for Assessment Test".** You will see a form.
- Fill in the details namely **Academic Center Code, Department, Workshop Code, Preferred Test Date, Preferred Test Time, FOSS Category, Preferred language** .
- Click on **Submit.**
- You will get a notification mail regarding the approval of the test with the **Test Code** as you got for the workshop.

N.B.: If you do not get the notification mail you can check the status in **Approved Assessment Tests,** which will also indicate the **Test Code**.

- Give the **Test Code** to the participants on the day of the test.

If you are requesting the Test for C and C++ you have to make two separate test request one for C and the other for C++.

Please note you request the test only after filling the workshop details.
Please go through the Test Instructions for participants to take the Self workshop Assessment Test so that you become familiar with the test taking procedure and can guide the participants.