Instruction for adding the Test Admin Details

1. Type http://spoken-tutorial.org in the browser this is the link which you should enter to login. Enter your **Username** and **Password.**
2. You will see "**Manage Workshop"** on the right hand side of the page. Locate **"Test Admin Details"** written in brown colour.
3. Click on **"Test Admin Details".** You will see a form.
4. Fill in the details namely **Test Code, Batch number, Number Of Participants, Name of the invigilator.**

N.B. : You get the Test Code in your notification mail when your Test gets approved. If you do not get any notification mail please login in spoken tutorial and check the "**Approved Assestment tests**".

5. Click on **Submit**.

N.B : Please note if he/she is a faculty member please write Prof. In front of his/her name, as this is the name that will appear on the certificate. Also ensure that the name is written in the correct format and spelling.

IMPORTANT- Please fill these details only after all the participants have submitted the test and before they view the certificates. Without filling these details the participants will not be able to view their certificates.