



# Instruction For Participants for Taking the Test

Procedure to be followed by the Participants/Students for taking the Online Test



## Steps for taking the Test:

### Step 1:

- Login to the Student Dashboard (<http://spoken-tutorial.org/participant/login/>), Go to '**Ongoing Test**' and click '**Enroll**', The invigilator will mark the Attendance for you.

### Step 2:

- Please refresh your browser screen after the invigilator marks your attendance, click '**Enter into Test**' in the Ongoing test tab. It will take you to a new window (Spoken Tutorial Online Test Center).

### Step 3:

- After you enter your Username and Password, you will see the Homepage where you will get the list of Tests available for various FOSS / Courses. Click on the Test which you want to give.

(**Note:** Read the instructions which appear on the screen.)

### Step 4:

- Click on "**Attempt Quiz Now**". Then click on "**Start Attempt**".

### Step 5:

- At the end of the test, click on "**Finish attempt**" in the Quiz Navigation Panel. You will get to see "**Summary of Attempts**".
- It will also show if you missed any questions. You can click on "**Return to attempts**" or you can go back and attempt by clicking on the particular question number.

### Step 6:

- Confirm by clicking on "**Submit All and Finish**" once you have completed the test.
- You will get your test score on the spot.

### Note:

- Duration of the test will be between **20 mins to 45 mins**, depending on the FOSS selected for the Test.
- Answer all the questions, don't leave out any.
- Please note that you will be able to view the certificate only on scoring **40% or above**.
- Login with your Username and Password in the 'Participant Dashboard' for **downloading the Certificates**.
- Participants who don't pass in the Test, will get a chance to re-attempt the Test after a gap of **15 days**.

**Feedback:**

Login with your username

- If you want to give your feedback about the training, click on the feedback link. Please note that your feedback is very valuable to us, it will help us to improve.

PLEASE NOTE THAT IF YOU ARE NOT ABLE TO DO ALL THE ABOVE STEPS ON MOZILLA FIREFOX, THEN PLEASE CHECK THE VERSION. WE RECOMMENDED VERSION 30 AND ABOVE.