



INSTRUCTIONS FOR TEST ADMINISTRATION

1

REGISTER STUDENTS

- Collect student registrations.
- Minimum 25 students per test category.
- Submit student details in the Excel format.



2

SUBMIT STUDENT LIST

The student list should include:

- Test Name
- Student Name
- Class/Standard
- Gender
- Category
- Study Material Type

Submit on our website or email to: tests@usoindia.org



3

DISTRIBUTE STUDY MATERIAL

- Ensure all students receive their study material before the test date.
- Mental Math: Practice Tests
- English Skills: Study Book
- GK, UN & IT/AI: Study Books as applicable



5

CHECK & DISPATCH

Before sending answer sheets:

- Verify student details
- Count answer sheets
- Pack securely
- Dispatch to USO within the specified timeline



4

CONDUCT THE TEST

- Arrange a quiet examination room.
- Distribute question papers at the scheduled time.
- Ensure fair conduct and proper invigilation.
- Collect all answer sheets immediately after the test.



6

RESULTS & RECOGNITION

- Participation Certificates
- Merit & Achievement Certificates
- Topper Recognition
- Medals & National Winner Awards
- National winners will be featured on the USO website and publications



COORDINATOR'S QUICK CHECKLIST



- Submit student list
- Distribute study material
- Conduct test fairly
- Dispatch answer sheets
- Distribute results & certificates

HAVE QUESTIONS? 📞 98100 46619