Technical and practical requirements to take the OOP test

Basics

In order to complete all the procedures and take the Oxford Online Placement Test you have booked you need to meet the following basic requirements

- A good internet connection
- A desktop or laptop PC equipped with a webcam
  In case you don't have a PC with a webcam or you don't have a PC altogether, please contact
  Cesena (cla.ce-segreteria@unibo.it)
  Forlì (cla.fo-segreteria@unibo.it)
  Ravenna (cla.ra-segreteria@unibo.it)
  Rimini (cla.rn-segreteria@unibo.it)
- Be sure that your computer meets the minimum system requirements. To check these, click here: system requirements. Then, click on 'automatic system check'
- A headphone set
- The software Zoom must be installed on your device. If the software Zoom is filtered in your country, we recommend you to use a VPN
- Be able to provide proof of your identity (passport or ID card).

Not complying with this requirement may result in the impossibility to sit the test.

Install Zoom and join the meeting
The English test you have booked is proctored through the app Zoom.
You need to download the desktop version of Zoom, not the web app.
In order to install Zoom on your device please follow the instructions at this url:
https://zoom.us/download
You need to install "Zoom Client for Meetings"

In order to access Zoom with the University of Bologna credentials, on the day of the test you have to:

- Click on the link included in the invitation e-mail sent to your University of Bologna e-mail account
- Select "Sign in with SSO"

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Type "unibo" in the company domain and click the "continue" button

Sign in with your University of Bologna credentials
In case you have already registered to Zoom with your personal e-mail you need to switch your account

Take the test

Some days before the test you will receive an invitation to take the test to your University of Bologna e-mail account from the following mail address:
www-customerservice.eltonline@oup.com.
The test is closed until the scheduled day and time and you won't be able to access it beforehand. Also, please don't try to access it beforehand since your login details will be locked if you try too many times.

Just take care of the e-mail message from www-customerservice.eltonline@oup.com and don't cancel it. You will need it on the day your test is scheduled and when you will be told to use it by the supervisors who will welcome you to the Zoom Meeting.

We recommend you to read the attached guide to the test and instruct yourself about the test format.
Be informed that the scheduled time for the test refers to the Time Zone currently being used in Italy.

Frequently asked questions

Can I take the test with a smartphone or tablet?
We strongly recommend to use a PC or Laptop. If you don't have a PC with a webcam
or you don't have a PC altogether, please contact CLA secretary's office some days
before the test (see the e-mail addresses above).

What is the Zoom Meeting for?
It will be used by the University staff to take attendance, administer and proctor the test.

Is joining the Zoom meeting compulsory in order to take the test?
Yes, it is. If you don't show up in the Zoom meeting the test will be invalid.

I have already registered to Zoom before with my private account, can I join the meeting with that?
No, you have to switch account and join the meeting with the University of Bologna credentials.

I haven't received any invite e-mail to take the test and/or to the Zoom Meeting
The invitation e-mail will be sent you by CLA secretary's office some days before the test.
Please check your University of Bologna @studio.unibo.it account.

Please search your mailbox for mails sent from the following e-mail accounts:
customerservice.eltonline@oup.com and CLA secretary's office.
If you don't find anything please check your SPAM box

I have received the invitation to take the test but when I sign in to the url
https://www.oxfordenglishtesting.com/
I'm notified that I don't have any tests scheduled.
It is completely normal. The test will be available only on the scheduled day and time and after you have responded the roll call of the test invigilators in the Zoom Meeting. Please don't try to access the test before the scheduled date and time.