



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
UNIVERSITY LANGUAGE CENTRE

# 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 desktop or laptop PC equipped with a webcam
- If you don't have a PC with a webcam or you don't have a PC at all, please contact us.
- A headphone set
- A good internet connection
- Be sure that your computer meets the minimum system requirements. To check these, click here: <https://www.oxfordenglishtesting.com/showContent.aspx?id=120>. Then, click on 'automatic system check'.
- Be able to provide proof of your identity (passport or ID card). You must have completed the registration procedure at the following URL and have received your university credentials: <https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>
- You must have activated your University of Bologna e-mail account and be able to access it: <https://www.unibo.it/en/services-and-opportunities/online-services/my-email/my-email-students>
- The software Zoom must be installed on your device. If the software Zoom is filtered in your country, we recommend you use a VPN.

**Not complying with these requirements may result in not being able 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.**

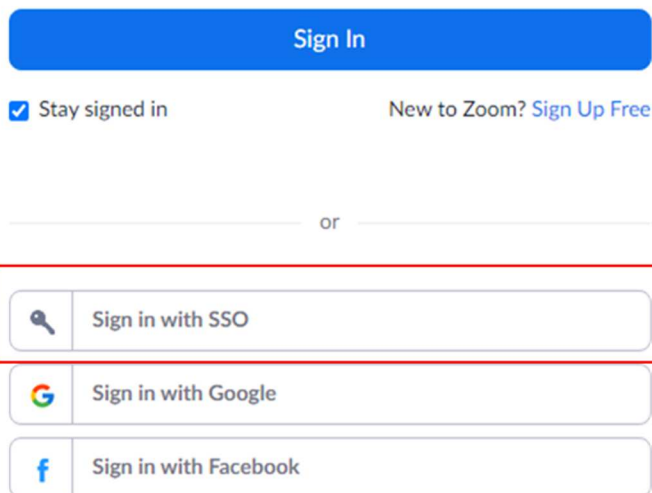
In order to install Zoom on your device, please follow the instructions at this URL:  
<https://zoom.us/download>

### You need to install “Zoom Client for Meetings”

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

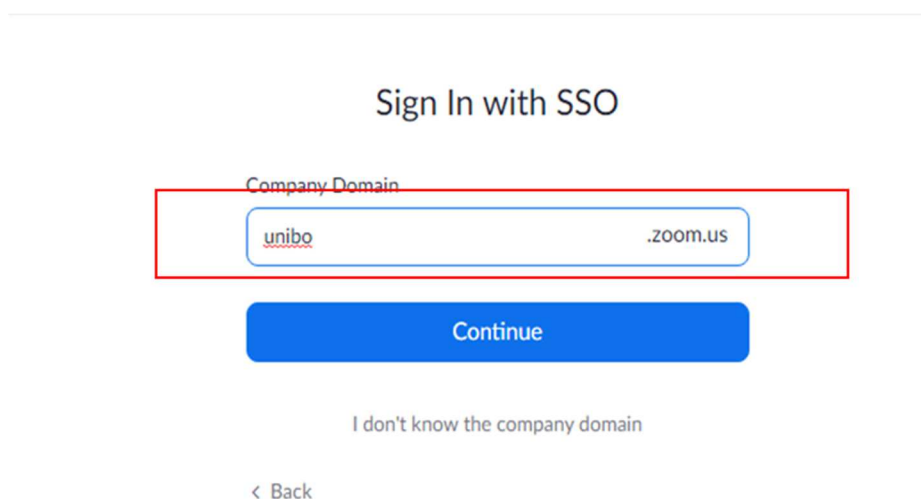
- Click on the link included in the invitation e-mail sent to your University of Bologna e-mail account
- Select “**Sign in with SSO**”

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.



The image shows the Zoom sign-in page. At the top is a blue "Sign In" button. Below it is a checked checkbox for "Stay signed in" and a link for "New to Zoom? Sign Up Free". A horizontal line with "or" in the center separates this from the SSO options. Three buttons are listed: "Sign in with SSO" (highlighted with a red box), "Sign in with Google", and "Sign in with Facebook".

Type “unibo” in the company domain and click the “continue” button



The image shows the "Sign In with SSO" screen. The title "Sign In with SSO" is centered. Below it is a text input field labeled "Company Domain" containing "unibo" and ".zoom.us" (highlighted with a red box). A blue "Continue" button is positioned below the input field. At the bottom, there is a link "I don't know the company domain" and a "< Back" link.

Sign in with your University of Bologna credentials. If you have already registered on Zoom with your personal e-mail, you will need to switch your account

# Taking the test

**The day before the test** (on Friday if you have booked your test on a Monday) 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](mailto: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. Please keep this message safe and do not delete it. You will need it on the day your test is scheduled when you will be told to use it by the supervisors who will welcome you at the Zoom Meeting.

We recommend you read the attached guide on the test and familiarise yourself about the test format.

**Please be aware that the scheduled time for the test refers to the Time Zone currently being used in Italy: UTC +1**

## Frequently asked questions

### **Can I take the test with a smartphone?**

We strongly recommend you use a PC or Laptop. If you don't have a PC with a webcam or you don't have a PC at all, please contact us

### **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 on 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 the day before the test (or on Friday if you have your test scheduled on a Monday)

Please check your University of Bologna [@studio.unibo.it](mailto:@studio.unibo.it) account. If you haven't already activated it, please do so promptly: <https://www.unibo.it/en/services-and->

[opportunities/online-services/my-email/my-email-students](#)

**I have activated my University of Bologna e-mail account, but I still haven't received any invitation**

**e-mail to take the test and/or to the Zoom Meeting.**

The invitation e-mail will be sent the day before the test

Please search your mailbox for mails sent from the following e-mail accounts: [customerservice.eltonline@oup.com](mailto:customerservice.eltonline@oup.com) and/or [cla.bo-segreteria@unibo.it](mailto:cla.bo-segreteria@unibo.it)  
If you don't find anything, please check your SPAM box

**I don't have any University of Bologna credentials:**

Please, get them for free:

<https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>

**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 to 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.

# What do I need to take the test?

- A good internet connection
- A desktop or laptop PC equipped with a webcam  
If you don't have a PC with a webcam or you don't have a PC at all, please contact us
- A headphone set
- Be sure that your computer meets the minimum system requirements. To check these, click here:  
<https://www.oxfordenglishtesting.com/showContent.aspx?id=120>.
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**I have signed in to the test at the URL <https://www.oxfordenglishtesting.com/> and now I'm notified my account is locked**

The test will be available only on the scheduled day and time and after you have responded to the roll call of the test invigilators in the Zoom Meeting. If you repeatedly try to access the test in advance, your account will be locked. Please notify this occurrence to the supervisors during the Zoom meeting.

For any further enquiries, please send an email to [cla.bo-segreteria@unibo.it](mailto:cla.bo-segreteria@unibo.it)