BOCCONI ENGLISH LANGUAGE PROFICIENCY TEST AY 2026-2027

1. REGISTERING FOR THE TEST

1.1. ACCESS THE WEBTESTING PLATFORM AND CREATE AN ACCOUNT

The webtesting platform is available at the following web address:

https://bocconimaster.ilmiotest.it

The first step to register for a test session is to register and create a personal account. You will be asked to enter your personal data, such as name, surname, e-mail and a password of your choice**. It is necessary that all the data entered correspond to the candidate.**

Please note that the Bocconi English Language proficiency test is reserved **ONLY** to **Bocconi** enrolled student that, during the enrollment procedure, could **not** provide any English language certification among those accepted.

Once you have created and verified your account, you will be able to access the registration and booking platform with your credentials (personal email and the password you have chosen). You will also be required to complete your profile by entering your personal details (gender, year and place of birth, citizenship) and by providing information related to your residence and to your secondary school diploma that you are currently pursuing or have already obtained.

Important! It is prohibited to create multiple accounts corresponding to the same person, using different email and personal data combinations. Only test attempts made with the first account created in chronological order will be considered.

1.2. BUY A TEST ATTEMPT

You will need to define your pathway: *"High school graduate/student" i*n order to purchase the English Language proficiency test and to insert you Bocconi ID (matricula). The matricula is the 7digit number starting with 3 that you can also find on your enrollment form.

You will see the calendar of available dates from monday to friday – starting from the second day after the current date – and you can select the one you prefer to take the test:

Purchase test

To carry out the test you will have the whole **working day** available, that is **from 9:00am to 6:00pm of the date you have booked (CET/CEST).** Therefore, you may access the admission test at any time within this time window. When considering when to take the test, keep in mind that technical assistance is guaranteed from 9:00am to 6:00pm Monday through Thursday, and from 9:00am to 4:30pm on Friday (CET/CEST).
At this point you will have to proceed with the "**Checkout**" and the payment of the registration fee for the online

test, equal to €30 for each attempt by credit card, Amazon Pay, Klarna, Bancotact, EPS.

Remember that during the academic year you have **a maximum of three attempts.**

In order to purchase another attempt, 24 hours must have elapsed since the previous purchase. Two attempts may not be made on the same day or on two consecutive days.

By accessing your personal area, under "reservations" you can view the summary of the attempts you have purchased and the details of the reservations and, if you wish, move the test date you have booked if completed on time (see paragraph "change the date of the test"). In case you need any assistance during the purchase phase, the support service should be contacted exclusively via the form available in the "Assistance" section of your account.

1.3. STUDENTS WITH DISABILITIES / LEARNING DISORDERS

Students with disabilities and/or specific learning disabilities interested in using support measures during the Bocconi online test must follow the procedure outlined below:

1. **complete the online form at least 5 working days before the test date –** the form is available HERE

To fill in the form you will need:
-    a copy of the medical report/certification issued by one accredited body, issued less than 3 years ago;
-    the identity document of the candidate.

2. **Request result and code for the SUBSEQUENT purchase** - any measures granted (including but not limited to: specific aids and/or additional time and/or ability to adapt the workstation) following careful evaluation by the Commission will be notified to the candidate as soon as possible and in time to participate in the online test.
Only after a feedback from the University, the candidate will be provided with feedback on possible measures granted and, in case of additional time, a code to be entered during the purchase of the test attempt, so that it can be applied to the test. For more information, you can reach out to selection.support@unibocconi.it.

If you mistakenly purchased a test attempt before completing the request form, support measures can still be requested, as long as the form is completed at least 5 working days before the booked test. You will be provided with feedback in time and, in case of additional time, you will receive a code to enter in the appropriate section of your account on the webtesting platform at least 24 hours before the attempt.

Any measures granted will be applicable for all subsequent 2026-2027 attempts (with the same code, in case of additional time).

3. **Possible non-application of additional time** - at the start of the test, you should verify that the additional time granted has been applied and, if it has not been applied, you should not take the test at that time or look at the test. Instead, you should:

- **stop** immediately the test;
- **contact** technical support in the manner and timing indicated in paragraph 6.4;
- **wait** for a reply.

Once the additional time has been correctly applied by technical assistance, you will receive instructions on when you can take the test.
In the event the non-application of additional time is communicated after taking the test/part of it regardless, or after clicking through the pages/questions of the test (even without answering them), the attempt will be considered used. In this case, you will not be entitled to any refund of the attempt, nor will you be able to request that the same not be counted among the three available to you, as set out in paragraph 3.3.

PLEASE NOTE: If, for the selection process, you have taken the online Bocconi test and support measures (e.g., extra time) have already been granted to you, these will be automatically applied to your English language test as well, and you will not need to request any additional measures. Before starting the test, please check carefully that the time assigned reflects any support measures granted.

2. PREPARING TO TAKE THE TEST

2.1. TECHNICAL REQUIREMENTS

In order to take the online Bocconi, test you will need to have:

A computer to take the test on (desktop or laptop of which you are admin)	A mobile device for lateral filming* (smartphone or tablet)	A webcam for filming from the front (integrated into the computer or external)	A microphone (integrated into the computer or external for audio recording)	A stable internet connection

Compatible operating systems: Windows 11, 10/MacOS 10.15 or higher

Compatible browser: Google Chrome only set as the default browser

*NON-compatible mobile devices: Huawei P30, Samsung Galaxy A3 (2016), Google Pixel 3 and later versions, Alcatel Lucent

Internet connection: preferably connection via Ethernet cable or Wi-Fi; **NO hotspots**

Additionally, for the test control system to function properly, you are required to follow the procedure outlined in the first email you will receive after exam registration (subject: *"Registration to exam procedure"*).

- Download and install Safe Exam Browser software (link provided in the email)

- Download and install **Proctorexam App** from Google Play Store (Android) or App Store (iOS) on your smartphone or tablet.

- Download and install the **ProctorExam Chrome plugin** on your PC/Mac.

- Complete the system check as requested on first email as soon as possible in order to verify the compatibility of your devices and internet connection.

- Once you have completed the steps above, you will receive a second email to proceed with the exam (subject: "You are ready for your exam"). Configuration details, links, and credentials will be provided in that email and must be used on the day of the test.

Without these components and a compatible operating system, which are essential for the proper functioning of the webtesting platform, you will not be able to take the test.

All links to download the software and the above-mentioned applications will be provided in the emails you will receive from the address **convocazioni@ilmiotest.it** address.

If you are attempting the test after a first attempt, please make sure to re-download the software and applications using the links provided in the emails, in order to install any updates that may have been released since your previous attempt.

Using different and/or outdated versions that may affect the proper functioning of the web testing platform may result in the cancellation of the test.

2.2. SETTING UP THE ROOM, PLACING AND SETTING DEVICES TO TAKE THE TEST

The following **directions must be followed** regarding how to adequately set up the room and set your devices in order to take the test; **if not complied with, the test will be cancelled**. Due to the large number of tests allocated throughout the year, prior assessments of individual setups cannot be made. However, all the information needed to make adequate arrangements in advance is provided below. If the location identified to conduct the test does not have all the characteristics indicated, an alternative and suitable location must be identified in due time.

Room:

- The room should have only **one access**, which should be closed and within the frame for the entire duration of the test. An access is defined as, for example: an interior door, an exterior door, a French window.
  An unsuitable setting would be: the presence of more than one access (e.g. in addition to the door to the room, the presence of an interior door/bathroom door in the room/walk-in closet/French window, etc.), or a door that has been left open, or a door that is not framed by any of the devices in use during the test, or the absence of the door, as well as the presence of access to an upper/lower level (e.g. staircase leading to another level such as a loft/loft bed/other floor of the house).
- The room cannot be an open space, a room surrounded by glass walls, a public place, an office or a test center.
- Choose a quiet, well-lit room (the whole room must be well-lit, not just where you are sitting).
- For privacy reasons, remove any objects or things that could reveal personal information or sensitive data (for example books, holy texts, photographs, etc.) and make sure you do not have any personal/sensitive files open on your PC when you begin screen sharing.

Devices:

- **Place your mobile device to the side about 1.5 meters away**. Make sure that the rear camera is facing the desk/workstation where you will take the test and that it frames you completely **(see the sample images).** The recording, therefore, must be so that you are clearly shown (without any part of your body obscuring the overall view) as well as the computer screen and where you are seated. Lateral filming carried out very far away or very close, from bottom to top (or vice versa), from the back or diagonally, may result in cancellation of the test, since such positioning precludes the possibility of properly monitoring behavior during the test.
- In the steps prior to starting the test, after you have placed your mobile device you will need to verify the image captured by your device: make sure it is suitable, that it complies with the instructions herein, and that any settings you are using (e.g. wide angle) do not alter it by producing a different shot. In this step, **you will be responsible** for confirming that your device is positioned correctly, according to the requirements of this document.
- Place your mobile device and computer in such a way as to avoid reflections and glare.
- Make sure you are **always in the center of the frame** (of both devices) and **clearly visible**.
- Place your mobile device or computer so that the doorway to the room is always framed by at least one of them throughout the test.
- The device cameras in use should never be covered at any stage (e.g. do not place the mobile device on the desk with the rear camera facing the work surface).
- Make sure the mobile device is **placed in a stable manner and vertically**, to prevent it from moving or falling during the test.

- Set your mobile phone so that **auto screen rotation** is turned on.
- During the test, the mobile device should always be **connected to a power outlet**, to avoid disconnections.
- Set the phone to **"airplane" mode,** activate the **Wi-Fi deactivate** messaging/social media **notifications.**
- If using a laptop computer, make sure you have a charged battery and that the device is plugged into an outlet the whole time and with a suitable charger to hold the charge.

Desk:

You may **ONLY** have the following items on your desk: your identification document, 1 pencil/pen (no more), 2 blank A4 size sheets of paper (no notebooks or more paper) and a drink (you may have a glass or a water bottle without a label). Any other objects or tools will need to be removed before starting the test. The work surface cannot have any areas that are not visible from the footage of the devices in use (e.g. recesses or built-in bookcases that could house unpermitted objects at close range). Below are some examples of both a correct setup and an unsuitable one that could result in cancellation of the test.

Setup that might result in test cancellation:

Mobile device placed behind you
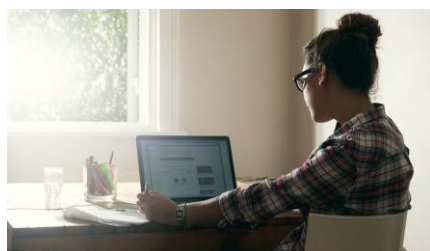
Mobile device placed sideways/at an angle
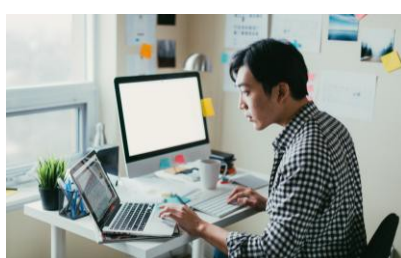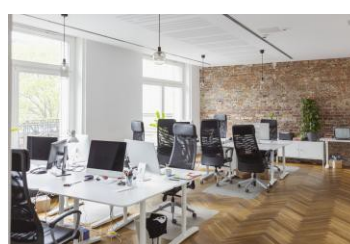

Mobile device placed too close and not laterally

Dark room and non-authorized objects

Use of second monitor and non-authorized objects

Open space area / public-shared space / test center / office

Room with more than one access point (door, French window, interior stairs without a door)

Room with opening to other room / room without door

Room with glass walls

Correct setup:

Correct frame for the mobile device

Suitable station

Adequate lighting

3. TAKING THE TEST

3.1. ACCESS THE TEST AREA

1. Open the email you received after completing the requirements check, with the subject line: 'You are ready for your exam';
2. Keep with you your ID;
3. Follow procedure described on email to take exam procedure.

You will be able to **take the test** on the day you have booked, **from 09:00am to 06:00pm** (CET/CEST), at the time you prefer. When deciding when to take the test, remember that technical assistance is guaranteed Mondays through Thursdays at 9:00am-6:00pm and Fridays at 9:00am-4:30pm (CET/CEST).

The **system will guide you** through some setup steps:

1. **System check** (microphone, speakers, connection to internet, screensharing)
2. **Identification** (student's photo, student's valid ID)
3. **Surroundings' setup** (to be completed with your mobile device)
4. **Launch of lockdown browser** (Safe Exam Browser)
5. **Start of test**

3.2. SEQUENTIAL NAVIGATION DURING THE TEST

Candidates are required to proceed forward only and are **not permitted to return to previously displayed questions.** No refunds shall be granted under any circumstances: if candidates choose to scroll through all the questions of the test, even though they are not able to go back, they will be not entitled to any refund of the test attempt, nor will you be able to request that the attempt is not counted among the attempts available to you.

The system allows forward-only navigation. Therefore, answers may not be edited once you proceed to the next page. The test is adaptive, meaning that the level of difficulty of the questions varies according to your answers, ensuring a more accurate and personalized assessment of language proficiency.

3.3. CONCLUSION OF THE TEST

To end the test, **click "Finish".**

Important: In any case, **the test will close automatically when the available time has expired**, the answers provided

will be saved and all data will be sent to the system**.**

At the end of the test you will be shown your **overall score** and simple instructions to exit the session and end the recording.

3.4. TEST SCORE AND SCORE REPORT

Once the test is finished, **within** the next **48 hours**, by accessing your personal area of the webtesting platform, you will be able to consult your "**test score report**". The certificate summarizes the total score, the English proficiency level achieved, expressed according to the CEFR (e.g. A2, B1, B2), the scores relating to the individual thematic areas (grammar, vocabulary and listening) and the number of correct/incorrect answers. It will also contain the **"Reference number" identifying your test attempt**. In case the report is not visible after 48 hours, you will have to contact support through the appropriate form on **https://bocconimaster.ilmiotest.it**

4. RULES OF CONDUCT

Bocconi University considers ethics, integrity and responsibility for conduct and actions to be among its values of reference. Therefore, applicants who take the admission test are required to comply with the terms of this document and the following rules of conduct, based on the principle of self-responsibility, under penalty of nullity of the test:

- You should take the test **conscientiously and without** referring to **external means or help** that can facilitate its performance. Your behavior during the test must be composed, consistent with concentration and attentiveness required of those taking an admission test. **Repeated abnormal behavior** may therefore be grounds for cancellation of the test.
- **You must be alone in the room** and no one may enter or interact with you for the entire duration of the test, including during the filming of the pre-test surroundings' setup. Make sure no one can enter the room, even inadvertently (e.g. put a sign outside the door asking no one to enter due to a test and audio-video filming).
- **Shots of the surroundings should be taken slowly, ensuring that no part of the room is omitted.** In particular, you will need to carefully frame and film the following: the location where you will take the test, showing the space above and below the desk and around the computer; the floor and ceiling of the room; the chair (cushions or padding should be lifted); and the entire room where you will take the test, moving around it to return a complete 360-degree shot that includes any hidden spaces, blind spots and areas that are not very visible (e.g. behind a chair or behind a curtain, above a bunk bed). Therefore, do not stand still in one spot while taking the shots but move slowly around the room. The goal is to demonstrate that no other people are present and that the room is suitable for taking the test and complies with the instructions in this document.
- You should ensure that you are **correctly framed** by both the front camera and the mobile device's side camera throughout the test.
- **Ears** must be **carefully, slowly and closely shown** during pre-test procedures to show that earbuds are not being used and must be clearly visible throughout the entire exam. It is therefore required that hair be pulled up if necessary and that no accessories covering the ears be used.
- You are required to close any windows, applications or files not related to taking the test, before accessing it. **The mere presence** of an application not related to taking the test (including but not limited to: remote control apps, virtual machines, instant messaging and video calling) is sufficient to result in the cancellation of the test.
- The candidate must **strictly** adhere to the room setup directions and device settings given in paragraph 2.2. Setups that do not comply with the directions will result in the cancellation of the test.
- In no way should the environment setup and/or any behavior by the candidate partially or wholly preclude the ability to monitor the test adequately and at all stages, including pre-test.
- While taking the test, decent attire (e.g. no nudity or skimpy clothing), proper behavior (e.g. no grandstanding and/or ambiguous attitudes) and dignified language (e.g. no swearing), appropriate to the academic setting, are required.

- If you experience technical difficulties, request assistance as outlined in paragraph 6.4 of these regulations and be sure not to scroll through the pages of the test.
- The following are not allowed:
  - the use of other devices that can be connected to the internet (tablets, other smartphones, computers, smartwatches, smartglasses, voice assistants, etc.), other than what is strictly necessary to complete the test.
  - the use of headphones/earbuds.
  - connecting a second monitor to the computer used to take the test, even if turned off.
  - having books, notebooks, notes, formularies, calculators or sources/resources available online, but only your identification document, 1 pencil/pen (no more), 2 blank A4 size sheets of paper (no notebooks are more paper) and a drink (you may have a glass or a water bottle without a label), which must be shown when requested by the system.
  - leaving once the test has started, nor is it allowed to speak/read/think out loud for the entire duration of the test.
  - wearing clothing in which objects can be concealed (e.g. sweatshirts with pockets, jackets, coats).

For students with learning disorders/disabilities, the same rules apply except for compensatory or support measures that have been previously agreed upon with the University according to the methods and timelines described in point 1.3.

5. CASES OF TEST CANCELLATION

5.1. IRREGULAR TEST DUE TO MISSING AUDIO/VIDEO STREAMS

After the test is submitted, the recordings of the audio/video files of the tests will be viewed to verify that the test has been carried out in compliance with the regulations.

If it turns out that, due to technical or internet connection problems beyond the candidate's control (e.g. power outage), the audio/video streams were either absent or in any case incomplete in such a way as not to allow to ascertain that the test was carried out in compliance with the regulations, the University will contact the student to communicate the non-regularity and nullity of the test carried out. In such a case, the exam should be retaken in the timeframe strictly given by the University.

The cancelled test will not be counted as a lost "attempt" and the candidate will be granted the opportunity to retake the test free of charge.

5.2. IRREGULAR TEST FOR INFRINGEMENT OF THE REGULATIONS

According to the principle of **self-responsibility**, candidates are required to scrupulously **respect the rules of conduct** and, by accessing the test, **declare that they are aware of the contents of this document**, and that they **understand** and **accept** them.

It should be noted that the system used is **not "live proctoring**," i.e., a system whereby there is an operator present to monitor the candidate during the test and report any anomalies or irregularities in real time. Rather, it is a proctoring system that records photographs of the test, which will only later be reviewed for irregularities**.** For this reason, candidates should not expect to be interrupted at any stage of the test if they break the rules. This document provides complete information so that candidates can properly set up/take the test on their own.

Recordings of tests taken (that may or may not be used for enrollment purposes) may be reviewed at any time by 31 July 2026.
In case of violation of the regulations and/or unsuitable and/or inconsistent behavior with what is stated in this document, **the notification of cancellation** of the test may take place in the weeks following the submission of the

English certificate.

In addition, **recordings** may be **viewed** by the University even if the attempts are not used by the candidate for the purpose of enrollment.

In the event of t violation of the regulations the test may be invalidated, and appropriate measures may be taken by the University.

6. ASSISTANCE

6.1. CHANGE THE TEST DATE

It is possible to change the date booked for the test **within 24 hours prior to the date itself**, by accessing the platform and entering your Personal Area. For example, if you booked a test for Wednesday, you can change the date and/or language by 23:59 on the previous Monday.

Relative to the test date, if you do not change your booking in time and/or do not communicate your absence within the times indicated above, you will be considered absent from the test (see paragraph below).

6.2. ABSENCE FROM THE TEST

1. **Justified absence**
    If there are proven reasons that have prevented you from changing the date independently within the times indicated above (6.1) or from taking the test on the booked date, these must be communicated in writing within 24 hours after the booked date (i.e. by 11:59pm CET/CEST on the day following the date of the test) by sending a request via the form on **https://bocconimaster.ilmiotest.it**
    The request will be examined by the University which, at its sole discretion, may authorize the performance of the test at a later date where available, without payment of an additional fee for participation in the test, giving written notice to the student.
    In the event that you do not report your absence within the terms indicated, but afterwards, the registration fee for the test will not be refundable, but the attempt will not be lost. You will be able to proceed with a new purchase and the booking of a new date, if still available.
2. **Unjustified absence**
    If you do not take the test on the booked date, do not change the booked date within 24 hours before the date itself or are not included in point 1 (justified absence), you will be unjustifiably absent. In this case, the registration fee for the test will not be refundable, but the attempt will not be lost. You will therefore be able to proceed with a new purchase and the booking of a new date, if available.

6.3. WITHDRAWAL AND REFUND POLICY

The fee paid for access to the test is refunded if the buyer sends written notice via the online form on **https://bocconimaster.ilmiotest.it** declaring that they want to exercise the right of withdrawal within 14 calendar days from the purchase as regulated by art. 52 and following of Legislative Decree 206/2005.

In the period referred to (14 calendar days from the purchase of access), if you do not take advantage of the test attempt and do not give appropriate written notice as indicated above, you will not be entitled to a refund of the registration fee for the test (see paragraph "unjustified absence").

Some examples:

- If on day 1 the candidate books a test for the 20th, they can exercise the right of withdrawal by communicating it by the 14th at 11:59pm (CET/CEST).
- If on day 1 the candidate books a test for day 8, they can exercise the right of withdrawal and then obtain a refund of the fee only by communicating it by day 7 at 11:59pm (CET/CEST). After that date, the candidate will be considered absent and there will be no refund.

If the test is cancelled due to violation of the regulations or due to incorrect or failed launch of the proctoring systems, the online test registration fee or selection round participation fee will not be refunded for any reason.

6.4. HELP DESK AND CONTACTS

Requests for **technical assistance** must be received **within 24 hours** of taking the test or encountering the problem, by completing the form available on **https://bocconimaster.ilmiotest.it.**

For example, if you take the test on Monday at 3:00pm, you will need to report any technical problems you have encountered by Tuesday at 3:00pm.

Details must be provided and screenshots of the page where you are having difficulties must be attached to facilitate identification of the problem and its resolution by the technical support team.

The abovementioned form is the only channel to contact technical assistance and report problems before and/or when accessing and/or during the exam. Reports sent more than 24 hours later and/or to other email addresses at Bocconi and/or the webtesting platform provider (including PEC addresses) or other systems (e.g. phone calls or chats with the Bocconi contact center) will not be considered in any way. Technical assistance is provided exclusively by the testing platform provider's dedicated technical support.

The assistance service is active Mondays through Thursdays from 9:00am to 6:00pm, and Fridays from 9:00am to 4:30pm (CET/CEST). Reports received during the hours and/or days when technical assistance is not active or after it has closed will be handled starting on the next available business day. Candidates should refrain from contacting channels other than those indicated. That way, multiple requests are not made, with the risk of not receiving the requested assistance.