

The English Password Skills Solo Test Guide



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1. Introduction

As part of the visa application process, in addition to other [UKVI Secure English Language Tests \(SELTs\)](#)¹, Bloomsbury Institute accepts the [English Password Skills Solo Test](#)² to satisfy the English language requirement for admission to our courses. This test is only available to international applicants who have been issued a conditional offer by Bloomsbury Institute.

2. Test modules

There are [four modules](#)³ to the test. You will be tested on your listening, speaking, reading and writing skills. The test takes approximately three hours and 5 minutes with a 10-minute break after the part 1 of the test.

Part 1 (1 Hour 45 mins)

- **Password Reading**

This part consists of five sections. In each section there is one reading task to be completed.

Duration - 1 hour and 15 minutes

- **Password Writing**

This section assesses your ability to write an essay.

You will be presented with a choice of two essay titles to choose from and given instructions regarding length and content.

Duration - 30 minutes.

A 10-minute break can be taken after part 1 of the test.

Part 2 (1 hour 20 minutes)

- **Password Listening**

This part consists of five sections. In each section there are one or more listening tasks to be completed. Once you press the play button, it will not be possible to pause or restart the recording. You will hear the recording twice. The second time you hear the recording the question(s) will appear.

Duration - 1 hour

- **Password Speaking**

Password Speaking has five sections with one or more speaking tasks (questions) in each, simply answered by speaking into a microphone. There is about the same amount of time available to prepare answers as there is to speak.

Duration - 20 minutes.

¹ <https://www.bil.ac.uk/how-to-apply/international-students/english-language-requirements/>

² <https://www.englishlanguagetesting.co.uk/universities-and-colleges/>

³ <https://www.englishlanguagetesting.co.uk/test-modules/>

3. Where to take the test

The test can be taken from anywhere where there is access to a computer and the internet, which means it can be taken from the comfort of your home. You must however, ensure that you take the test in a quiet and secluded room/location for the entire duration, clear of any reading or writing material or any food and drink. You may however, have a clear glass of water for you to drink during the test. A bottle of water with labels or a cup that cannot be seen through will not be permitted.

4. Cost of taking the test

The test incurs a fee of approximately £71. To support you through the application process, we will make this payment on your behalf. For this reason, this test cannot be used for admission elsewhere. If you require a second attempt, you will be required to make a payment of approximately £65 for this. Please note that applicants will not be permitted to take the test more than twice in one academic year.

5. Preparing for the test

In order to prepare for your test, you can take a practice test to get yourself familiar with the structure of the questions and understand how the test works. You can take the practice test as many times as you wish, but please bear in mind the practice questions will be the same set of questions for all practice tests. The actual test will contain a different set of questions. If you need a practice test, please contact our Compliance Manager at visa.compliance@bil.ac.uk or telephone +44(0)20 7078 8840. More information about preparing for your test can be found [here](#)⁴.

6. Registering an account with ProctorU

You will need to [register your account](#)⁵ with ProctorU, in advance of the test day in order to book your test. [ProctorU](#)⁶, is a live online proctoring service. Once registered, please make sure you keep your account login details safe and do not share them with anyone. If you have been proctored with ProctorU before during another test, you do not need to create a new account. You can just add Bloomsbury Institute London to your existing account.

7. Booking the test

Once you register your ProctorU account, you will then be able to book your test. Please ensure that you book your test at least two weeks in advance to allow yourself to prepare for your test adequately, including making sure that you have the right equipment and testing it. Test sessions are available 24/7 so you can book your test anytime there is a test time slot available.

Once you book your test, please let our Compliance Manager know in order for you to be provided with the login code for your test. You can contact our Compliance Manager at visa.compliance@bil.ac.uk or telephone +44(0)20 7078 8840

⁴ <https://www.englishlanguagetesting.co.uk/test-takers/for-students/password-skills/>

⁵ <https://go.proctoru.com/invitations/open-invite?token=NzAxOTc5Mm9wZW4taW52aXRl>

⁶ <https://support.proctoru.com/hc/en-us/categories/115001818507>

You can watch how to book your live proctored test by clicking [here](#)⁷ but you do not have to select the Institution/Term/Exam as shown in the animation. You will be taken directly to the booking page once you create your account.

8. Online proctoring

The test will be proctored by a live online proctor from [ProctorU](#)⁸, who will have access to your desktop to ensure compliance with the test. They will also be on hand to assist you, should you have any technical difficulties during the test. This means your test will be a live proctored test. Proctors are available 24/7 so you can book your test anytime there is a test time slot available.

9. Prior to taking the test

We will provide you with a one-time use login code to the test to enable you to have access to the test at your scheduled test time. To start the test, both you and the proctor will need to enter the login details of the test. This means both you and the proctor must be available at the same time the test is scheduled for. The proctor will enter the password and you will need to enter the login code. Please note that the login code can only be entered into the system once, after which it will become invalid, so please make sure you only use the login code at the scheduled time of your test.

You will need:

- a high-speed internet connection (at least 1mbps);
- a webcam (internal or external);
- a windows or apple Operating System;
- the current version of either Chrome or Firefox;
- ProctorU extension downloaded. This is available [here for Chrome](#)⁹, or [here for Firefox](#)¹⁰;
- a headset and microphone;
- your passport (for identity verification on the day).

You will also need to test your equipment [here](#)¹¹ to make sure that it is working well. Make sure you test your equipment in a similar environment that you will be taking your actual test in.

If any components of your equipment receive an **X** instead of a **✓**, use the Live Chat at the bottom right of your screen within your account to speak to a ProctorU representative.

No other PCs, laptops or phones in your home should be connected to the internet whilst you are taking the test as this will use up bandwidth which you will need.

Please click [here](#)¹² to watch a video that outlines what to expect for your proctored test. It includes all the rules and tips to be prepared in advance of the test day.

⁷ <https://support.proctoru.com/hc/en-us/articles/115011622247-How-do-I-schedule-my-exam->

⁸ <https://support.proctoru.com/hc/en-us/categories/115001818507>

⁹ <https://chrome.google.com/webstore/detail/proctoru/goobgennebinldhonaajgafidboenlk>

¹⁰ <https://www.proctoru.com/firefox>

¹¹ <https://go.proctoru.com/testitout>

¹² <https://www.youtube.com/watch?v=f-7b8obQQDE&t=1s>

Please also take the time to visit the [Test-Taker Resource Center](#)¹³ which outlines how the ProctorU system works, what to expect, system requirements, and frequently asked questions regarding scheduling, troubleshooting, including security and privacy.

10. Taking the test

- Have your login passcode and passport ready.
- Clear your workspace.
- Be punctual for your test session. If you are more than 15 minutes late your test will not go ahead, and it will be cancelled.
- Before you start the test, you will need to close all programmes on your browser including any open windows on your desktop and restart your computer or laptop.
- You will need to login to your ProctorU account using the Chrome, or Firefox browser. Your scheduled English Password Skills Solo Test will be on the home page of your account.
- When the countdown timer in your account reaches 0:00:00, click 'start session' and connect to the proctor by clicking the "download" button when prompted to do so. This will allow you to connect to your proctor and chat with them via the chat box during the exam. The chat box should appear soon after the download is complete. If you have any technical difficulty or any other problems preventing you from connecting to the proctor, please use the Live Chat at the bottom right of your screen within your account or contact the ProctorU team on +1-855-772-8678 or support@proctoru.com for assistance.
- Once connected to the proctor, you will be required to complete the registration process with the proctor. The registration process will take approximately 10-15 minutes. However, this time will not affect your test time. The allotted time for your test does not begin until the test has been unlocked by the proctor. As part of the registration process, you must provide your passport as your form of ID. If you do not provide your passport, you will not be permitted to take the test.
- After the registration process, you will be prompted to read and agree to the test session Recording Notice, after which recording will start and you will be prompted to share your screen. You will also be prompted to read and agree to the Terms and Conditions of the session. At this point, you will be asked to enter the test login details. The proctor will enter the password and you will need to enter the login code to the test. Once the test login details have been entered, the test will begin.
Please note if you do not agree to the terms of the Recording Notice, or the Terms and Conditions of the session you will not be able to proceed with the test. The session will be ended and you will need to contact our Compliance Manager at visa.compliance@bil.ac.uk or telephone +44(0)20 7078 8840 for further advice.
- You will not be permitted to talk or leave the room during the test, except for the during the 10-minute break after part 1 of the test. Do not disconnect/logout from your test or ProctorU account during your break as this will invalidate your login code and you will be required to reschedule your test.
- After you complete your test, you will need to inform the proctor via the chat box that you have completed the test before you submit in order to go through the completion process together. After submitting your test, you will be required to log out and close both the browser and chat box to end the test session.
- You will be notified by our Compliance Manager of your test results within 7 working days (i.e your overall score (IELTS equivalent) and individual scores in each of the four components). If you pass your test, you will progress to the next stage of your application. If

¹³ <https://www.proctoru.com/live-plus-resource-center>

you are not successful, we may ask you to take another test however you will be required to pay approximately £65 for your second attempt.

Please watch this [video](#)¹⁴ for a live demonstration of the above.

11. Retaking the test

If you do not pass your test, we may ask you to take another test however you will be required to pay approximately £65 for your second attempt. If you need to retake a test, please contact our Compliance Manager at visa.compliance@bil.ac.uk or telephone +44(0)20 7078 8840.

Please note that applicants will not be permitted to take the test more than twice in one academic year.

12. Cancelling or rescheduling the test

If you need to cancel or reschedule your test, please contact our Compliance Manager at visa.compliance@bil.ac.uk or telephone +44(0)20 7078 8840 to let us know as soon as possible. You will need to cancel or reschedule your test at least 72 hours before your test date.

If you cancel your test within 72 hours, will incur the [following charges](#)¹⁵:

- Scheduling or rescheduling your exam less than 72 hours in advance will incur an additional \$5 USD - \$8 USD (approximately £4 - £6) premium scheduling fee.
- Scheduling or rescheduling your exam less than 2 hours in advance will incur an additional \$8 USD - \$12 USD (approximately £6 - £9) premium scheduling fee.

Please note if you fail to show up for a scheduled exam without notice, you will not be eligible for a refund.

13. FAQs

Please visit the [FAQ page](#)¹⁶ for additional information about taking your test.

14. Get in touch with us

If you have any questions regarding the English Password Skills Solo test or any of the above information, please contact our Compliance Manager by email or telephone:

Email: visa.compliance@bil.ac.uk
Telephone: +44 (0) 20 7078 8840

¹⁴ <https://www.youtube.com/watch?v=f-7b8obOQDE&t=1s>

¹⁵ <https://support.proctoru.com/hc/en-us/articles/115011622047-Is-there-a-fee-for-late-scheduling->

¹⁶ <https://support.proctoru.com/hc/en-us/categories/115001818507-Test-Taker>