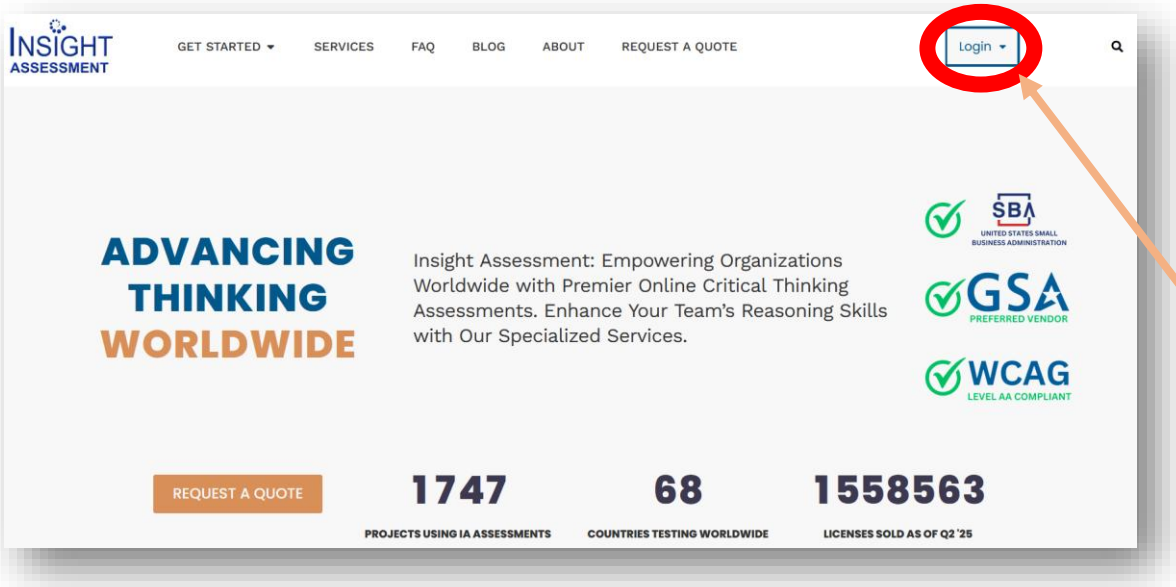
Test Taker Instructions

Allow yourself plenty of time.

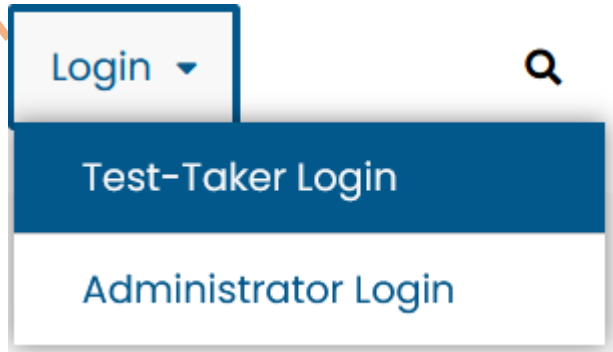
Turn off phones and eliminate distractions so you can focus.

Test questions offer four or more response options – scroll as needed to see them all.

The timer does not start until the first question appears.



Begin at our website insightassessment.com and select Test-Taker Login:



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On almost any internet-connected device, the testing system will run inside your browser and allows you to choose a preferred language for the initial interface (login process and choice of assessment) and to turn on Accessibility Mode to increase contrast and add image descriptions.

To begin your assigned test(s), enter login username & password and click LOGIN.

Your test administrator can also allow you to use third-party login through Google or another institutional account

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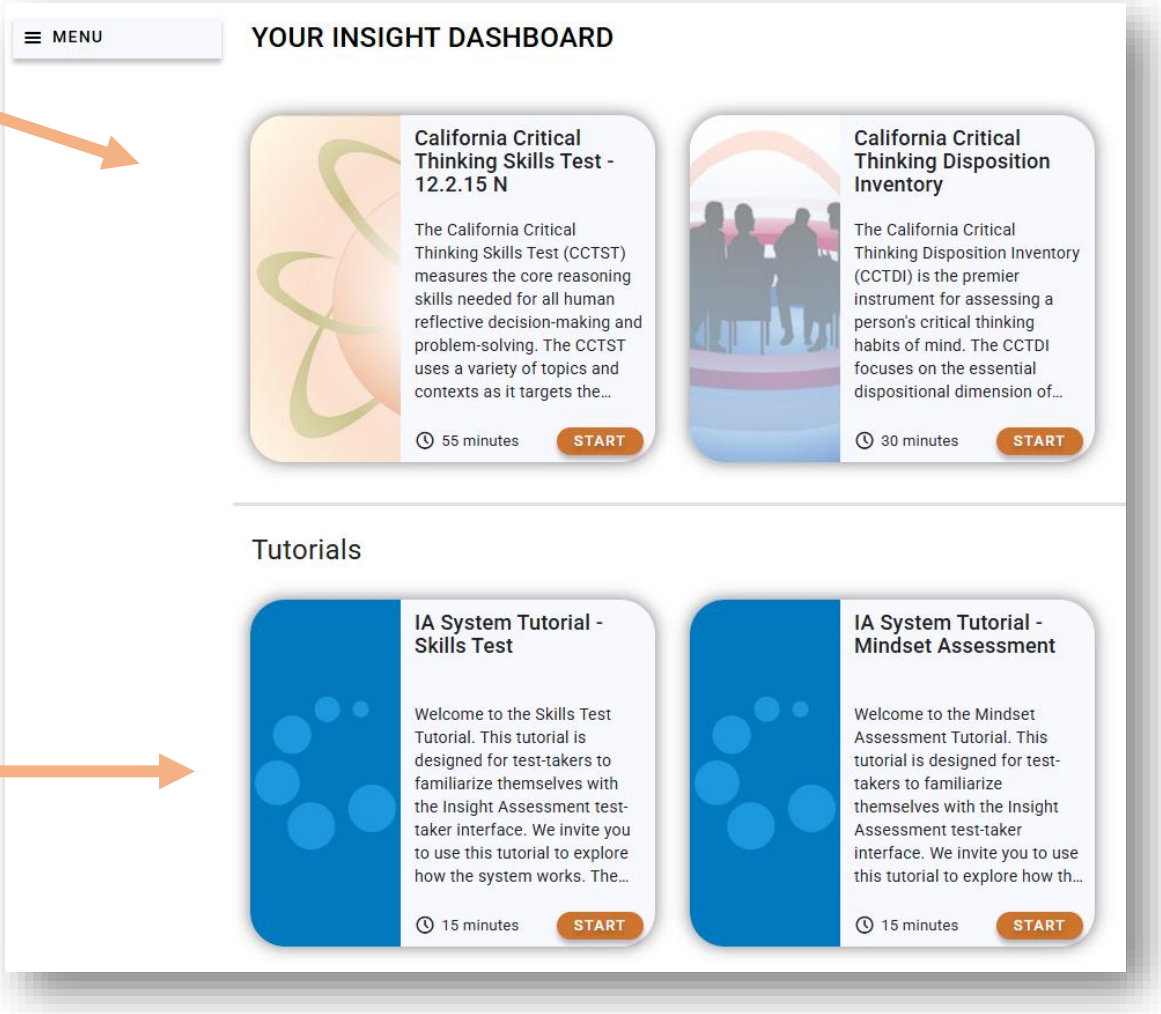
The test(s) you were assigned to complete will now appear. Select an assigned test by clicking on it.



Two free sample tests allow you to become familiar with the testing interface.

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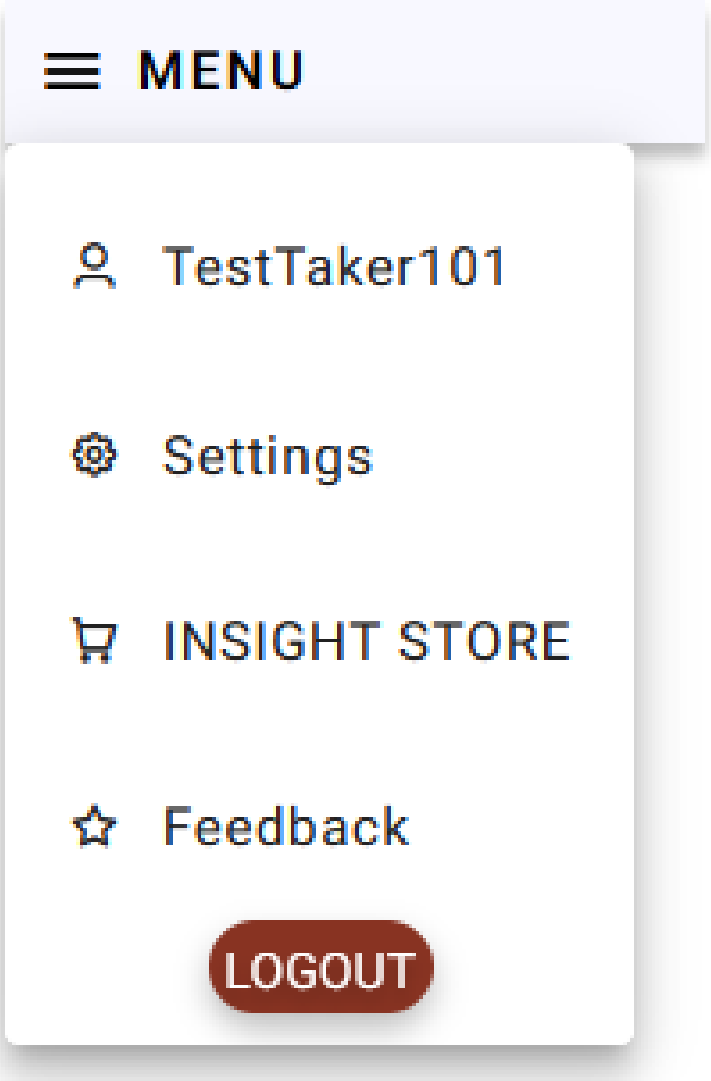

The MENU at the top left allows you to:

- Set the interface language
- Show/hide the test timer
- Turn on/off Accessibility Mode
- Link to our store
- Send us feedback
- LOGOUT when finished

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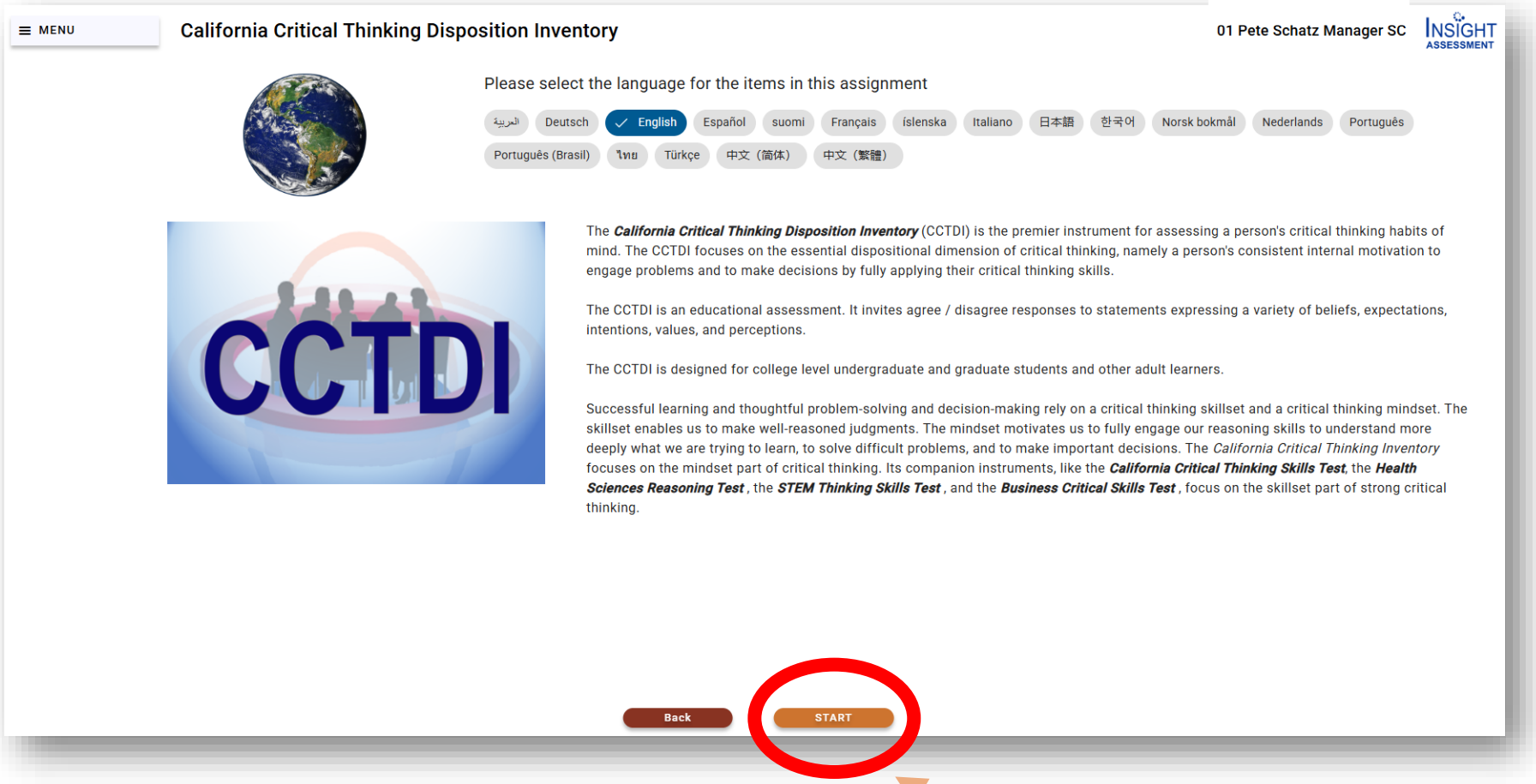
If the test is available in more than one language, you will be offered a choice of language used to display the questions. English is the default.



Click “START” to begin.

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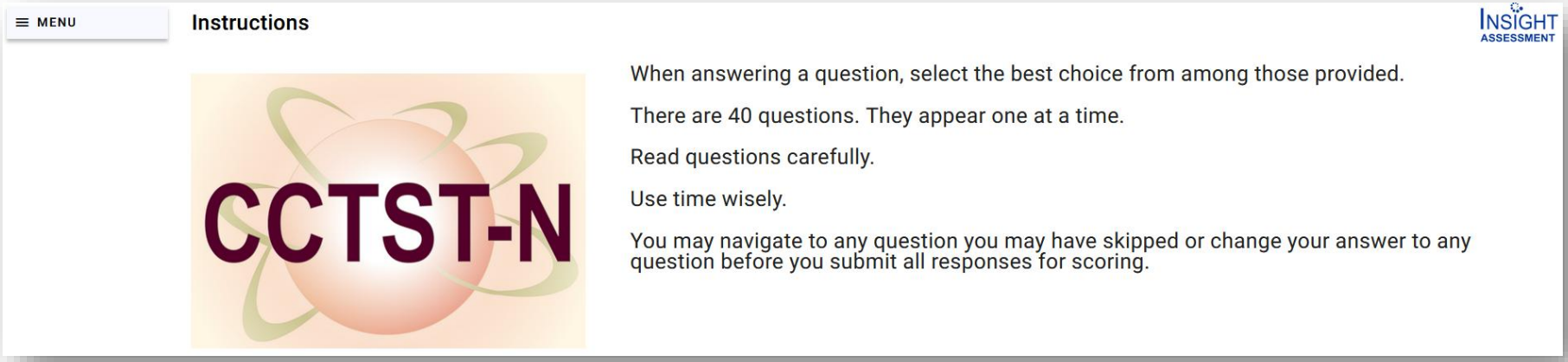
The next screen will enable you to accept the copyright agreement.

After that, a screen shows you the instructions for your assigned test.



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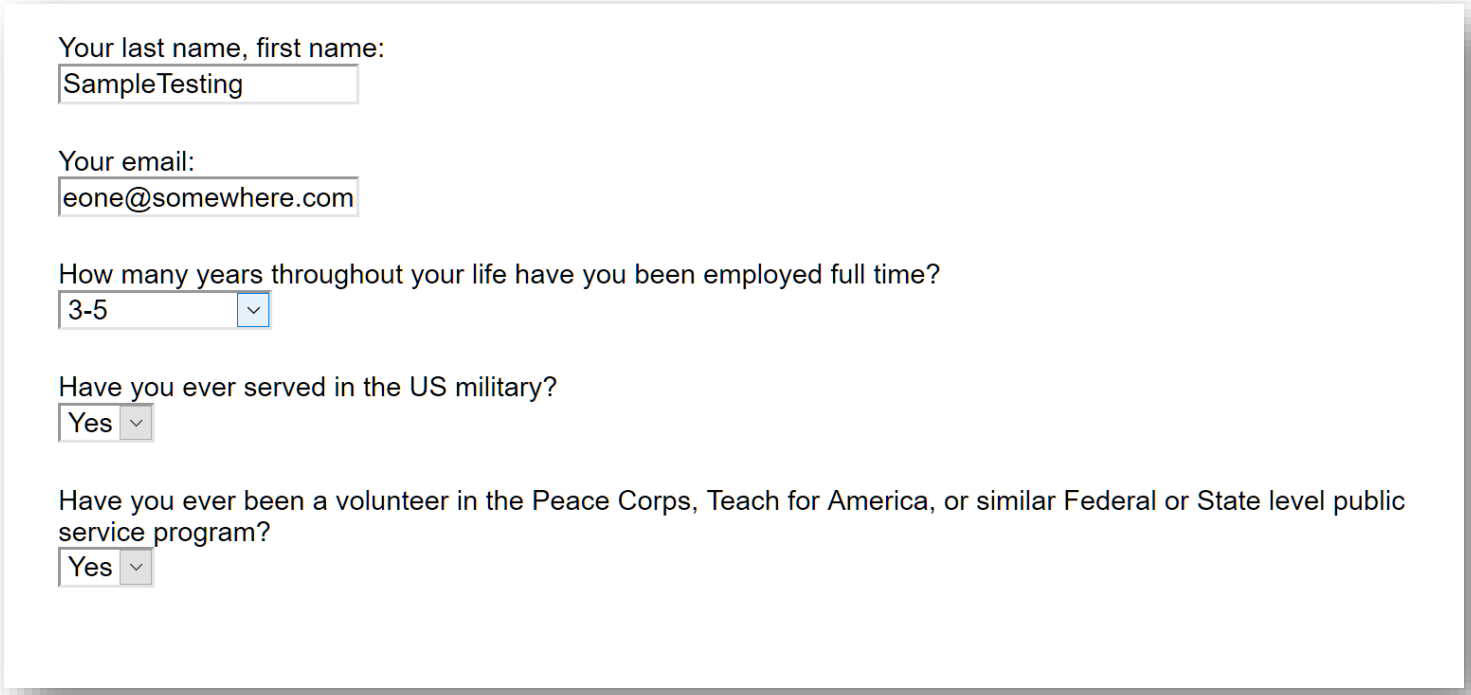
Then you will see demographic profile questions, if any, selected by the organization that assigned the test to you.

Some questions may be free response items, like "name" and "email" in this example. Some may use drop-down menu options. Scroll as needed, then click "CONTINUE" after responding to all profile questions.



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You will be reminded about the time allowed for the test. Click "OK" to bring up the first question and start the timer.

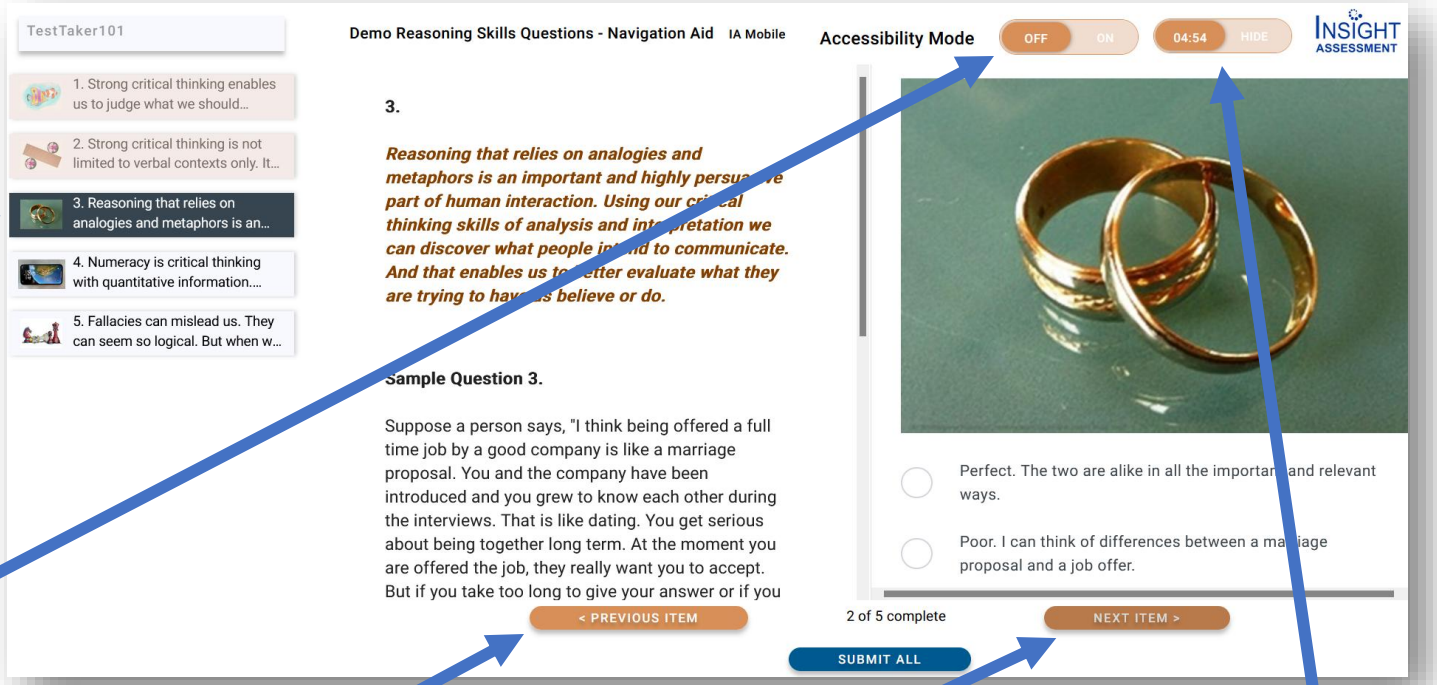
There are at least 4 responses to all items, some have 5 or 6. Scroll to see all your response options.

Never use your Browser's Refresh, Back, or Forward buttons during the test. Use the controls at the bottom of the screen.

Question List on left shows:
Answered ones highlighted
Current one black
Unanswered ones white

Click on a question to skip to it.

Turn on Accessibility Mode to increase Contrast and add Image Descriptions



Go to previous question

Go to next question

If timer distracts you, click to hide it

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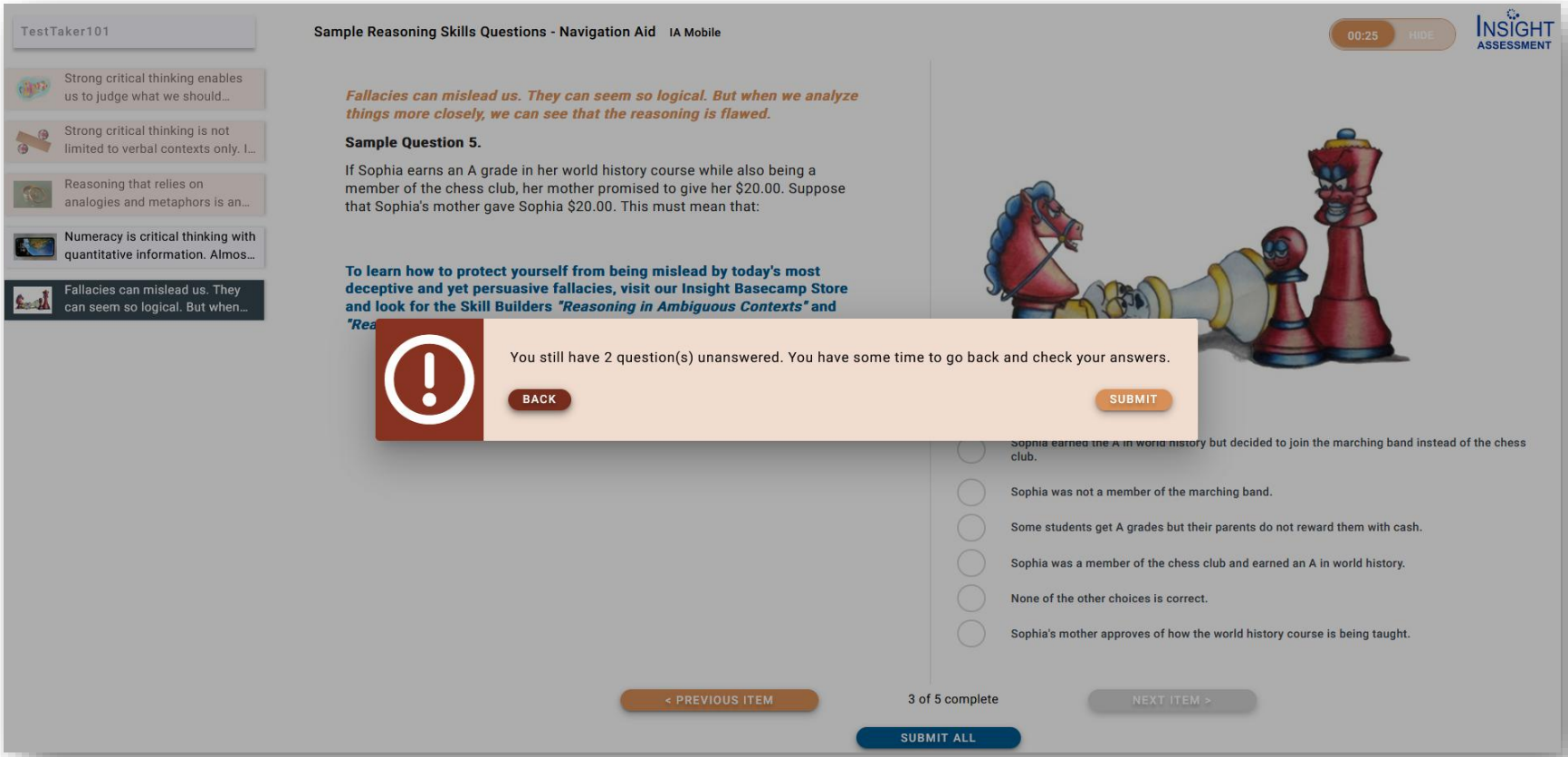
When you are ready to send all your responses for scoring, click "SUBMIT ALL"

If you skip any questions, you will see a reminder so you can go "BACK" and answer those questions.

When you are ready to send all your responses, even if there are some questions you decide to skip, click "SUBMIT"



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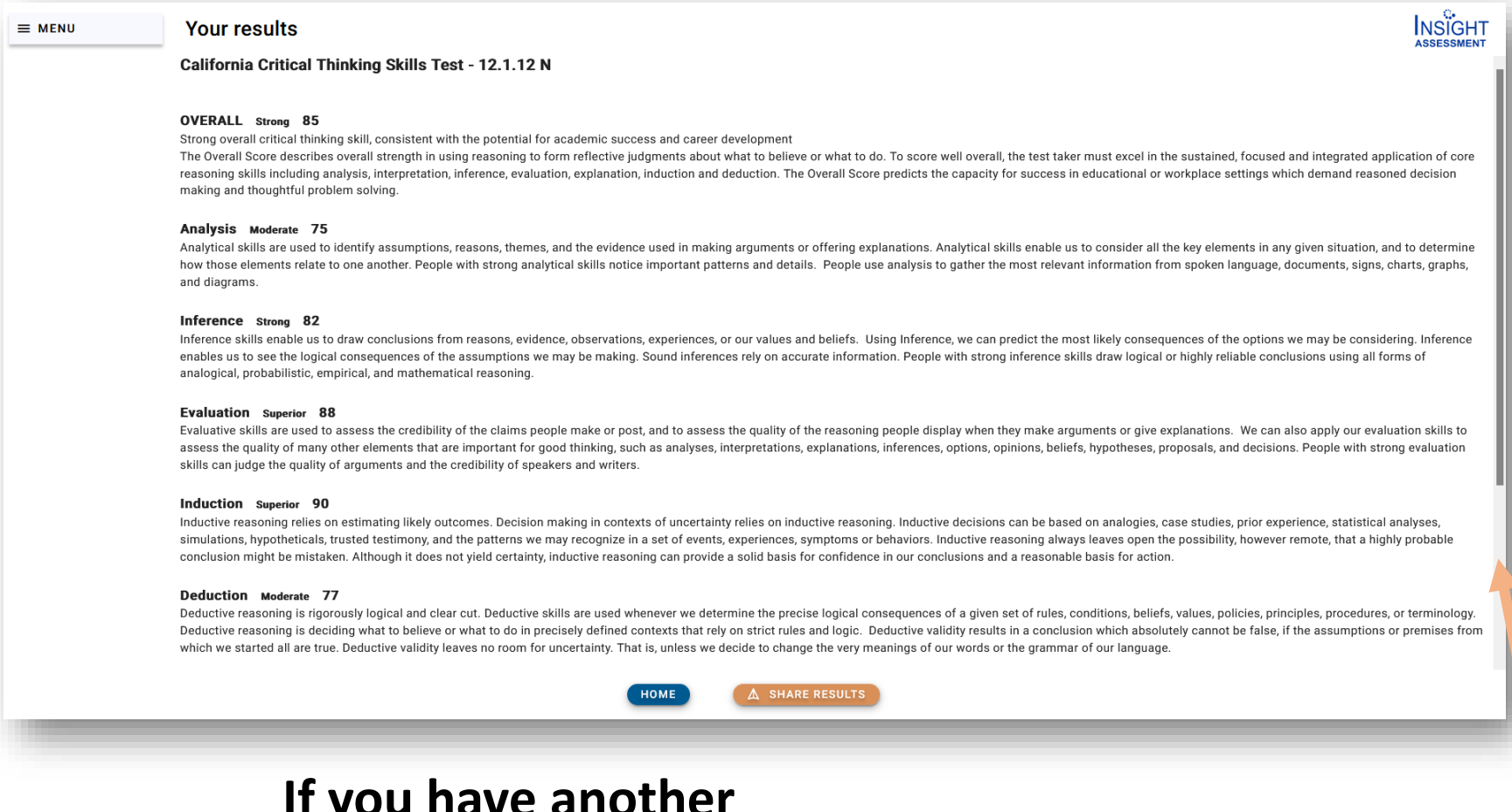
After a few moments, your results page will be displayed, if this option was allowed by the organization sponsoring your assignment. If so, you can click "SHARE RESULTS" to send a PDF score report to an email address of your choice.



If you have another assignment or to logout, click "HOME".

Scroll if needed to see all your scores.

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If you have another assigned test, it will be ready to START. You can revisit the RESULTS from completed tests.

Choose “LOGOUT” from the MENU to end your session

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After you have logged out, you will be returned to the first screen.

For those interested in long-term improvement of critical thinking, a line of products for personal learning and assessment are sold to individual consumers through our INSIGHT BASECAMP store.

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