

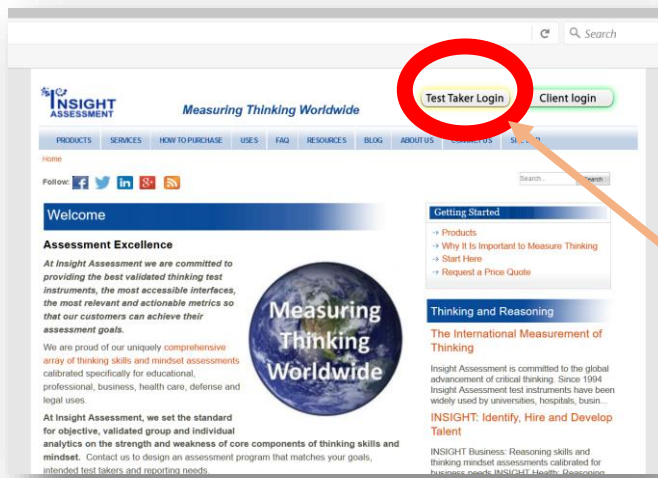
Test Taker Instructions

Allow yourself plenty of time to complete the assessment in an environment free of distractions and interruptions.

It is fine to have scratch paper handy if you are assigned a reasoning skills test.

The testing period is timed. The timer does not start until you bring the first test question up on the screen.

Submit your responses as total group only after you have completed all the questions.



If you are using a computer,
go to our website
www.insightassessment.com

and click

Test Taker Login

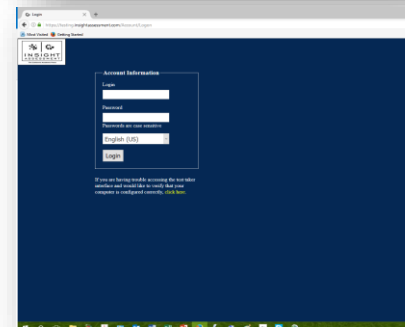
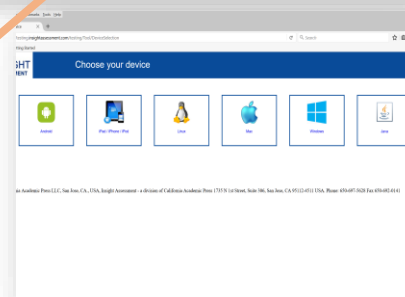
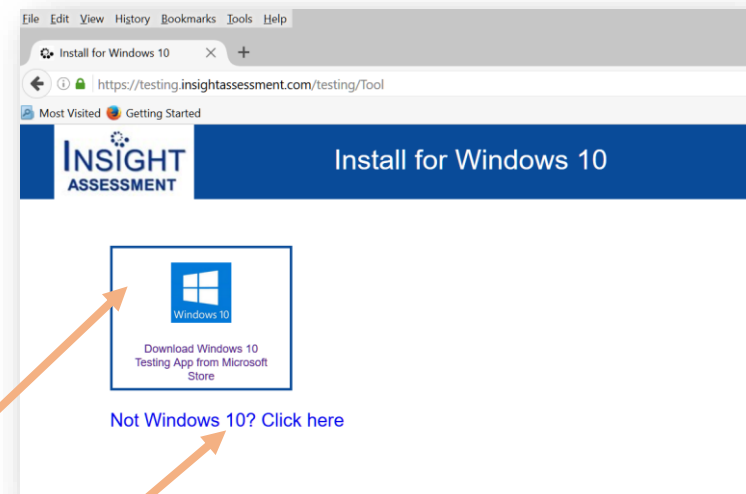
Whether you arrive at our website via a computer or mobile device, after you click

Test Taker Login

our intelligent testing app determines the technology you are using and offers appropriate launch instructions for your specific system.

We support a very wide variety of operating systems and browser combinations.

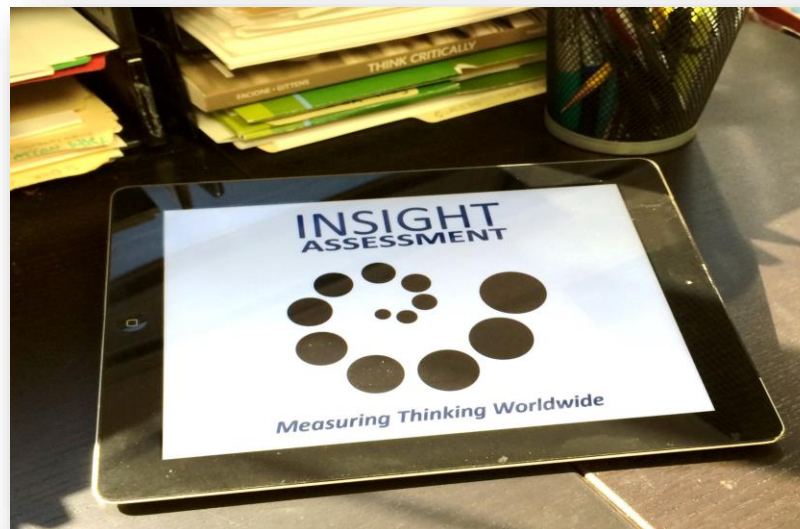
For example, you may be invited to select “Windows 10” or “Not Windows 10? Click here.” You will be guided to the testing technology that works for your system.



Let our technology guide you. You may be Invited to Identify your browser.

The best fit for your computer may be the Blue Screen version of our App. If so, this screen will appear.

From a mobile device or from a Windows 10 computer, the best fit for you is probably the White Screen version or our App called “Critical Thinking Insight.”




If our app is not installed automatically, you can download it free from your app store.

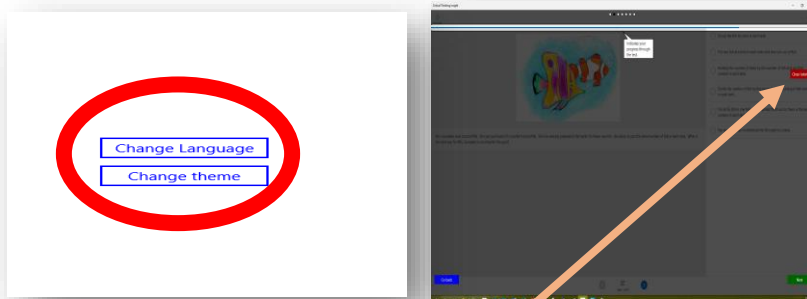


Side by side instructions for navigating both versions come next.
White Screen App **Blue Screen App**

White Screen App

The messages in the White Screen version of our App come up in English, Chinese, Spanish, or other languages, depending on the default language setting of your computer or mobile device.

You can change the White Screen App messaging language from the **Settings** page. Click the  top left. Later, on a different screen, you will be invited to select the language of the test questions.



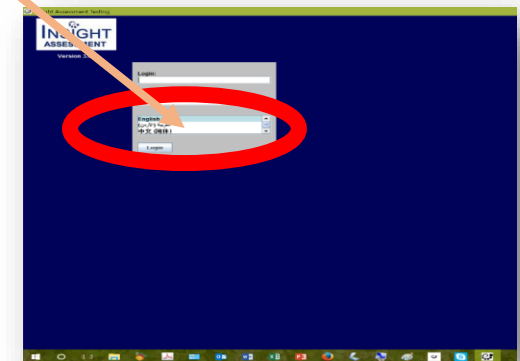
Take a quick tour of the controls with the onscreen tutorial. Use the **Blue**, **Red**, and **Green** buttons to navigate your tour. The **Help** button at the bottom brings the tutorial back if needed. You will have the option to see the tutorial after you start an assessment too. You can always skip it.

Blue Screen App



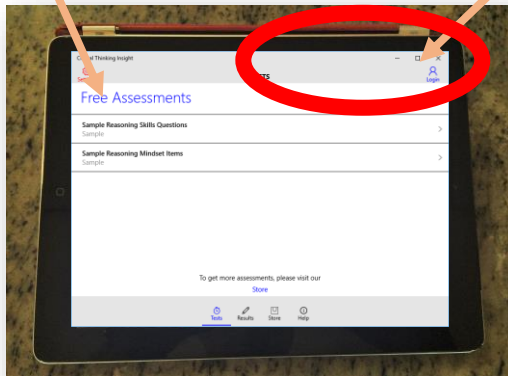
From our home screen, when your computer is ready, the Blue Screen App version of our test taker login screen may appear automatically. Or you may first see a message certifying that the application is secure. In that case just click "RUN".

For the Blue Screen version of our App, first **select the test question language**. Use the pull down menu. This enables the app to display test questions in that language, if an authorized translation is available.

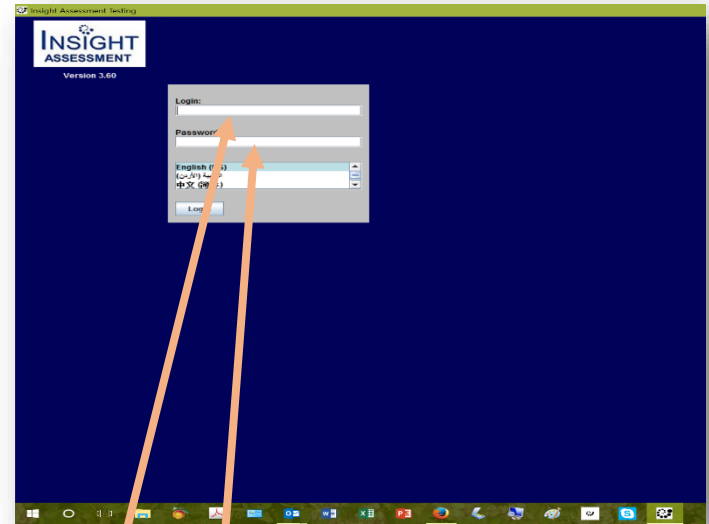


White Screen App

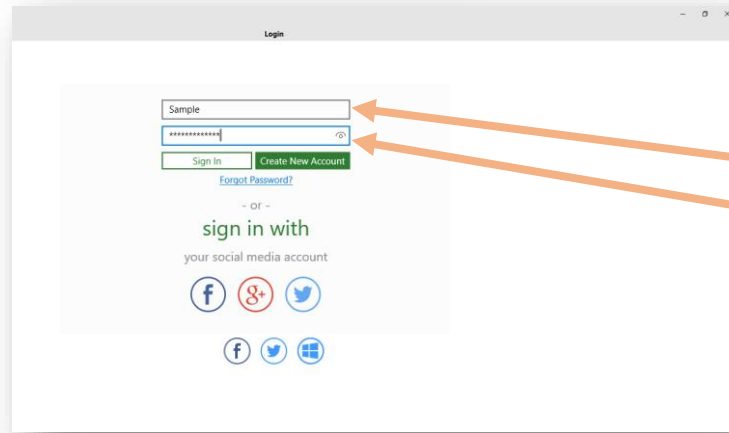
On the White Screen App you may begin your assigned testing session by clicking **Login** on the top right. Or, if you wish, you may select one of the free sample tests.



Blue Screen App

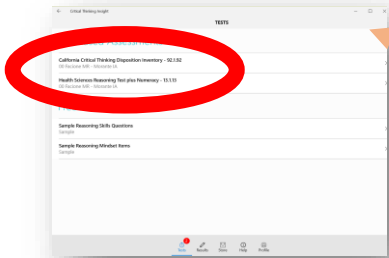


Both App versions:
To complete an assignment use the **login (access code)** and **password** you were given.

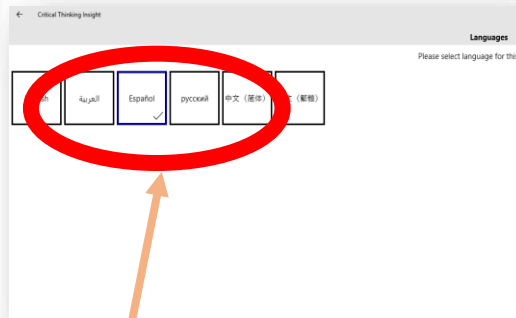


White Screen App

The White Screen version then invites you to select your assigned assessment. You will have the opportunity to complete the personal profile demographics later.



Select the assessment, then click **Start**.



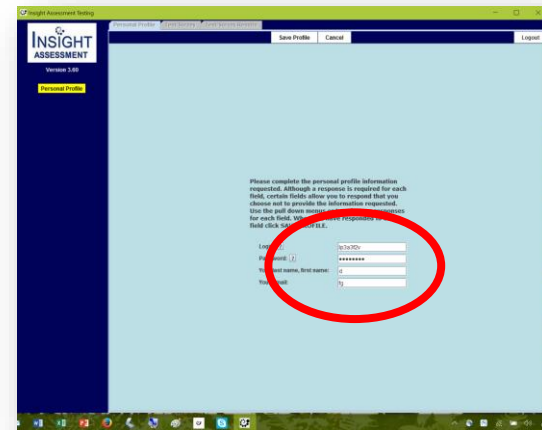
Next, if the test is available in more than one language, select the test question language that you prefer. Then click **“Continue.”**

In the White Screen version the test question language is independent of the app’s messaging language. For example, the app messages can be in Spanish and you can elect to take the test in Chinese, if there is an authorized Chinese translation of the test available.

Blue Screen App

The Blue Screen version then takes you to the personal profile page. You will select your assigned assessment after completing and saving the profile demographics.

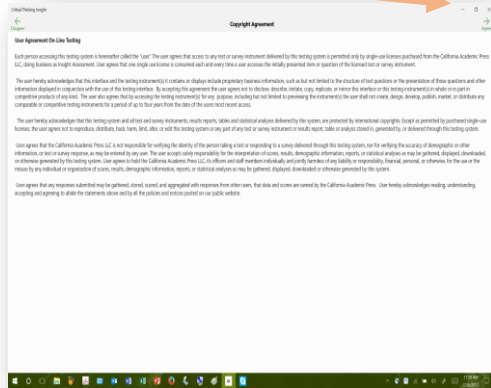
When the **“Personal Profile”** page appears the first time it may include a randomly generated login and password. These fields are editable.



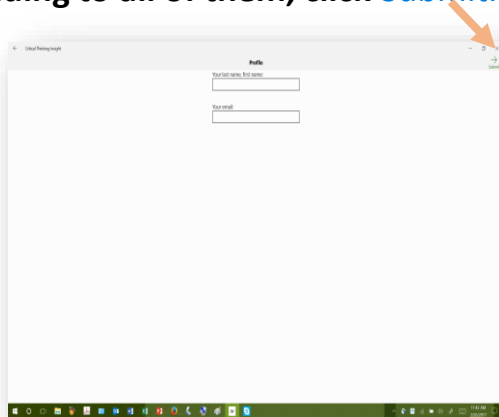
After responding to all the profile’s demographic questions, Click **“Save Profile.”** After the page refreshes, confirm your entries, then click **“Continue.”**

White Screen App

The White Screen version then takes you to the user agreement. Review it, and if you agree, click **Agree**.

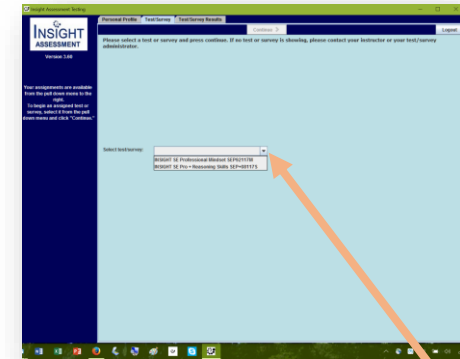


Read the Assessment Instructions for the assessment and then click **Continue**. Respond to the demographic questions there. After responding to all of them, click **Submit**.

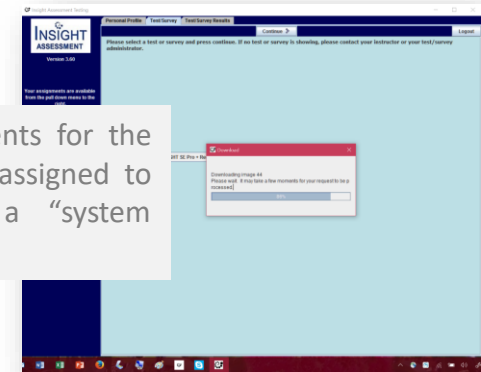


Blue Screen App

The Blue Screen version then invites you to select your assessment assignment.



Select your assignment from the pull down menu. Then click **Continue**.



The user agreement will appear for your review and agreement after the test is loaded.

White Screen App

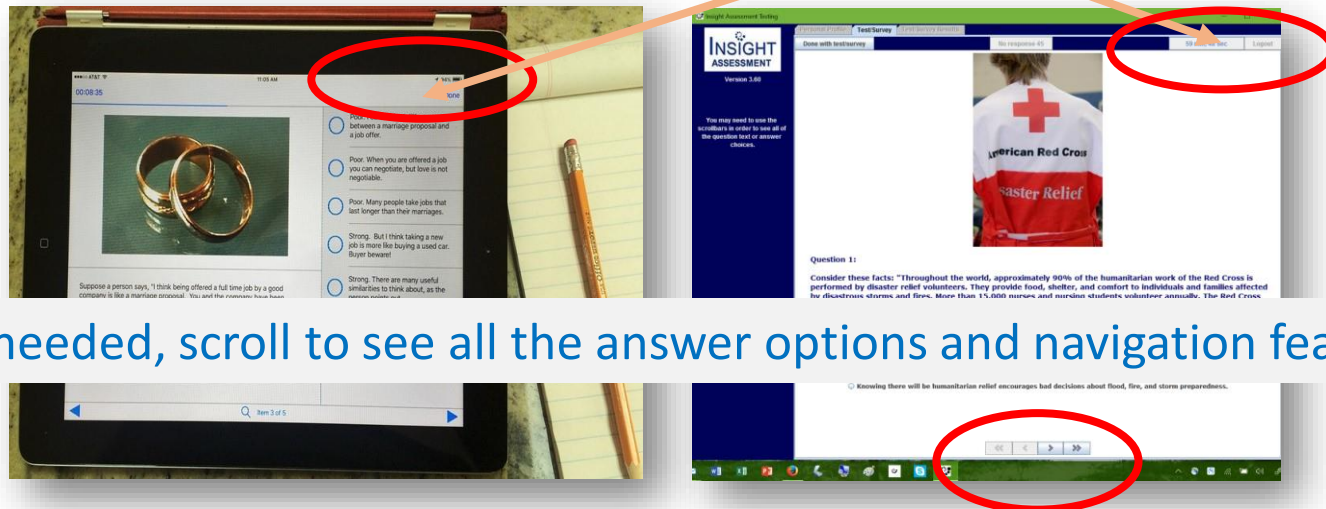
Blue Screen App

In both versions of the App, after you

- complete the personal profile demographic questions,
- select an assigned assessment,
- choose a language for the test questions,
- agree to the terms and conditions,
- view the assessment's instructions, and
- OK the time allowed,

the first question on your assessment will appear.

And only at this point will the on-screen **timer** begin its countdown.



If needed, scroll to see all the answer options and navigation features.

If you wish, you may navigate back and forth among the questions, change your answers, or skip items.

White Screen App

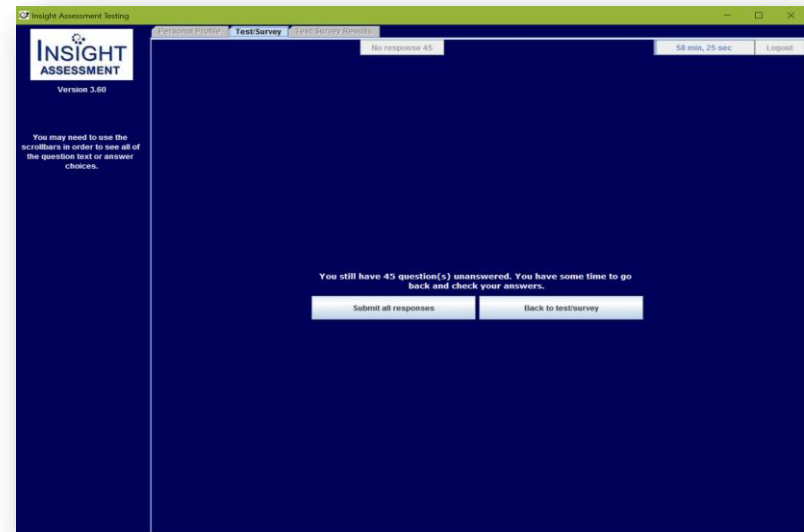
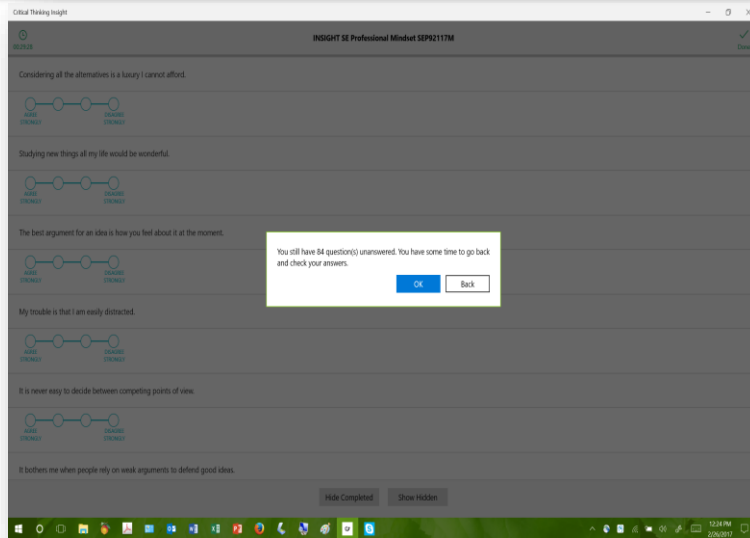
Click **Done** only when you are ready to send all your responses for scoring.

Blue Screen App

Click **Done with Test/Survey** only when you are ready to send all your responses for scoring.

When you first click “Done” or “Done with Test/Survey” the system will alert you if any questions remain unanswered. At this point you can choose to go back into the test and respond to those questions if time permits.

After your final OK to submit all responses for scoring, you will not be able to return to the test questions.

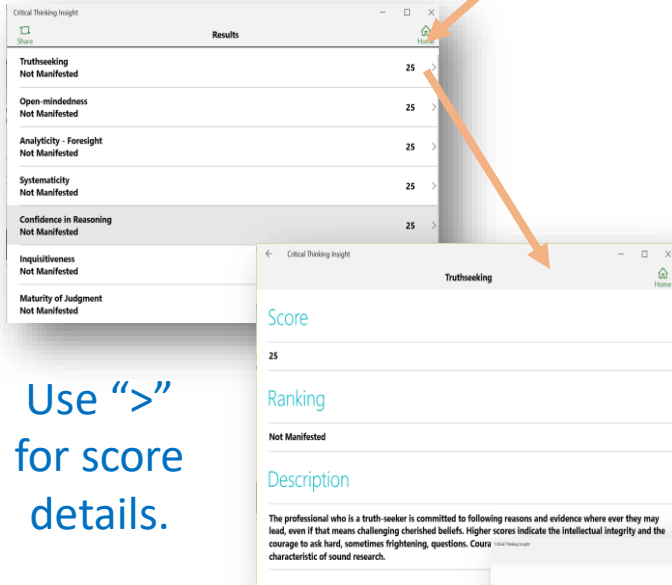


White Screen App

Blue Screen App

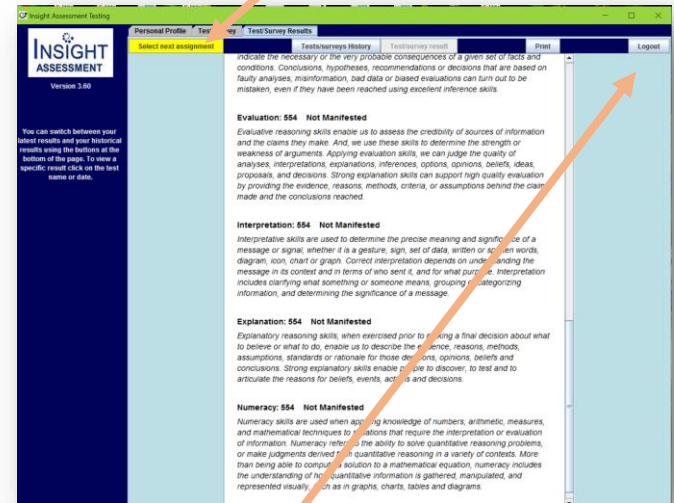
After a few moments your results page will be displayed, if this option was selected by your organizational administrator.

If you have another assignment, click "Home"

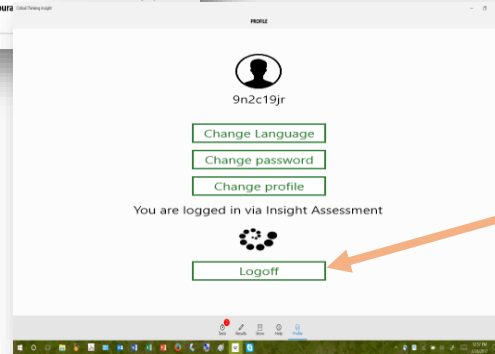


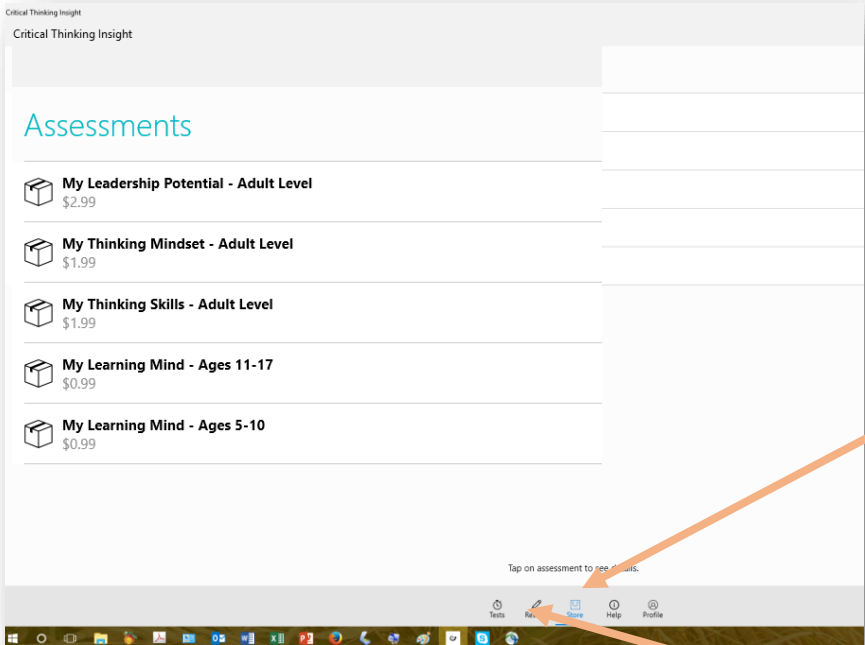
Use ">"
for score
details.

If you have another assignment,
click "Test/Survey."



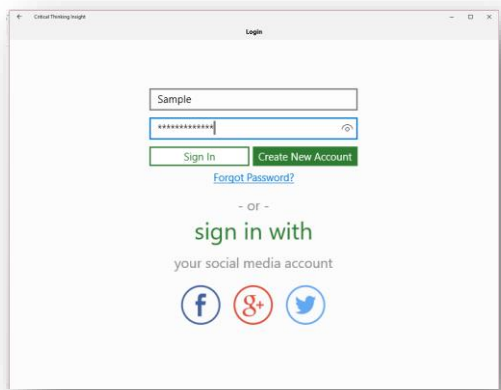
Logoff when finished.





For personal reasoning skill and mindset assessments, child and adult levels, visit the [Store](#) using the White Screen version of our App.

Login through social media each time and you will find your scores from earlier personal assessments you have purchased and completed on the [Results](#) screen.



The other sign in options on the White Screen version of our App – e.g. facebook, twitter, google+ – are for those using one of the adult level or child level Personal Assessments available for in-app purchase.