

Instructions for Using the Online System

Please be sure that you allow yourself plenty of time and that you are completing this assessment in an environment where you can work without interruption, and if using a laptop, that you have plenty of battery life to complete the assessment. The testing period is timed. The timer does not start until you actually bring the first test question up on the screen. As you progress through the assessment, the time remaining is visible on the timer.

1. Open your browser and navigate to our home page: www.insightassessment.com
2. Click the Yellow “Test Taker Login” Button at the top right of the home page.

Test Taker Login

3. When the dark blue Login screen appears enter the Login and Password you have been given for your assessment assignment:

Example: Login: XYZabc2013 Password: Graduate13

Note: If you have any problems with the login, you can check the configuration of your computer by using the yellow “[click here](#)” diagnostic on this login screen.

4. To ensure you do not lose your responses, please review the navigational aids on the “Warning” screen and then click “Continue.”
5. Give the system a moment to load Java. You will see a Java logo and progress bar on a white screen.

Note: Please follow any instructions that may appear asking to “open” or “run” the Java program. If the testing system fails to open, please go to: <https://members.insightassessment.com/Verify?bhcp=1>
6. When your personal profile page opens: Respond to all the items on this screen and then click “Save Profile.” You can click “Continue” to move to the assessment itself only after your profile is saved.
7. Select the assessment you have been assigned using the pull down menu, click “Continue.”
8. Accept the User Agreement Terms.
9. Read the instructions and complete the assessment.
10. Depending on the screen resolution of your computer, you may need to use the scroll bar to read the questions and answer choices, or to see the navigational arrows to move from question to question. Be sure to maximize your browser window so that the automatic scroll bar(s) will appear.
12. You can see the time remaining in the timer displayed on the top right of your screen. Your responses will be submitted for scoring automatically if time expires.
13. After completing all the questions, submit your responses by clicking “Done with test/survey” – top left.
14. Next you may Log Out, complete another assessment if one has been assigned, or update your personal profile, or, if the test administrator has authorized it, view and print your assessment results.

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