## Instructions for the Online California Critical Thinking Skills Test (CCTST)

- 1. Go to <u>www.insightassessment.com.</u>
- 2. Click "LOGIN" in the upper right corner.
- 3. Enter the provided username and password.
- 4. Select "California Critical Thinking Skills Test".
- 5. Select language.
- 6. Click "Start" when you are ready to begin.
- 7. Complete profile information and click "CONTINUE".
- 8. You will be given reminders of the time allowed for the test. Click "OK" to bring up the first question and start the timer.
- 9. Make sure to scroll down to see all answer options for each question.
- 10. When you are ready to send your responses for scoring click "SUBMIT ALL." A pop-up will let you know if any questions have been skipped and allow you to go back, time permitting. When you are ready to send all your responses click "SUBMIT".
- After a few moments, your results page will be displayed. It is here that you can have your results emailed to you by clicking the "SHARE RESULTS" button (if you do not see your results in your inbox, check your Junk/Spam folder).
- 12. When you are finished, choose "LOGOUT" from the MENU at the top of the screen.