

FLIP+ Library User Guidelines

Who is this document for?

This document is intended for all individual users of the FLIP+ Library, including those participating in the beta testing phase. It does not require a signature. It should be read by every person who accesses the FLIP+ Library platform, regardless of their institution's membership status.

1. Purpose

The FLIP+ Library (www.itemlibrary.org) is an international repository of high-quality assessment items, developed and shared by the consortium partners (DEPP – France, NSA – Lithuania, CAeD – Brazil, UDIR – Norway, INVALSI – Italy). This charter sets out the principles and rules governing the import and export of items by FLIP+ members. It complements the technical guidance provided in the FLIP+ User Guide and applies to all users, whether from Consortium member institutions or beta participant institutions.

2. Access and Roles

- Super Admin: product owners and IT expert only.
- Admin: one or several chosen administrator(s) for each consortium institution.
- User: may import, view, and export items.
- Reader: may view and export items only.

If you are unsure of your role or access rights, please contact your institutional administrator in the first instance.

3. Principles of Use

Valuable assets

Items are intellectual assets created by institutions under rigorous quality standards. They must be handled with professional care and respect. Users are expected to engage with the Library in a spirit of trust and mutual benefit.

Technical compliance (for computer-based items)

The expected QTI formats and parameters are described in detail in the FLIP+ User Guide, which must be followed for every import. QTI files must be correctly configured (expected response, maximum number of responses, scoring rules...).

Field-tested only

Only items that have been tested with students may be imported. Draft items or untested material are not permitted.

Statistical information

Each item must be accompanied by statistical data from field testing, allowing users to evaluate its psychometric quality and appropriateness.

Metadata

Metadata must be completed with precision for every import, including clear selection of domain and sub-domain.

Naming conventions

Items must be named in English using the following template: **Domain – Category (if applicable) – Item theme and/or title and/or assessed skill.**

Additional elements may be included, such as the name of the assessment programme, an item code, the name of the institution, etc.

Examples:

English – Listening – My dream home – Question 1

Mathematics – Whole numbers – Place value decomposition – M051706E4

The same formatting conventions apply to tests. Minimum required information is: **Domain – Month and year of administration – Type of assessment (census-based or sample-based and/or diagnostic or summative) – Test name, theme, or programme.**

It is possible to rename items and tests differently from what is indicated in the QTI by providing new names in the import CSV. This flexibility allows institutions to keep their internal naming conventions while ensuring clear and understandable names in the FLIP+ Library platform.

Copyright compliance

All supporting materials (audio, video, text, images, etc.) must be free of copyright restrictions and legally cleared for use. Users are responsible for ensuring compliance before uploading any content.

Accessibility

Items must be designed to be accessible to the widest possible range of students, including those with special educational needs.

Documentation

An English documentation file may be attached to provide contextual information and facilitate understanding and reuse of the item or test.

Careful review and bug reporting

All items must be carefully reviewed after import. Any display issue, QTI interaction malfunction, or translation error must be reported to contact@itemlibrary.org.

Please note that translations require some time before becoming effective on the platform.

4. Export and Sharing

Items may be exported and reused by institutions for legitimate professional purposes. Items remain the intellectual property of the originating institution. Users must not share, redistribute, or publish items outside of their institution without the prior consent of the originating institution.

5. Confidentiality and Integrity

Users shall not modify, distort, or misrepresent items created by other institutions. Proper attribution must always be respected. Any non-public information accessed through the platform, including items, statistics, and psychometric data, must be treated as confidential.

6. Security

Users must not attempt to bypass technical safeguards, compromise the platform, or misuse their access rights. Any suspected security issue must be reported immediately to the FLIP+ technical team at contact@itemlibrary.org.

7. Versioning / Usage history

During import, each item is scanned to check whether it already exists on the platform. If it does, it is considered a new version of the existing item rather than a new item. These versions are grouped on the same item page. Users can switch between them using the drop-down menu in the upper-right corner, allowing different statistics to be associated with different years of administration.

Upcoming change (Release 2 - June 2026), this versioning system will be removed. Instead, statistics from different administrations will appear directly on the item detail page, organised by year of administration. Please take note of this change if you are currently working with versioned items.

Items with different content but the same identifier are no longer treated as different versions of the same item.

8. Data Privacy

No student-identifiable data may be uploaded to the FLIP+ Library. Statistical files must contain only aggregated or anonymised data. Any breach of this principle must be reported immediately to contact@itemlibrary.org.

9. Collective Benefit

The Library is a shared resource, built on mutual trust and cooperation. Users are expected to contribute responsibly and constructively, ensuring that the whole FLIP+ community benefits from the diversity and quality of shared items.

New users may be connected with an experienced FLIP+ user for onboarding support. If you would like to be paired with an existing user, please contact the FLIP+ Secretariat.

10. Compliance

Failure to comply with this charter may result in the withdrawal of access rights, at the discretion of the institutional administrator or the Consortium.

11. Support and Contact

If you have questions or need assistance, the following contacts are available:

- **Technical issues, display problems, or bug reports:** contact@itemlibrary.org
- **Translation concerns or quality issues:** contact@itemlibrary.org
- **Access or account queries:** contact your institutional administrator in the first instance
- **General questions about the FLIP+ Library:** contact the FLIP+ Secretariat

A Frequently Asked Questions (FAQ) document is being developed and will be made available as an appendix to the FLIP+ User Guide. As the platform grows and user questions are collected, this document will be updated regularly.