

FLIP+ Library User Guidelines | *Version 3.0, September 2026*

Who is this document for?

These Guidelines are intended for all individual users of the FLIP+ Library, including users from institutions participating in the beta testing phase. They should be read by every person who accesses the FLIP+ Library platform, regardless of their institution's membership status.

These Guidelines do not require a signature. Separately, every user must accept the platform terms of use before being granted access.

1. Purpose

The FLIP+ Library (www.itemlibrary.org) is an international repository of high-quality assessment items, developed and shared by the institutions party to the FLIP+ Partnership Agreement (the "Consortium").

These Guidelines set out the principles and rules governing the use of the FLIP+ Library by individual users. They complement the technical guidance provided in the FLIP+ User Guide and apply to all users, whether from Consortium Funding Partner institutions or from beta participant institutions.

2. Access and Roles

Access to the FLIP+ Library is granted at institutional level. Individual users are assigned one of the following roles by their institutional administrator:

- **Super Admin:** product owners and IT experts only.
- **Admin:** one or several chosen administrator(s) for each Consortium Funding Partner or beta participant institution.
- **User:** may import, view, and export items.
- **Reader:** may view and export items only.

Registration is restricted to individuals associated with public institutions, educational institutions, and non-profit organisations involved in educational assessment.

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, and similar).

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, and similar.

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, and similar) must be free of copyright restrictions and legally cleared for use. Users are responsible for ensuring compliance before uploading any content. You must not upload any item that your institution does not have the legal right to upload or to share.

Accessibility

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

Note: The FLIP+ Accessibility Working Group is developing a dedicated Accessibility Checklist to support item review. Please refer to this checklist, once available, for more detailed guidance.

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. Permitted Use, Export and Sharing

Items may be exported and reused strictly for non-commercial educational and research purposes. On those terms, you may reproduce, display, translate, and communicate items, including making them available on computer networks.

Items remain the intellectual property of the originating institution.

The following are **not** permitted, even for non-profit use:

- adapting, altering or modifying an item, unless the originating institution has explicitly permitted this;
- distributing an item by sale, rental, lending, or transfer of ownership;

- broadcasting or retransmitting an item;
- any use for resale, commercial publishing, profit-making educational services, commercial events, or commercial research.

Items may be used as a source of inspiration but altering an item in a way that compromises its original meaning, context or integrity is prohibited.

5. Attribution, Confidentiality and Integrity

When using an item, you must provide proper attribution to its originating institution. Translation or permitted alteration does not change the owner of the rights. Attribution and provenance information must not be removed, obscured or altered.

Users shall not modify, distort, or misrepresent items created by other institutions.

Any non-public information accessed through the platform, including items, statistics, and psychometric data, must be treated as confidential. This obligation continues after your access ends.

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.

The Consortium may monitor use of the Library to ensure compliance with these Guidelines, and may apply technical measures to protect items.

7. Statistics and Usage History

Statistics from different administrations appear directly on the item detail page, organised by year of administration.

Items with different content but the same identifier are treated as distinct items, and not as 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.

The Lead Partner of the Consortium acts as data controller for the FLIP+ Library. Any request concerning your personal data, or any suspected 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 these Guidelines 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 document is available on the website as an appendix to the FLIP+ User Guide. As the platform grows and user questions are collected, this document will be updated regularly.
