

FLIP+ Library User Guide

Services for the FLIP+ Platform

Lot 1 : IT development, maintenance and hosting

Lot 2 : Project coordination, management and monitoring

User rights

Roles	Perimeter	ORGANISATIONS	ADMINISTRATORS	USERS		ITEMS/TESTS		
		Create / edit / delete	Create / edit / delete	Create / edit / delete	Bulk import	View Read-Only Items / Export	Create / edit / delete	Bulk import
Super Admin	All ORGANISATIONS	✓	✓	✓	✓	✓	✓	✓
Admin	A single ORGANISATION attached to it	✗	✗	✓	✓	✓	✓	✓
User	User belonging to an ORGANISATION declared in FLIP+ Library	✗	✗	✗	✗	✓	✓	✓



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1

First connexion to the platform

Account creation by the administrator:

You will receive an email from the platform inviting you to activate your account.

1

Welcome to the FLIP+ Library

Hello Aymeric,

To get started, please set your password by clicking the button below:

[Set Your Password](#)

Best regards,
The FLIP+ Library Team

Click on the link provided to **set your password**.

2



FLIP+ Library

Almost ready! •

New password

A valid password must be at least 8 characters long and include at least one uppercase letter, one lowercase letter, one number, and one special character from #:?!@\$%^&*~

Confirm password

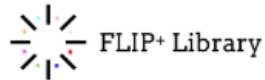
Continue

- Set and confirm your new password.
- Click on Continue and access the Library for the 1st time



1

Logging in to the platform



Sign in to your organisation •

Continue

[Forgot your password ?](#)

- Once you've activated your account, you can log in to the platform

- Go to the URL: <https://www.itemlibrary.org/login>



Tip: Bookmark the URL for easy access

- Enter your email and password
- Click on Continue
- If you encounter issues, click **Forgot Password:** you will receive an email allowing you to reset your password



2

What does the FLIP+ Library contain?

The library includes a wide variety of assessment items, available in two formats:



PDF-based items (Paper format):

- Extracted directly from official test documents
- Displayed as images or selected areas from PDFs
- No automatic translation available
- Often used for legacy or national assessments



QTI-based items (Computer format):

- Interactive items following the QTI (Question and Test Interoperability) standard
- Multiple items types (text entry, graphic interaction, choice interaction...)
- Available in multiple versions or languages
- Can be used for digital assessments or adapted for new formats



2

General Navigation

- 1
- Items:** Access to all individual items in the library.
 - Tests:** Access to test-level resources or grouped item sets.

- 3
- Filters:** Refine the item list by:
- Level (e.g., grade/age group)
 - Interaction type (e.g., Multiple choice, Text Entry...)
 - Modality (e.g., Digital, Paper-based)
 - Organisation (creator or contributor institution).

- 4
- Import Package:**
- Upload new items or test (PDF or QTI)

- 5
- User Menu:**
- Current organisation
 - Log out

1

2

3

4

5

6

7

8

9

All items •

Items

Tests

Domains

- Arts
- Civic and social education
- Foreign languages
- Geography
- History
- Mathematics
- Native language
- Physical education
- Science and technology
- Others

Level Interaction type Modality Organisation

Item name	Level	Modality	Interaction type	Organisation creator
Travelling_to_school_Question_6	Grade 5 (ages 10-11)	Paper-based	Text Entry Interaction	INVALSI - Italy
Travelling_to_school_Question_5	Grade 5 (ages 10-11)	Paper-based	Text Entry Interaction	INVALSI - Italy
Travelling_to_school_Question_4	Grade 5 (ages 10-11)	Paper-based	Text Entry Interaction	INVALSI - Italy
Travelling_to_school_Question_3	Grade 5 (ages 10-11)	Paper-based	Text Entry Interaction	INVALSI - Italy
Travelling_to_school_Question_2	Grade 5 (ages 10-11)	Paper-based	Text Entry Interaction	INVALSI - Italy
Travelling_to_school_Question_1	Grade 5 (ages 10-11)	Paper-based	Text Entry Interaction	INVALSI - Italy

Search item by ID or title

Sort by: Last uploaded

Search Bar:

- Allows quick search by item ID or title.
- Useful for users who know exactly what they're looking for.

Sort Function:

Sort items by last uploaded, last updated, name

Domains: use these categories to filter items or tests by subject area

Item List (Main Table):

- Displays item name, level, modality, interaction type, and the organisation that created the item.
- Click on any item name to view its full details.

Pagination Bar:

- Allows you to navigate between pages of items
- Use arrows to move forward or backward,



3

Searching for items/tests

There are **4 different ways** to search for items or tests on the platform. You can combine them to refine your results and quickly find what you need.



Start by selecting whether you want to browse Items or Tests using the icons on the left-hand menu.

1

Domains

• Mathematics

Algebra and arithmetic

Geometry and measures

Problem solving

Select the domain and, if available, a sub-domain to focus your search

2



Or use the free search field to search by keyword

3

Level



Interaction type



Modality



Organisation



Apply advanced filters to refine results (e.g., modality (PDF or QTI), organisation...)

4

Sort by: Last uploaded

Name

Last updated

Last uploaded



Sort results by:

- Alphabetical order
- Last uploaded
- Last updated



Choose your item/test by clicking on it



4

Viewing items – computer-based (QTI file)

- 1 Items Header:**
- Item name (ex: MS208D01)
 - Grade (e.g., Grade 8 – ages 13–14)
 - Interaction type (e.g., Choice Interaction)
 - Organisation that created the item (e.g., INVALSI – Italy)

- 2 Versions:**
- Version selector:** Choose from different versions of the item

- 3 Language selector:**
- Switch between the original language and available translations
 - The original language is clearly labeled (e.g., Italian)

MS208D01

Grade 8 (ages 13-14) Choice Interaction INVALSI - Italy

Extended view of the item

- 9 Certified Badge:**
- Indicates the accuracy level of the translation

- 8 Item content display:**
- Full item wording with layout, responses, and interactions

Certified
This translation is 77.6% accurate

Question

The teacher asks to perform the following multiplication:
 $15 \cdot (-50)$
To find the result, four boys perform the calculation differently.

Andrea	Bruno	Cesare	Dario
$15 \cdot (-5) \cdot 10$	$15 \cdot (-5) + 15 \cdot 10$	$15 \cdot 5 \cdot (-10)$	$10 \cdot (-50) + 5 \cdot (-50)$

Who performed the calculation in NOT correct?

File Attachments

Attachment	Type	Size	Uploaded date
CM2_P14A.pdf	PDF	151.67 KB	2025/04/15

- 7 File attachments:**
- Any additional files linked to the item (e.g., audio, images, rubrics)
 - You can view or download them if available

ID
i5a8eab402b78e53820f855d78f269403c

Import date
2025/04/10

Related test
-

Owner
fiammetta noccioli

Main statistics

Sample size	Success rate	Discriminatory rate	Non response rate
28,108	63.6%	0.4	0.9%

Download item

Download Section:

- Click the Download Item button to get a local copy of the item

- 4 Item Information**
- Item ID, Import date, Owner, related test

- 5 Main statistics:**
- Sample size:** Number of students who answered the item
 - Success rate:** Percentage of correct responses
 - Discrimination index:** How well the item distinguishes high vs. low performers
 - Non-response rate:** Percentage of students who skipped the item



4

Viewing items – paper-based (PDF file)

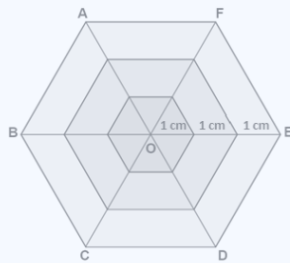
Item content display:

- Shows a snapshot of the original test item taken from a PDF.
- The selected zone (highlighted in blue) includes the full question wording, diagrams, and response areas.

M2205D3100

Grade 5 (ages 10-11) Text Entry Interaction INVALSI - Italy

D31. La figura qui sotto è ottenuta sovrapponendo tre esagoni regolari con lo stesso centro O.



Calcola il perimetro dell'esagono ABCDEF.

Risposta: cm

D32. Luisa ha costruito quattro ruote della fortuna. Ha diviso i cerchi in parti uguali e ha colorato alcuni spicchi in bianco e altri in grigio; poi ha fissato nel centro di ogni cerchio una freccia in modo che possa ruotare.

Qui sotto sono rappresentate le ruote costruite da Luisa.



Import date
2025/04/18

Related test
G5_INVALSI_Mat_202122

Owner
Patrizia Giannantoni

Main statistics

Sample size	Success rate	Discriminatory rate	Non response rate
16,624	45.9%	0.3	8.9%

[Download item](#)

File Attachments

Attachment	Type	Size	Uploaded date
------------	------	------	---------------

What's different from QTI items?

The main difference is that paper-based items are extracted directly from a PDF using a blue selection box (as shown on the left).

- Unlike QTI items:
 - They do not support automatic translation
 - The content is displayed as an image or PDF preview
- Other features like metadata and statistics are presented in the same way.

WARNING : When you download the item, you download the whole test



4

Viewing tests (QTI or PDF)

Items in the test:

- You can preview any item by clicking on the blue arrow (to access the item view)
- Each item can also be downloaded independently using the download icon on the right.

21S6_SOCLE Mathématiques 6e 2021_Nombres et calculs Partie 1

ID: Socle-6e-maths-numbers1 • Late submission allowed: No • Import date: 2025/04/18 • Owner: Charlotte GILL-SOTTY

Mathematics Grade 6 (ages 11-12) Computer-based 30 min - 1h DEPP - France

Certified
This translation is 82.1% accurate

433 + ... = 440

Tick the right answer.

☐ 5

☐ 6

☐ 7

☐ 8

21S6 Nombres et calculs - Grands nombres entiers 1
Algebra and arithmetic • Choice Interaction • 95% Success rate

Items in the test (47)

21S6 Nombres et calculs - Grands nombres entiers 1
Algebra and arithmetic • Choice Interaction • 95% Success rate

21S6 Nombres et calculs - Grands nombres entiers 10
Algebra and arithmetic • Choice Interaction • 82% Success rate

21S6 Nombres et calculs - Grands nombres entiers 11
Algebra and arithmetic • Choice Interaction • 90% Success rate

21S6 Nombres et calculs - Grands nombres entiers 12
Algebra and arithmetic • Choice Interaction • 91% Success rate

Download QTI test

Download statistics

Usage data
16828 testers

Highest success rate

D20a
Statistics and probability • Text Entry Interaction • 83% Success rate

Lowest success rate

D22
Geometry and measures • Text Entry Interaction • 28% Success rate

File Attachments			
Attachment	Type	Size	Uploaded date

What's different from the item view?

This screen shows a full test, composed of multiple items.

Main differences:

- A list of all items appears on the right, allowing quick access to each one
- You can navigate between items using arrows or by clicking in the list
- You can download the full test (only QTI Tests) or its statistics as a package
- The metadata applies to the whole test, not just one item
- The same layout applies to QTI tests and PDF-based tests



5

Downloading items/tests

There are **3 different ways** to download content from the platform: from the item view, from the test view (per item), or as a complete test.

Download an individual item

1

 Download item

From the item view, click the "Download item" button to get the selected item in its available format (e.g., PDF or QTI).

Download an item directly from a test

2

21S6 Nombres et calculs - Grands nombres entiers 1

Algebra and arithmetic • Choice Interaction • 95% Success rate



In the **QTI test view**, each item has a download icon beside it, use it to export a single item without opening it first.

Download a full test

3

 Download QTI test Download statistics

At the bottom of the test screen, click "Download QTI (or PDF) test" to retrieve the entire test package.

You can also download usage statistics as a separate file.



6

Importing QTI items/tests: 4 steps

Inside FLIP+ Library



Step 1

Export Items

- Export items from your platform (for example TAO) in QTI format.
- Ensure that files follow the correct ZIP structure (containing XML files, a manifest, and CSS styles).
- Group multiple items in a single ZIP for efficient import.



Step 2

Prepare Metadata

- Fill out the CSV file with compulsory metadata: Item ID, Domain, and Grade Level.
- Optional: Add statistical data (e.g., success rate, sample size).
- Use standardized values to prevent errors.



Step 3

Import the Items

- Upload QTI ZIP files and CSV metadata into the FLIP+ Library.
- The system automatically validates file structure and metadata.



Step 4

Correct and Finalise

- Identify and correct import errors (wrong format, missing metadata).
- Fix metadata directly in the platform or update the CSV.
- Confirm the successful import of validated items.



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Step 1: Export Items

Export Items from your platform :

- Items must be extracted from your platform (for example QTI from TAO).
- Most recent format should be selected (up to QTI version 3)
- Each item must be stored in the QTI (Question & Test Interoperability) format and compressed into a ZIP file.
- A single ZIP file can contain one or multiple items.

Best practices :

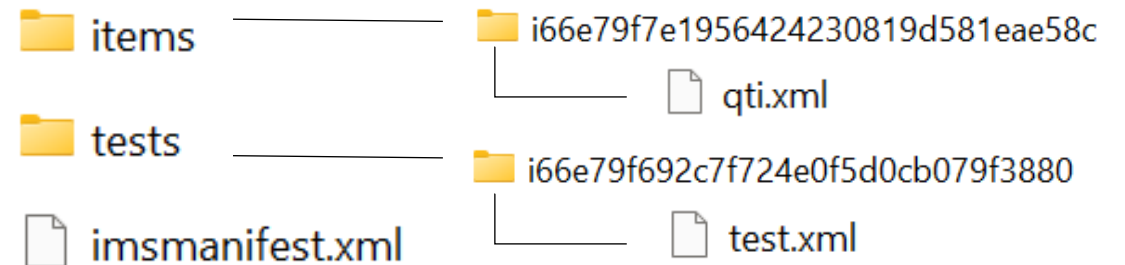


- Prefer exporting full tests (which contain multiple items) in a single ZIP file rather than exporting individual items separately.
- Always specify the original language in TAO (or other platform) before exporting the items. This ensures proper handling of multilingual content.

ZIP File Structure:

- XML files containing the items.
- A manifest file.
- Possibly a CSS file for styling the items.

File Structure Example :





6

Step 2: Preparing Metadata (1/2)



- **Items in the Library are contextualised by metadata.**
Metadata can be prepared in a separate **CSV file**, which will be imported along with the **QTI package** (highly recommended).
- If a **CSV file is not provided**, metadata can still be entered manually during the import process.
- There are **two types of metadata**:

Compulsory Metadata: essential for proper item classification and filtering

- **ID Item:**
 - Copy the **unique identifier** from the **QTI XML file**.
- **Item Title:**
 - The item title is **not mandatory**, as the mapping will be done automatically using the Item ID.
 - If provided, make sure the title is relevant and clear.
- **Domain:**
 - Select and copy the appropriate **domain** from the predefined list, for example :
 - **native-language**
 - **Science**
 - **mathematics**
- **Subdomain:**
 - Select and copy the appropriate **subdomain**, following the Domain > Subdomain format.
 - Examples of predefined subdomains:
 - **native-language.reading**
 - **mathematics.algebra**
 - **mathematics.arithmetic**
 - **mathematics.geometry**
- **Grade / Level:**
 - Choose the **grade level** from the predefined list:
 - **grade_0** to **grade_12**

Optional Statistical Data : enhances the library's content but is not mandatory

- **Test Sample Size:**
 - Enter a **whole number** representing the total number of participants in the test.
- **Item Sample Size:**
 - Enter a **whole number** indicating how many participants answered the specific item.
- **Success Rate:**
 - Enter a **whole or decimal number (up to one decimal place)** representing the percentage of correct responses.
- **Point-Biserial:**
 - Enter a **whole or decimal number between -1 and 1 (up to one decimal place)** indicating the item's ability to differentiate between high- and low-performing students.
- **Non-Response Rate :**
 - Enter a **whole or decimal number (up to one decimal place)** reflecting the percentage of participants who did not answer the item.



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Step 2: Preparing Metadata (2/2)



Download the Provided Template

2. Import your CSV file (optional)

Download and use the provided CSV template to prepare your data. Please ensure your file matches with the structure of the template before uploading it.

[Download CSV template](#)

Import your CSV file here
CSV files. Maximum size 5MB.

[Choose it from your computer](#)

No file chosen

- Use the Excel template provided in the Library to ensure the correct structure and formatting.
- The template contains predefined lists for Domains, Subdomains, and Levels, which must be used.

Fill in the Compulsory Fields

- ID Item
- Item Title
- Domain
- Subdomain
- Grade / Level

- You can find the correct field names in the first rows of the CSV template.

Fill in Statistical Data (Optional, but Recommended)

- Test Sample Size
- Item Sample Size
- Success Rate
- Point-Biserial
- Non-Response Rate

- You can find the correct field names in the first rows of the CSV template.

CSV File Example :

45	#
46	# table data to complete
47	ID item,"Item title",Domain,Subdomain,Level,"Test sample size","Item sample size","Success rate","Discriminatory rate","Non response rate"
48	i1403251779779611,"Years worked at the company",native-language,native-language.reading,grade_1,10,15,0.3,0.3,0.3
49	i14032514575139,Benefits,native-language,native-language.reading,grade_1,10,12,0.2,0.2,0.2
50	i140325116446407,"Work environment",mathematics,mathematics.algebra,grade_3,10,15,0.4,0.4,0.4
51	

Best Practices

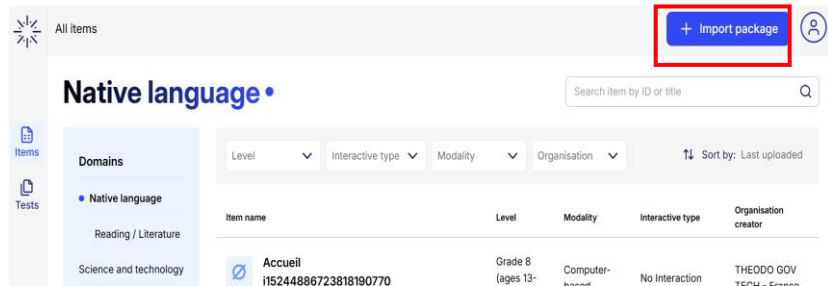
- Always use the predefined lists for Domains, Subdomains, and Levels to prevent validation errors (copy and paste from the first rows of the CSV file).
- Ensure numerical values are properly formatted (e.g., use 0.3 instead of 0,3 for decimals in English formatting). Do not modify the CSV structure (column order and headers must remain unchanged).
- Check for typos or incorrect field values before saving the file.
- Ensure that the correct delimiters are used (e.g., commas)
- Save the file as CSV using UTF-8 encoding.
- For test exports or group multiple items, if any errors are detected in the CSV file, correct them and re-upload the entire revised version.



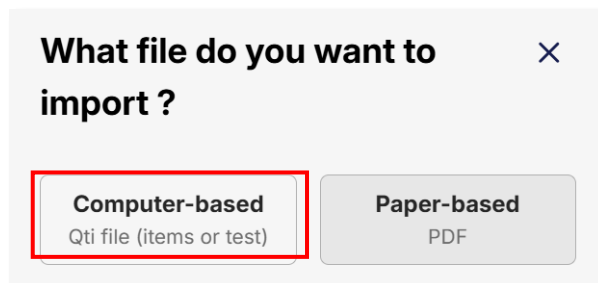
6

Step 3: Importing the QTI items (1/2)

1. Log in to FLIP+ Library and navigate to the **Import Package** section.



2. Select "**Computer-Based**", as this import concerns digital items (not paper-based).



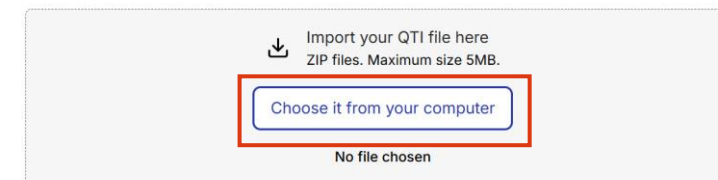
3. Upload the files:

- Upload the **QTI ZIP file** (maximum 200mo).

Import new QTI file

Upload files •

1. Import your QTI file

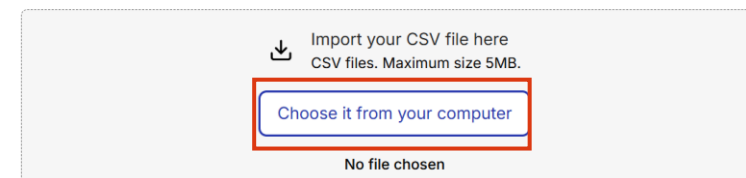


- Upload the **CSV file** (optional but recommended).

2. Import your CSV file (optional)

Download and use the provided CSV template to prepare your data. Please ensure your file matches with the structure of the template before uploading it.

[Download CSV template](#)





6

Step 3: Importing the QTI items (2/2)



During the import process, the system automatically **validates the QTI file** to ensure compliance with the required format. If an issue is detected, **an error message** will be displayed, preventing the file from being imported. Below is a list of potential errors and their causes:

Error	Message displayed
• Invalid Manifest	imsmanifest.xml file does not exist
• Invalid Zip Structure	The mime type of the file is invalid ("text/plain"). Allowed mime types are application/zip.
• Invalid XML	Manifest is not a valid xml
• Invalid manifest schema	Manifest schema is invalid
• QTI without item	No item found

Error message displayed when uploading an invalid QTI file :

The screenshot shows a web interface for importing QTI files. At the top, there are three tabs: '1 Upload File' (active), '2 Check package', and '3 Overview'. Below the tabs, it says 'Import new QTI file'. The main heading is 'Upload files •'. Underneath, it says '1. Import your QTI file'. There is a large red dashed box containing the text 'Import your QTI file here' and 'ZIP files. Maximum size 5MB.'. Below this text is a button that says 'Choose it from your computer'. Below the button, it says 'No file chosen'. At the bottom left of the red dashed box, it says 'No item found' in red text.



6

Step 4: Verifying, Correcting, and Finalising the import



After the files are uploaded, the system performs **automated checks** to validate the import. A validation interface displays successful imports and errors.

⚠ Possible errors include:

✗ Incomplete or incorrect metadata (e.g., “Maths” instead of “Mathematics”).

Error Correction Process:

- Errors can be corrected directly on the platform using dropdown lists.
- Non-compliant files are automatically excluded from the import.

Import new QTI file

Check package •

234 successfully imported items & 2 incomplete items

Please complete the missing metadata to import your items. Incomplete items will not be imported.

Import	ID	Item title	Domain	Subdomain	Level	Type
✗	939882868	Item Name Version	Mathematics	Algebra and	Upper secondary s...	Associate Interaction
✗	939882868	Item Name Versi...	Mathematics	Algebra and	Upper secondary s...	Associate Interaction
✓	939882868	Item Name Versi...	Mathematics	Algebra and	Upper secondary s...	Associate Interaction
✓	939882868	Item Name Versi...	Mathematics	Algebra and	Upper secondary s...	Associate Interaction
✓	939882868	Item Name Versi...	Mathematics	Algebra and	Upper secondary s...	Associate Interaction
✓	939882868	Item Name Versi...	Mathematics	Algebra and	Upper secondary s...	Associate Interaction
✓	939882868	Item Name Versi...	Mathematics	Algebra and	Upper secondary s...	Associate Interaction

Confirm

✓ Items that meet the required format and metadata specifications are officially integrated into the FLIP+ Library.



6

Importing PDF tests

Inside FLIP+ Library



Step 1 Export Tests

- Export the paper-based file you want to import into the library
- It must be a Test (you can't import a unique Item)



Step 2 Import Tests

- Upload PDF file into the FLIP+ Library.
- Fill in the Test information (Title, Duration, Grade, Sample, Description)



Step 3 Select and save all the items

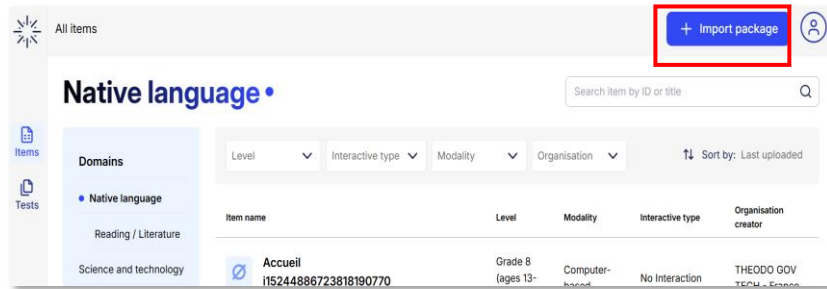
- Delimit items by selecting the relevant areas in your PDF and linking them to metadata and statistics.
- Then, fill in the required fields such as item name, domain, grade, and type.
- Finally, save each item to complete the integration process.



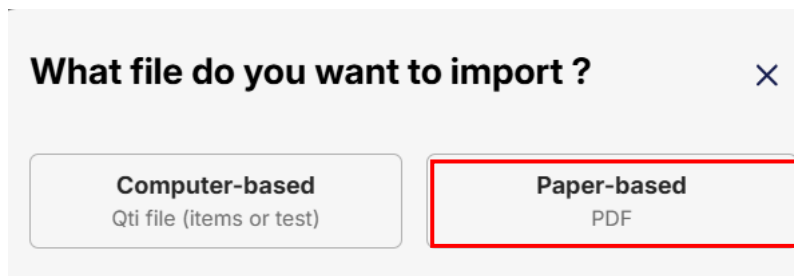
6

Step 2: Importing the Pdf tests

1. Log in to FLIP+ Library and navigate to the **Import Package** section.



2. Select **"Paper-Based"** to import a PDF file

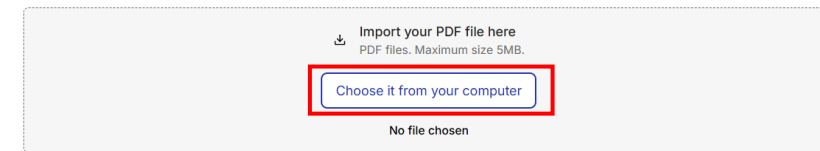


3. Upload the file:

- Upload the **PDF File** (maximum 5MB).

Upload file •

Import the PDF



4. Fill in the Test information

Test information •

Title
test

Duration (optional)
30 min

Grade
Grade 4 (ages 9-10)

Sample (optional)
12

Modality
Paper-based

Organisation creator
JS - France

Description (optional)
test

0/250



6

Step 3: Select and save all the items

Delimit items •

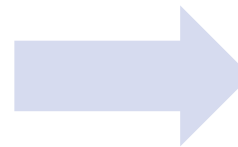
Define zones in your PDF to link to metadatas and statistics.

Exercise 1

● m n b d f

○ s r p t f

➔ m s r b d



Item(s) in file

Item 1

Metadata

Item name (required)

Domain (required)

Select... ▼

Subdomain (required)

Select... ▼

Grade (required)

Grade 1 (ages 6-7) ▼

Type (required)

Select... ▼

Main statistics

Sample size (optional)

123

Success rate (optional)

%

Discriminatory rate (optional)

Non response rate (optional)

%

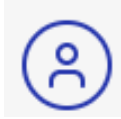
Save item

Using the mouse, **select on the left screen** the part that corresponds to one item and fill in the associated metadata and statistic;
Then, **complete the import**.



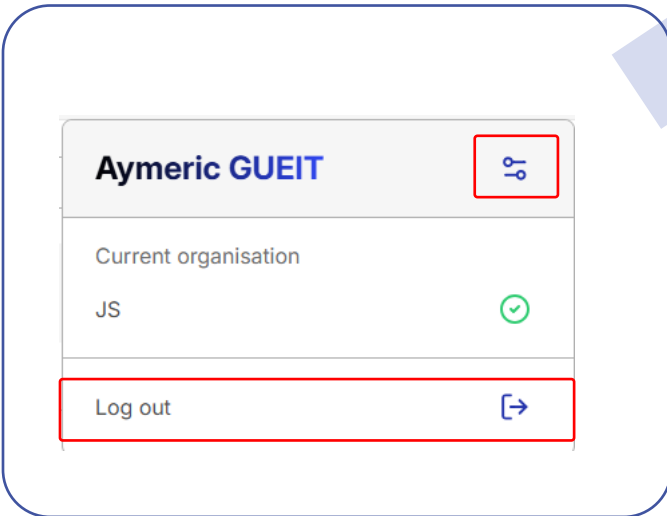
7

Account settings



From the profile menu (top right), you can access your personal settings.

- Check your **current organisation**
- **Change your password** at any time from the My Profile page (use the gear icon to open My profile)
- **Log out** securely when you're done





8

Additional resources and support



Need help?



If you experience any issues or have questions about how to use the platform, please contact your organisation's administrator for support.



For general questions about the FLIP+ Library project, you can reach out to:
info@flip-plus.org



For technical questions about the FLIP+ Library platform, you can reach out to:
contact@itemlibrary.org