



Surpass ItemBank Guidance for Principal Assessors creating Assessments

January 2015

Revised August 2016

© Scottish Qualifications Authority 2016

Version 2.1

Summary of Revisions from Version 1

| Section | Page | Revision |
|--|-------------|---|
| Whole guide | | Revised screenshots |
| Computer Specification | 5 | Revised Computer Specifications |
| Logging In and Homepage | 6 | Revisions to how passwords are issued |
| Carrying out a simple search in ItemBank | 11 | Revisions to process for searching |
| Narrowing down or amending your search in ItemBank | 13 | Renamed section from Carrying out a complex search in ItemBank. Added Edit Parameter functionality. |
| Free Text - Year Coding | 33 | Added new search parameter allowing filtering out of items used in a particular year |
| Workflow Status | 37 | Added new search parameter allowing all available items to be viewed |
| Appendix - Troubleshooting | 38 | Added new Troubleshooting section |

Summary of Revisions August 2016

| Section | Page | Revision |
|----------------------------|-------------|--|
| Computer Specification | 5 | Minor revisions to Computer Specifications |
| Appendix - Troubleshooting | 38 | Added new User validation failed issue |

Contents

| | |
|---|-----------|
| 1. Assessment Creation Overview | 4 |
| 2. Getting Started | 5 |
| (a) Computer Specification | 5 |
| (b) Key Contacts | 5 |
| (c) Security | 5 |
| 3. Logging In and Homepage | 6 |
| (a) Logging In | 6 |
| (b) System Lock | 6 |
| (c) Homepage | 7 |
| 4. ‘Check Out’ the Assessment Version and Select Items | 8 |
| (a) The Assessment Version Management tab | 8 |
| (b) Editing Assessment Versions | 9 |
| (c) Carrying out a simple search in ItemBank | 11 |
| (d) Narrowing down or amending your search in ItemBank | 13 |
| (e) Item Search Results | 14 |
| (f) Arranging Selected Items | 15 |
| 5. Viewing the Assessment | 18 |
| 6. Amending the Assessment | 23 |
| (a) Reselecting or Rearranging Items | 23 |
| (b) Amending Content | 26 |
| 7. Completing the Assessment | 29 |
| 8. Appendix - Search Parameters | 30 |
| (a) Fixed Ref | 31 |
| (b) Free Text | 32 |
| (c) Free Text - Year Coding | 33 |
| (d) Specific Item | 34 |
| (e) Item Name | 35 |
| (f) Folder Reference | 36 |
| (g) Workflow Status | 37 |
| 9. Appendix - Troubleshooting | 38 |

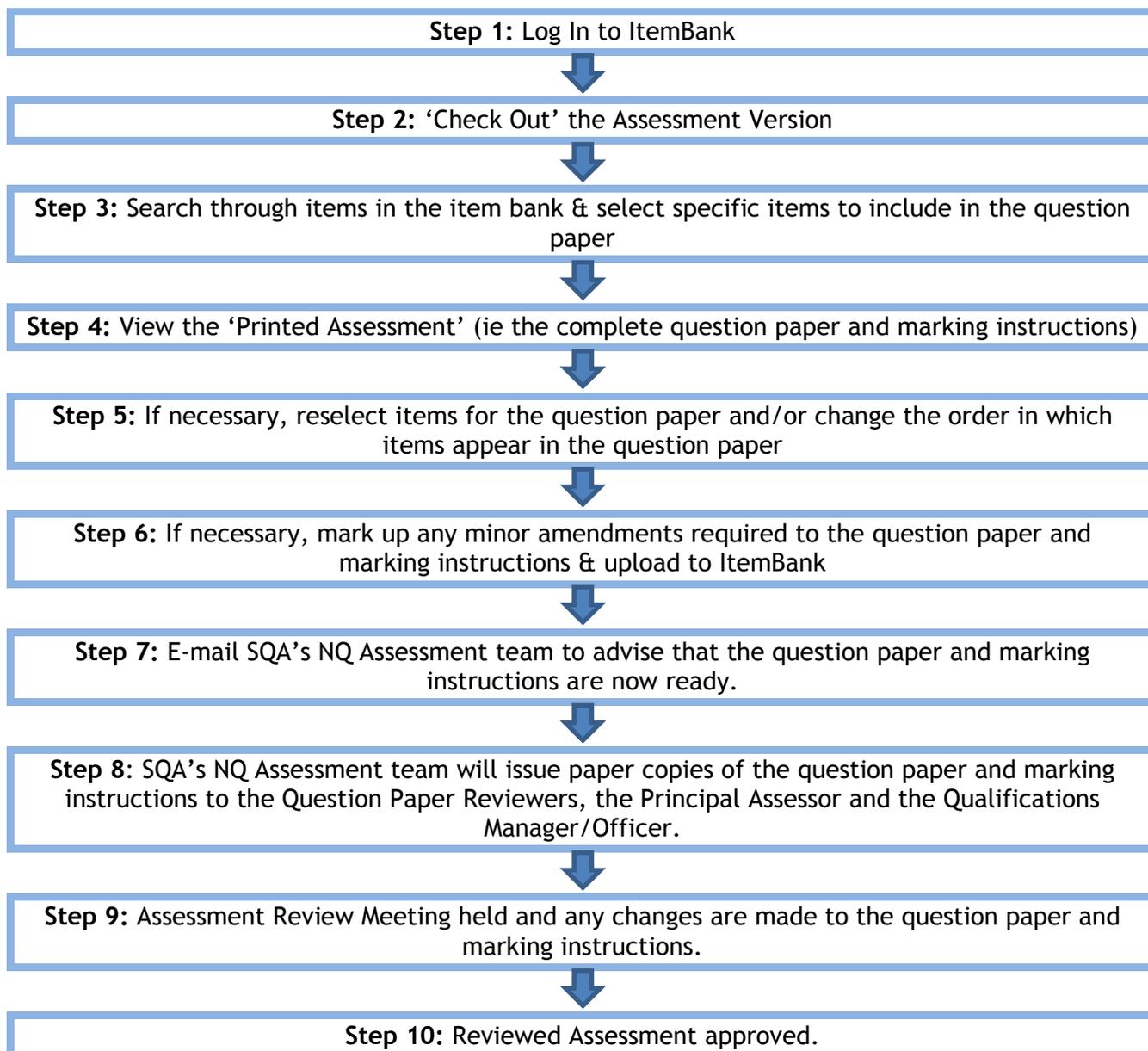
1. Assessment Creation Overview

ItemBank is designed for use in both paper-based and onscreen assessments; however this guide is intended for use with **paper-based assessments only**. An assessment is a question paper and its associated marking instructions.

Principal Assessors will use ItemBank to:

- select items to include in a question paper
- decide on the order that items should appear in the question paper
- preview the complete question paper and marking instructions in advance of the Assessment Review Meeting.

An overview of the Assessment Creation process is detailed below:



2. Getting Started

(a) Computer Specification

Your computer must meet the following minimum specifications in order to run ItemBank.

| | |
|--------------------|---|
| Processor | 2.33GHz Single core CPU Or 1.2GHz Dual core CPU |
| Memory | 1GB |
| Display | Screen resolution of 1024 x 768 Graphics card with at least 64MB of memory |
| Internet Browser | Internet Explorer 9 to 11 Mozilla Firefox 18 to 39 Google Chrome 17 to 45 |
| Adobe Flash Player | 12.0.0.38 to 18.0.0.209 |
| Microsoft Word | 2007 2010 2013 |

(b) Key Contacts

| Activity | Contact | Telephone/e-mail |
|--|--|---|
| Using ItemBank Username/password queries | ADD - NQ Assessment | question.papers@sqa.org.uk 0345 213 6805 |
| Subject support & advice | Qualifications Manager Qualifications Officer | |

(c) Security

Please refer to Section 2 - Security of confidential materials in the [Guidance for Producing and Quality Assuring Items, Question Papers and Marking Instructions](#) for a note of security procedures which must be followed when using ItemBank.

3. Logging In and Homepage

(a) Logging In

You will be sent an e-mail from question.papers@sqa.org.uk detailing the address for logging in to ItemBank and your username. You will be sent an auto-generated e-mail from ItemBank containing your password.

- Follow the link in the e-mail.
- Enter your username and password. Please note the password is case sensitive.



- Click 'Log In'.

(b) System Lock

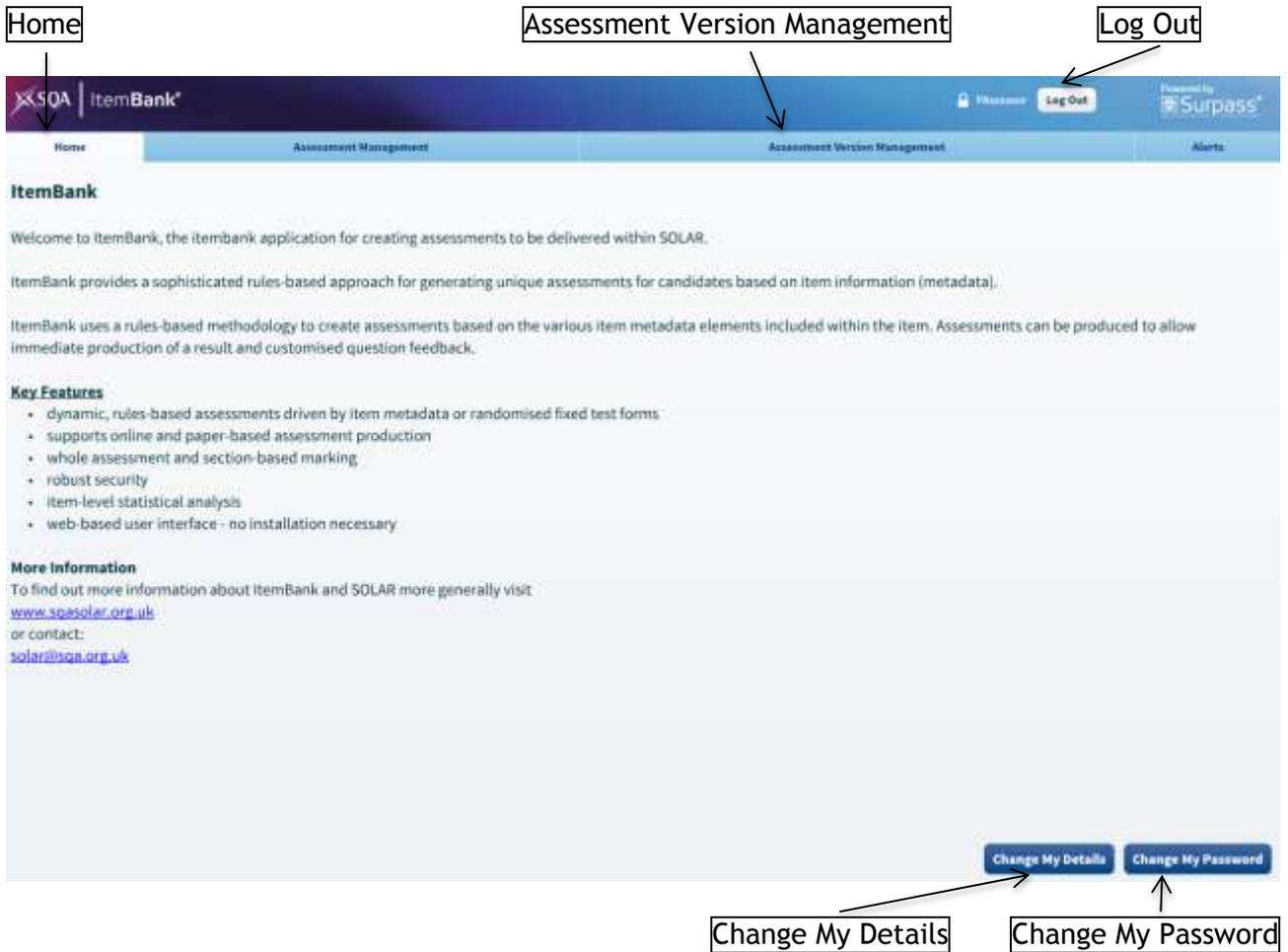
After a period of inactivity, ItemBank will lock you out and you will have to re-enter your password.



- Enter your password and click 'Log In' to continue working in ItemBank.

(c) Homepage

This is the ItemBank homepage.



- Clicking on any of the tabs along the top of the page will take you to the relevant screen - 'Home' or 'Assessment Version Management'.
- To log out of ItemBank use the 'Log Out' button at the top of the screen.
- To change any of your details (name or e-mail address) use the 'Change My Details' button at the bottom of the screen.
- To change your password use the 'Change My Password' button at the bottom of the screen. When you first log in to ItemBank you should change your password.

4. 'Check Out' the Assessment Version and Select Items

(a) The Assessment Version Management tab

- Click on 'Assessment Version Management' to access the Assessment Version Management tab.



An 'Assessment Version' refers to a question paper for a specific year. Within this tab you should see a list of any question papers for which you are responsible. Please get in touch with NQ Assessment if you do not see your question papers. The Assessment Version Name column will indicate the year of the question paper.

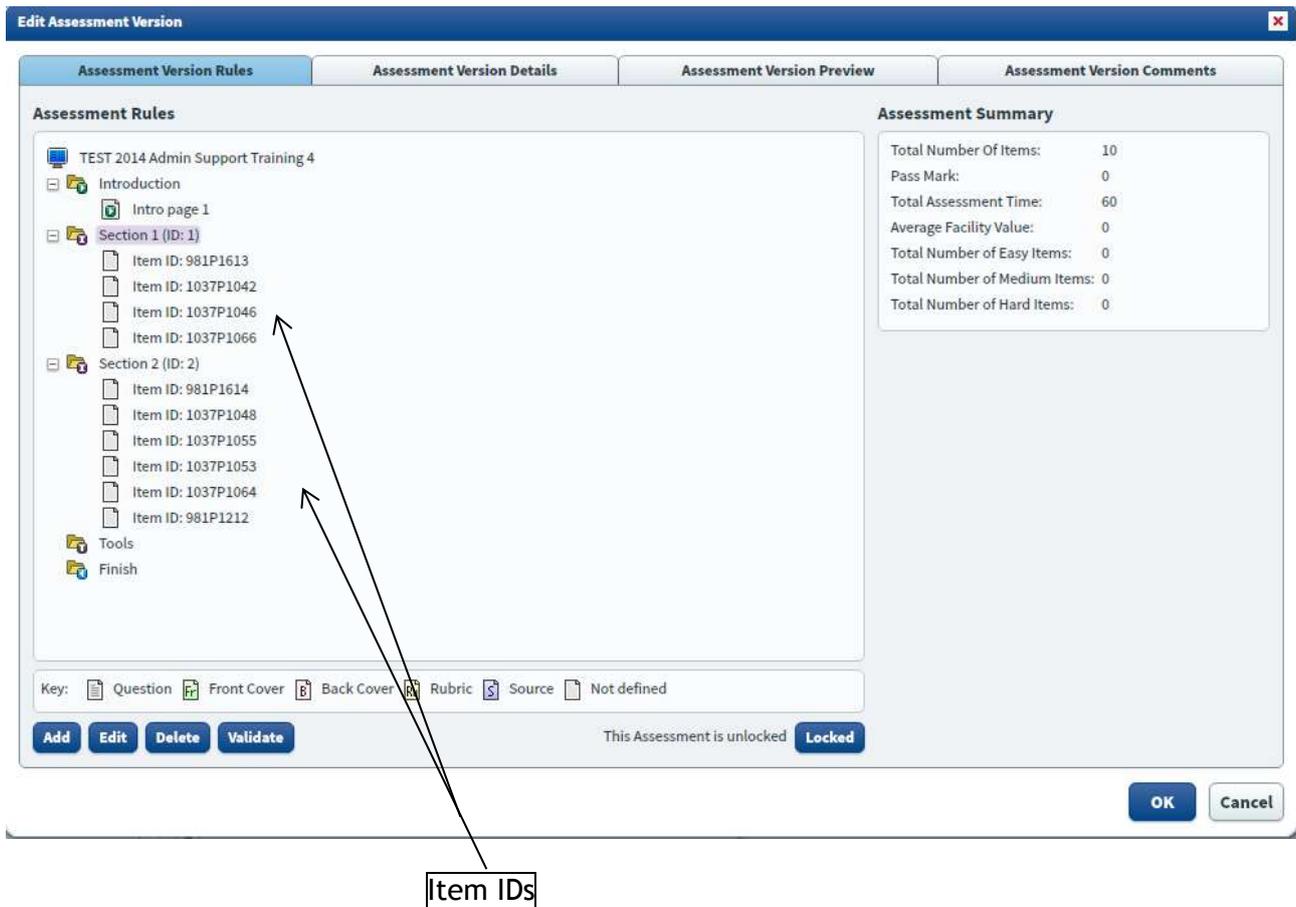
- If necessary, the Assessment Version Name column can be expanded by clicking and dragging the column edge.

| Subject | Assessment Name | Assessment Version Name | Asses... | Sta... | Start Date | End Date | Start T... | End T... | Checked-in by | Stat |
|------------------|------------------------------|-----------------------------------|----------|--------|---------------------|---------------------|------------|----------|--------------------|------|
| TEST QM Training | TEST NQ Assessment Training | TEST NQ Assessment Training 1 | NQAT1 | Draft | 24/07/2014 00:00:00 | 24/07/2014 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: adm | |
| TEST QM Training | TEST NQ Assessment Training | TEST NQ Assessment Training 2 | NQAT2 | Draft | 24/07/2014 00:00:00 | 24/07/2014 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: adm | |
| TEST QM Training | TEST NQ Assessment Training | TEST NQ Assessment Training 3 | NQAT3 | Draft | 24/07/2014 00:00:00 | 24/07/2014 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: adm | |
| TEST QM Training | TEST NQ Assessment Training | TEST NQ Assessment Training 4 | NQAT4 | Draft | 24/07/2014 00:00:00 | 24/07/2014 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: adm | |
| TEST QM Training | TEST NQ Assessment Training | TEST NQ Assessment Training 5 | NQAT5 | Draft | 24/07/2014 00:00:00 | 24/07/2014 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: adm | |
| TEST QM Training | TEST NQ Assessment Training | TEST NQ Assessment Training 6 | NQAT6 | Draft | 24/07/2014 00:00:00 | 24/07/2014 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: adm | |
| TEST QM Training | TEST NQ Assessment Training | TEST NQ Assessment Training 6 | NQAT6 | Draft | 24/07/2014 00:00:00 | 24/07/2014 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: adm | |
| TEST QM Training | TEST NQ Assessment Training | TEST NQ Assessment Training 7 | NQAT7 | Draft | 24/07/2014 00:00:00 | 24/07/2014 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: adm | |
| TEST QM Training | TEST NQ Assessment Training | TEST NQ Assessment Training 8 | NQAT8 | Draft | 24/07/2014 00:00:00 | 24/07/2014 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: adm | |
| TEST PA Training | TEST PA Training Assessment | TEST 2014 PA Training Paper 1 | 8989G2 | Draft | 24/06/2013 00:00:00 | 23/06/2013 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: wab | |
| TEST PA Training | TEST PA Training Assessment | TEST 2014 PA Training Paper 2 | 8989G2 | Draft | 24/06/2013 00:00:00 | 23/06/2013 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: wab | |
| TEST QM Training | TEST QM Training Structure 1 | TEST 2014 QM Training Structure 1 | 811349 | Draft | 24/04/2013 00:00:00 | 05/04/2013 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: gpe | |
| TEST QM Training | TEST QM Training Structure 2 | TEST 2014 QM Training Structure 2 | 811349 | Draft | 24/04/2013 00:00:00 | 05/04/2013 00:00:00 | 00:00:00 | 23:59:59 | Checked-in by: gpe | |

- To edit an Assessment Version first select it from the list (it will then be highlighted in blue).
- Click 'Check-Out'.
- Click 'Edit Assessment Version'.

(b) Editing Assessment Versions

You will then be presented with the Edit Assessment Version screen.



The structure of the question paper will be reflected in the layout of this screen, ie you will see if it is split into separate sections. If the question paper is not split into separate sections you will see just one section.

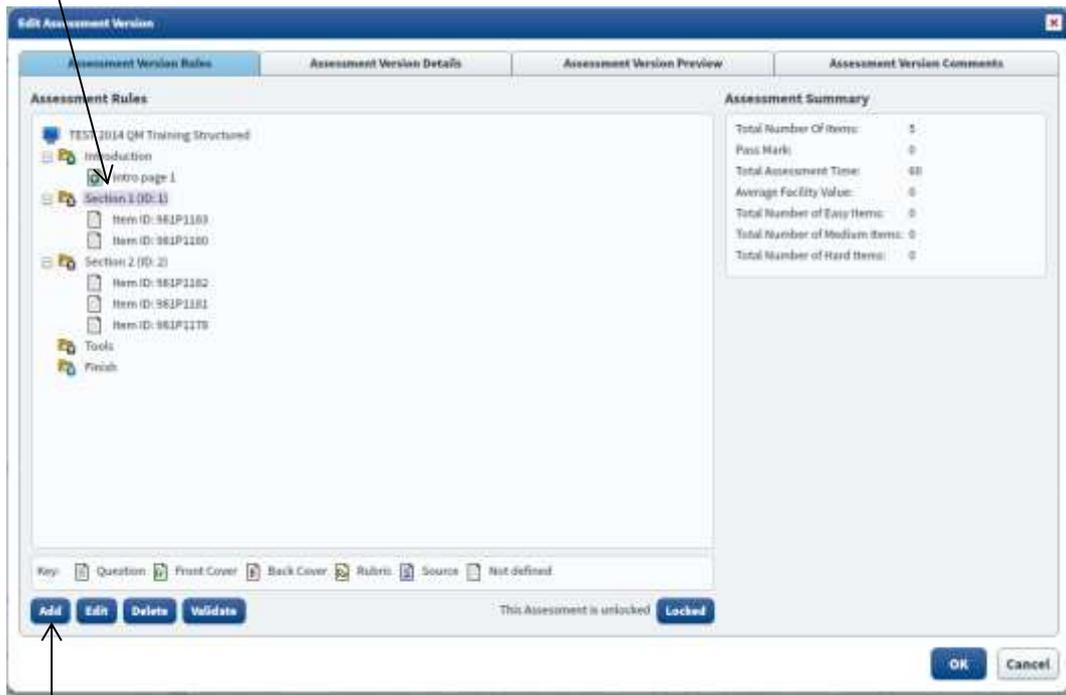
In the example above, the question paper has a Section 1 and a Section 2.

Note: when you first start working on a question paper, it may look as if some items have already been selected for the question paper (as indicated by 'Item IDs'). These 'items' are in fact standardised text that has been set up by SQA to appear in your question paper. For example, the 'Item IDs' shown in the screen above refer to the following text which has already been inserted:



Note: You must not edit/delete these existing items.

- To select items for a section in the question paper, first select a section (it will then be highlighted in pink) and then click 'Add'.



Add

You will then be presented with the Fixed Section screen.

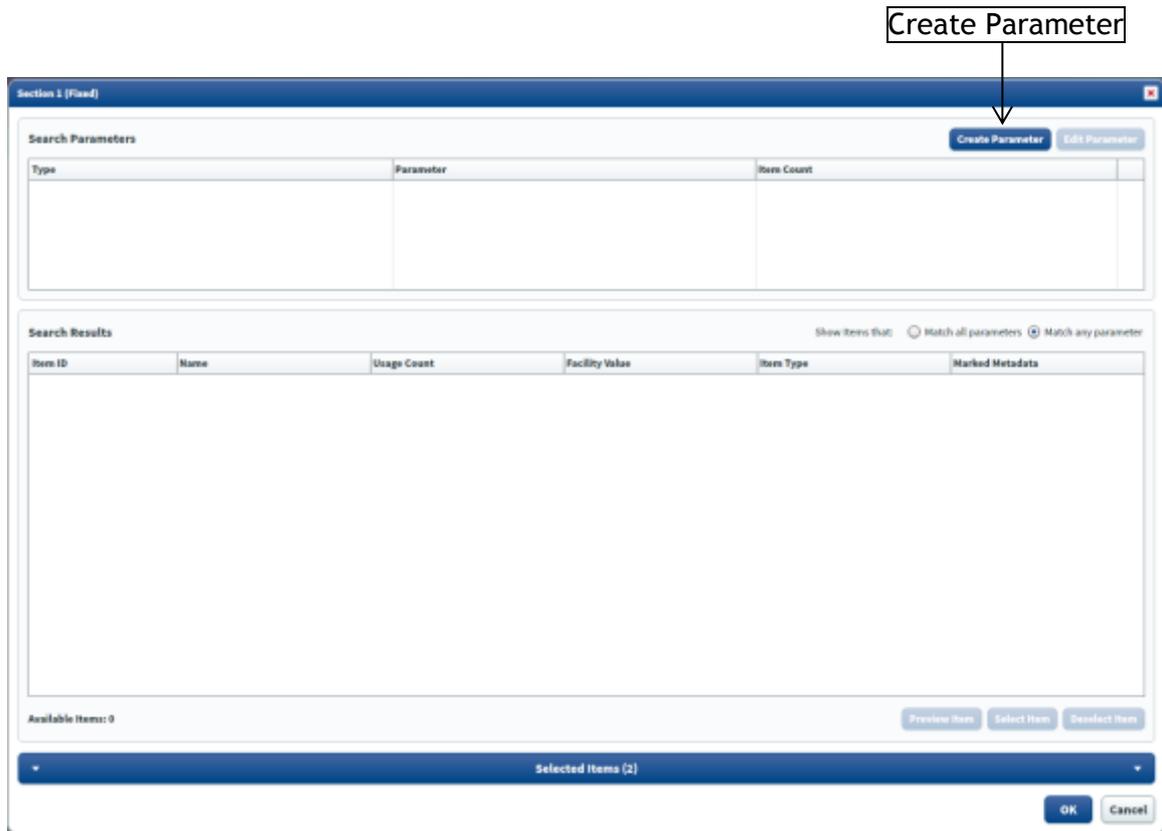
Search Items

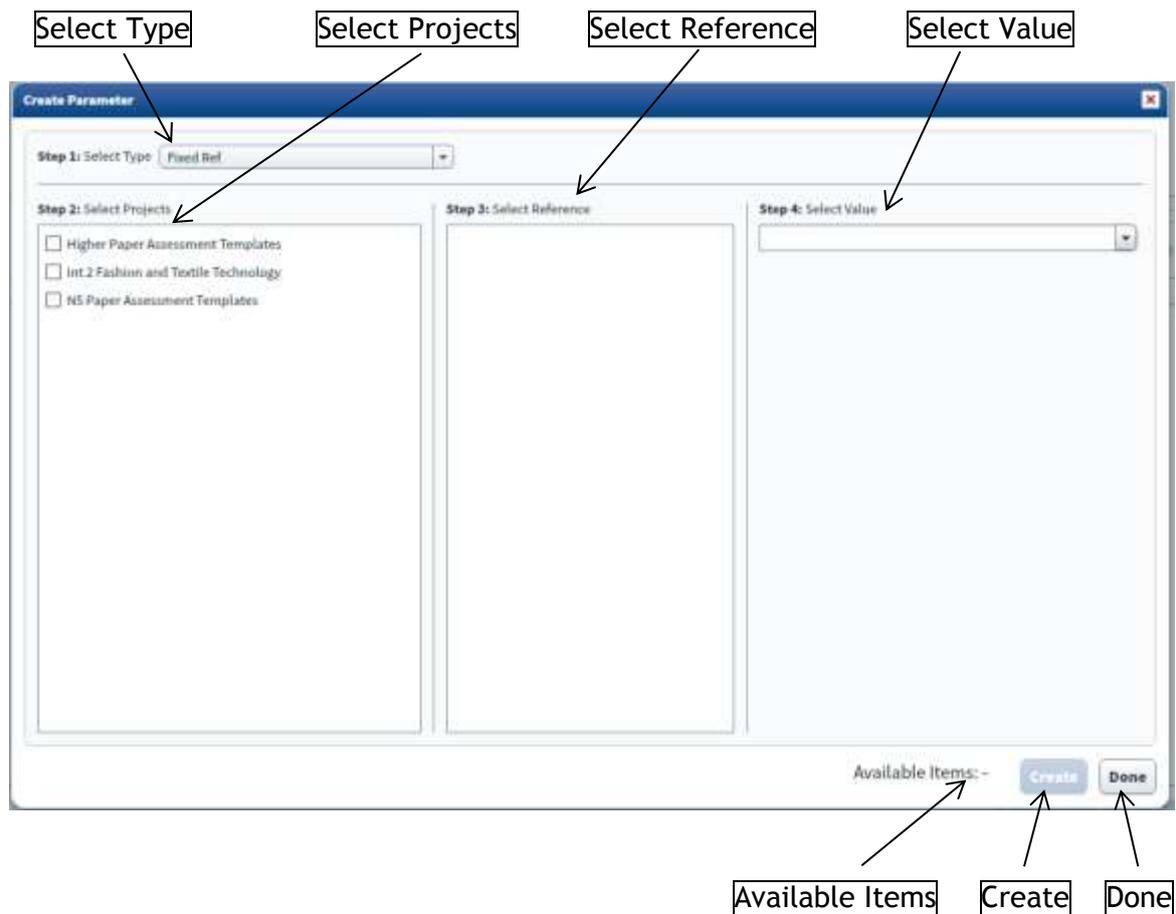


This is the screen which allows you to search through the bank for specific items you want to include in the question paper. To search for items click on 'Search Items'.

(c) Carrying out a simple search in ItemBank

- To start searching for items click 'Create Parameter'.





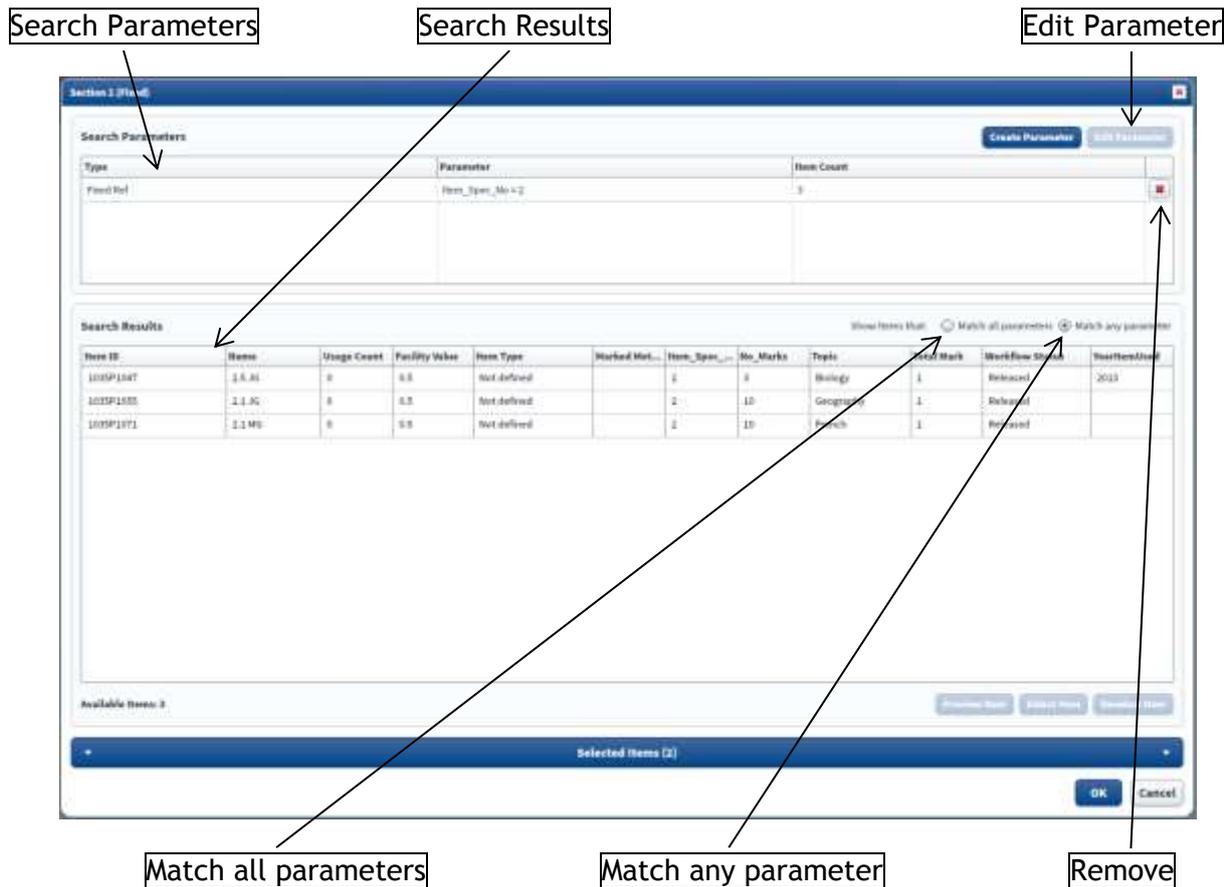
- Select 'Fixed Ref' from the 'Select Type' drop-down menu.
- Select your subject by checking the checkbox in the 'Select Projects' menu.
- Select a metadata field by clicking on the row in the 'Select Reference' menu.
- Select a value from the 'Select Value' drop-down menu.

'Available Items' will display the number of items that match the criteria specified.

- Click 'Create'.
- Click 'Done'.

Note: For other methods of searching for items in ItemBank please see the [Appendix - Search Parameters](#) section (page 30).

After clicking on 'Done' you will return to the Fixed Section screen where you will see the Search Parameters you have applied and the Search Results



(d) Narrowing down or amending your search in ItemBank

If your search has returned a large number of items then you may want to narrow down your search further before looking at items that have been returned in the search. You can do this by applying multiple parameters.

- To apply another parameter to a simple search simply repeat the steps for carrying out a simple search using your additional search parameters.
- These parameters can be combined using either 'Match all parameters' or 'Match any parameters', ie the results will be based on a match from all the parameters combined or a match from any of the individual parameters.

If your search did not find the items that you wanted then you may want to amend your search.

- To edit a parameter, select the parameter row in the Search Parameters box (it will then be highlighted in blue), then click 'Edit Parameter'.
- To remove any parameters, click on the red 'Remove' cross beside the entry in the Search Parameters section.

(e) Item Search Results

The items that have been returned in your search will appear in the Item Search Results table on the screen.

The screenshot shows a software interface for searching items. At the top, there is a 'Search Parameters' section with a table containing one row: 'Fixed Ref' with parameter 'Item_Spec_No=2' and a count of '5'. Below this is the 'Search Results' section, which displays a table with columns: Item ID, Item, Usage Count, Facility Value, Item Type, Marked Mat..., Item_Spec..., No. Marks, Topic, Total Mark, Workflow Status, and Year/Item/Ref. Three rows of results are visible, with arrows pointing to them from the label 'Item Rows'. Below the results table is a 'Selected Items (2)' bar with buttons for 'Preview Item' and 'Select Item', and arrows pointing to them from the labels 'Preview Item' and 'Select Item'. A 'Selected Items' label points to the bar itself.

| Item ID | Item | Usage Count | Facility Value | Item Type | Marked Mat... | Item_Spec... | No. Marks | Topic | Total Mark | Workflow Status | Year/Item/Ref |
|----------|--------|-------------|----------------|-------------|---------------|--------------|-----------|-----------|------------|-----------------|---------------|
| 105P1547 | 1.5.81 | 5 | 0.5 | Not defined | | 2 | 5 | Biology | 1 | Released | 2013 |
| 105P1555 | 1.1.3C | 5 | 0.5 | Not defined | | 2 | 10 | Geography | 1 | Released | |
| 105P1571 | 1.1.M5 | 5 | 0.5 | Not defined | | 2 | 10 | French | 1 | Released | |

- The Item Search Results can be sorted by clicking on any of the 'Column Headings' once. Clicking again on the 'Column Headings' sorts the results in the opposite order.
- If you wish to view the content of a specific item **before** deciding whether to select it for the question paper, select the 'Item Row' and click 'Preview Item'.

Depending on the settings of your Internet browser you may now get the option to 'Open' or 'Save' the file.

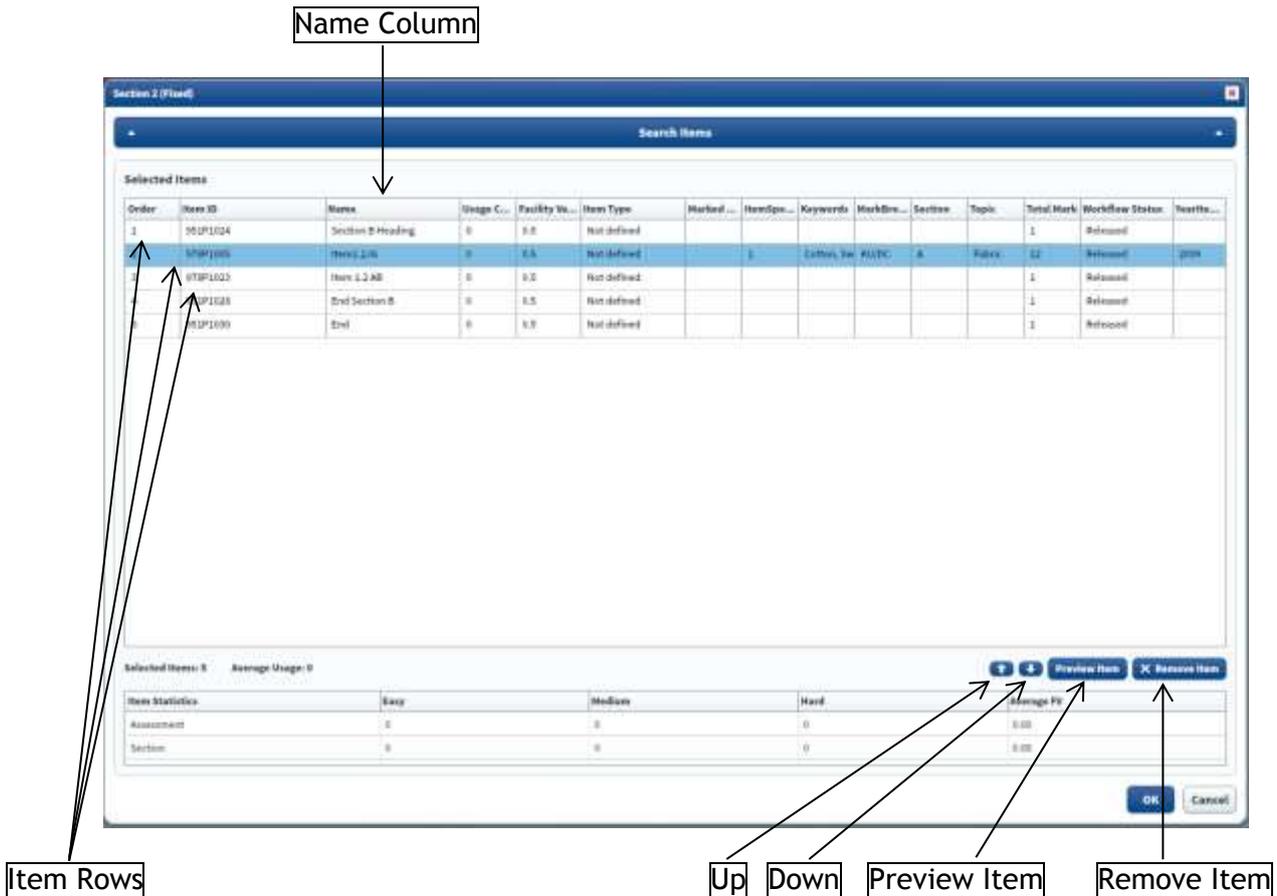
- Choose 'Open'. If 'Save' is the only option then open the file from where it was saved.

The item will open in Microsoft Word. Close Word when you have finished looking at the item.

Note: If your Internet browser is set up to save the file automatically **please remember to delete the file from your computer** once you have finished viewing it.

- If you wish to select one of the items for the question paper, select the 'Item Row' and click 'Select Item'. Repeat this to select further items.
- The item(s) you have selected for the question paper will appear in the Selected Items section which can be accessed by clicking 'Selected Items'.

(f) Arranging Selected Items



- If you wish to view one of the items that you have selected, select the 'Item Row' and click 'Preview Item'.

Depending on the settings of your Internet browser you may now get the option to 'Open' or 'Save' the file.

- Choose 'Open'. If 'Save' is the only option then open the file from where it was saved.

The item will open in Microsoft Word. Close Word when you have finished looking at the item.

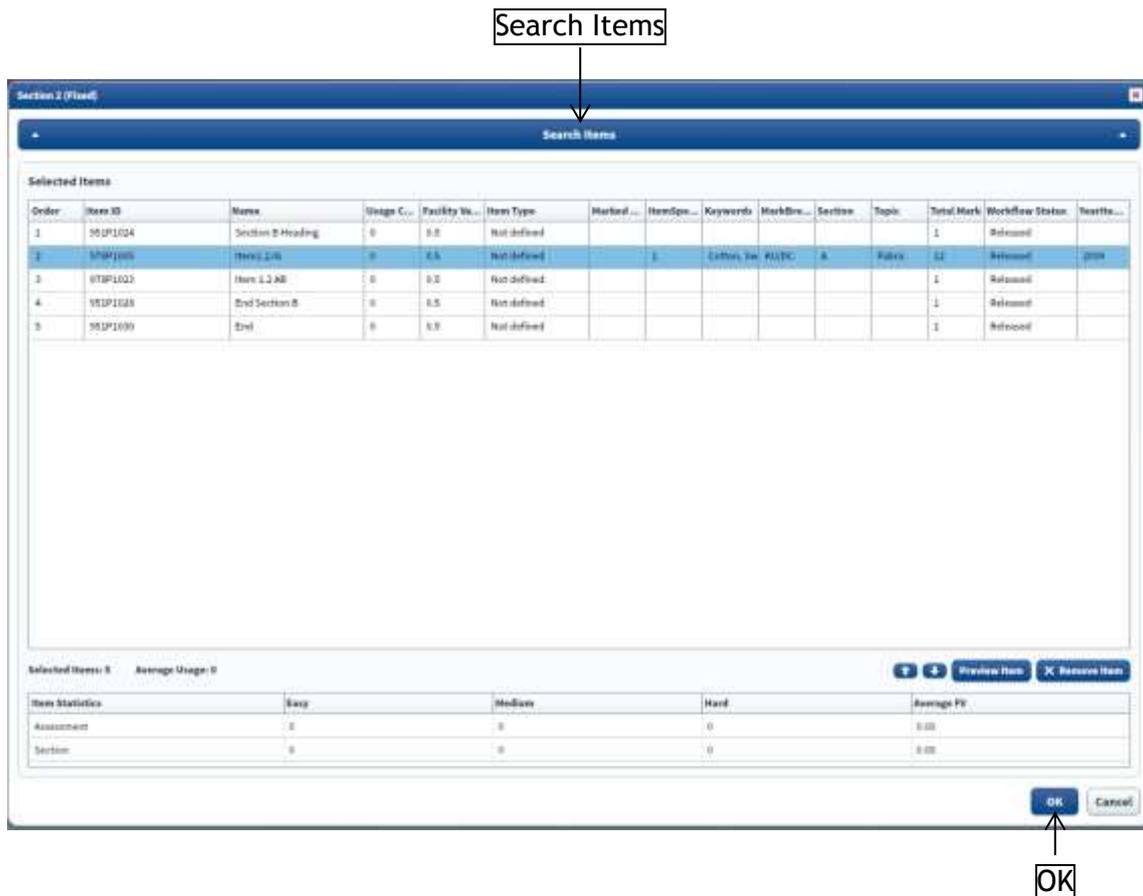
Note: If your Internet browser is set up to save the file automatically **please remember to delete the file from your computer** once you have finished viewing it.

- If you want to change the order that items will appear in the question paper select the 'Item Row' and use the 'Up' and 'Down' arrow buttons.

Note: Please remember that the question paper will be set up by SQA with items that contain standardised text. Any such items can be easily identified using the 'Name Column'. You must ensure that these items appear in the correct positions, ie Section 1 Heading should be the first item in the list and End Section 1 should be the last item in the list.

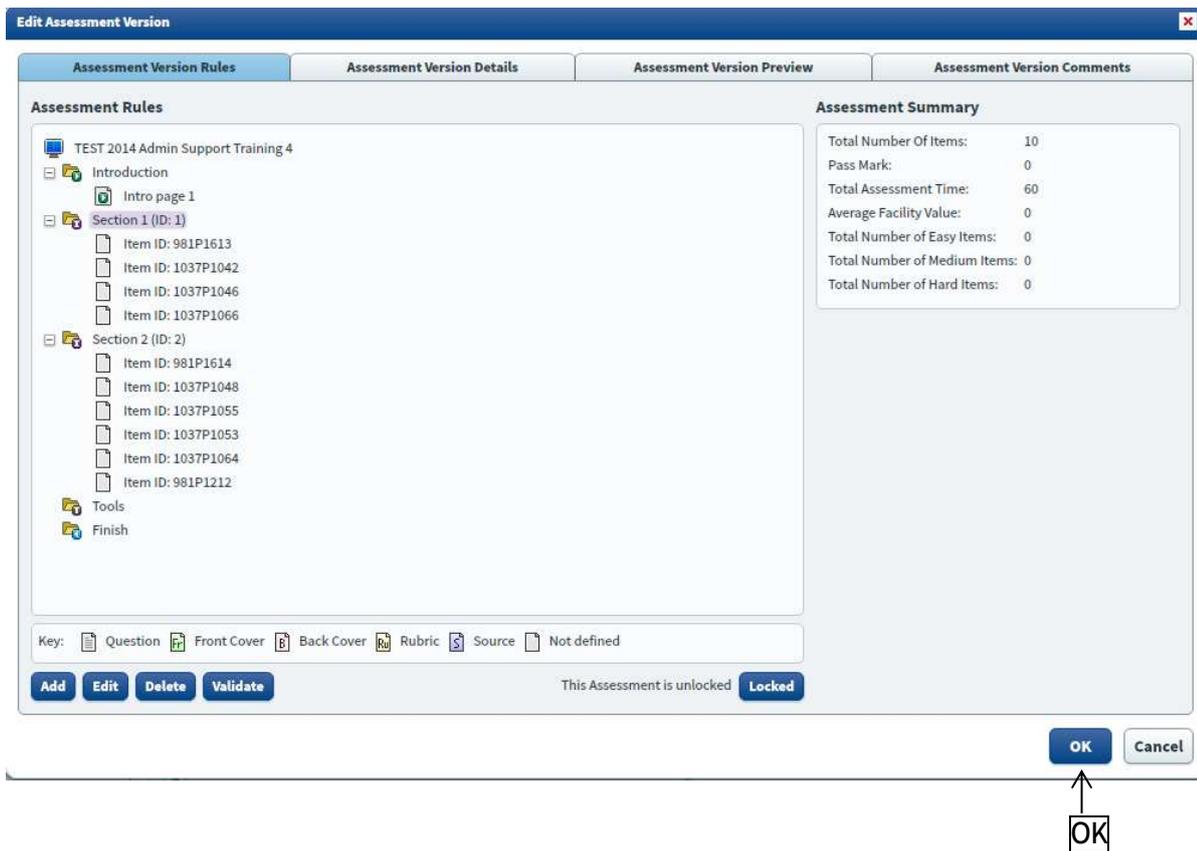
- If you wish to delete one of the items that you have selected, select the 'Item Row' and click 'Remove Item'.

- If you need to return to carry out a further search for an item click 'Search Items'.



- Once you have selected and arranged all the items click 'OK'.

You will return to the Edit Assessment Version screen.

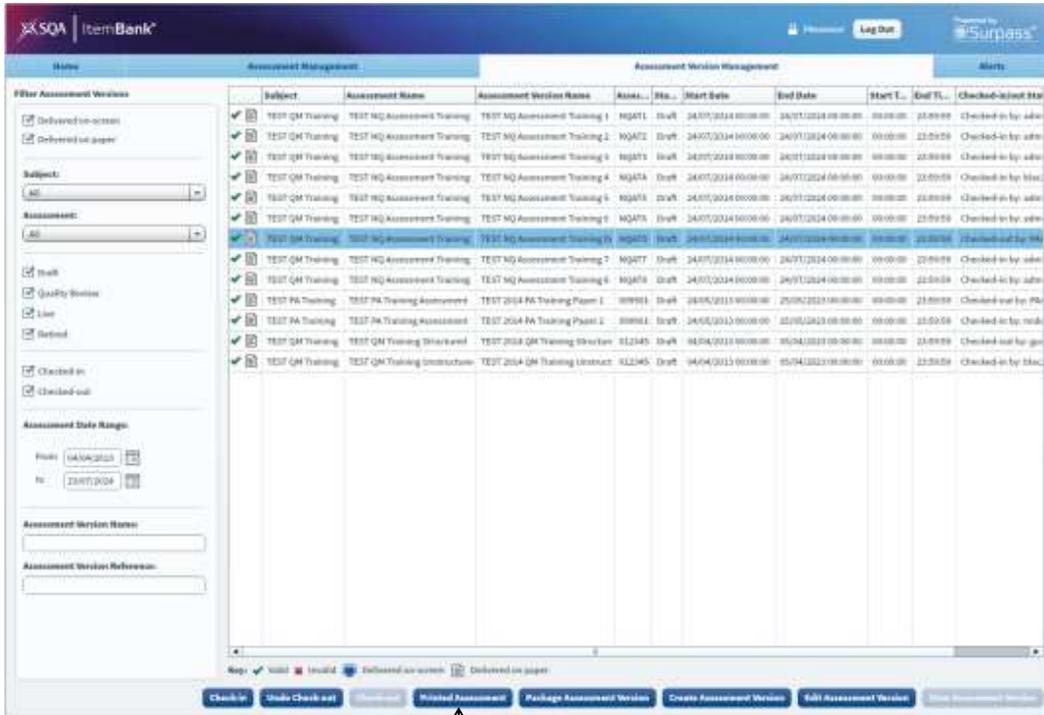


Note: If your question paper has more than one section, you should repeat this item selection process for the other sections. Return to the [Editing Assessment Versions](#) section (page 9).

Once you have selected all items for all sections of the question paper click 'OK'.

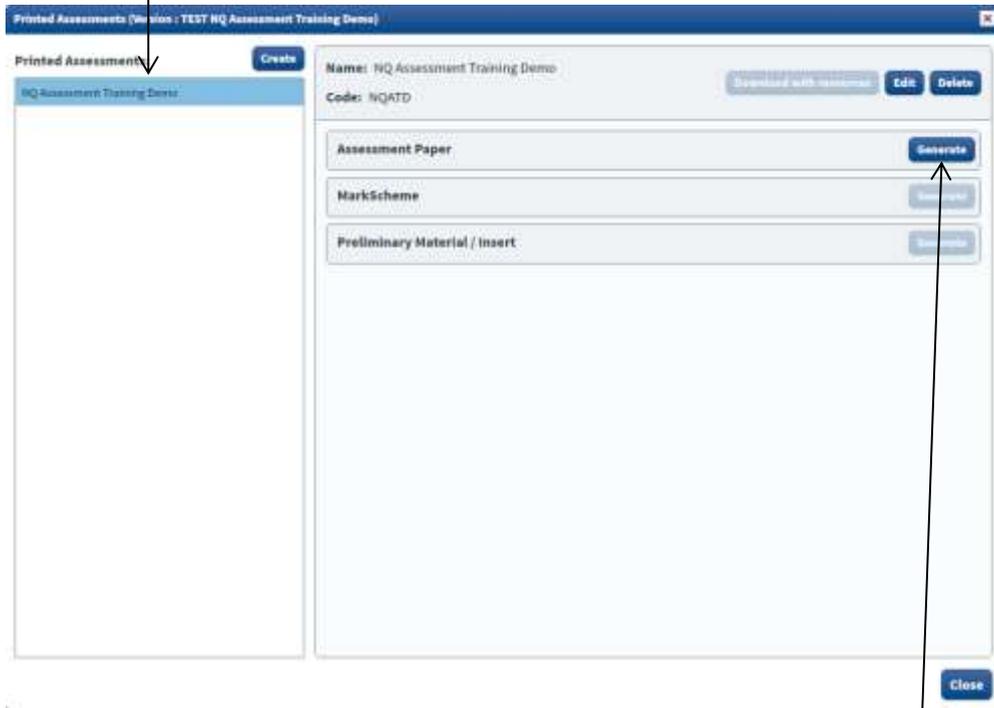
5. Viewing the Assessment

- Click on the 'Printed Assessment' button in the Assessment Version Management tab.



Printed Assessment

- Click on the question paper that you are currently working on in the Printed Assessments box.

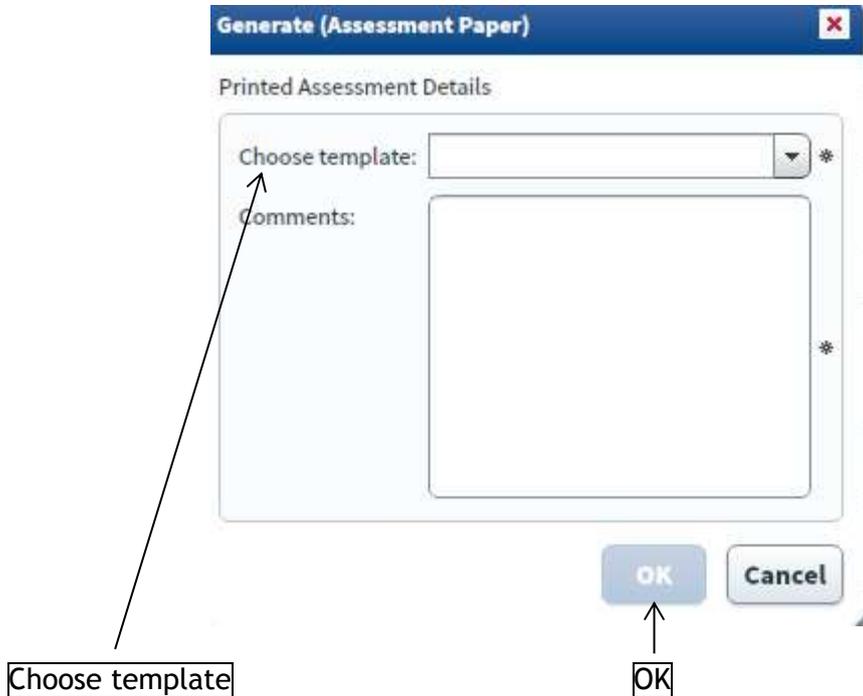


Generate

(a) Question Paper

- Click on the Generate button next to Assessment Paper.

You will then be presented with the Generate (Assessment Paper) window.



- In the 'Choose template' drop down menu select the correct booklet template. The booklet template will be:
 - *Level Paper Assessment Templates - Structured Booklet* (a question/answer booklet)
 - *Level Paper Assessment Templates - Unstructured Booklet* (a question only booklet)
 - *Level Paper Assessment Templates - Transcript or Word List Booklet* (a transcript or word list).
- Insert a comment in the Comments text box (eg Version 1) and click 'OK'.

The following will appear in the Assessment Paper section.



- To view the question paper click 'Download'.

Depending on the settings of your Internet browser you may now get the option to 'Open' or 'Save' the file.

- Choose 'Open'. If 'Save' is the only option then open the file from where it was saved.

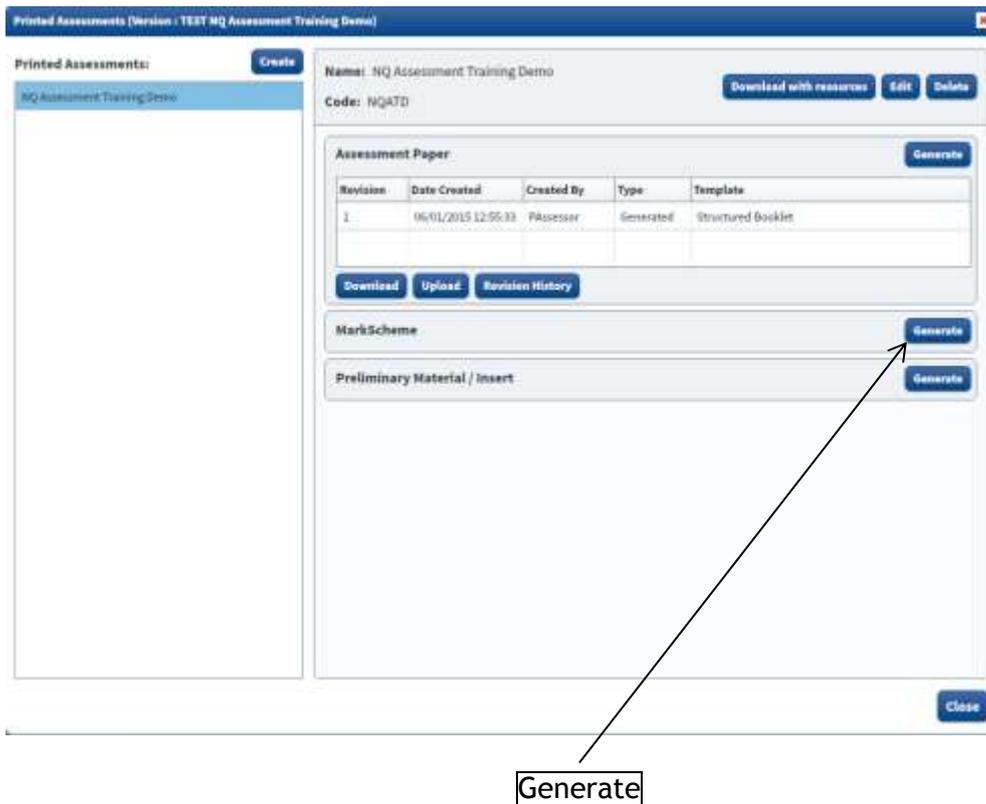
The file will be downloaded in a compressed (zipped) folder. Within this folder you will see the Microsoft Word document. The file title will be the name of the question paper followed by Exam Paper and then the version number, eg 2012 Fashion and Textile Technology Int 2_Exam Paper_1.docx

- You can then open this file in Word.

Note: If your Internet browser is set up to save the file automatically **please remember to delete the file from your computer** once you have finished viewing it.

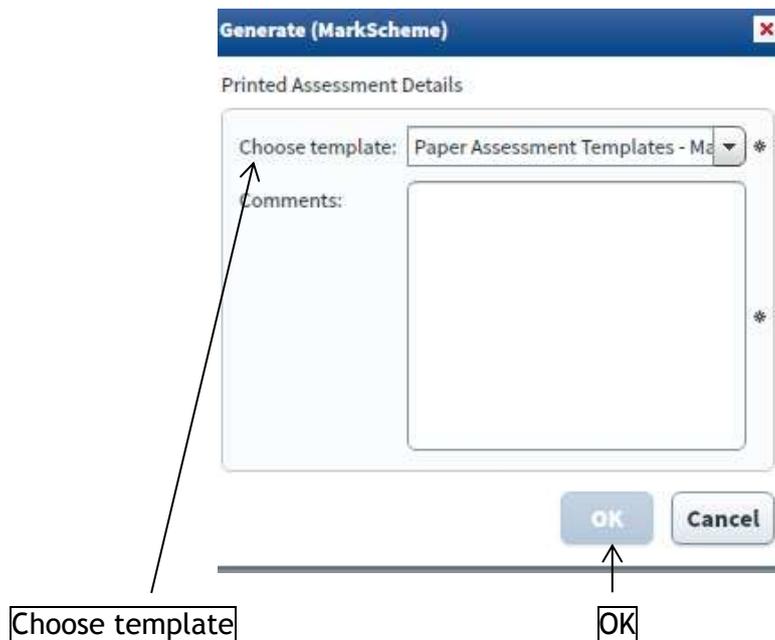
(b) Marking Instructions

- Return to the Printed Assessment screen in ItemBank.



- Click on the 'Generate' button next to Mark Scheme.

You will then be presented with the Generate (Mark Scheme) window.



- In the 'Choose template' drop down menu select *Level Paper Assessment Templates - Marking Instruction Booklet*.
- Insert a comment in the Comments text box (eg Version 1) and click 'OK'.

The following will appear in the Mark Scheme section.



The screenshot shows a web interface titled "MarkScheme" with a "Generate" button in the top right corner. Below the title is a table with the following data:

| Revision | Date Created | Created By | Type | Template |
|----------|---------------------|------------|-----------|-----------------------------|
| 1 | 06/01/2015 12:59:45 | PAssessor | Generated | Marking Instruction Booklet |
| | | | | |

Below the table are three buttons: "Download", "Upload", and "Revision History". An arrow points to the "Download" button, which is highlighted with a box and the word "Download" written below it.

- To view the marking instructions click 'Download'.

Depending on the settings of your Internet browser you may now get the option to 'Open' or 'Save' the file.

- Choose 'Open'. If 'Save' is the only option then open the file from where it was saved.

The file will be downloaded in a compressed (zipped) folder. Within this folder you will see the Microsoft Word document. The file title will be the name of the marking instructions followed by Mark Scheme and then the version number, eg 2012 Fashion and Textile Technology Int 2_Mark Scheme_1.docx

- You can then open this file in Word.

Note: If your Internet browser is set up to save the file automatically please remember to delete the file from your computer once you have finished viewing it.

- Once you have viewed the question paper and marking instructions proceed to the [Amending the Assessment](#) section on page 23 if you require any amendments.
- If no amendments are required proceed to the [Completing the Assessment](#) section on page 29.

6. Amending the Assessment

(a) Reselecting or Rearranging Items

Once you have viewed the complete assessment, you can reselect or rearrange any items if necessary (instructions for viewing the assessment can be found in the [Viewing the Assessment](#) section (page 18)).

- Close Microsoft Word and return to the Printed Assessment screen in ItemBank.

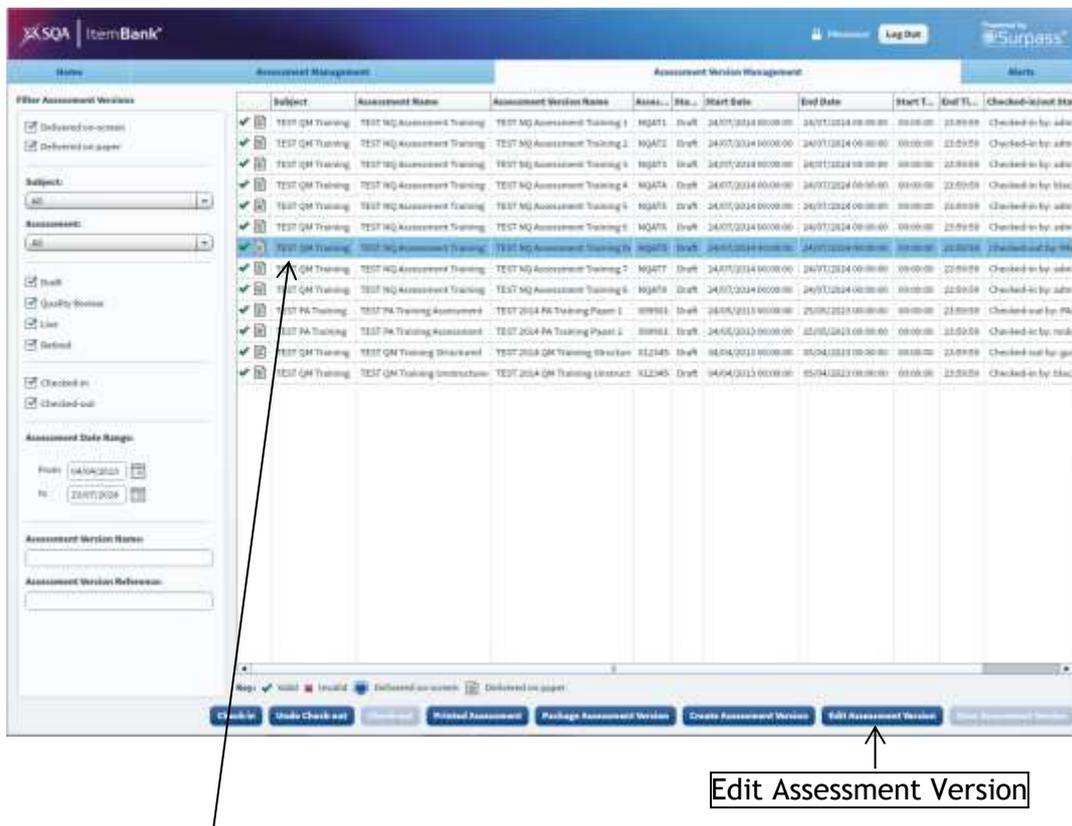
The screenshot shows a web application window titled 'Printed Assessments (Version: TEST NQ Assessment Training Demo)'. On the left, there is a list of 'Printed Assessments' with one entry: 'NQ Assessment Training Demo'. The main area displays details for this assessment:

- Name:** NQ Assessment Training Demo
- Code:** NQATD
- Buttons:** Download with resources, Edit, Delete
- Assessment Paper:** Includes a 'Generate' button and a table with columns: Revision, Date Created, Created By, Type, Template. The table contains one row: Revision 1, Date Created 06/01/2015 12:18:03, Created By PAssessor, Type Generated, Template Structured Booklet. Below the table are buttons for Download, Upload, and Revision History.
- MarkScheme:** Includes a 'Generate' button and a table with columns: Revision, Date Created, Created By, Type, Template. The table contains one row: Revision 1, Date Created 06/01/2015 12:19:12, Created By PAssessor, Type Generated, Template Marking Instruction Booklet. Below the table are buttons for Download, Upload, and Revision History.
- Preliminary Material / Insert:** Includes a 'Generate' button.

At the bottom right of the window, there is a 'Close' button. An arrow points from a larger 'Close' label below the window to this button.

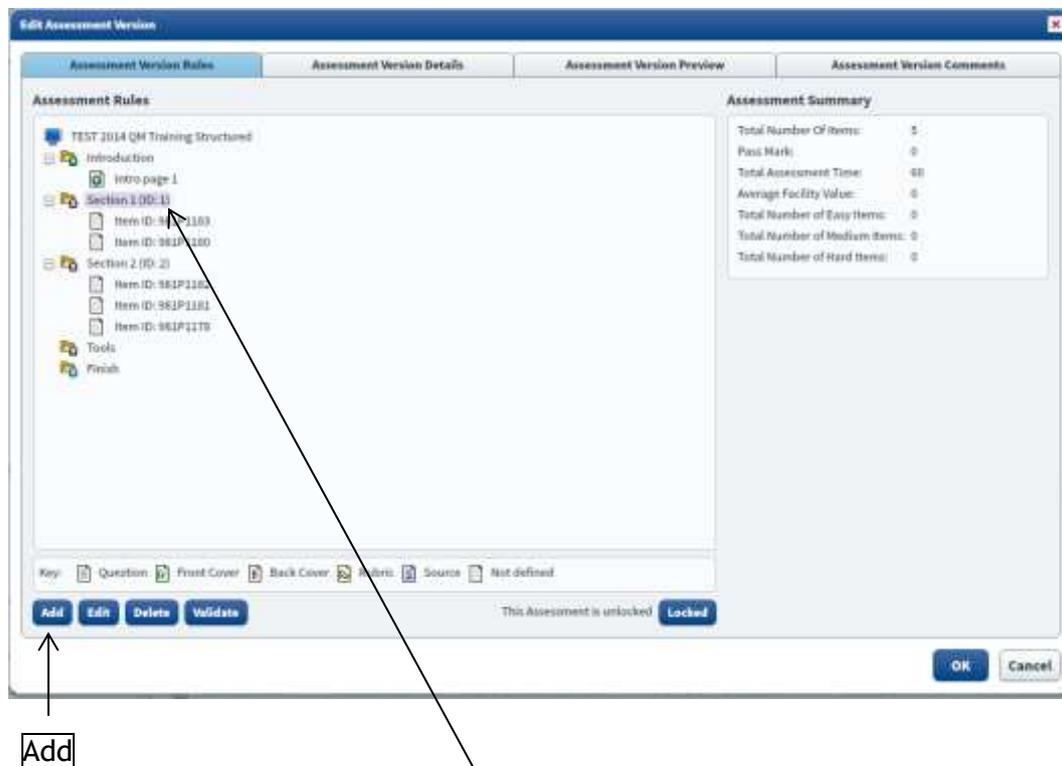
- Click 'Close' to close the Printed Assessment screen.

You will then return to the Assessment Version Management tab.



- To edit an Assessment Version first select it from the list (it will then be highlighted in blue).
- Click 'Edit Assessment Version'.

You will then return to the Edit Assessment Version screen.



- To reselect or rearrange items, select the section (it will then be highlighted in pink) and then click 'Add'.

You will then return to the Fixed Section screen.

| Order | Item ID | Name | Usage C. | Facility No. | Item Type | Marked | Item No. | Keywords | Marking | Section | Topic | Total Mark | Workflow Status | Results |
|-------|----------|-------------------|----------|--------------|-------------|--------|----------|--------------------|---------|---------|-------|------------|-----------------|---------|
| 1 | 000P1024 | Section 2 Heading | 0 | 0.0 | Not defined | | | | | | | 1 | Released | |
| 2 | 000P1005 | Item 2.0 | 0 | 0.5 | Not defined | | 5 | Control, Val, RUTC | A | Subra | | 12 | Released | open |
| 3 | 000P1023 | Item 2.2 AB | 0 | 0.0 | Not defined | | | | | | | 1 | Released | |
| 4 | 000P1026 | End Section B | 0 | 0.5 | Not defined | | | | | | | 1 | Released | |
| 5 | 000P1000 | End | 0 | 0.0 | Not defined | | | | | | | 1 | Released | |

Item Rows Up Down Preview Item Remove Item

- If you wish to view one of the items before rearranging or reselecting, select the 'Item Row' and click 'Preview Item'.

Depending on the settings of your Internet browser you may now get the option to 'Open' or 'Save' the file.

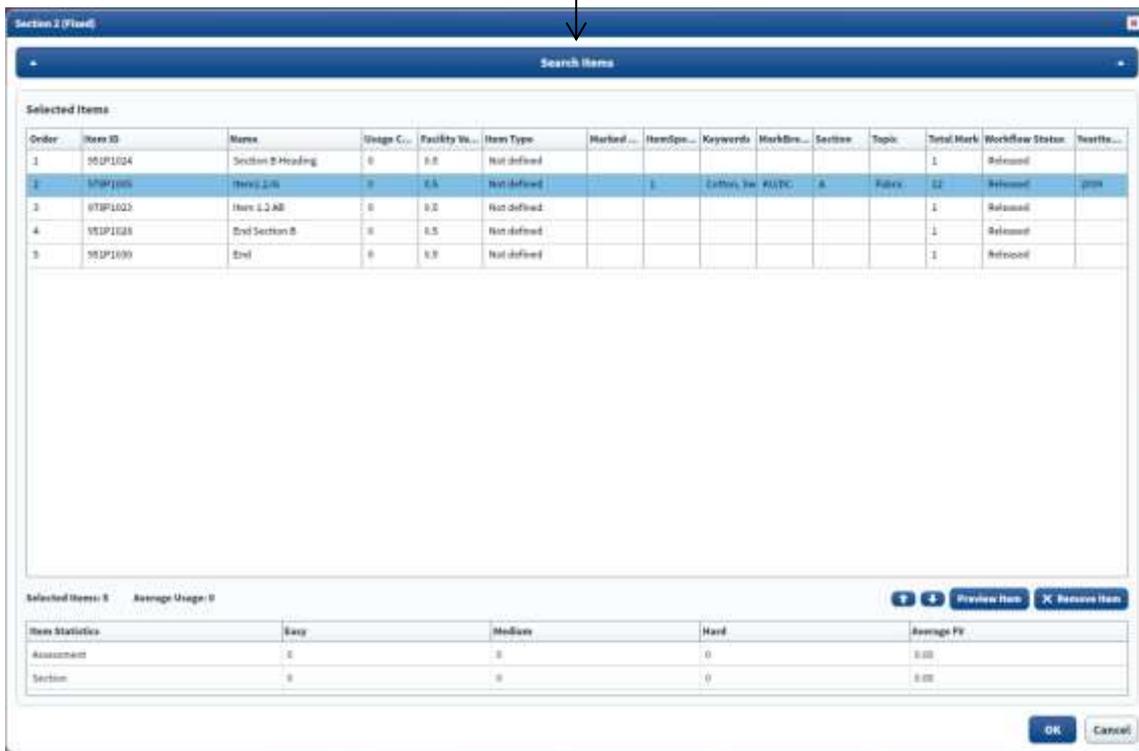
- Choose 'Open'. If 'Save' is the only option then open the file from where it was saved.

The item will open in Microsoft Word. Close Word when you have finished looking at the item.

Note: If your Internet browser is set up to save the file automatically please remember to delete the file from your computer once you have finished viewing it.

- To change the order of the items in the question paper select the 'Item Row' and use the 'Up' and 'Down' arrow buttons.
- To delete one of the items that you previously selected, select the 'Item Row' and click 'Remove Item'.

Search Items



- To return to carry out a search for a replacement item click 'Search Items'.

Instructions for searching for items can be found in the [Carrying out a simple search in ItemBank](#) section (page 11).

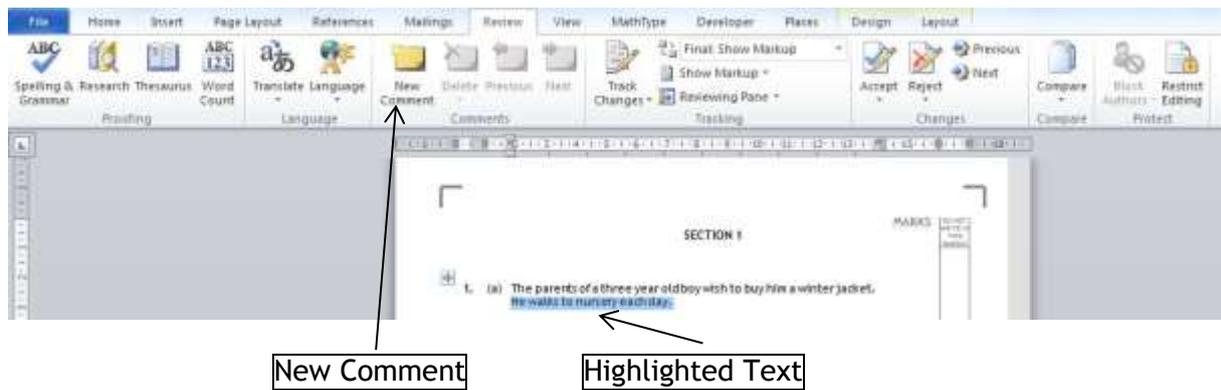
Once you have reselected and/or rearranged your items, instructions for viewing a revised question paper and marking instructions can be found in the [Viewing the Assessment](#) section (page 18).

(b) Amending Content

Once you have viewed the complete assessment, you may notice that minor amendments to the content or layout are required. Instructions for viewing the assessment can be found in the [Viewing the Assessment](#) section (page 18).

Comments should be added to indicate where amends are required. The NQ Assessment team will use these comments to make the required amends.

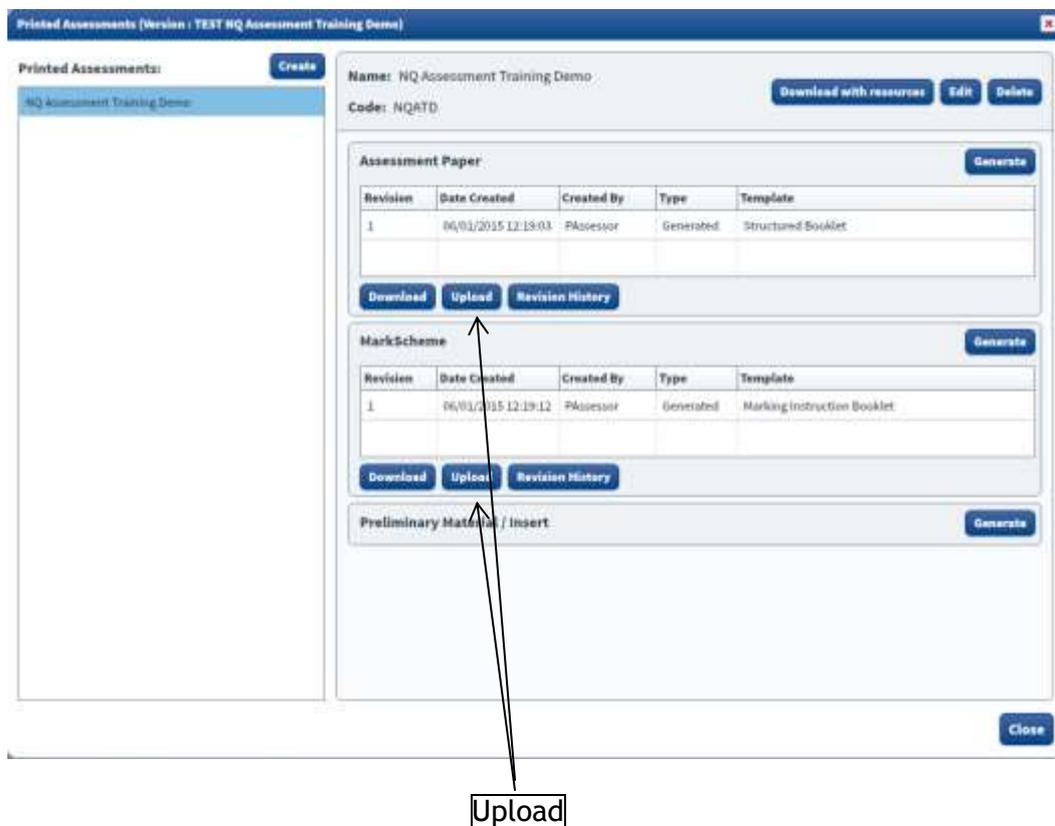
Note: Please ensure you are happy with the items selected and the order in which they appear before any minor amendments are added.



- To mark up minor amendments on the question paper or marking instructions, highlight the text you wish to change, or position the cursor where you need the layout changed and select 'New Comment' from the 'Review' menu.
- Enter the amendment or instruction in the comment box.

Note: You should indicate in the comment box as to whether the amendment is a minor revision to an existing item (in which case the original item will be updated) or whether the item should be classed as a new item (if the original is still suitable for use in the future in its original format)

- Select 'Save As' from the 'File' menu and save the amended question paper or marking instructions to your computer. Remember the filename and the folder where you have saved the question paper or marking instruction to.
- Close Word and return to the Printed Assessment screen in ItemBank.

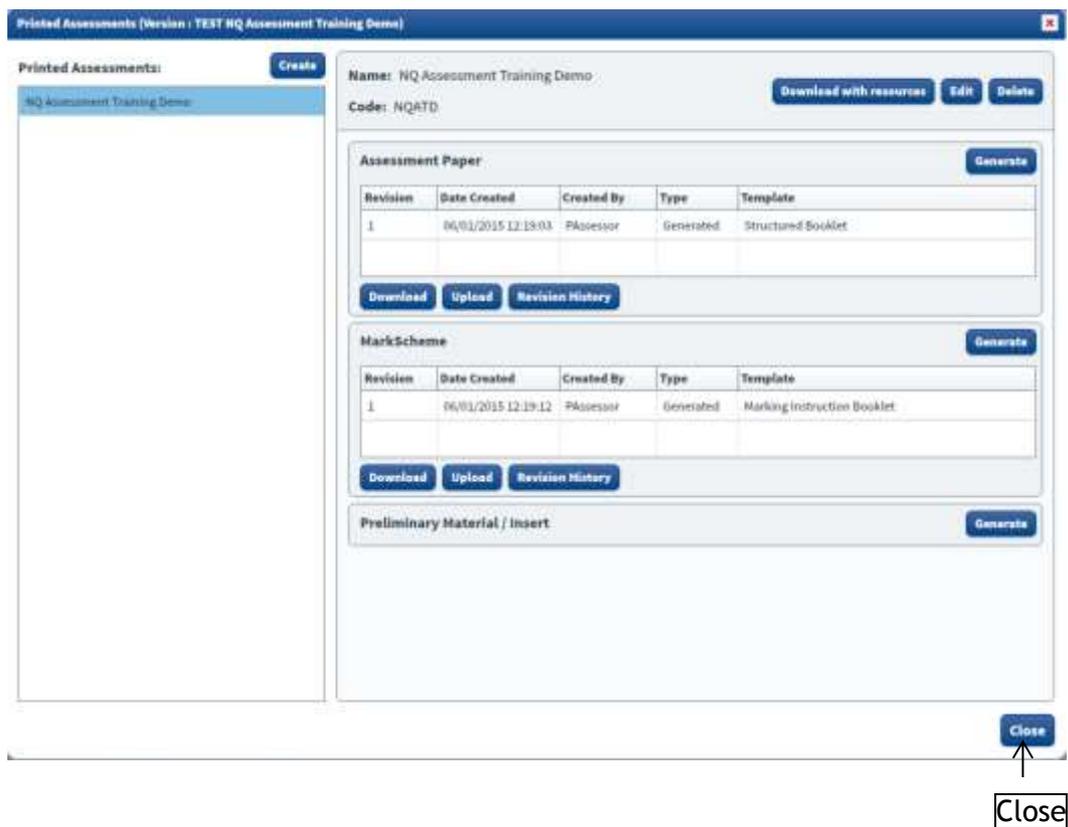


- Click 'Upload' in either the Assessment Paper or Mark Scheme section.



- Click 'Browse' and navigate to where you saved the question paper or marking instructions on your computer.
- Insert a comment in the Comments text box (eg Version 2) and click 'OK'.

Note: Following this, you must delete the question paper and marking instructions from your own computer.



- Click 'Close' to close the Printed Assessments screen.

7. Completing the Assessment

When you are happy that the question paper and marking instructions are ready for the Assessment Review meeting, make sure you are in the Assessment Version Management tab.

The screenshot displays the 'Assessment Version Management' tab in the SQA ItemBank system. The interface includes a left-hand sidebar with filters for 'Filter Assessment Versions' (Delivered on screen, Delivered on paper), 'Subjects' (All), 'Assessment' (All), and 'Assessment Date Range' (From: 24/05/2013, To: 25/05/2013). The main area contains a table with the following columns: Subject, Assessment Name, Assessment Version Name, Assessment ID, Status, Start Date, End Date, Start Time, End Time, and Checked In/Out. The table lists several assessment versions, with one row highlighted in blue. Below the table, there are buttons for 'Check-In', 'Check-Out', 'Printed Assessment', 'Package Assessment Version', 'Create Assessment Version', and 'Edit Assessment Version'. A 'Check-In' label with an arrow points to the 'Check-In' button.

- Select the question paper from the list (it will then be highlighted in blue) then click 'Check-In'.
- Notify the NQ Assessment team (question.papers@sqa.org.uk) that you have checked-in the assessment ready for the Assessment Review meeting.

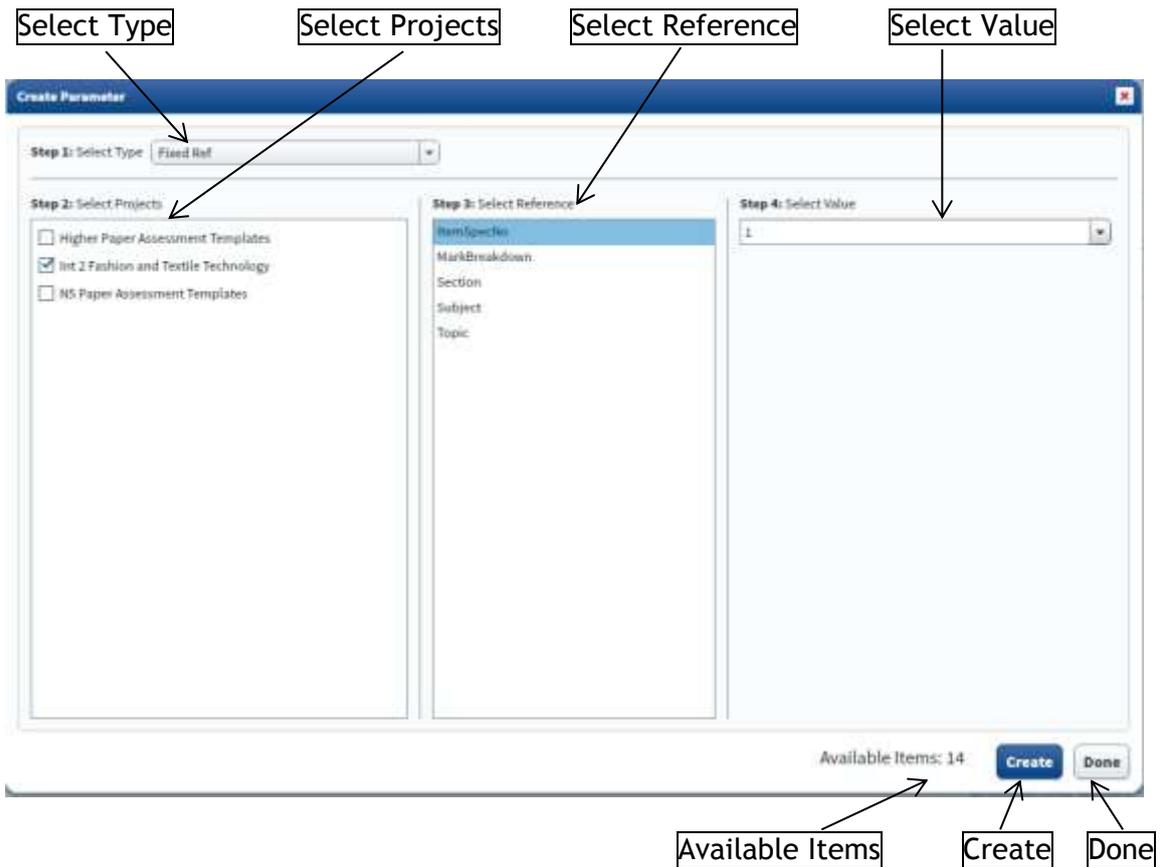
Note: NQ Assessment Staff will carry out any marked up changes before the question paper and marking instructions are printed and distributed in advance of the Assessment Review meeting.

8. Appendix - Search Parameters

There are 7 types of search parameters that are appropriate for Principal Assessors to use for paper-based assessments within ItemBank.

| Parameter | When to use it? | Example |
|-------------------------|---|---|
| Fixed Ref | When you want to search for a specific value in a specific metadata field. | You want to search the metadata field 'Total Mark' for values equal to 10. |
| Free Text | When you want to search for specific text in a specific metadata field | You want to search the metadata field 'Keywords' to find out if any items have the keyword 'bar chart'. |
| Free Text - Year Coding | When you want to filter out items used in a particular year or years. | You are choosing your items for the 2016 assessment and do not want to choose any items used in 2015 or 2014. |
| Specific Item | When you are looking for a specific item. | You want to choose a specific item. |
| Item Name | When you want to search for items that contain any specific text in the name of the item. | You want to search for items written by a specific writer (the writer's initials will form part of the item title so you can use their initials to search). |
| Folder Reference | When you want to search for items stored in a specific folder in ContentProducer. | You want to search for items written by a specific writer (as all items written by a writer will be stored in their own folder). |
| Workflow Status | When you want to see all available items in the bank. | You want to choose from all available items in the bank. |

(a) Fixed Ref



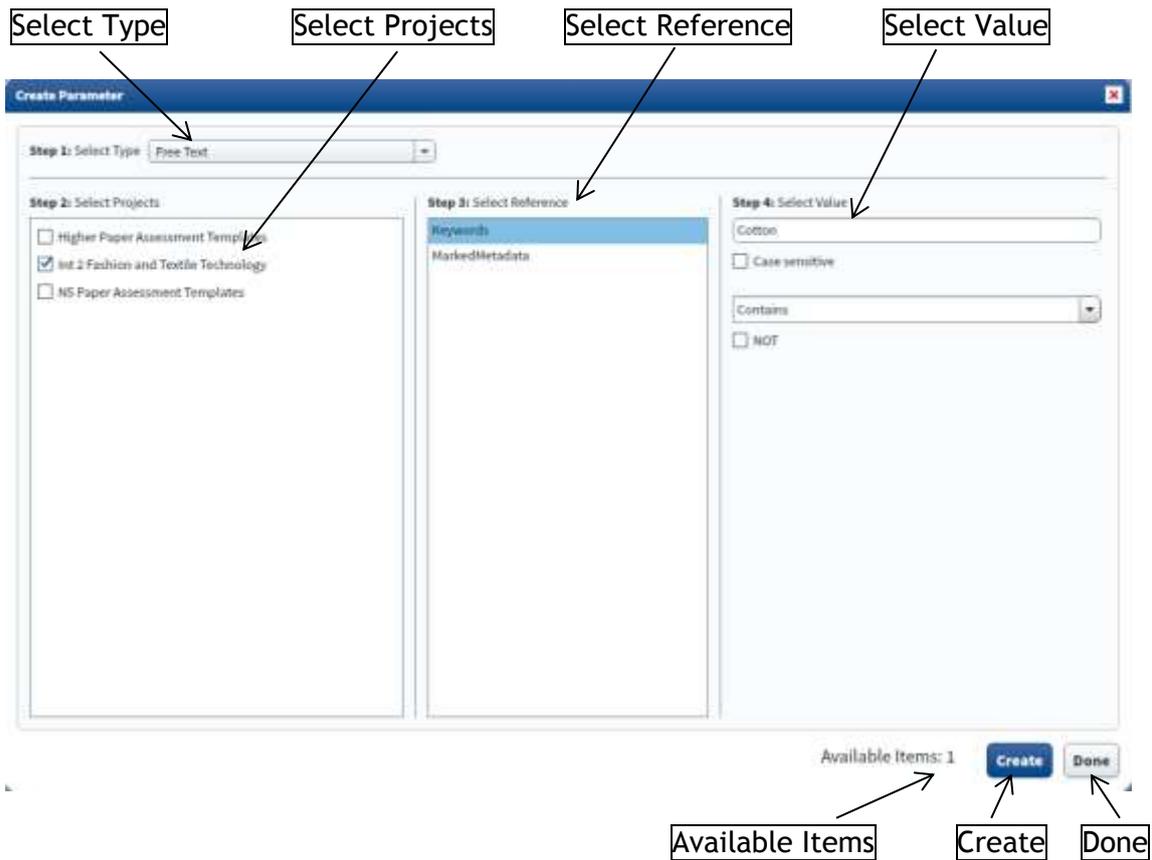
In this example:

- Select Type = 'Fixed Ref'.
- Select Projects = 'Int 2 Fashion and Textile Technology'.
- Select Reference = 'ItemSpecNo'.
- Select Value = '1'.

'Available Items' will display the number of items that match the criteria specified, in this case, 14.

- Click 'Create'.
- Click 'Done'.

(b) Free Text



In this example:

- Select Type = 'Free Text'.
- Select Projects = 'Int 2 Fashion and Textile Technology'.
- Select Reference = 'Keywords'.
- Select Value = 'Cotton'.

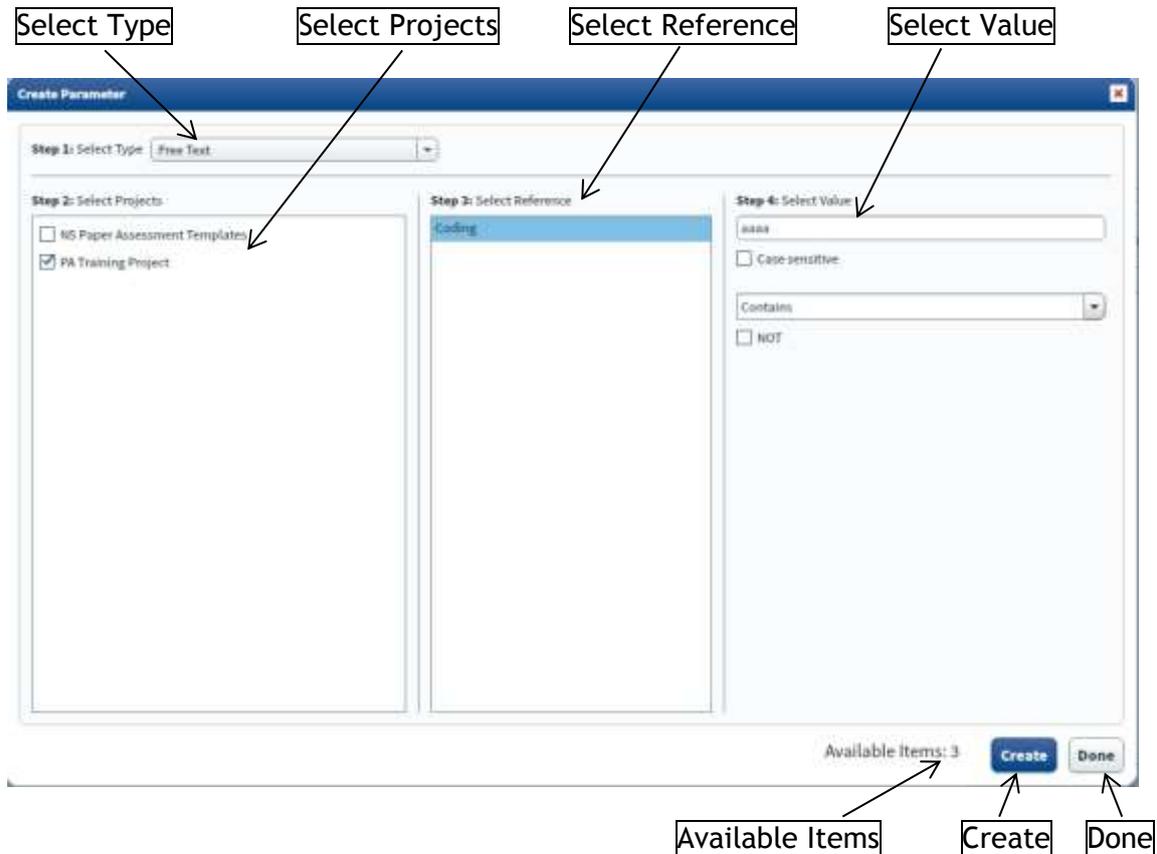
As this is a free text search you should uncheck the 'Case sensitive' checkbox and choose 'Contains' from the drop down menu. If you need to filter items that don't contain a particular value you can check the 'NOT' checkbox.

'Available Items' will display the number of items that match the criteria specified, in this case, 1.

- Click 'Create'.
- Click 'Done'.

(c) Free Text - Year Coding

When selecting items to include in an assessment you may wish to filter out items used in a number of preceding years. The following illustrates the parameters to use in order to do this.



Select Type = 'Free Text'.

Select Projects = 'PA Training Project'.

Select Reference = 'Coding'.

Select Value = 'aaa', drop down menu 'Contains', 'NOT' checkbox checked.

'Available Items' will display the number of items that match the criteria specified, in this case, 3.

- Click 'Create'.

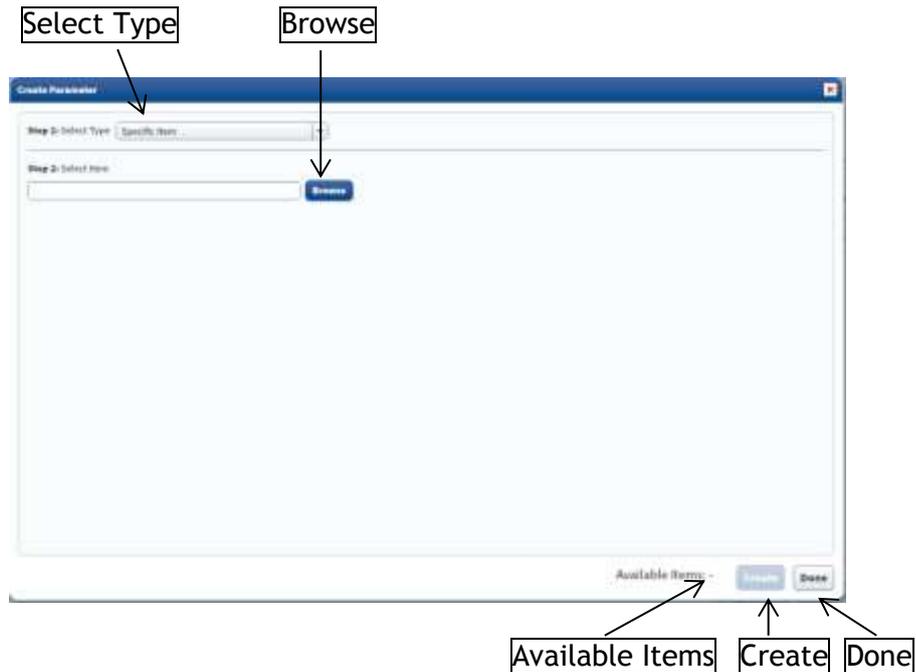
If required, further parameters can be created to allow filtering out of multiple years.

- Amend Select Value.
- Click 'Create'.
- Click 'Done'.

Once you have selected all your parameters, ensure you choose 'Match all parameters' on the Search Results screen.

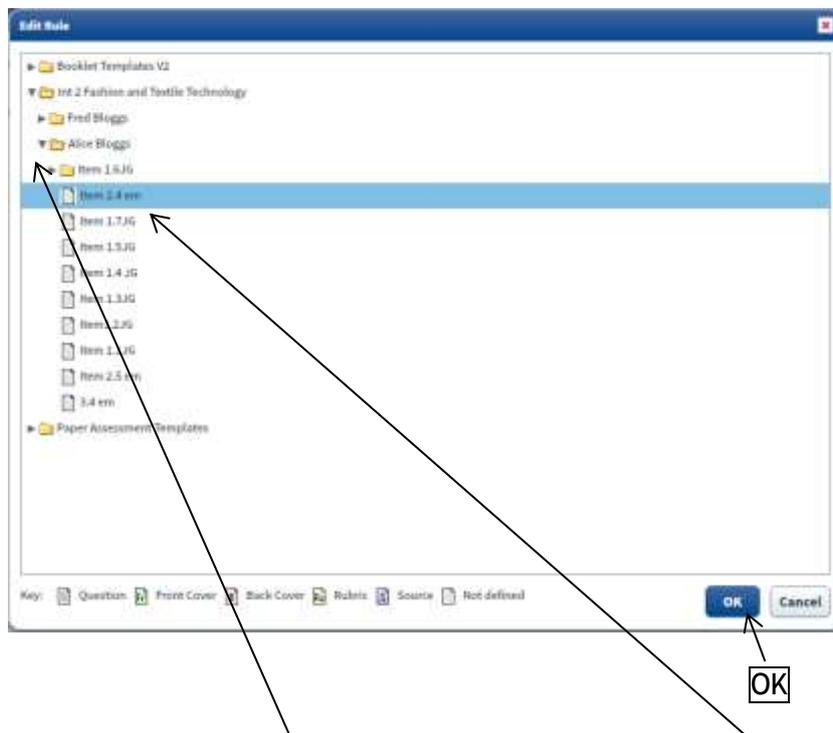
Details of the year coding used for each subject will be provided to Principal Assessors by NQ Assessment.

(d) Specific Item



In this example:

- Select Type = 'Specific Item'.
- Click 'Browse'.

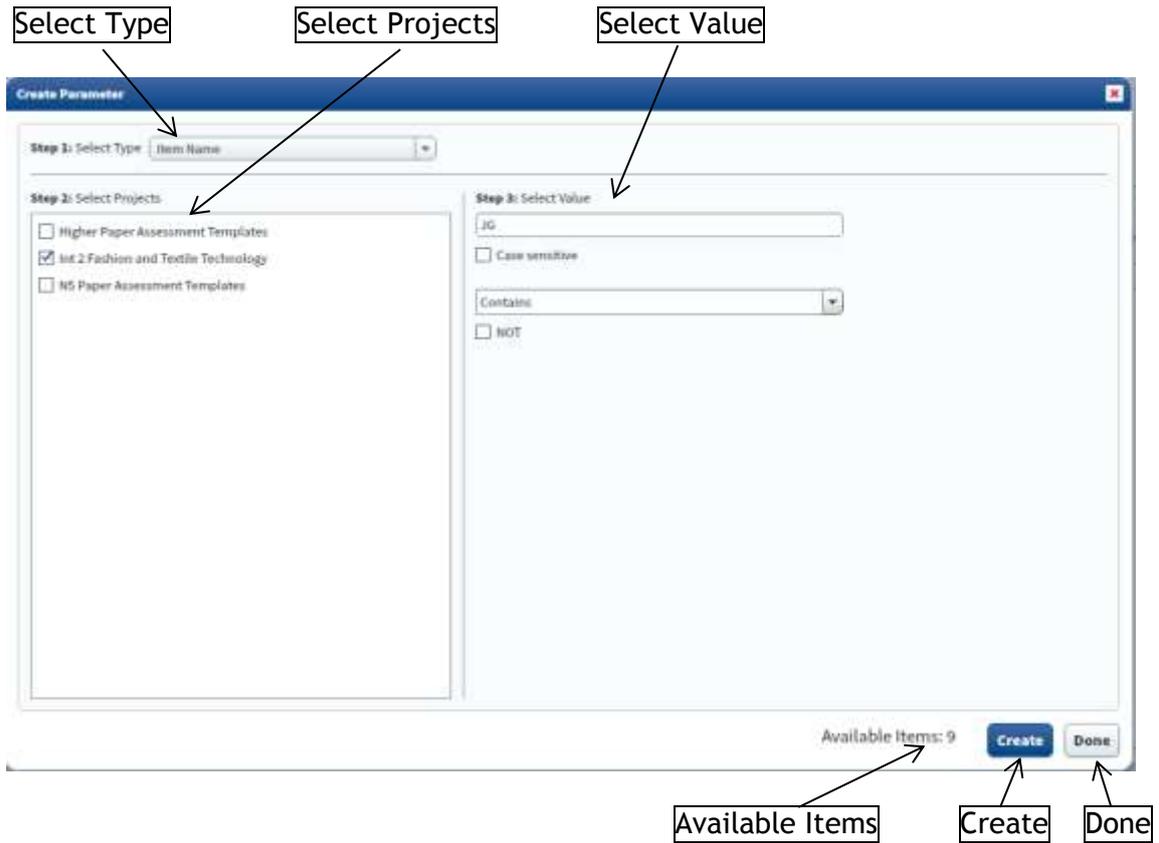


- To expand a folder click on the arrow to the left hand side. Click on the item you wish to select and then click 'OK'.

'Available Items' will display the number of items that match the criteria specified; this will always be 1.

- Click 'Create'.
- Click 'Done'.

(e) Item Name



In this example:

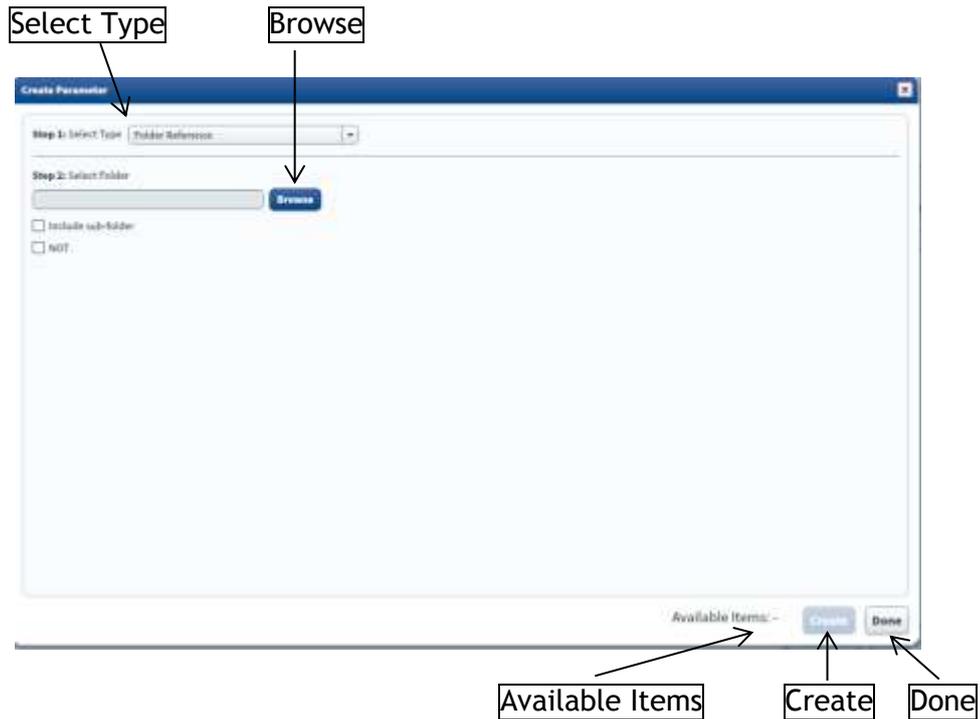
- Select Type = 'Item Name'.
- Select Projects = 'Int 2 Fashion and Textile Technology'.
- Select Value = 'JG'.

As this is a free text search you should uncheck the 'Case sensitive' checkbox and choose Contains from the drop down menu. If you need to filter items that don't contain a particular value you can check the 'NOT' checkbox.

'Available Items' will display the number of items that match the criteria specified, in this case, 9.

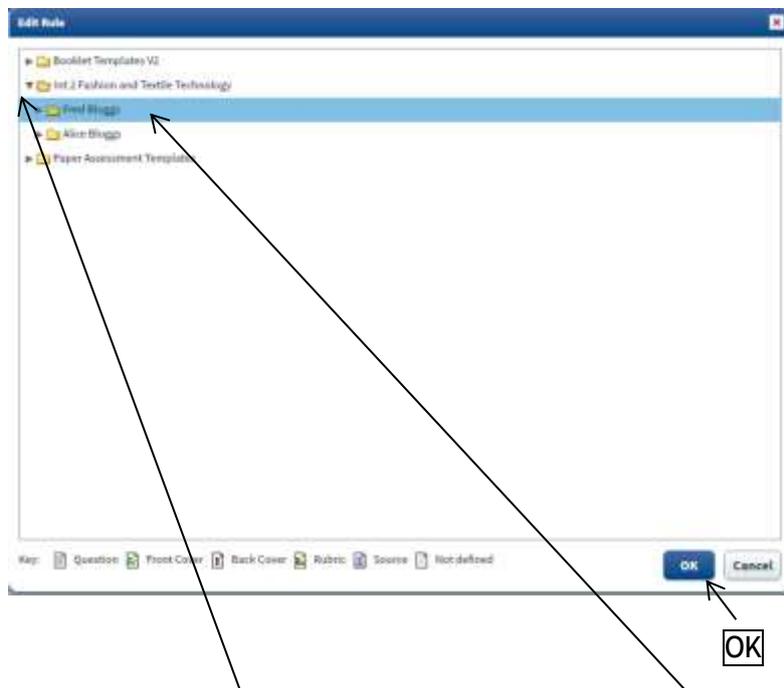
- Click 'Create'.
- Click 'Done'.

(f) Folder Reference



In this example:

- Select Type = 'Folder Reference'.
- Click 'Browse'.

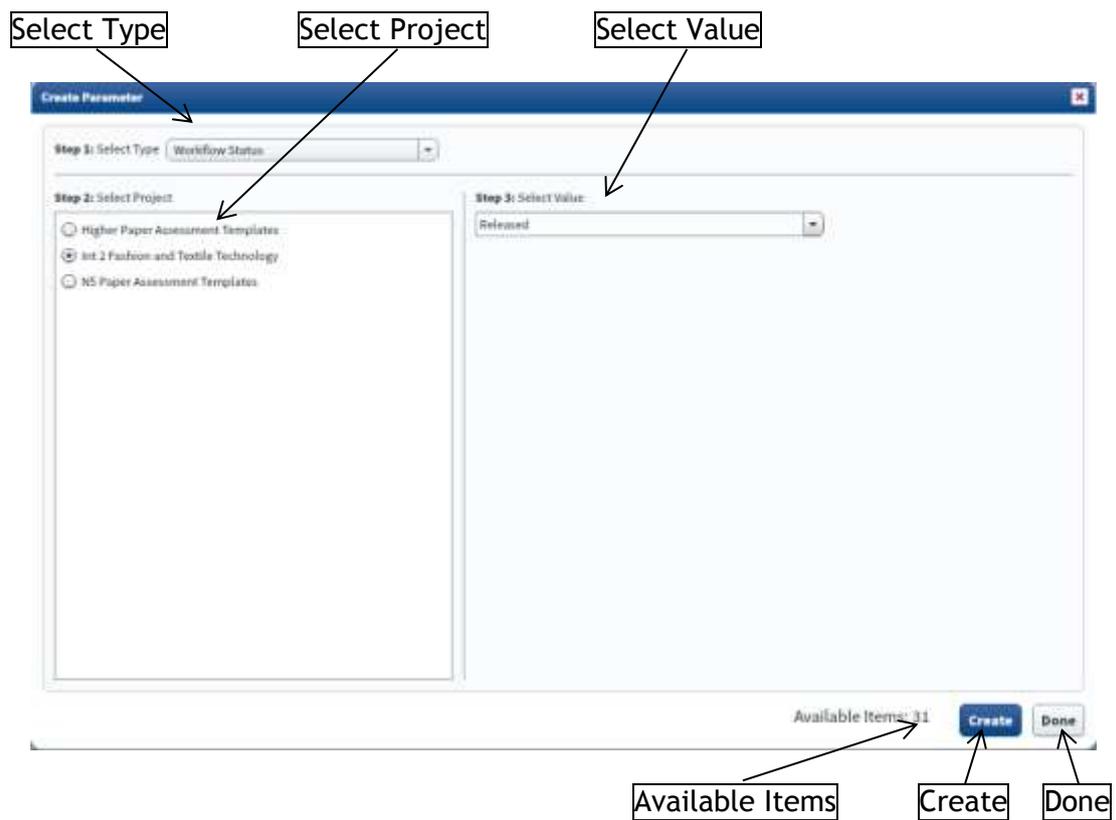


- To expand a folder click on the arrow to the left hand side. Click on the folder you wish to select and then click 'OK'.

'Available Items' will display the number of items that match the criteria specified, in this case, 6.

- Click 'Create'.
- Click 'Done'.

(g) Workflow Status



In this example:

- Select Type = 'Workflow Status'.
- Select Project = 'Fashion and Textile Technology'
- Select Value = 'Released'

'Available Items' will display the number of items that match the criteria specified, in this case, 31.

- Click 'Create'.
- Click 'Done'.

9. Appendix - Troubleshooting

Issue

- You haven't received your password to access ItemBank.

Resolution

- Check the junk or spam filter in your e-mail. As an auto-generated e-mail your e-mail provider may incorrectly identify it as a spam e-mail.

Issue

- Some elements of ItemBank appear to be cut off the screen or buttons appear to be inaccessible.

Resolution

- Check that your screen resolution is set to the minimum recommended in the computer specification (1024 x 768).
- Before logging in to ItemBank, set your Internet browser to full screen, commonly accessed by pressing F11 on your keyboard. (Once you have finished using ItemBank press F11 again to exit full screen mode.)

Issue

- Cannot find the amended question paper or marking instructions which you have saved.

Resolution

- Check the recent files list in Microsoft Word, commonly accessed via the File menu or Office menu depending on what version of Microsoft Word you are using.
- Search for the file on your computer. The filename will be in the format:
Year Subject Level_Exam Paper/Mark Scheme_Version Number.docx
eg 2014 Classical Greek National 5_Exam Paper_1.docx

Issue

- When entering the username and password you are getting a "User validation failed" message

Resolution

- Check that you have entered your username and password correctly. The password is case sensitive so check you haven't got Caps Lock switched on.
- Check that you have entered the correct web address for ItemBank. The web address should contain the word itembank and the login screen should show ItemBank as in the following screenshot:

