

**Version Information****Revision 1****Item Bank:**<http://itembank.americancouncils.org/>**Created by American Councils  
ACCLASS team**[itemwriting@americancouncils.org](mailto:itemwriting@americancouncils.org)**Release Date**

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# Introduction

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## About this Document

This manual has been designed to assist item development and test development teams in collaboratively creating and managing assessment content using the American Councils Language Assessment Support System (ACCLASS) Item Bank. All developers working with American Councils should read this document before creating, editing or reviewing items in ACCLASS.

## About the ACCLASS Item Bank

The ACCLASS Item Bank is a product of American Councils for International Education and has been designed to facilitate the collaborative development, revision and review of language assessment materials. The Item Bank allows multiple contributors to create and edit shared content and features robust version control.

By creating content with the ACCLASS Item Bank, language experts contribute to a pool of items that can be reviewed, edited and quality controlled and then made operational in an exam administration.

A few key constructs are critical to understanding how the Item Bank works:

### **1. *Assessment Object (AO)***

An assessment object includes the following:

- a. Coding data (title, language, proficiency level, etc.)
- b. Instructions
- c. A prompt (reading text or audio file)
- d. One or more items (stem + key + distractors)

### **2. *Version***

An AO can have an unlimited number of versions. Each version represents the unique changes made by each contributor on the development team. Versions can be compared, commented upon and put forward as best versions for inclusion on a test form.

### **3. *Worklist***

Worklists are the Item Bank's vehicle for organizing and sharing sets of AOs and are conceptually similar to a music playlist. Simply stated, a worklist is a collection of AOs that can be shared with developers for editing/ review.

## Viewing Assessment Objects

### Objective:


After completing this section you will understand how to:

- Browse, sort and search the assessment objects that have been made available to you.

There are several ways that you can view assessment objects in the Item Bank:

1. My Assessment Object List: Displays all AOs that you have created.
2. Language-specific AO Lists: Displays all AOs for a given language.
3. View Worklists: Displays lists of Worklists with AOs assembled for review.

Figure 1. My Assessment Objects



# Item Bank

[My Assessment Objects](#)
[Create Assessment Object](#)
[Chinese AO List](#)
[View Worklists](#)
[Create Worklist](#)
[Logout](#)

### My Assessment Objects

**Total number of Assessment Objects: 632.**

Please click on the 'Next' or 'Previous' button to navigate through the assessment objects.

[Assessment Objects 1-25](#)
[NEXT](#)

ADD TO WORKLIST	OBJECT NAME	AUTHOR	OBJECT TYPE	DATE CREATED	LANGUAGE	PROFICIENCY LEVEL	#OF ITEMS	ACTIVITIES
<input type="checkbox"/>	Billboard in Nigeria	Ken Petersen	Reading	2010-10-05	Yoruba	Unrated	1	<a href="#">view</a>
<input type="checkbox"/>	Billboard to citizens	Ken Petersen	Reading	2010-10-05	Yoruba	Unrated	1	<a href="#">view</a>
<input type="checkbox"/>	Dowry	Ken Petersen	Reading	2010-10-05	Yoruba	Unrated	2	<a href="#">view</a>
<input type="checkbox"/>	Student email	Ken Petersen	Reading	2010-10-05	Yoruba	Unrated	2	<a href="#">view</a>
<input type="checkbox"/>	Tola tells class	Ken Petersen	Reading	2010-10-05	Yoruba	Unrated	2	<a href="#">view</a>
<input type="checkbox"/>	Yoruba Fall 2010 Pre-Program Test_Reading_6	Ken Petersen	Reading	2010-10-05	Yoruba	Unrated	2	<a href="#">view</a>
<input type="checkbox"/>	Yoruba Fall 2010 Pre-Program Test_Reading_7	Ken Petersen	Reading	2010-10-05	Yoruba	Unrated	2	<a href="#">view</a>

In any of these three viewing modes, lists of AOs are sortable to help you manage the content available to you. Figure 1 shows the work of a user who has created hundreds (632) of AOs. As in any of the views listed above, the AOs are sortable by many different categories (e.g. '*Object Name*', '*Author*', etc.) and one needs only to click a highlighted column name to sort the list by that column. The search button at the top right of the page allows you to search on any of the sortable fields listed.

# Creating Assessment Objects

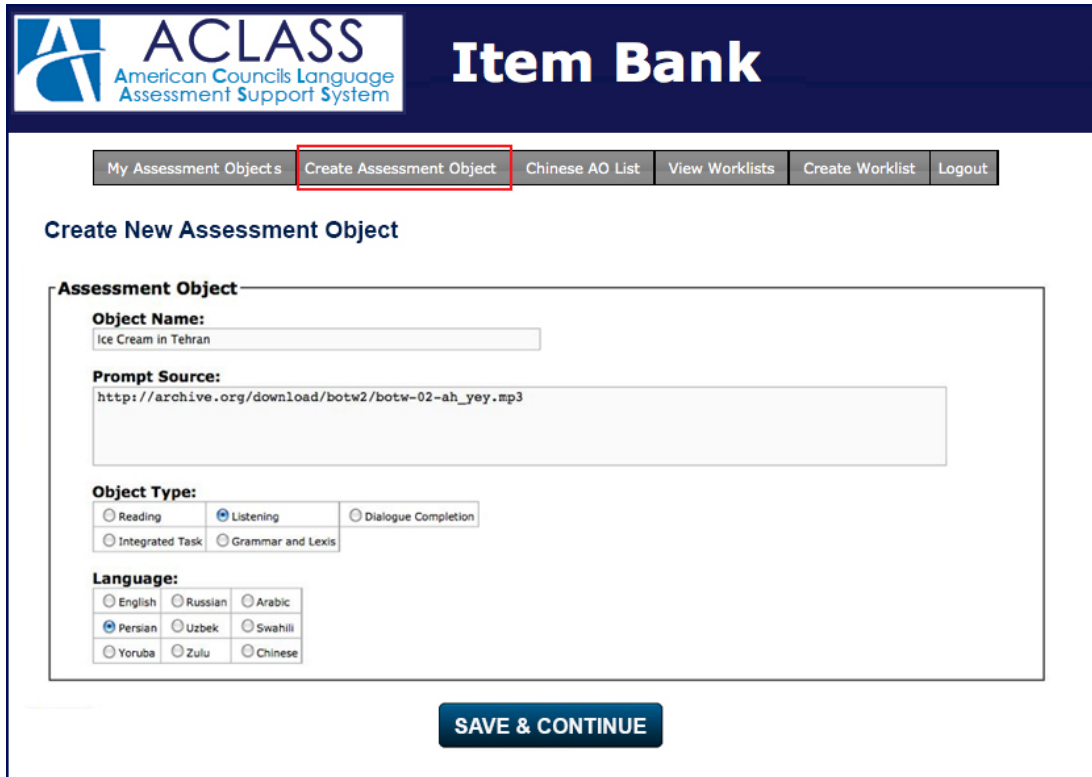
## Objective:

After completing this section you will understand how to:

- Create an Assessment Object.
- View comments/feedback in an Assessment Object.

When creating a new Assessment Object, you must first define the top-level information about the object. This information consists of the 'Object Name', 'Prompt Source', 'Object Type' and 'Language', as in the Figure 2 below.

Figure 2. Create New Assessment Object: Top-level info



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American Councils Language  
Assessment Support System

**Item Bank**

My Assessment Objects **Create Assessment Object** Chinese AO List View Worklists Create Worklist Logout

**Create New Assessment Object**

**Assessment Object**

**Object Name:**  
Ice Cream in Tehran

**Prompt Source:**  
[http://archive.org/download/botw2/botw-02-ah\\_yey.mp3](http://archive.org/download/botw2/botw-02-ah_yey.mp3)

**Object Type:**

☐ Reading ☒ Listening ☐ Dialogue Completion  
☐ Integrated Task ☐ Grammar and Lexis

**Language:**

☐ English ☐ Russian ☐ Arabic  
☒ Persian ☐ Uzbek ☐ Swahili  
☐ Yoruba ☐ Zulu ☐ Chinese

**SAVE & CONTINUE**

**Step 1: Name the Assessment Object:** Provide a unique title in English that succinctly describes the content of the assessment object.

Good names might look something like:

'Dogs in Class'

'Weather Report for Ibadan'

'Voicemail from Natasha'

Some examples of less-identifiable names might include:

'Persian Listening Item #34324'

'News paper article'

'LST\_202\_ver\_99-1.2'

**Step 2: Identify the Prompt Source:** Copy/paste or type the web address (URL) that is the source for the prompt if from the Internet. For non-web-based sources, type a description of the source (e.g. the name of a book, own recording, etc.).

**Step 3: Select Object Type:** Reading, Listening, Dialogue Completion, Integrated Task, Grammar and Lexis and Essay Writing.

**Step 4: Select Language.**

**Step 5: Click 'Save and continue.'**

Figure 3 (on the next page) shows the interface for entering content once the top-level information has been saved. **Please refer to the glossary for a more detailed description of each of the required fields.**

**Step 6: Input Instructions:** Each AO includes a one sentence set of instructions that provides the test taker with a short introduction to the AO without giving clues to an item key.

**Step 7: Enter Prompts** – Prompt information varies for Reading and Listening AOs.

## Reading

- **Title.** Should be relevant to the subject of the prompt; however the title should not give away the correct answer. The title of the prompt should be in the target language. Not all reading prompts include a title.
- **Reading Text.** The entire target language text that is to be read should be copied/entered into the Reading Text box.
- **Translation Text.** All reading prompts must include an English translation which should be entered in the Translation Text box below the target language prompt. The translation should be a correct rendering of the main idea and should include prominent details.

## Listening

- **Audio Transcript** All listening prompts must be accompanied by a full target language transcript of the audio content.

- **Translation Text.** All listening prompts must include an English translation which should be entered in the Translation Text box below the audio transcript.
- **Audio File.** An audio file of the .mp3 format can be uploaded from your computer by browsing and then saving in the space provided.

## Step 8: Enter Stems and Options

- ‘*Stem*’ refers to the question being asked about the prompt.
- ‘*Key*’ denotes the correct answer to the question.
- The ‘*Distractors*’ are the incorrect answer choices.
- There is space to enter up to four stems and items for an AO. Should you require additional stems/items, you can click the ‘**Add Stem**’ button.

Figure 3. Create New Assessment Object: Listening

**Instructions**  
**Instructions:**  
 Listen to this news report and answer the questions below.

**Prompts**  
**Audio Transcript:**  
  
**Translation Text:**  
  
**Audio File:**  
 /Users/kpeter/Desktop/Dst

**Stems and Options**  
  
**Stem #1:**  
 What flavor of ice cream does Qmid refuse to eat?  
  
**Key:**  
 pistachio  
  
**Distractor 1:**  
 raisin  
  
**Distractor 2:**  
 cashew  
  
**Distractor 3:**  
 Cherry Garcia

## Step 9: Enter Coding Data

- *'Proficiency Level'*. You can define proficiency level by either the ACTFL or ILR scale. Note that proficiency level describes the linguistic difficulty of the entire assessment object and all items within any assessment object should be written to that level. Please consult with your language specialist for questions regarding rating any assessment object.
- *'Age Appropriate'*. Check this box if content is NOT appropriate for High School students.
- *'Genre'*. Indicate the general subject matter of the prompt, e.g. Economy, History, Science, etc. Refer to American Council guidelines for acceptable genres.

When all necessary information has been input, click the **'Finish'** button at the bottom of the screen to save the AO.



# Editing Assessment Objects

## Objective:

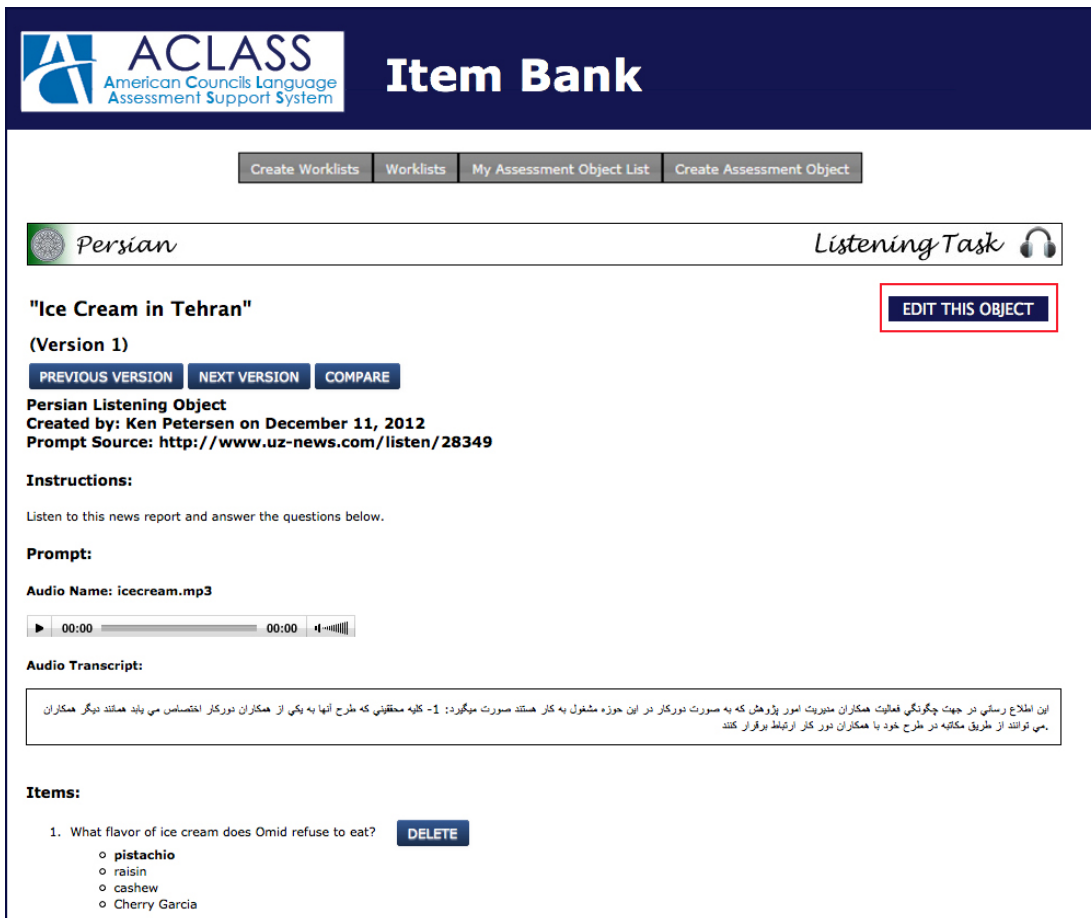
After completing this section you will understand how to:

- Edit an Assessment Object.
- Add/view comments on an Assessment Object.

## Editing an Assessment Object

You may make changes to a saved assessment object at any time by clicking the **'Edit This Object'** button that appears when you view the AO, as shown in Figure 4.

Figure 4. Edit Existing Assessment Object



The screenshot displays the ACCLASS Item Bank interface. At the top, the header includes the ACCLASS logo and the text "American Councils Language Assessment Support System". The main title "Item Bank" is prominently displayed. Below the header, there are navigation tabs: "Create Worklists", "Worklists", "My Assessment Object List", and "Create Assessment Object". The main content area shows a selected assessment object titled "Ice Cream in Tehran" (Version 1). A red box highlights the "EDIT THIS OBJECT" button. Below the title, there are buttons for "PREVIOUS VERSION", "NEXT VERSION", and "COMPARE". The object is identified as a "Persian Listening Object" created by Ken Petersen on December 11, 2012, with a prompt source from a news website. The "Instructions" section asks the user to listen to a news report and answer questions. A "Prompt" section includes an audio player for "Icecream.mp3" and an "Audio Transcript" in Persian. The "Items" section contains a multiple-choice question about the flavor of ice cream Omid refused to eat, with options: pistachio, raisin, cashew, and Cherry Garcia. A "DELETE" button is also visible next to the question.

When you click the **'Edit This Object'** button, you can make changes to any of the content and coding data. Click **'Save'** to save all edits or **'Cancel'** to proceed without saving any edits (see also: "Versioning", below).

**Deleting an Item.** Once an Item has been created, it can be deleted by clicking on the **'Delete'** button to the right of the item. You will get a prompt to confirm deletion. Click **'OK'** to delete or **'Cancel'** if you change your mind. The item will be deleted on the current version of the AO and all those that follow. It will be viewable on previous versions of the AO.

## Versioning

Versioning is a critical component of the ACCLASS Item Bank that operates as follows:

- The initial version (version 1) of an AO is created and owned by the item writer when (s)he first puts the AO into the system.
- Subsequent versions are created when other contributors (e.g. item reviewers/editors) make changes to the content of the AO.

If you are editing an AO that was created by someone else, the system saves your work as a new version of the AO. Note that you can repeatedly edit and save changes to a version as long as you are the version owner and the version you are editing is the latest version of the AO. This means that you can safely edit and re-edit an AO without creating a long series of versions because new versions are only created when the person making the edits is not the owner of the current version.

You need to pay careful attention to the version of an AO as you review the items, and/or as you prepare and finalize items for a test administration. To help you keep versioning straight, the system allows you to navigate through and compare versions for any AO. Use the **'Previous Version'** and **'Next Version'** buttons (as seen in Figure 4) to view any of the versions that have been created for a given AO. Click the **'Compare'** button to easily see what has changed between any two versions. Any fields that have been changed from one version to another will be highlighted in green. Use the **'Deactivate This Version'** button to remove a version from further consideration—rendering it deleted, but recoverable.

## Comments

Comments can be added to any version of an AO in the **'Comments'** box at the bottom of the AO (see Figure 5). As a general rule, any time an edit is made to the AO, comments should be added to the new version's comment box to indicate the changes that have been made. By default, the system only displays the comments related to the version that you are currently viewing. If you want to see the comments for all versions of the AO, click on **'View all comments'** at the top of the comments box.

Figure 5. Editing the Assessment Object: Submitting Comments

The screenshot displays the ACCLASS Item Bank interface. At the top, there's a navigation bar with the ACCLASS logo and 'Item Bank' title. Below this, a breadcrumb trail shows 'Create Worklists', 'Worklists', 'My Assessment Object List', and 'Create Assessment Object'. The main content area shows the 'Russian Essay' assessment object, version 3. It includes buttons for 'PREVIOUS VERSION', 'COMPARE', and 'DEACTIVATE THIS VERSION'. The object details state it was created by Eric Black on December 10, 2012, with a prompt source from BBC. The instructions ask the user to read a Russian essay and answer questions. At the bottom, a 'comments' box is highlighted with a red rectangle. This box contains a 'VIEW ALL COMMENTS' link, a text area with a comment from 'Eric Black' stating 'Removed "Adding a phrase" sentence that was added in Version 2.', and a 'Submit Comment' button.

# Viewing Worklists

## Objective:

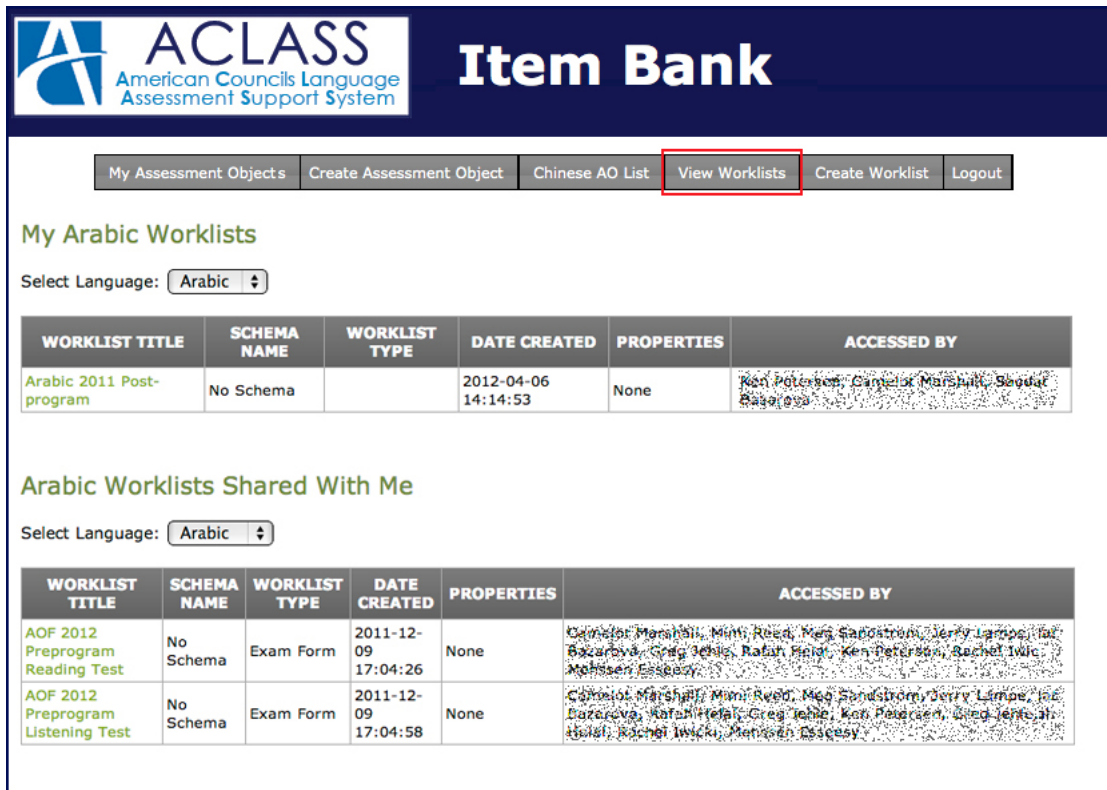
After completing this section you will understand how to:

- Identify and navigate through worklists.
- Create a new worklist.

Worklists are collections of AOs that can be shared with test development teams for editing and reviewing, and they are used extensively in the test development process.

As an item writer or reviewer, you may be asked to create one or more worklists and populate them with AOs. You may also be mapped to someone else's worklists so that you can review and/or revise the AOs contained on the worklists.

Figure 6. Viewing Worklists



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My Assessment Objects | Create Assessment Object | Chinese AO List | **View Worklists** | Create Worklist | Logout

**My Arabic Worklists**

Select Language: Arabic

WORKLIST TITLE	SCHEMA NAME	WORKLIST TYPE	DATE CREATED	PROPERTIES	ACCESSED BY
Arabic 2011 Post-program	No Schema		2012-04-06 14:14:53	None	Ken Petersen, Camille Marshall, Sergio Bazarova

**Arabic Worklists Shared With Me**

Select Language: Arabic

WORKLIST TITLE	SCHEMA NAME	WORKLIST TYPE	DATE CREATED	PROPERTIES	ACCESSED BY
AOF 2012 Preprogram Reading Test	No Schema	Exam Form	2011-12-09 17:04:26	None	Camille Marshall, Mimi Reed, Meg Sandstrom, Jerry Linpe, Sergio Bazarova, Greg Jenks, Robin Reid, Ken Petersen, Rachel Iwick, Melissa Esposito
AOF 2012 Preprogram Listening Test	No Schema	Exam Form	2011-12-09 17:04:58	None	Camille Marshall, Mimi Reed, Meg Sandstrom, Jerry Linpe, Sergio Bazarova, Robin Reid, Greg Jenks, Ken Petersen, Greg Jenks, Rachel Iwick, Melissa Esposito


Figure 6 shows the worklist view for a user who has created one Arabic worklist and has had two worklists shared with him. In order to access the AOs on any worklist, simply click the worklist title in the left-hand column of the table. For now, you do not need to worry about 'Schema Name' or 'Properties', but the 'Accessed By' column on the right shows you who else has been mapped to the worklist for shared access (names have been obfuscated in Figure 6).

Figure 7 illustrates what an actual worklist looks like. To view any AO on the list, you simply click on the object name in the left-hand column. (Note: Worklists set up for blind key or blind double rating review will look slightly different.)

The blue buttons at the top of the page allow you to:

1. **EDIT WORKLIST GENERAL INFO:** Edit the general info for the worklist (title, etc.).
2. **ADD/REMOVE WORKLIST CONTENT:** Edit the content of the worklist (i.e. add or remove AOs).
3. **SAVE ORDER & VERSION:** Edit the order of the AOs on the list and/or update the best version of each AO based on the values provided in the right-hand column ('Version/Order').

Figure 7. Viewing an Individual Worklist



**ACCLASS**  
American Councils Language  
Assessment Support System

# Item Bank

My Assessment Objects
Create Assessment Object
Chinese AO List
View Worklists
Create Worklist
Logout

## 2012 RDF A – Listening–Development

Created by: Camelot Marshall on April 20, 2012  
Worklist Type: Exam Form, , Number of Items: 45

EDIT WORKLIST GENERAL INFO
ADD/REMOVE WORKLIST CONTENT
SAVE ORDER & VERSION

Please click at the "Add/Remove Worklist Content" button to add to the Worklist content. Please select the version and put the numeric order for every Assessment Object and click Save Order & Version.

ADD TO WORKLIST	OBJECT NAME	AUTHOR	OBJECT TYPE	DATE CREATED	LANGUAGE	# OF ITEM	PROFICIENCY LEVEL	ACTIVITIES	VERSION/ORDER
<input type="checkbox"/>	New student in class	Aliza Nukhametdinova	Listening	2011-07-18	Russian	3	Novice High, 0+	remove	<div>4</div> <div>1</div>
<input type="checkbox"/>	Directions	Aliza Nukhametdinova	Listening	2011-07-18	Russian	2	Novice Mid, 0+	remove	<div>1</div> <div>2</div>
<input type="checkbox"/>	Where to eat	Aliza Nukhametdinova	Listening	2011-07-18	Russian	2	Novice High, 0+	remove	<div>2</div> <div>3</div>
<input type="checkbox"/>	Doctor's visit	Aliza Nukhametdinova	Listening	2011-07-19	Russian	2	Novice High, 0+	remove	<div>5</div> <div>4</div>
<input type="checkbox"/>	DJ Cafe	Richard Rebin	Listening	2011-09-11	Russian	1	Novice High, 0+	remove	<div>4</div> <div>5</div>

## About Sharing Worklists

At present, item writers and reviewers are not permitted to share worklists with others by themselves. If you have a worklist that you want to share with other people, please email the Assessment team at American Councils ([itemwriting@americancouncils.org](mailto:itemwriting@americancouncils.org)) and indicate that you have a worklist that is ready to share and a staff member will complete your request.

## Creating Worklists

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**Objective:**

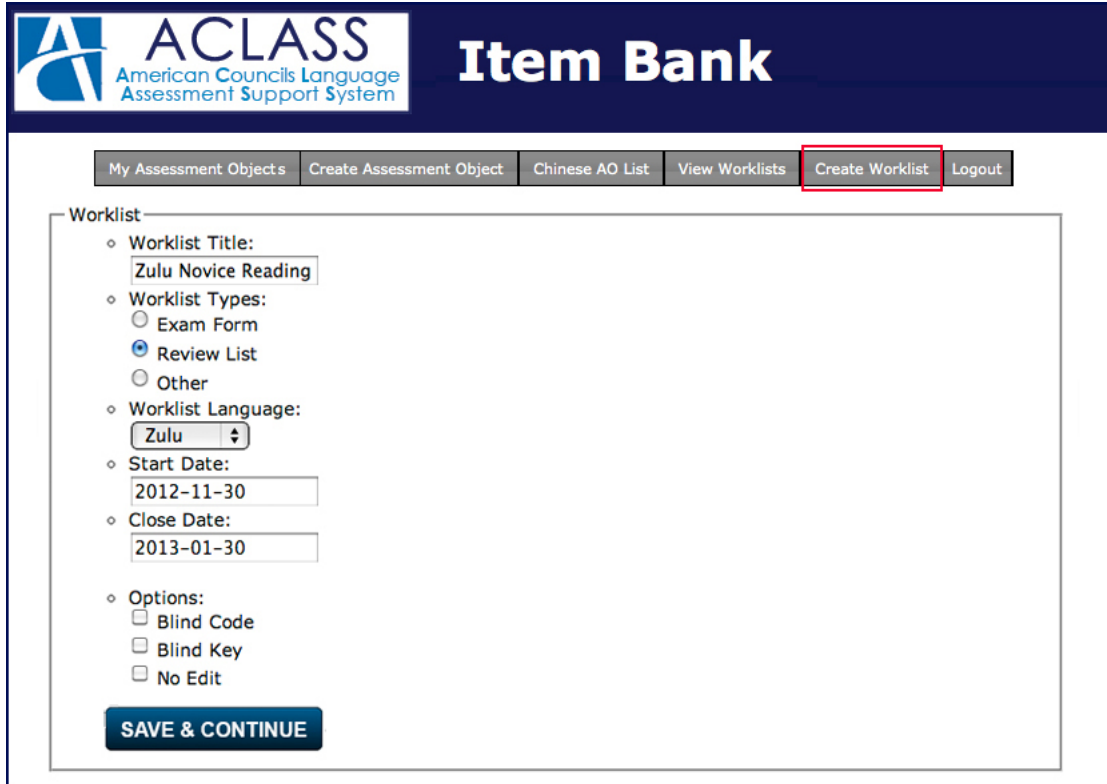
After completing this section you will understand how to:

- Create worklists.
- Add items to worklists.

### Creating a worklist

Creating a worklist is a fairly straight-forward process. But before jumping into the step-by-step instructions, it is important to consider how worklists can be used in the system. A worklist is to an AO what a playlist is to a song. It is a way of gathering and organizing content in a meaningful way. If you so desire, you can create private worklists to help you keep content organized. You may also be asked to create more formal, sharable worklists that will be used for official revision and review.

Figure 11. Creating a Worklist



The screenshot shows the ACCLASS Item Bank interface. The top navigation bar includes the ACCLASS logo and the text 'Item Bank'. Below this is a menu bar with options: 'My Assessment Objects', 'Create Assessment Object', 'Chinese AO List', 'View Worklists', 'Create Worklist' (highlighted with a red box), and 'Logout'. The main content area is titled 'Worklist' and contains the following fields and options:

- Worklist Title:
- Worklist Types:
  - ☐ Exam Form
  - ☒ Review List
  - ☐ Other
- Worklist Language:
- Start Date:
- Close Date:
- Options:
  - ☐ Blind Code
  - ☐ Blind Key
  - ☐ No Edit

A 'SAVE & CONTINUE' button is located at the bottom of the form.

**Step 1:** Click on **'Create Worklist'** in the main menu.

**Step 2:** Give the worklist a name. Some possible worklist titles might include:

- 'Advanced Korean Listening Items'
- 'Russian Radio Announcements'
- 'Turkish Flagship 2014 Posttest Reading'
- 'Hindi Field Testing Fall 2015'

**Step 3:** Indicate the language of the AOs that will appear on the list.

**Step 4:** In the box marked *'Start Date'* indicates the date when the worklist is created.

**Step 5:** In the box marked *'Close Date'* indicate the date two months after the Start Date, unless you have been given an alternative end date to specify.

**Step 6:** Skip over the *'Options'* category unless instructed to do otherwise.

**Step 7:** Click on **'Save & Continue.'**

## Adding Items to a worklist

Figure 7. Adding Content to a Worklist

The screenshot shows the ACCLASS Item Bank interface. At the top, there's a header with the ACCLASS logo and the text "Item Bank". Below the header, there's a navigation bar with buttons: "My Assessment Objects" (highlighted with a red box), "Create Assessment Object", "Chinese AO List", "View Worklists", "Create Worklist", and "Logout".

The main content area features a table with the following columns: "ADD TO WORKLIST", "OBJECT NAME", "AUTHOR", "OBJECT TYPE", "DATE CREATED", "LANGUAGE", "PROFICIENCY LEVEL", "#OF ITEMS", and "ACTIVITIES".

ADD TO WORKLIST	OBJECT NAME	AUTHOR	OBJECT TYPE	DATE CREATED	LANGUAGE	PROFICIENCY LEVEL	#OF ITEMS	ACTIVITIES
<input type="checkbox"/>	Clothes	Aziza Mukhammedkhanova	Reading	2011-05-23	Zulu	Novice Mid	1	<a href="#">view</a>
<input type="checkbox"/>	Beverages	Aziza Mukhammedkhanova	Reading	2011-05-23	Zulu	Novice Mid	1	<a href="#">view</a>
<input type="checkbox"/>	Fast Food	Aziza Mukhammedkhanova	Reading	2011-05-23	Zulu	Novice Mid	2	<a href="#">view</a>
<input checked="" type="checkbox"/>	Bank Services	Aziza Mukhammedkhanova	Reading	2011-05-23	Zulu	Novice Mid	1	<a href="#">view</a>
<input checked="" type="checkbox"/>	Health club	Aziza Mukhammedkhanova	Reading	2011-05-23	Zulu	Novice Mid	2	<a href="#">view</a>
<input checked="" type="checkbox"/>	Furniture	Aziza Mukhammedkhanova	Reading	2011-05-23	Zulu	Novice Mid	2	<a href="#">view</a>
<input checked="" type="checkbox"/>	Food	Aziza Mukhammedkhanova	Reading	2011-05-23	Zulu	Novice Mid	1	<a href="#">view</a>

Below the table, there's a section for creating a worklist. It includes a dropdown menu labeled "Worklists:" with "Zulu Novice Reading" selected. To the right of the dropdown are two buttons: "SAVE TO WORKLIST" and "VIEW WORKLIST".



Whenever you are browsing or searching through AOs in the item bank, you will see a column on the left hand side of the page that says, '*Add to Worklist*' as well as a box at the bottom of the page that lets you select and save any checked AOs to your worklists (see Figure 7).

**Step 1:** In the worklist box at the bottom of the page, select the worklist that you wish to add items to.

**Step 2:** In the '*Add to Worklist*' column on the left, check any and all the items below that you would like to save in the worklist.

**Step 3:** Click on '**Save to Worklist**' button in the box at the bottom of the page.

At any point, you can view the contents of your worklist by clicking on the '**View Worklist**' button at the bottom of the page. You can continue to add more AOs to your list as you browse and search the item bank. You can even add AOs from one list to another!

To **remove an AO** from a worklist, click on '**Remove**.' If no one is mapped to your Worklist, the AO will be removed. To put the AO back in the worklist, you will have to search the AOs to find the removed AO. If a developer is mapped to your Worklist, the removed AO will indicate that is it '*Removed by*' and indicate the individual, who removed the AO. The AO can be re-added to the Worklist.

## Glossary of Terms

ACCLASS	An 'end-to-end' suite of language testing services developed by American Councils. Key features include: item banking, registration and scheduling, lab setup, locked-down exam interface, real time monitoring, OPI capture and recording, score reporting and data output for statistical analysis.
'Aces'	A short-hand codename for the ACCLASS Item Bank.
Assessment Object	Components of the Assessment Object (AO) are the Name, Type, Prompt Source and Language. The Assessment Object consists of the prompt/stimulus and the items.
Assessment Object List	A searchable and sortable list of Assessment Objects displaying Object Names, Object Types, Dates Created, Language, Proficiency Levels and Number of Items.
Audio Transcript	A target language transcript of any audio that is used on listening Assessment Objects.
Code Set	The portion of the AO which contains data on the Proficiency Level and Age Appropriateness of the AO.
Comments	Comments are added to an AO in the 'Comments' box below the items. Item writers and reviewers should attach comments each time they make a change to an AO or to comment on an AO. The comments section can be viewed for the current version only or for all versions and provides a history of the AO.
Distractor	The three incorrect choices for each item.
Genre	Field on the AO in which to capture the topic content of the AO. See American Councils for guidelines.
Instructions	The introductory sentence or phrase in English that provides a context for the written or audio prompt that follows. It does <u>not</u> refer to general instructions.
Item	The question that is being asked to test comprehension of the prompt. The item includes a stem, key and three distractors.
Item Bank	The source or 'pool' where all items reside regardless if they have been used on a test or not.
Key	The correct answer for each item.
Language	Refers to the target language that is being tested, although Instructions and Items may be in English.
Object Name	The unique name given to the AO by the item writer to identify it in a meaningful and recognizable way to facilitate retrieval. A numeric-only label is not recommended. The Object Name should be in English.
Object Type	Item type identified by language skill (e.g. Reading, Listening)

Prompt	The reading text or listening audio in the target language upon which the items are based.
Prompt Source	The web address/URL that is the source for all prompts from the Internet, or a written description for any non-Internet prompt origin.
Reading Text	The target language reading text that is the prompt for a Reading AO.
Stem	The question part of the item. Multiple stems should be arranged sequentially following the order of the text in the prompt.
Title	A title in the target language, such as a newspaper headline may precede a reading prompt if appropriate. The title is optional and will be seen by the test taker.
Transcript	The target language transcript of the entire listening prompt.
Translation	The English translation of the reading text or listening audio. Every AO must include a translation for review purposes.
Version	Revisions made to any part of an AO generate a new version of the AO. Users can view and compare all versions of an AO and view comments that have been made to all versions.
Worklist	A subset of Assessment Objects created for a specific purpose in a particular language. User access to worklists is controlled by American Councils. All assignments that are submitted must be in a worklist form.