

# Accessing the Assessment Bank

Q: How do I register?

A: Go to this link: [Register here](#)

You will need your Queensland teacher registration number.

Q: I'm not a Queensland registered teacher. May I still access the Assessment Bank?

A: If you are not a registered teacher in Queensland you may be able to register with an email address from a Queensland educational organisation. If this is not possible, please [contact us](#).

Q: Why do I get a message saying my teacher registration is not valid, or my date of birth is not the same as registered with the Queensland College of Teachers (QCT)?

A: i) you may have incorrectly typed in the wrong details

ii) if you have a provisional QCT registration, your details may not be in the database.  
Please [contact us](#).

Q: Why do I get a message telling me that I have been temporarily suspended?

A: Your account will be suspended after three failed attempts to log on.

Q: I've tried to change my email address but am unable to do this.

A: You cannot change your email address. If your email address has changed, you will need to [contact us](#) to have your original account deleted. You will then be able to set up your account with your new email address. Multiple email accounts are not accepted.

Q: What do I do if I've lost my password or my password doesn't work?

A: Go to one of these links:

[Reset password](#)

[Change your password](#)

Q: Why does the Assessment Bank need to have a password?

A: There are several reasons for controlling access to the Assessment Bank. These include:

- Copyright agreements and our authorisation to publish student samples constrain us from making the Bank publicly available
- This online resource is offered free of charge to Queensland teachers, but some international education authorities purchase access
- It may not be appropriate for students to have prior access to some assessments.

## Finding what I need

- Q: Why didn't I get any results for my search?
- A: Your search may have been too narrow or too specific. Try removing some of the search terms or constraints.
- Q: Why can't I download documents from my download cart?
- A: Some organisations have security in place. Usually, you will find a yellow strip across the top of the download cart page which allows you to click to download the documents.
- Q: When I search, I see ".pdf" versions of assessments. How do I get ".doc" versions so I can edit it to suit my class?
- A: A set of ".pdf" documents is shown in the preview pane. When you click "Add to download cart", the Bank will bundle a complete set of ".pdf" and ".doc" documents into a zip file for quick downloading.
- Q: How can I get a list of all the assessments and resources available for my year-level?
- A: Select only the year-level(s) you are interested in on the search page, and leave everything else un-checked.
- Q: I'm teaching from the Australian Curriculum. I can only find assessments for that learning area that were written for the Essential Learnings. Is it OK to use them?
- A: Over time, relevant assessments will be aligned to the Australian Curriculum. Where alignment has not yet been done, it is up to teachers to judge which elements of the Australian Curriculum can be validly assessed by a package.

## Using Assessment Bank resources and assessments

- Q: Is it OK to modify a document to suit my class?
- A: Assessments are available in ".doc" or ".docx" form, so teachers may modify them to suit their context. If a document from the Assessment Bank has been modified, please remove the QSA branding.
- Q: I've been given a copy of an Assessment Bank document but I think someone has changed it. How can I tell?
- A: Simply find the original on the Assessment Bank and compare the two.
- Q: How can I use the Assessment Bank with my special-needs students?
- A: Inclusive strategies enable a learner with disabilities to participate in the same learning and assessment as a learner without disabilities. This is achieved by making adjustments to the delivery or mode of learning and assessment, without changing the rigour. There are several assessments available giving examples of inclusive strategies which should be considered when preparing teaching, learning and assessments.

There are also resources available about specific adjustments. Log in to the QSA Assessment Bank, select Resource search > Phases of schooling > Special education > enter "adjustments".

## Providing feedback to the Assessment Bank

Q: How can I provide feedback on an assessment package or ask a question?

A: The Forum allows you to communicate with the Assessment Bank team and other users:

<https://qcar.qsa.qld.edu.au/assessmentbank/html/forum.html>

## Developing Assessment Bank products

Q: I've just completed an assessment and my students produced interesting work. Would you like to publish some as Sample Responses?

A: Yes. The Assessment Bank intends to publish more sample responses (when available) graded A–E, with annotations to explain the match between student work and the descriptors in the Guide to Making Judgments. This can only be done with the cooperation of teachers, so if you are able to help, please contact us.

Q: My school has written some useful assessments. Would you like to publish them on the Assessment Bank?

A: Yes. Many packages on the Bank started as school-based assessments. If you have something to share, please contact us.