

OLNA Declaration form

Note: this form must be completed by the principal administering the OLNA and emailed to the OLNA Helpdesk prior to each round of the OLNA.

Declaration by principal

I have read and understood the administration requirements for the OLNA as detailed in the *OLNA Handbook 2021*.

I have read the *OLNA Educator code of conduct* and I understand the principles upon which the OLNA is based.

I have made all relevant staff and students aware of the expectations of behaviour outlined in the *OLNA Educator code of conduct* and the *OLNA Student agreement*.

I have ensured that all documentation related to the administration of the OLNA has been provided to relevant staff in time for them to become familiar with the requirements and enable them to perform their duties as required.

Only educators registered with the Teacher Registration Board of Western Australia will administer the OLNA test sessions.

I assure that efforts will be made to allow and encourage all eligible students seeking a WACE to participate in the OLNA to the best of their ability. All students eligible to sit the OLNA will be given an opportunity to sit the OLNA and complete the practice tests and/or the example tests.

Appropriate measures will be implemented to ensure that the OLNA is managed in a way that is fair and equitable for all eligible students.

Adjustments for students with disability will be implemented fairly and in accordance with the principles outlined in the *OLNA Handbook 2021* and the *Guidelines for disability adjustments for timed assessments*. Documentation of decisions and adjustments actioned will be retained on file for audit purposes.

Contact, registration and disability adjustment data will be provided to the Authority in accordance with specified formats and within specified timelines.

The system requirements check will be conducted on a representative sample of student devices using student network permissions.

Students will not be tutored in ways that are likely to elicit rehearsed responses to questions rather than responses which accurately reflect their skills.

The online test environment will be monitored and controlled to maintain its integrity.

Access to the OLNA will be kept secure to avoid any premature or unauthorised disclosure of content at any time during the testing window. All access to the OLNA tests is logged.

I accept responsibility for the confidentiality, integrity and security requirements of the OLNA.

Name of principal: _____

Principal: _____
(Signature)

Date: _____

School: _____

School code:

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Scan and email the completed form to olna@scsa.wa.edu.au.