



Government of **Western Australia**  
School Curriculum and Standards Authority

# Online Literacy and Numeracy Assessment (OLNA) Supervisor's Handbook 2024



OLNA Helpdesk: 9273 6726 or [olna@scsa.wa.edu.au](mailto:olna@scsa.wa.edu.au)

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Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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# Contents

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<b>Introduction.....</b>	<b>1</b>
The OLNA .....	1
Roles.....	2
<b>OLNA Helpdesk.....</b>	<b>3</b>
<b>OLNA Educator Code of Conduct and OLNA Student Agreement .....</b>	<b>4</b>
Breaches of the OLNA Educator Code of Conduct or the OLNA Student Agreement .....	4
Lodging breaches .....	5
<b>Record retention.....</b>	<b>6</b>
Public schools.....	6
Non-government schools.....	6
<b>Role of the supervisor .....</b>	<b>7</b>
Preparing for the test window .....	7
Checking devices, materials and applications.....	7
Recording attendance and documenting issues experienced .....	8
Preparing the test room.....	8
Understanding rules for assisting students .....	8
Supervising test days .....	9
Finding solutions to potential issues.....	10
<b>Adjustments .....</b>	<b>12</b>
Students with disability.....	12
Types of adjustments for disability .....	12
English as an Additional Language or Dialect students .....	15
<b>Appendix 1 – OLNA Educator Code of Conduct.....</b>	<b>17</b>
<b>Appendix 2 – OLNA Student Agreement.....</b>	<b>18</b>
<b>Appendix 3 – Checklist for OLNA supervisors .....</b>	<b>19</b>
<b>Appendix 4 – Administration scripts.....</b>	<b>20</b>
Writing .....	20
Reading .....	24
Numeracy.....	28
<b>Appendix 5 – Information for scribing .....</b>	<b>32</b>
Appointment of a scribe .....	32
Scribing requirements.....	32
Scribing procedure .....	32
<b>Appendix 6 – Solutions to issues and frequently asked questions.....</b>	<b>35</b>
Bandwidth and connectivity issues.....	35
Login box not displaying .....	36
Problems accessing an OLNA test.....	36
Computer crashing/freezing .....	36
Problems with test questions .....	36
Script warning appears .....	36

Item freezing/keyboard not working on iPad (or other tablets) .....	37
Retry pop-up window appears (reading and numeracy only) .....	37
Retry pop-up window appears (writing only) .....	37
Frequently asked questions .....	38
<b>Appendix 7 – OLNA Student List and password management using SIRS .....</b>	<b>43</b>
Extracting student lists.....	43
Using the OLNA Student List .....	45
Extracting student passwords.....	46
OLNA Student Log-in Details sheet .....	47

# Introduction

This handbook brings together information specific for supervisors from the *OLNA Handbook 2024* and the *OLNA Test-Delivery Website User Guide 2024*. OLNA supervisors are responsible for the proper invigilation of the Online Literacy and Numeracy Assessment (OLNA). Supervisors include anyone who is present in the test session and is not sitting the test.

A *Checklist for OLNA supervisors* has been provided in Appendix 3 to assist supervisors throughout the testing window. Administration scripts have been provided in Appendix 4 and must be used when managing each test session.

## The OLNA

The OLNA has three components:

- reading (45 multiple-choice questions to be completed in 50 minutes)
- writing (an extended response of up to 600 words to be completed in 60 minutes)
- numeracy (45 multiple-choice questions to be completed in 50 minutes).

The OLNA has different versions of each test. These versions are of equal difficulty. On each occasion that an OLNA component is assessed, one of the versions is randomly generated. This randomisation is intended to prevent sharing of information between students who sit the test at different times.

The OLNA can be administered by schools up to six times each year.

**Table 1. 2024 OLNA testing windows**

Semester	Test period	Indicative weeks	Writing	Numeracy and Reading	Cohort
1	Term 1 Window	Weeks 5–6	26–27 February	26 February–8 March*	Years 11 <sup>†</sup> , 12
	Term 2 Window A	Weeks 2–3	22–23 April	22 April–3 May*	Years 10, 11 <sup>†</sup> , 12
	Term 2 Window B	2nd-last and 3rd-last weeks	10–11 June	10–21 June	Years 10, 11 <sup>†</sup> , 12
2	Term 3 Window A	Weeks 2–3	22–23 July	22 July–2 August	Years 10, 11, 12
	Term 3 Window B	2nd-last and 3rd-last weeks	2–3 September	2–13 September	Years 10, 11, 12
	Term 4 Window	Weeks 3–4	21–22 October	21 October–1 November	Years 9 <sup>‡</sup> , 10

\*Monday, 4 March and Thursday, 25 April are public holidays in Western Australia. The OLNA will not be available on these dates.

<sup>†</sup>Year 11 students are required to sit in one of the Semester 1 windows.

<sup>‡</sup>Optional sit: Year 9 students who sit in Term 4 will have this count as their first sit as a Year 10 student.

Before the end of Year 12, students will have up to six opportunities (maximum of two per year) to demonstrate the standard for each component. Students may only sit once each term and only in windows where they are permitted to sit. Students who sit in the Term 4 Window as a Year 9 student will have this sit count as one of their two Year 10 sit opportunities.

Students who do not demonstrate the standard for each component by the time they exit senior secondary schooling can apply to the School Curriculum and Standards Authority (the Authority) to resit the OLNA at any age by completing the online application found on the Authority website on the [WACE after Year 12 page \(https://senior-secondary.scsa.wa.edu.au/certification/wace-after-year-12\)](https://senior-secondary.scsa.wa.edu.au/certification/wace-after-year-12).<sup>1</sup>

## **OLNA roles**

There are three roles associated with administering the OLNA within a school:

- Principal – administering the OLNA on a whole-school level
- Coordinator – managing the day-to-day administration of the OLNA
- Supervisor – administering the tests.

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<sup>1</sup>The WACE requirements may change over time. Individuals continuing to work towards the achievement of the WACE after they leave school will need to meet the WACE requirements current at that time.

# OLNA Helpdesk

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The *OLNA Handbook 2024*, the *OLNA Test-Delivery Website User Guide 2024*, the *OLNA Supervisor's Handbook 2024*, the *OLNA Dashboard User Guide 2024* and the Authority website provide extensive information on the administration of the OLNA.

For more information and clarification, contact the OLNA Helpdesk.

Phone: +61 (08) 9273 6726, 8.00 am to 4.00 pm (AWST) weekdays.

Email: [olna@scsa.wa.edu.au](mailto:olna@scsa.wa.edu.au)

If there are any issues that cannot be resolved by the school IT support person, the supervisor and/or the school IT support person must contact the OLNA Helpdesk by email or telephone. Email [olna@scsa.wa.edu.au](mailto:olna@scsa.wa.edu.au) with the subject title '<SchoolCode>\_techsupport'. Issues requiring urgent or immediate resolution must be logged with the OLNA Helpdesk by telephone.

To ensure that the IT issue is resolved promptly, the following information must be prepared by the school before contacting the OLNA Helpdesk:

- a detailed description of the problem (including screenshots where relevant)
- the extent of the problem
- school and student details (school code, names, student numbers)
- the date and time of the problem
- screenshot of the device results from the [OLNA – Requirements page](https://assess.scsa.wa.edu.au/requirements) (<https://assess.scsa.wa.edu.au/requirements>)
- screenshots of the device's details, as generated using [What's My Browser](https://www.whatsmybrowser.org/) (<https://www.whatsmybrowser.org/>). Note: avoid clicking on any links or ads. A screenshot is the safest method of collecting the necessary information
- best contact phone number and email address.

# OLNA Educator Code of Conduct and OLNA Student Agreement

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The integrity of the OLNA relies on a shared commitment to delivering fair and equitable, high-quality tests. School principals, coordinators, supervisors and teachers must ensure that the OLNA is administered in accordance with the principles and values of the *OLNA Educator Code of Conduct* (Appendix 1). Students are required to accept the *OLNA Student Agreement* (Appendix 2) before logging in to an OLNA test.

## Breaches of the OLNA Educator Code of Conduct or the OLNA Student Agreement

It is essential that breaches of the *OLNA Educator Code of Conduct* or the *OLNA Student Agreement* are identified promptly and addressed transparently.

Breaches are categorised as educator breaches or student breaches. Characteristics of both breaches are outlined below.

### **Educator breach**

Educator actions constitute a breach when they:

- act with intent to obtain an unfair advantage (whether on behalf of a student, or a cohort of students, or a school)
- affect the security of the OLNA in a manner that has the potential to compromise the integrity of its results (this includes transcribing, recording, copying or transmitting any test materials or responses)
- do not ensure compliance with agreed protocols (e.g. using ineffective or dishonest practices).

### **Student breach**

Student actions constitute a breach when they:

- leave the test-delivery website during a test session
- transcribe, record, copy or transmit any test materials or responses
- use unauthorised materials during a test session
- use anonymiser technology, such as a virtual private network (VPN) or Tor
- talk to and/or disrupt other students during a test session
- act in a way intended to cause them to gain an unfair advantage
- act in a way intended to unfairly affect the results of another student
- do not follow instructions during a test session.

## Lodging breaches

Allegations of breaches of the *OLNA Educator Code of Conduct* or the *OLNA Student Agreement* must be lodged by emailing the OLNA Helpdesk (see page 3).

### **Deadlines for lodging breaches with the Authority**

Deadlines for lodging breaches vary according to the type of breach. As the OLNA is implemented six times each calendar year, lodgement and resolution of student breaches must be prompt to avoid affecting students' future opportunities.

- Lodgement of an alleged **educator breach** must be within two years of occurrence.
- Lodgement of an alleged **student breach** must be no later than two weeks after the testing window has closed.
- **Appeal of committee decision** must be within eight calendar days from notification of the decision and before the next OLNA window.

# Record retention

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## Public schools

In accordance with the *State Records Act 2000* and the Department of Education's (the Department) *Records Management Policy*, public schools must retain all assessment records, which includes records relating to tests and examinations of a student, until the year in which the student turns 25 years of age.

Information about this Act can be found on the Western Australian Legislation website on the [State Records Act 2000 page \(https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_924\\_homepage.html\)](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_924_homepage.html).

The Department's policies can be found on [ikon \(https://ikon.education.wa.edu.au\)](https://ikon.education.wa.edu.au).

## Non-government schools

The *Records Retention & Disposal Schedule for Non-Government Schools – 2nd Edition* is available to purchase and download on the Australian Society of Archivists website on the [Publications page \(https://www.archivists.org.au/products/asa-publications/records-retention-schedule-non-governm-school\)](https://www.archivists.org.au/products/asa-publications/records-retention-schedule-non-governm-school).

# Role of the supervisor

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Responsibilities of the supervisor are outlined in the following sections.

## Preparing for the test window

In the weeks before the testing window, the supervisor should consult with the coordinator to confirm:

- where and when the test sessions will be held
- the duration and organisation of breaks between test sessions
- organisational procedures required during the testing window
- procedures for handling emergencies and problem situations
- procedures to be followed when a relief teacher administers the test
- arrangements for students granted adjustments
- the conditions for iPad® or Android® tablet use (if approved by coordinator)
- *OLNA Information for Students* sheets have been provided to eligible students
- receipt of the *OLNA Handbook 2024* and/or the *OLNA Supervisor's Handbook 2024*, the *OLNA Test-Delivery Website User Guide 2024* and the *OLNA Dashboard User Guide 2024*.

## Checking devices, materials and applications

During each test session, supervisors must check that students only have:

- a pen and/or pencil
- an eraser
- a device necessary for accessing the test
- their login sheet
- working paper provided by the school.

Supervisors must ensure students do not have the following unauthorised devices and/or materials in the test session: mobile phones; pen-readers; Bluetooth®/wireless/web-enabled devices; photographic, scanning or audio devices; headphones; calculators; dictionaries; thesauruses or notes. The device a student uses to access the test is considered to be an authorised device. A student may only access the test with one device at a time.

Subject to the approval of the coordinator, students may be permitted to use a personal device, such as a laptop, iPad or Android tablet, to complete the test. However, supervisors must ensure keyboard settings, such as predictive text, grammar and spellchecking functionality, are turned off (see the *OLNA Test-Delivery Website User Guide 2024* Section 1: System and device set-up for the complete list).

Supervisors must check students do not have any applications open that are not necessary to access the test or keep their device safe. Students may only have one browser and one browser tab open at any one time. Any toolbars or side bars should be turned off or, if that is not possible, minimised. All

background applications must be closed, including those that provide predictive text, grammar and spellchecking functionality.

The supervisor must provide students with a blank piece of working/planning paper. The *OLNA Students Log-in Details* sheet will suffice for this purpose.

## Recording attendance and documenting issues experienced

For each test session, the coordinator will provide supervisors with the *LAN002 – OLNA Students Log-in Details* report. These are to be distributed to students as they enter the test room.

Supervisors must ensure that students receive only the relevant login details sheet for the component they are scheduled to sit during that test session.

The coordinator will provide supervisors with the *LAN001 – OLNA Student List* in the test session so that student attendance can be recorded, and any issues experienced during the test can be documented.

## Preparing the test room

Supervisors and coordinators must ensure that the best possible test conditions are created for students by undertaking the following preparations:

- arrange for devices to be positioned in a way that minimises opportunities for students to see other students' screens
- remove or cover any charts, teaching materials and spelling lists that may help students to answer questions
- ensure that unauthorised materials are not available to students during the test sessions.

## Understanding rules for assisting students

Supervisors must demonstrate professional and ethical behaviour at all times. Any assistance given to students that results in them gaining an advantage in their test is in breach of the *OLNA Educator Code of Conduct* (Appendix 1). The table below lists the rules for how supervisors may assist students in fair and ethical ways.

**Table 2. Rules for assisting students**

Component	Supervisors may	Supervisors must not
All	<ul style="list-style-type: none"> <li>✓ read instructions</li> <li>✓ advise students to leave a question if they are unsure of the answer</li> <li>✓ advise students to return to unanswered questions if they have time at the end</li> <li>✓ encourage students who finish early to review their work</li> <li>✓ assist students with test-delivery website navigation</li> </ul>	<ul style="list-style-type: none"> <li>× give examples or hints</li> <li>× explain, paraphrase or interpret questions or texts</li> <li>× explain the meaning of symbols in questions or texts</li> <li>× indicate to students whether their answers are correct or incorrect</li> <li>× remind students about work completed in class</li> </ul>

Component	Supervisors may	Supervisors must not
Reading		× read stimulus materials or test questions to a student
Numeracy	✓ read the instructions and the numeracy questions, but only those numerals or symbols embedded in text	× translate, interpret or explain the meaning of any symbols, numbers or mathematical terms
Writing	✓ read the writing prompt	× allow any discussion of the writing task × provide any structure or content, orally or in writing × prompt students × write anything on the board (except the test-delivery website address) × plan for the students × type for a student (except where adjustments for disability have been approved by the principal and the Authority and the supervisor is the appointed scribe)

## Supervising test days

### Before the test session

Supervisors must have:

- a personalised *OLNA Student Log-in Details* sheet for each student
- the *OLNA Student List* to record attendance (students may be asked to sign against their name) and document any issues experienced by students during the test
- blank working/planning paper for all students (the sheet with their login details will suffice).

### At the start of the test session (as students enter the test room)

Supervisors must hand each student:

- their *OLNA Student Log-in Details* sheet and direct them to their device
- a blank piece of working/planning paper (the sheet with their login details will suffice).

### During the test session

Supervisors must read from the appropriate test administration script to ensure consistent instructions are provided to all students.

This script includes instructions for:

- students to read their *OLNA Student Log-in Details* carefully, hand in unauthorised materials, and close any unnecessary applications or browser tabs
- supervisors to write the test-delivery website address (<https://assess.scsa.wa.edu.au>) on the whiteboard and instruct students to enter it into a browser
- students to read and agree to the *OLNA Student Agreement* when the home page has loaded
- students to enter their username and password provided on the sheet with their login details.

Students should read the instructions page on the screen. When directed, students can click on the **Start** button to begin the test.

Students are given a maximum of 50 minutes to complete the tests for the reading and numeracy components and 60 minutes to complete the task for the writing component (unless extra time has been approved). Students who finish a test early will need to click on the **Submit** button to conclude the test. If students do not complete a test within the allotted time, the test will close and submit automatically. Supervisors will advise students that they have run out of time and cannot continue.

Students who disrupt other students during the test session must be removed from the room immediately and placed under alternative supervision arrangements. The coordinator and supervisor must discuss alternative supervision arrangements in advance. On the *OLNA Student List*, supervisors must record student attendance and details of any issues experienced by individual students during the test.

During the test session, supervisors must **monitor student activity carefully** and ensure that students do not leave the test-delivery website, access other websites or unauthorised materials, or use any other browser/operating system application/setting that may provide assistance. A supervisor who observes an action or behaviour that contravenes the *OLNA Student Agreement* must document observations and advise the coordinator. The coordinator will then inform the Authority of the student activity that contravened the *OLNA Student Agreement*.

### **At the end of the test session**

When all students have submitted their responses for the test, supervisors must ask students to close their browser. Supervisors must then collect working/planning paper for secure disposal. Once all papers are collected, the test session is considered to be concluded and students may be dismissed or managed as appropriate. However, students granted adjustments or those who have experienced technical issues may continue their test session.

Supervisors should then return the *OLNA Student List* (complete with attendance check and record of any issues experienced by individual students) to the coordinator.

Supervisors must **not**:

- × allow any students or unauthorised persons to remove any paper that students have been working on from the test room
- × transcribe braille test books
- × copy, transcribe, transmit or record images of test questions or student responses, or ask students to record their answers on a piece of paper or on another device. An exception may be made when a supervisor or coordinator is under the direction of the OLNA Helpdesk and there is a problem with submission of student responses.

## Finding solutions to potential issues

This handbook and the *OLNA Test-Delivery Website User Guide 2024* contain a list of frequently asked questions and solutions to potential issues.

Supervisors must be familiar with the *OLNA Test-Delivery Website User Guide 2024* and the relevant sections of this handbook before the test sessions and attempt to resolve any technical issues with the school IT support person. If a student does not have internet access, check:

- with the school IT support person that the student has not had access blocked
- the student has sufficient 'printer credit' or similar to access the internet.

If there are any issues that cannot be resolved by the school IT support person, the supervisor and/or the school IT support person must contact the OLNA Helpdesk by email or telephone. Email [olna@scsa.wa.edu.au](mailto:olna@scsa.wa.edu.au) with the subject title '<SchoolCode>\_techsupport'. Issues requiring urgent or immediate resolution must be logged with the OLNA Helpdesk by telephone (9273 6726).

Prepare the following information before contacting the OLNA Helpdesk:

- exact wording of any error message (including a screenshot)
- the extent of the problem
- school and student details (school code, names, student numbers)
- the date and time of the problem
- a screenshot of the device results from the [OLNA Requirements page](https://assess.scsa.wa.edu.au/requirements) (<https://assess.scsa.wa.edu.au/requirements>)
- screenshots of the device's details, as generated using [What's My Browser](https://www.whatsmybrowser.org/) (<https://www.whatsmybrowser.org/>). Note: avoid clicking on any links or ads. A screenshot is the safest method of collecting the necessary information
- the best contact phone number and email address.

# Adjustments

Subject to satisfying the requirements outlined below, the Authority allows adjustments for students with disability and English as an Additional Language or Dialect (EAL/D) students.

Evidence used in determining an adjustment for the OLNAs must be retained as per the relevant legislation and/or policies for each system/sector.

## Students with disability

The Authority recognises that access to the OLNAs tests for students diagnosed with severe disability, impairment or a medical condition could be significantly affected and may require adjustment to the standard conditions. Current evidence of the diagnosis and the severity of disability is required for approval of the adjustment.

Adjustments are made to enable access to the OLNAs tests on an equivalent basis to students without disability, impairment or a medical condition.

Principals are authorised to determine and implement adjustments fairly. The purpose of this section is to provide background information to supervisors about implementing adjustments appropriately and equitably. There are many students with some form of disability or medical condition who will not need any adjustment to access an OLNAs test.

## Types of adjustments for disability

To assist schools and parents/guardians/carers, the Authority has developed the *Equitable Access to Assessment Policy: Guidelines for Equitable Access for Assessments* found on the Authority website on the [Disability Adjustment Guidelines page \(https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines\)](https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines).

Certain types of adjustments require approval by the Authority. Schools must enter any of the adjustments requiring Authority approval into the OLNAs Dashboard by the date specified in the *Checklist for principals* in the *OLNAs Handbook 2024*.

**Table 3. Adjustments for the OLNAs**

Adjustment				Required approvals	
	Type	Sub-type	Notes	Principal	Authority
1	Rest breaks		<ul style="list-style-type: none"><li>through the provision of a pause button</li><li>the test will only pause for a set amount of time (schools need to request the appropriate time)</li></ul>	Yes	Yes
2	Extra time to work			Yes	Yes
3	Extra time at student's discretion			Yes	Yes

Adjustment				Required approvals	
4a	Special formats	alternate images	high quality/vector images	Yes	Yes
4a		braille	paper-based	Yes	Yes
4c		coloured backgrounds	three colours: light blue, light yellow and green	Yes	Yes
5a	Support person	scribe		Yes	Yes
5b		general		Yes	No
6	Oral/sign support			Yes	No
7	Modification to environment		e.g. separate supervision, special furniture, lighting	Yes	No
8	Access to medication		e.g. diabetic support	Yes	No

## 1. Rest breaks through the provision of a pause function

Rest breaks are appropriate when a student is physically or psychologically incapable of completing a test in the continuous period specified for that component. Breaks are usually up to five minutes per 30 minutes of test time.

The effectiveness of rest breaks will generally be evident from the student's use of that adjustment in classwork and internal assessment tasks of a similar length to the OLN test. It should be clear to teachers that the student is more focused, alert or productive after taking a rest break.

The platform will monitor the amount of time used for rest breaks and will automatically restart the test once the allocated rest time has passed. In addition to requesting a pause break, schools will need to select the length of the requested rest time in the field in the OLN Dashboard. Students may use the allocated rest time as one break or as multiple small breaks. Students approved for this adjustment may take a rest break at times of their choosing. The test will be adjusted for these students to include a pause function. The pause function will enable students to pause and resume the test to allow for rest breaks at required intervals. As this adjustment does not affect the overall working time for the test, students are not permitted to work on test questions during rest breaks. Once a student uses all of the time allocated for rest breaks, the test will resume and cannot be paused again.

## 2. Extra time to work

Extra time to work is appropriate for a student:

- who has a current diagnosis from a specialised medical professional which effectively states the student's disability diminishes test accessibility, and that the provision of this specific adjustment would restore test accessibility for that student
- with physical disability that significantly inhibits their use of a keyboard or touchscreen
- with vision impairment for whom standard screen adjustments will not provide reasonable access
- who is working with a scribe or support person.

The Authority will adjust the maximum amount of time allowed for approved students to complete the test to include the extra time. Generally, it is recommended that no more than five minutes of

extra time per 30 minutes of test time be provided. However, in some cases, up to an additional 15 minutes per 30 minutes of test time may be provided.

### **3. Extra time at student's discretion**

Extra time to use at a student's discretion is appropriate for a student with a complex medical condition that requires constant management, or multiple conditions that inhibit their ability to complete a task at the expected rate. This is used instead of extra time to work, as well as rest breaks.

### **4. Special formats**

#### **4a. Alternate images (high quality/vector images/high contrast) – online**

Students with vision impairment who are unable to adjust to the online environment with suitable modifications may be supported by the use of alternate images. These images are typically vector images, which retain their quality when increased in size. These images are also typically high contrast.

#### **4b. Braille assessment – paper**

Students with vision impairment who are unable to adjust the online format sufficiently to access the test can be provided with a test in braille format. Principals must advise the Authority of this need **at least** four months before the scheduled OLNA window.

#### **4c. Coloured backgrounds – online**

Students with vision impairment who are unable to adjust to the online environment with suitable modifications may be supported by the use of different coloured backgrounds. The student may select from the range of colour themes as required during the tests.

### **5. Support person**

#### **5a. General**

A support person can be used for the OLNA reading and numeracy tests. A support person is not allowed for the writing test because a scribe is the appropriate equivalent adjustment.

A support person may be a teacher or person officially engaged by the school to assist students with disability to access the OLNA by navigating the online environment and/or selecting responses to multiple-choice questions in the reading and/or numeracy tests as indicated by the student.

A support person can only read aloud those elements of the test that can be read to all students.

Parents/guardians/carers or family members are not permitted to be used as a support person, unless regularly employed by the school in the capacity of a support person.

#### **5b. Scribe**

The assistance of a scribe enables the student to access the writing test and should not enhance the student's performance. Scribes are only appropriate for students with disability if using a scribe is regular literacy assessment practice and where other adjustments are not sufficient or available. Lack of familiarity with computers or poor keyboarding skills is not sufficient justification for the use of a scribe. Where appropriate, students should be encouraged to undertake the tests

independently of a scribe using alternative adjustments, such as extra time and/or rest breaks. In order to ensure consistency in the use of scribes and to ensure that the results are not compromised, prior written permission to use a scribe must be sought and given by the Authority.

A scribe may be provided in the writing test for a student with disability who meets all of the following criteria:

- has significant difficulty with the physical act of typing due to disability (this does not refer to a student's difficulty processing what they want to type) or lacks fine motor control due to disability, or experiences excessive fatigue of hands or upper limbs due to disability
- regularly works with a scribe in the classroom
- would be unable to access the writing test using any of the other adjustments available.

The person appointed as a scribe must:

- have experience as a scribe
- be an adult
- not be related to the student
- comply with the *OLNA Educator Code of Conduct* (Appendix 1) and the procedure for providing scribing assistance.

Ideally, the scribe should be familiar with the student and be regularly engaged by the school to provide scribe assistance to the student.

Scribes must read and comply with the requirements and procedures described in the *Information for scribing* (Appendix 5).

## **6. Oral/sign support**

The principal may approve oral/sign support. Supervisor instructions may need to be given in writing.

## **7. Modification to the physical environment**

Separate supervision, special furniture, lighting or other conditions in the physical environment may be provided.

## **8. Access to medication**

Access to medication or diabetic support can be provided.

## English as an Additional Language or Dialect students

### **Extra time to complete the OLNA for Year 12 ATAR EAL/D students**

Students who are registered as eligible to be enrolled in Year 12 ATAR EAL/D will automatically be granted an extra 10 minutes to complete the OLNA reading, writing and numeracy tests.

To be approved in time for the relevant OLNA testing window, students must complete and submit an online eligibility declaration for Year 12 ATAR EAL/D and be endorsed by their principal by the deadlines published in the *Activities Schedule*.

Instructions about how to check the eligibility status of a student once an application has been submitted can be found on the Authority website on the [English as an Additional Language or Dialect course page \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect).

### **Extra time to complete the OLNA for EAL/D students**

A student who has EAL/D eligibility approval from the teacher and school principal to enrol in Year 12 General or Foundation EAL/D can be allocated an extra 10 minutes to complete the OLNA reading, writing and numeracy tests. While eligibility approval is given for enrolment in a Year 12 course, students can be granted eligibility from Year 9 to allow them to receive the extra 10 minutes for the OLNA. Schools may wish to consider which students, including Aboriginal and Torres Strait Islander students, may be eligible for this adjustment by reviewing the *EAL/D – Eligibility guide and allocation of extra time for the OLNA*, found on the Authority website on the [English as an Additional Language or Dialect course page \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect).

For a student to be granted eligibility approval, the school must complete and retain the required documentation (*Form for eligibility for enrolment in Year 12 General and Foundation English as an Additional Language or Dialect (EAL/D) and for extra time to complete the OLNA*) and include supporting evidence. The form is available on the Authority website on the EAL/D course page.

Once the required documentation is completed, the principal (or their representative) needs to notify the Authority, through the OLNA Dashboard, of the allocation of an extra 10 minutes to complete each component of the OLNA.

The time adjustment will be applied to all OLNA tests completed by the student in that calendar year. Therefore, this process needs to be **repeated every calendar year** that the student is sitting the OLNA. Schools must advise the Authority of any student needing time adjustments by the deadline published in the *Activities Schedule*.

Further information about EAL/D eligibility can be found on the Authority website on the [English as an Additional Language or Dialect course page \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect).

## Appendix 1 – OLNA Educator Code of Conduct

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1. The OLNA must be accessible to all students so that they can demonstrate their actual skills and knowledge.
  - 1.1. Appropriate adjustments are to be made for students with diagnosed disability. The Authority has the right to audit school records and documentation of decisions for reasonable adjustments actioned.
  - 1.2. Appropriate arrangements are to be made for English as an Additional Language or Dialect (EAL/D) students who have received approval from the Authority for 10 minutes extra working time to complete each OLNA test.
2. The integrity of the OLNA must be maintained at all times.
  - 2.1. The copying of any test materials or student responses is not permitted.
  - 2.2. Providing details of the questions or prompts is not permitted.
  - 2.3. Cheating is not permitted.
  - 2.4. The test conditions must neither advantage nor disadvantage any student.
  - 2.5. The test must be administered and supervised in accordance with specifications contained in the *OLNA Handbook 2024*, the *OLNA Test-Delivery Website User Guide 2024*, the *OLNA Supervisor’s Handbook 2024*, the *OLNA Dashboard User Guide 2024* and the *OLNA Updates* as emailed to schools.
  - 2.6. All students are actively supervised during the test sessions.
  - 2.7. Providing unauthorised assistance to students during test sessions is not permitted.
  - 2.8. Allowing students to access unauthorised materials and/or devices during test sessions is not permitted. Such unauthorised materials and/or devices include mobile phones; pen-readers; Bluetooth®/wireless/web-enabled devices; photographic, scanning or audio devices; headphones; calculators; dictionaries; thesauruses or notes. (The device a student uses to access the test is considered to be an authorised device.)
  - 2.9. Administrators and supervisors must ensure their actions before, during and after the test sessions do not affect students’ results.
  - 2.10. Supervisors must ensure that students do not have any applications open other than what is necessary to access the test; only one browser and one browser tab are permitted to be open at any one time.
  - 2.11. All device/operating settings that autocorrect and other text-related keyboard functions must be switched off.
3. Principals and all relevant school staff must read, understand and abide by the instructions in this handbook. If unsure of any points, the principal or staff must seek clarification from the Authority.
  - 3.1. Failure to read or become aware of the protocols contained within this handbook is not a valid reason for breaching protocols.
  - 3.2. Dishonest and inappropriate practices must be discouraged.
  - 3.3. Allegations of breaches of the *OLNA Educator Code of Conduct* must be reported promptly for investigation by the Authority.
  - 3.4. It is the responsibility of the principal to make parents/guardians/carers aware of the main aspects of the OLNA.

## Appendix 2 – OLNA Student Agreement

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Students accept the following agreement before logging in to an OLNA test.

1. I agree to not leave the test-delivery website during the test session.
2. I acknowledge that attempts to access other sites, use other browser tabs, use other applications, or access calculators will be recorded.
3. I do not have any applications or programs open on my device except for the browser used to access the OLNA tests.
4. I do not have any browser tabs open except for the one used to access the OLNA tests.
5. I do not have autocorrect or other text-related functions turned on.
6. I will not transcribe, record, copy or transmit any test materials or responses.
7. I do not have any unauthorised materials in my possession, including mobile phones; pen-readers; Bluetooth®/wireless/web-enabled devices; photographic, scanning or audio devices; headphones; calculators; dictionaries; thesauruses or notes.
8. I will not use anonymiser technology, such as a virtual private network (VPN) or Tor, to access the OLNA tests.
9. I will not disrupt other students during the test session. If I finish the test early, I will not visit other websites or use other applications and programs.
10. I understand that this is an assessment of my skills and any actions that I take to gain an unfair advantage will be considered a breach of this *OLNA Student Agreement*.
11. I have not undertaken any action that will allow me to gain an unfair advantage.
12. I understand that my actions must not affect the performance of other students.
13. I understand that I must follow any instructions provided to me by the supervisors or other school staff.
14. I understand that penalties apply to a breach of this *OLNA Student Agreement*, such as the cancellation of results for this test.

## Appendix 3 – Checklist for OLNAs supervisors

**Table 4. Checklist for OLNAs supervisors**

Indicative week for action	Activity to be completed	Check
<b>Before the test window</b>		
Four school weeks	<ul style="list-style-type: none"> <li>Receive the <i>OLNA Supervisor’s Handbook 2024</i>, the <i>OLNA Handbook 2024</i>, the <i>OLNA Test-Delivery Website User Guide 2024</i> and the <i>OLNA Dashboard User Guide 2024</i>.</li> </ul>	
	<ul style="list-style-type: none"> <li>Become familiar with supervisor responsibilities and the requirements of the OLNAs by reading the <i>OLNA Supervisor’s Handbook 2024</i> and the relevant parts of the <i>OLNA Handbook 2024</i>, the <i>OLNA Test-Delivery Website User Guide 2024</i> and the <i>OLNA Dashboard User Guide 2024</i>.</li> </ul>	
Three school weeks	<ul style="list-style-type: none"> <li>Receive the school’s OLNAs schedule for the test sessions requiring supervision from the principal or coordinator.</li> </ul>	
One school week	<ul style="list-style-type: none"> <li>Check with the coordinator to determine whether any students require access to adjustments.</li> </ul>	
	<ul style="list-style-type: none"> <li>Ensure the rooms being used for the test have been appropriately set-up and the required materials are ready.</li> </ul>	
<b>During the test window</b>		
Weeks 1 and 2	<ul style="list-style-type: none"> <li>Receive the <i>OLNA Student Log-in Details</i> sheets and <i>OLNA Student List</i> from the coordinator for students sitting a test.</li> </ul>	
	<ul style="list-style-type: none"> <li>Administer the test.</li> </ul>	
	<ul style="list-style-type: none"> <li>After each test session, forward the completed <i>OLNA Student List</i> to the principal or coordinator, as directed. This should include: <ul style="list-style-type: none"> <li>the attendance check</li> <li>an incident log of any issues experienced by each student during the test session</li> <li>potential breaches of the <i>OLNA Student Agreement</i>.</li> </ul> </li> </ul>	

## Appendix 4 – Administration scripts

### Writing

Supervisors must ensure they are familiar with the following information before administering the test for this component. The test is to be conducted in one session.

The writing test is an assessment of a student’s independent writing skills. The supervisor must not provide input or assistance.

#### Time allocated for the writing component

- Introduction time: about five minutes, during which the supervisor reads aloud the preliminary instructions in the administration script.
- Duration of test: 60 minutes.

#### Preparation for the writing component

Supervisors distribute:

- current student login details to each student for the writing test only
- a sheet of blank planning paper to each student (the sheet with their student login details will suffice).

**Table 5. Materials required for the writing component**

Students	Supervisors
<p>Must only bring with them:</p> <ul style="list-style-type: none"><li>• a pen and/or pencil</li><li>• an eraser.</li></ul> <p>Must only be provided with:</p> <ul style="list-style-type: none"><li>• student login details</li><li>• blank paper for planning.</li></ul> <p>May be provided with a device, or supply their own, to access the test.</p>	<p>Must have:</p> <ul style="list-style-type: none"><li>• this handbook or the <i>OLNA Handbook 2024</i></li><li>• student login details</li><li>• a copy of the <i>OLNA Student List</i></li><li>• blank paper</li><li>• spare pens or pencils.</li></ul> <p>May have:</p> <ul style="list-style-type: none"><li>• the <i>OLNA Test-Delivery Website User Guide 2024</i>.</li></ul>

#### Writing test administration script

##### Supervisors read aloud

Today you will attempt the writing test for the Online Literacy and Numeracy Assessment.

You should have a pencil or pen, your student login details and a piece of blank paper.

Mobile phones; pen-readers; Bluetooth/wireless/web-enabled devices; photographic, scanning or audio devices; headphones; calculators; dictionaries; thesauruses or notes are not permitted. If you have brought any of these materials into the test room, please bring them to me now.

Do not log in until I tell you to.

Supervisors must now allow time for students to:

- check they have only authorised materials
- hand in any materials that are not permitted.

### **Supervisors read aloud**

You are only allowed to have applications open that are necessary to access the test and keep your device secure. Only one browser and one browser tab may be open at any one time. If you have any other applications or browser tabs open, please close them now.

Do not log in until I tell you to.

Supervisors must now allow time for students to:

- check if they have any unnecessary applications or browser tabs open
- close any applications or browser tabs.

### **Supervisors read aloud**

Are there any questions?

Supervisors must now allow time for answering students' questions.

### **Supervisors read aloud**

Ensure that the tab you will use for the test is maximised.

You are now ready to log in.

Copy the URL: <https://assess.scsa.wa.edu.au> into the address bar of your browser. Press **Enter** on the keyboard.

Once the site has loaded, carefully copy the username and password from the sheet with your student login details into the login box, read and agree to the *OLNA Student Agreement* and log in.

A pop-up window appears, asking you to confirm if this is you. If the details are correct, press **Yes this is me**. If the details are not correct, press **This is not me** and raise your hand and I will come to speak with you.

Read the on-screen instructions carefully. Do not click on the **Start** button yet.

Supervisors must now ensure that all students have successfully logged in.

### **Supervisors read aloud**

From the time you click on the **Start** button, you will have 60 minutes to plan, write and edit your response to a prompt.

The system is designed to accept a maximum of 600 words; however, you are not required to write 600 words. The word counter will let you know how many words you have written.

Use your blank sheet of paper for planning. The planning page will not be assessed, but it will be collected. This is an assessment of how well you write in Standard Australian English. I can read the prompt to you in English, as well as the instructions; however, I cannot explain the prompt to you.

If you have a question, raise your hand and I will come to speak with you.

You must do your own work. You are not allowed to talk to other students or look at other students' screens. You must not access other websites during this test session. Your activities will be monitored. All written work is checked by software to ensure your work has not been copied from somewhere else.

Your writing score will be cancelled if you:

- write on anything other than the prompt topic presented to you
- access any website or software other than the test-delivery website during the test session
- are found to have copied or reproduced any part of another person's work.

Do not write your name or anything that could identify you or your school anywhere in your response.

When you have finished writing, edit your work and then click on the **Finish** button. You will be prompted to either **Submit** your written response or return to your writing to continue working. Once you have submitted your response, please wait quietly until this test session has finished. You are not able to return to your response.

If you see the message **There is no further time available for this test**, your response will be saved and submitted automatically.

If you experience any problems when clicking on either the **Next** button or the **Submit** button, or if you encounter any other error, you should raise your hand immediately and I will come to speak with you.

Do your best work.

You may now click on the **Start** button to commence the writing test.

Supervisors must:

- ensure that students are working independently
- assist students who have issues using the test-delivery website
- not assist students by typing their response
- actively supervise students
- record issues experienced by students when using the test-delivery website
- record potential breaches of the *OLNA Student Agreement*, including instances where students have left the test-delivery website
- use this handbook or the *OLNA Test-Delivery Website User Guide 2024* to solve technical issues or contact the OLN Helpdesk (see page 3).

Supervisors may speak quietly to those students who are not working and, without assisting them, encourage them to refer to the prompt page.

If students finish early, supervisors should quietly suggest to them that they edit their writing before submitting their response. If a whole class finishes the test before the allocated time, supervisors may conclude the test session at their discretion.

Students granted adjustments or those who have experienced technical issues may continue their test session, as necessary, after all other students have been dismissed.

**After 60 minutes, supervisors read aloud**

After you have submitted your response, or when you see the message **There is no further time available for this test**, you should close the browser.

Once your browser is closed, I will collect your planning papers and student login details. When I have done this for all students, or I have dismissed you, your test session is concluded.

**After the writing test**

Supervisors must collect students' planning papers and student login details and provide these to the coordinator. If not entered into the OLNA Dashboard, supervisors should provide the coordinator with the *OLNA Student List* with completed attendance check and notes of any issues experienced by students.

## Reading

Supervisors must ensure they are familiar with the following information before administering the test for this component. The test is to be conducted in one session.

The reading test is an assessment of a student's skills in reading Standard Australian English, comprehension and responding to a variety of text types. The supervisor must not provide input or assistance.

### Time allocated for the reading component

- Introduction time: about five minutes, during which the supervisor reads aloud the preliminary instructions in the administration script.
- Duration of test: 50 minutes.

### Preparation for the reading component

Supervisors distribute:

- current student login details to each student for the reading component only
- a sheet of blank planning paper to each student (the sheet with their student login details will suffice).

**Table 6. Materials required for the reading component**

Students	Supervisors
<p>Must only bring with them:</p> <ul style="list-style-type: none"><li>• a pen and/or pencil</li><li>• an eraser.</li></ul> <p>Must only be provided with:</p> <ul style="list-style-type: none"><li>• student login details</li><li>• blank paper for working.</li></ul> <p>May be provided with a device, or supply their own, to access the test.</p>	<p>Must have:</p> <ul style="list-style-type: none"><li>• this handbook or the <i>OLNA Handbook 2024</i></li><li>• student login details</li><li>• a copy of the <i>OLNA Student List</i></li><li>• blank paper</li><li>• spare pens or pencils.</li></ul> <p>May have:</p> <ul style="list-style-type: none"><li>• the <i>OLNA Test-Delivery Website User Guide 2024</i>.</li></ul>

### Reading test administration script

#### Supervisors read aloud

Today you will attempt the reading test for the Online Literacy and Numeracy Assessment.

You should have a pencil or pen, your student login details and a piece of blank paper.

Mobile phones; pen-readers; Bluetooth/wireless/web-enabled devices; photographic, scanning or audio devices; headphones; calculators; dictionaries; thesauruses or notes are not permitted. If you have any of these unauthorised materials in the test room, please bring them to me now.

Do not log in until I tell you to.

Supervisors must now allow time for students to:

- check they have only authorised materials
- hand in any materials that are not permitted.

### **Supervisors read aloud**

You are only allowed to have applications open that are necessary to access the test and keep your device secure. Only one browser and one browser tab may be open at any one time. If you have any other applications, browsers or browser tabs open, please close them now.

Do not log in until I tell you to.

Supervisors must now allow time for students to:

- check if they have any unnecessary applications or browser tabs open
- close any applications or browser tabs.

### **Supervisors read aloud**

In this reading test, you will read short texts and then answer one or more multiple-choice questions about them.

Are there any questions?

Supervisors must now allow time for answering students' questions.

### **Supervisors read aloud**

Ensure that the tab you will use for the test is maximised.

You are now ready to log in.

Copy the URL: <https://assess.scsa.wa.edu.au> into the address bar of your browser. Press **Enter** on the keyboard.

Once the site has loaded, carefully copy the username and password from the sheet with your student login details into the login box, read and agree to the *OLNA Student Agreement* and log in.

A pop-up window appears, asking you to confirm if this is you. If the details are correct, press **Yes this is me**. If the details are not correct, press **This is not me** and raise your hand and I will come and speak with you.

Read the on-screen instructions carefully. Do not click on the **Start** button yet.

Supervisors must now ensure that all students have successfully logged in.

### **Supervisors read aloud**

There are 45 questions in this test and you have 50 minutes to complete all the questions.

You may use your blank sheet of paper and pen to assist you to answer questions.

Select your preferred answer by clicking on a bubble.

If you wish to change your answer, click on another bubble. You may go back and change answers if you wish.

If you have a question, raise your hand and I will come to speak with you.

You must do your own work. You are not allowed to talk to other students or look at other students' screens. You must not access other websites during this test session. Your activities will be monitored.

If you do not follow these instructions, your reading score will be cancelled.

If you finish early, check that you have answered all the questions and then click on the **Finish** button. You will then be prompted to either **Submit** your responses or return to the questions to continue working. Once you have submitted your responses, please wait quietly until the test time is finished.

If you see the message **There is no further time available for this test**, your responses will be saved and submitted automatically.

If you experience any problems when clicking on either the **Next** button or the **Submit** button, or if you encounter any other error, you should raise your hand immediately and I will come to speak with you.

Do your best work.

You may now click on the **Start** button to commence the reading test.

Supervisors must:

- ensure that students are working independently
- assist students who have issues using the test-delivery website
- not assist students by entering their responses
- actively supervise students
- record issues experienced by students when using the test-delivery website
- record potential breaches of the *OLNA Student Agreement*, including instances where students have left the test-delivery website
- use this handbook or the *OLNA Test-Delivery Website User Guide 2024* to solve technical issues or contact the OLNA Helpdesk (see page 3).

Supervisors may only read the general instructions, **not** the stimulus material or the questions.

Supervisors should encourage students who finish early to check their answers before submitting their responses. If a whole class finishes the test before the allocated time, supervisors may conclude the test session at their discretion.

Students granted adjustments or those who have experienced technical issues may continue their test, as necessary, after all other students have been dismissed.

#### **After 50 minutes, supervisors read aloud**

After you have submitted your responses, or when you see the message **There is no further time available for this test**, you should close the browser.

Once your browser is closed, I will collect your working papers and student login details. When I have done this for all students, or I have dismissed you, your test session is concluded.

### **After the reading test**

Supervisors must collect students' working papers and student login details and provide these to the coordinator. If not entered into the OLN A Dashboard, supervisors should now provide the coordinator with the *OLNA Student List* with completed attendance check and notes of any issues experienced by students.

## Numeracy

Supervisors must ensure they are familiar with the following information before administering the test for this component. The test is to be conducted in one session.

The numeracy test is an assessment of a student’s ability to use and apply a range of mathematical skills. The supervisor must not provide input or assistance.

### Time allocated for the numeracy component

- Introduction time: about five minutes, during which the supervisor reads aloud the preliminary instructions in the administration script.
- Duration of test: 50 minutes.

### Preparation for the numeracy component

Supervisors distribute:

- current student login details to each student for the numeracy component only
- a sheet of blank planning paper to each student (the sheet with their student login details will suffice).

Supervisors must check to ensure that no calculators are available to students during this test.

**Table 7. Materials required for the numeracy component**

Students	Supervisors
<p>Must only bring with them:</p> <ul style="list-style-type: none"><li>• a pen and/or pencil</li><li>• an eraser.</li></ul> <p>Must only be provided with:</p> <ul style="list-style-type: none"><li>• student login details</li><li>• blank paper for working.</li></ul> <p>May be provided with a device, or supply their own, to access the test.</p>	<p>Must have:</p> <ul style="list-style-type: none"><li>• this handbook or the <i>OLNA Handbook 2024</i></li><li>• student login details</li><li>• a copy of the <i>OLNA Student list</i></li><li>• blank paper</li><li>• spare pens or pencils.</li></ul> <p>May have:</p> <ul style="list-style-type: none"><li>• the <i>OLNA Test-Delivery Website User Guide 2024</i>.</li></ul>

### Numeracy test administration script

#### Supervisors read aloud

Today you will attempt the numeracy test for the Online Literacy and Numeracy Assessment.

You should have a pencil or pen, your student login details and a piece of blank paper.

Mobile phones; pen-readers; Bluetooth/wireless/web-enabled devices; photographic, scanning or audio devices; headphones; calculators; dictionaries; thesauruses or notes are not permitted. If you have brought any of these unauthorised materials into the test room, please bring them to me now.

Do not log in until I tell you to.

Supervisors must now allow time for students to:

- check they have only authorised materials
- hand in any materials that are not permitted.

### **Supervisors read aloud**

You are only allowed to have applications open that are necessary to access the test and keep your device secure. Only one browser and one browser tab may be open at any one time. If you have any other applications or browser tabs open, please close them now.

Do not log in until I tell you to.

Supervisors must now allow time for students to:

- check if they have any unnecessary applications or browser tabs open
- close any applications or browser tabs.

### **Supervisors read aloud**

Are there any questions?

Supervisors must now allow time for answering students' questions.

**Make sure students do not have access to a calculator during this test. This includes calculators embedded in the student's device or in a webpage.**

### **Supervisors read aloud**

Ensure that the tab you will use for the test is maximised.

You are now ready to log in.

Copy the URL: <https://assess.scsa.wa.edu.au> into the address bar of your browser. Press **Enter** on the keyboard.

Once the site has loaded, carefully copy the username and password from the sheet with your student login details into the login box, read and agree to the *OLNA Student Agreement* and login.

A pop-up window appears, asking you to confirm if this is you. If the details are correct, press **Yes this is me**. If the details are not correct, press **This is not me** and raise your hand and I will come to speak with you.

Read the on-screen instructions carefully. Do not click on the **Start** button yet.

Supervisors must now ensure that all students have successfully logged in.

### **Supervisors read aloud**

There are 45 questions in this test and you have 50 minutes to complete all the questions.

You may use your blank sheet of paper and pen to assist you to work out answers.

Select your preferred answer by clicking on a bubble.

If you wish to change your answer, click on another bubble. You may go back and change answers if you wish.

In this test, I can read the questions to you in English. I cannot read any numbers or symbols that are in a table or in an image.

If you have a question, raise your hand and I will come to speak with you.

You must do your own work. You are not allowed to talk to other students or look at other students' screens. You must not access other websites during this test session. Your activities will be monitored.

If you do not follow these instructions, your numeracy score will be cancelled.

If you finish early, check that you have answered all the questions and then click on the **Finish** button. You will then be prompted to either **Submit** your responses or return to the questions to continue working. Once you have submitted your responses, please wait quietly until the test time is finished.

If you see the message **There is no further time available for this test**, your responses will be saved and submitted automatically.

If you experience any problems when clicking on either the **Next** button or the **Submit** button, or if you encounter any other error, you should raise your hand immediately and I will come to speak with you.

Do your best work.

You may now click on the **Start** button to commence the numeracy test.

Supervisors must:

- ensure that students are working independently and not using calculators
- assist students who have issues using the test-delivery website
- not assist students by entering their responses
- actively supervise students
- record issues experienced by students when using the test-delivery website
- record potential breaches of the *OLNA Student Agreement*, including instances where students have left the test-delivery website
- use this handbook or the *OLNA Test-Delivery Website User Guide 2024* to solve technical issues or contact the OLNA Helpdesk (see page 3).

Supervisors should encourage students who finish early to check their answers before submitting their responses. If a whole class finishes the test before the allocated time, supervisors may conclude the test session at their discretion.

Students granted adjustments or those who have experienced technical issues may continue their test, as necessary, after all other students have been dismissed.

### **After 50 minutes, supervisors read aloud**

After you have submitted your responses, or when you see the message **There is no further time available for this test**, you should close the browser.

Once your browser is closed, I will collect your working papers and student login details. When I have done this for all students, or I have dismissed you, your test session is concluded.

### **After the numeracy test**

Supervisors must collect students' working papers and student login details and provide these to the coordinator. If not entered into the OLN Dashboard, supervisors should now provide the coordinator with the *OLNA Student List* with completed attendance check and notes of any issues experienced by students.

## Appendix 5 – Information for scribing

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The following information outlines the requirements and procedure applicable to scribing a student's writing test response, where a student has received approval from the Authority for this adjustment for disability.

### Appointment of a scribe

The person appointed as a scribe:

- must be an adult
- must have experience as a scribe
- must not be related to the student
- should ideally be familiar with the student and be regularly engaged by the school to provide scribing assistance.

### Scripting requirements

Scribes must:

- comply with the *OLNA Educator Code of Conduct* (Appendix 1)
- follow the procedure for providing scribe assistance.

Scribes must not:

- allow any discussion of the writing task
- provide any structure or content, orally or in writing
- prompt the student
- plan for the student.

Professional and ethical behaviour must be demonstrated at all times. Any assistance given to students that results in them gaining an advantage in their test is in breach of the *OLNA Educator Code of Conduct*.

### Scripting procedure

Before the test session begins, the scribe **must** advise the student that:

- time management is the responsibility of the student and the scribe may not interfere
- they may use time to plan at the start and to edit and proofread at the end
- the scribe can only type content as dictated by the student
- all words will be typed exactly as dictated
- no punctuation or line breaks will be included unless the student specifies, e.g. dictates 'New line, capital letter; Suddenly the dog took off down the street, full stop.'
- a spelling test will be conducted (explain that 10 words will be selected from the scribed text for the student to spell).

During the test session, the scribe should follow the instructions given by the supervisor.

Log in to the writing test using the student's login details provided by the supervisor.

Type the following words at the top of the writing pane: **This student has approval from the Authority for a scribe and all scribing rules are acknowledged.**

Inform the student that you are ready to take dictation whenever they are ready to begin. The student may take time to reflect and consider the question. Do not interfere in time management. When the student is ready, they should begin dictating their response.

Type:

- word for word, as dictated by the student, exactly reproducing the student's language
- all words in lower case without any punctuation unless specified by the student
- all sentences in a block without inserting paragraph or line breaks, except as dictated by the student.

Throughout the test, allow the student to read, or if requested, read the text aloud for the purpose of maintaining continuity; however, the scribe may not lead the student to re-read the text.

Conduct a spelling test. See procedure and word categories below.

After completing the spelling test, allow the student to view the screen and specify edits to the scribed text.

During editing time, the student can instruct the scribe to make any changes to the text. Edits may include changes to spelling, punctuation, grammar, paragraph structure or additions to the text.

**No changes can be made to the spelling test.**

### Spelling test

- Ensure that the screen is away from sight of the student during the spelling test.
- Underneath the scribed writing response, type the title **Spelling Test**.
- Select **five words with common letter patterns** and **five words with difficult letter patterns** that the **student has used in their dictated script**.
- Ask the student to spell each word. The student may write on paper or orally spell each word.
- Type the student's spelling of each word on a new line.
- When completed, the scribe must cover the scribed text and show the student only the spelling words. The scribe must ask the student to check these words and indicate any change that the scribe should make.
- Type the correct spelling of the selected words in brackets next to each word spelt by the student.

Spelling test example:

*like (like)*

*worta (water)*

*joos (juice)*

*friend (friend)*

*youv (you've)*

mounten (mountain)  
 finally (finally)  
 concentrashun (concentration)  
 principal (principle)  
 restront (restaurant)

### Spelling classifications

Do not choose very simple words, such as *cat, the, be, in, jump, play, saw* etc.

Use the table below to help you determine common and difficult words.

**Table 8. Spelling classifications**

<b>Common words</b> One- or two-syllable words with regular or common spelling features	<b>Difficult words</b> Longer, multi-syllabic words with complex spelling features
<b>Letter patterns</b>	
sail, make, they, break, eight key, read, field light, tie, bike, sky, sign, buy, dye poke, boat, slow, toe, sew, boil, boy new, blue, juice, flute, music burn, first, term, earth, worse broad, haul, water, war, because aunt, calf, bath sure, roar, four, thought, floor through chair, fare, bear, their, where should friend, said, head, says, any pretty, give son, couple, flood, does	mountain, system, comfort, famous, dinosaur, disease, habitat  chocolate, battery, favourite, opera, comfortable, several, vegetable, laboratory, aspirin  bureaucracy, jeopardy, fulfil, euphoric, exhilarate, discipline, separate, dependent, guerrilla, narcissist, mediaeval  lieutenant, nonchalant, restaurateur, meringue, suite, guillotine  resuscitate, spectacular, unconscious
<b>Prefixes and suffixes; endings</b>	
chairs, jumped, thinking safely, teacher dislike, rewrite unlikely, mislead giving, stopping heavier, heaviest	frequently, hopefully, accidentally concentration, supervision approachable, invisible confidence, acceptance knowledge, language humorous
<b>Contractions</b>	
don't, wouldn't, you've, o'clock, she'll, let's	mightn't, oughtn't, should've, who've
<b>Homophones and near homophones</b>	
hear/here pair/pear two/to/too write/right brake/break buy/bye/by	practice/practise principle/principal descent/dissent stationary/stationery border/boarder weather/whether
<b>Silent letters</b>	
Know, wrong, thumb, sign, island, palm, often, sword	mortg <u>a</u> ge, r <u>h</u> ythm, me <u>c</u> hanic, ha <u>n</u> dkerchief, h <u>e</u> ir, colon <u>e</u> l

## Appendix 6 – Solutions to issues and frequently asked questions

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### Bandwidth and connectivity issues

School internet connection issues have previously impacted the loading of test images, rendering of response options and submission of test responses in the OLNA. In most cases, this occurred when too many students were using the internet while the testing was taking place. Some possible solutions to bandwidth and connectivity issues are provided below.

#### **Minimise other internet use**

Ensuring that bandwidth is not utilised by other classes or students' private wireless devices during testing will assist in minimising potential connectivity issues during the OLNA test sessions.

Schools may be able to temporarily block streaming services during OLNA testing by modifying their proxy/firewall settings. Most public schools can block streaming services through their school's Fortigate®.

#### **Perform a load test to maximise the number of students able to sit the OLNA simultaneously**

Schools that plan to use wireless networks should perform load testing with the practice test to gauge the capacity of their network and determine the maximum number of students who can be assigned to each test session. Schools should consider smaller test sessions if wireless networks are known to have capacity issues.

#### **Allow a maximum of 20 devices per wireless access point (WAP)**

The Department recommends public schools limit the maximum number of devices connected to a single WAP for mission critical periods, such as the OLNA, to 20 devices per session. Schools with high density WAP may be able to connect more devices.

Non-government schools planning to use wireless internet during the OLNA must determine the maximum number of devices that can be logged into a WAP simultaneously before signal degradation occurs. This can be done using the practice or example test.

#### **Staggering student logins (for low bandwidth schools)**

Connectivity issues can also be mitigated by staggering student logins at the start of the test session (e.g. 10 students log in first, another 10 students log in after the first group of students have successfully logged in etc.). This practice does not reduce the time available for test completion as the timer counts down when students click on the **Start** button.

Schools that do not manage their available bandwidth may encounter problems with tests not loading correctly, or errors with response submissions. The OLNA Helpdesk may not always be able

to resolve these issues and in such cases, the student must sit the test again, or submit the test with incomplete responses.

## Problems accessing an OLNA test

Students should use the URL: <https://assess.scsa.wa.edu.au> to log in to the OLNA.

If you cannot access the test or login page, perform the following steps:

1. Double-check the URL is correct.
2. Verify internet connectivity by browsing to Google® and performing a search to ensure you are not seeing a cached/offline version of the page:
  - if the internet is not working, follow up with the school's IT coordinator
  - if the internet is working, try the test URL again.
3. If the URL still does not work, wait 30 seconds and try again.
4. If you are still having problems accessing the OLNA test, contact the OLNA Helpdesk on 9273 6726 or at [olna@scsa.wa.edu.au](mailto:olna@scsa.wa.edu.au).

## Computer crashing/freezing

If the computer is crashing/freezing and you have to force the computer to shut down, perform the following steps:

1. Log in to the computer again.
2. Restart the test with the same student credentials.

## Problems with test questions

If a test question does not seem to be working correctly, such as not displaying an image properly or the item freezes, perform the following steps:

1. Refresh the page using the refresh button on the browser or by clicking **F5** if using Windows or **Command + R** if using a Mac – this should fix most problems. If the item does not refresh (reload the content displayed on the screen), click on the address bar and press **Enter** to reload the page.
2. If the problem has not been fixed, try closing the browser completely and reopening it.
3. If the problem persists, try clearing the browser cache. The steps to do so will vary based on the browser and device.
4. If you are still having problems with test questions, try restarting the device or use another device.

Note: for the writing test, immediately contact the OLNA Helpdesk on 9273 6726.

## Script warning appears

If a **Warning: Unresponsive script** message appears on screen, perform the following steps:

1. Click on the **Don't ask me again** check box.
2. Click the **Stop script** button. The test will resume.

## Item freezing/keyboard not working on iPad (or other tablets)

When using the on-screen keyboard on some versions of the iPad, the input field may lose focus and it appears as though the student cannot type and that the item is not responding, despite the cursor/caret still being visible. To refocus the input field, perform the following steps:

1. Try tapping/pressing the input field to refocus.
2. Try hiding/closing the on-screen keyboard and then reopening it.

## Retry pop-up window appears (reading and numeracy only)

The test system will attempt to save the test every minute and each time the **Next** button is clicked. If the page is unable to connect to the server, the **Retry** pop-up window will appear. To save the test, perform the following steps:

1. Wait 10 seconds and click on the **Retry** button.
2. If the issue is not resolved after one minute, close the browser and restart the test, or use another device. The test will either resume from the previously attempted question or, if the student has spent more than one minute on the question, it will resume to within one minute of when the **Retry** popup window appeared.

## Retry pop-up window appears (writing only)

The test system will attempt to save the test every minute. If, at the end of the test period, the test cannot be saved:

1. Wait 10 seconds and click on the **Retry** button.
2. If the issue is not resolved after one minute, contact the OLN Helpdesk on 9273 6726. The OLN Helpdesk officer will be able to confirm whether the student's response has been saved.
3. If the student's response was not saved, under the direction of the OLN Helpdesk officer, schools may be asked to take a screenshot of the student's work to email to [olna@scsa.wa.edu.au](mailto:olna@scsa.wa.edu.au).
4. Schools can then close the browser and restart the test or use another device. As students' responses are saved every minute, the test is designed to resume to within one minute before the error.

## Frequently asked questions

The table below includes some frequently asked questions (FAQs) and actions that may help resolve issues relating to the OLNA. Check the list and take necessary action/s and then, if needed, contact the OLNA Helpdesk on 9273 6726 or at [olna@scsa.wa.edu.au](mailto:olna@scsa.wa.edu.au) for assistance.

### Enrolment planning for a test

No	FAQ	Action
1	How do I make a change to a student's registration?	Upload an updated SRGDG file. Contact the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a> .
2	How do I get a password for a student sitting a test?	Principals or OLNA coordinators will forward student passwords to OLNA supervisors on the day of the test session. For details, see the <i>OLNA Handbook 2024</i> .
3	How do I register a student for sickness/misadventure?	If a student becomes ill, experiences difficulties or other issues which prevent them from completing the test, contact the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a> using the subject title '<SchoolCode>_Reschedule' to reset the test for another test session.
4	Can a student sit the tests at home?	No.
5	A student was absent on the day of the scheduled test session, but still wants to sit. How can this be arranged?	A student can be rescheduled to sit a test on any day within the OLNA testing window. Note: a student can sit the writing test only in the days of the testing window allocated to writing.
6	What is the address of the OLNA Dashboard?	The OLNA Dashboard URL is <a href="https://assess.scsa.wa.edu.au/admin">https://assess.scsa.wa.edu.au/admin</a> . The OLNA Dashboard enables schools to request adjustments and record participation status (such as abandonment) and test incidents. Test incidents requiring immediate assistance should be directed to the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a> .

## Practice test issues/requirements

No	FAQ/Issue	Action
1	What is the OLNA test-delivery website address for the system and browser compatibility requirements check?	<a href="https://assess.scsa.wa.edu.au/requirements">https://assess.scsa.wa.edu.au/requirements</a>
2	What is the test-delivery website address to find information about my system and browser?	<a href="https://aboutmybrowser.com">https://aboutmybrowser.com</a>
3	A practice/example test (for an OLNA component) does not load after clicking on the <b>Start</b> button. All minimum system requirements are met.	<ul style="list-style-type: none"> <li>• Click refresh.</li> <li>• Check if JavaScript® is enabled.</li> <li>• Is the problem unique to this device or are others affected?</li> <li>• Try another device or a different browser on the same device.</li> <li>• Check with the school's IT support person to ensure the device/s meets the minimum system requirements as outlined in Section 1 of the <i>OLNA Test-Delivery Website User Guide 2024</i>.</li> <li>• Should the problem/s continue, contact the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
4	Do I have to run the practice test on every device to be used for the tests?	<ul style="list-style-type: none"> <li>• No, if all devices to be used have been imaged identically.</li> <li>• Any device with a unique image should be tested using the practice test.</li> </ul>
5	A practice/example test does not load unless I refresh the web page several times (or the time to load the web page exceeds a reasonable amount of time).	<ul style="list-style-type: none"> <li>• Check if JavaScript® is enabled.</li> <li>• Is the problem unique to this device or are others affected?</li> <li>• Try another device or a different browser on the same device.</li> <li>• Check with school's IT support person to ensure the device/s meets the minimum system requirements as outlined in Section 1 of the <i>OLNA Test-Delivery Website User Guide 2024</i>.</li> <li>• Should the problem/s continue, contact the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>

## Technical issues with a test

No	FAQ/Issue	Action
1	A student can't log in.	<ul style="list-style-type: none"> <li>• Check the student is using the password from the OLN A login sheet.</li> <li>• Check the OLN A login sheet is for the current test.</li> <li>• Check the student does not have Caps/Num Lock on.</li> <li>• Check the student is on the correct website.</li> <li>• Check the test is available as per the testing window dates.</li> <li>• Should the problem continue, contact the OLN A Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
2	A student's password has expired.	<ul style="list-style-type: none"> <li>• Check whether the student has already completed the test.</li> <li>• If the student has not completed the test, contact the OLN A Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
3	An error message indicates there is a problem with Flash®/browser/JavaScript/screen resolution.	<ul style="list-style-type: none"> <li>• Has the practice test been completed on this device? Did any of these messages appear at that time?</li> <li>• Is the problem unique to this device or are others affected?</li> <li>• Try another device or a different browser on the same device.</li> <li>• Check with the school's IT support person to ensure the device/s meets the minimum system requirements as outlined in Section 1 of the <i>OLN A Test-Delivery Website User Guide 2024</i>.</li> <li>• Should the problem/s continue, contact the OLN A Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
4	A student can access the OLN A test-delivery website, but can't log in.	<ul style="list-style-type: none"> <li>• Check that the student has entered the correct username and password specific to that test.</li> <li>• Try another device or a different browser on the same device.</li> <li>• Try to log in using the practice test login details.</li> <li>• If the practice test cannot be accessed on this device, check with school's IT support person to ensure the device/s meets the minimum system requirements as outlined in Section 1 of the <i>OLN A Test-Delivery Website User Guide 2024</i>.</li> <li>• Should the problem/s continue, contact the OLN A Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
5	The practice test appears when a student logs in.	<ul style="list-style-type: none"> <li>• The practice test only loads when the four-digit SIRS school code and password <b>prac14</b> is used.</li> <li>• To access the scheduled test, students should log in using the username and password specific to the scheduled test.</li> </ul>

No	FAQ/Issue	Action
6	A student's computer/device crashed during an OLNA test.	<ul style="list-style-type: none"> <li>• If the student is completing the writing test, contact the OLNA Helpdesk immediately.</li> <li>• For reading and numeracy, the student can log in again. The student can use the same or a different device. Note: <ul style="list-style-type: none"> <li>▪ The test is designed to resume to within one minute of where it stopped.</li> <li>▪ The number of questions answered and time remaining will automatically be restored.</li> </ul> </li> <li>• If the error message <b>Sorry the test is no longer active</b> appears, or the student is unable to log in again, contact the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
7	The internet connection is down.	Talk to the school's IT support person about reconnection; reschedule the test session when the internet becomes available. If students will be prevented from sitting the writing test within the writing test window, contact the OLNA Helpdesk on 9273 6726.
8	The OLNA test URL is not working.	<ul style="list-style-type: none"> <li>• Check you have entered the correct URL: <a href="https://assess.scsa.wa.edu.au">https://assess.scsa.wa.edu.au</a>.</li> <li>• Check if the URL will work on another device.</li> <li>• When the practice test was conducted, were there any internet connection issues?</li> <li>• Check the internet connection by trying other secure URLs, e.g. <a href="https://anz.com.au">https://anz.com.au</a>.</li> <li>• Should the problem/s continue, contact the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
9	An error message: <b>There was a problem saving your answer</b> appears.	<ul style="list-style-type: none"> <li>• After 10 seconds, click <b>Retry</b>.</li> <li>• If a student is completing the writing test, contact the OLNA Helpdesk immediately.</li> <li>• For reading and numeracy, if clicking <b>Retry</b> does not work, close the browser and try another device or a different browser on the same device and attempt to resume the test. The test is designed to resume to within one minute of where the student was up to.</li> <li>• If you are unable to resume after loading the test site, contact the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
10	A student is part way through an OLNA test and the page is 'hanging' or 'freezes'.	<ul style="list-style-type: none"> <li>• If a student is completing the writing test, contact the OLNA Helpdesk immediately.</li> <li>• For reading and numeracy, attempt to log out, or close the browser.</li> <li>• Restart the device and log in again. The OLNA test is designed to resume to within one minute of where the student was up to.</li> <li>• Try another device or a different browser on the same device and attempt to resume.</li> </ul>

No	FAQ/Issue	Action
		<ul style="list-style-type: none"> <li>If you are unable to resume after loading the test-delivery website, contact the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
11	A question is not displaying (rendering) correctly on-screen.	<ul style="list-style-type: none"> <li>Are students using a supported browser?</li> <li>Are there currently any internet connectivity issues?</li> <li>Is the student/s using a Roaming User Profile?<sup>2</sup> If yes, try clearing the browser cache. See <a href="http://www.refreshyourcache.com">Refresh Your Cache (www.refreshyourcache.com)</a> for details.</li> <li>Try another device or a different browser on the same device.</li> <li>Should the problem continue, contact the OLNA Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
12	A student's writing disappeared or was accidentally deleted.	<ul style="list-style-type: none"> <li>Press <b>Ctrl</b> (or <b>Command</b>) + <b>Z</b>. This may need to be attempted multiple times until the student's writing appears.</li> <li>If you are unable to get the student's writing response to appear, then call the OLNA Helpdesk on 9273 6726 immediately.</li> </ul>

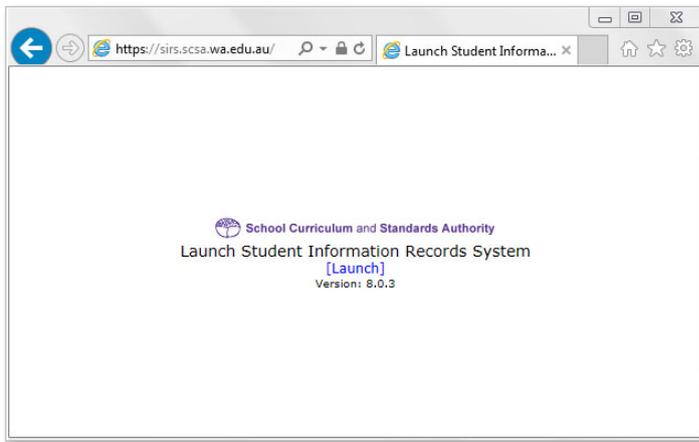
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<sup>2</sup> Roaming user profile enables users to log into any computer connected to the same network and access their documents and desktop settings, such as applications remembering toolbar positions and preferences, or the desktop appearance staying the same. [http://msdn.microsoft.com/en-us/library/windows/desktop/bb776897\(v=vs.85\).aspx](http://msdn.microsoft.com/en-us/library/windows/desktop/bb776897(v=vs.85).aspx)

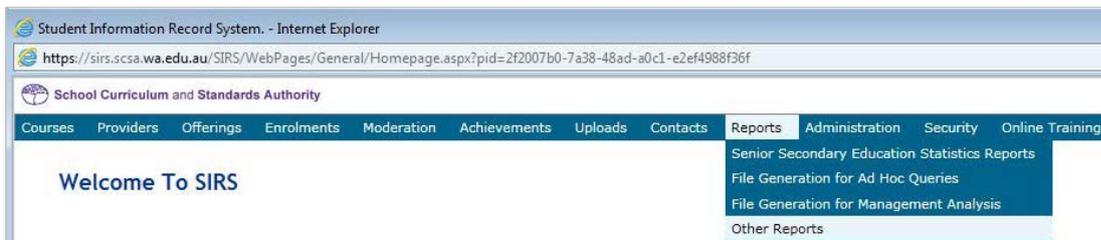
# Appendix 7 – OLN Student List and password management using SIRS

## Extracting student lists

1. Go to **SIRS** (<https://sirs.scsa.wa.edu.au>), click on **Launch** (see screenshot below) then enter a username and password. Access to SIRS is managed at the school level. OLN coordinators can ask the principal, deputy principal or registrar for access, or to extract the information on their behalf.



2. In the blue horizontal navigation bar, go to **Reports** and select **Other Reports** from the drop-down menu (see screenshot below).



3. Go to **Report Type** and select **Literacy and Numeracy Assessment** from the drop-down menu (see screenshot below).



- Go to **Report** and select **LAN001 – OLNA Student List** from the drop-down menu (see screenshot below).

**Reports: Other Reports**

Reports | [Search Reports](#)

**Select a Report**

Report Type: Literacy and Numeracy Assessm ▼

Report : **LAN001 - OLNA Student List**  
 LAN002 - OLNA Students Log-in Details  
 LAN003 - OLNA Performance Overview

This report, available for each component, lists students eligible to sit during the next testing window.

- From **Report Criteria** fields, select the **OLNA Test Component (Literacy Reading, Literacy Writing or Numeracy)** and the relevant **Academic Year** (see screenshot below).
- Select **PDF** from the format options and click on the **Generate Report** button to extract the student list as a PDF (see screenshot below).

The student list can also be extracted in a **.CSV** format for schools that wish to produce customised student class lists. This format may also make it easier for schools to return assessment information to the Authority.

**Reports: Other Reports**

Reports | [Search Reports](#)

**Select a Report**

Report Type: Literacy and Numeracy Assessm ▼

Report : LAN001 - OLNA Student List ▼ Format :  PDF  CSV

**Report Criteria**

Provider : [ ] # ... X

OLNA Test Component : [ ] \*

Academic Year : [ ] ▼

Run Report As Batch :

**Report Comment**

List of registered students eligible to sit the next OLNA round.

Clear Close Generate Report

## Using the OLN Student List

The student list is provided to notify principals and OLN coordinators which students are eligible to sit each of the OLN tests. This list does not include students who have prequalified or achieved Category 3 in previous tests. Students are automatically enrolled based on SIRS registration information. Students are listed alphabetically by family name. If there are no SIRS registrations, the *OLN Student List* will appear blank.

Government of Western Australia School Curriculum and Standards Authority							
<b>WACE OLN Current Student List - Numeracy</b>							
<b>2023</b>							
<b>1234 Authority Senior High School</b>							
Student Name	Student Number	Academic Year	Adjustment	Password Generated	Achievement Category	Test Sits Left This Year	
Allen, Peter	22919842	Y12		Y	2	1	
Button, Oscar	24855832	Y10		Y	NSA	2	
Hetherington, Emily	22273897	Y12		Y	NSA	2	
Smith, Susan	24018757	Y11		Y	1	1	
Atri, Sarah	31466312	Y10		Y	NSA	2	

**Table 9. OLN Student List information**

Report field	Content
<b>Student Name</b>	Family name, Given name
<b>Student Number</b>	Western Australian student number (WASN)
<b>Academic Year</b>	Indicates the student's academic year group, e.g. Y10 (Year 10)
<b>Adjustment</b>	Indicates if the student is registered to receive extra time or a pause function. This becomes available in the week before the testing window opens.
<b>Password Generated</b>	Y (yes) or N (no). This becomes available in the week before the testing window opens.
<b>Achievement Category</b>	Indicates student's current status in the OLN. Only Category 1, Category 2 or NSA (Never sat assessment) students appear in this list.

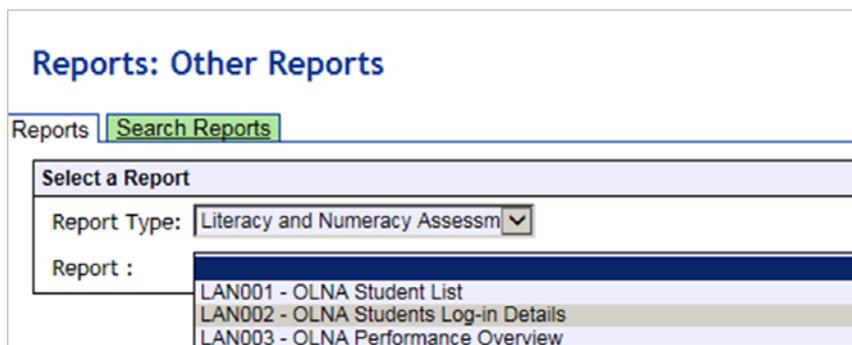
Test supervisors can use the *OLN Student List* to record attendance, register student completion of the test and document any technical or other issues that prevented the student from completing a test. At the end of the testing window, the principal or OLN coordinator should enter information into the OLN Dashboard relating to:

- non-participation by eligible students
- technical issues or other misadventures.

It is important that schools keep each *OLN Student List* on file.

## Extracting student passwords

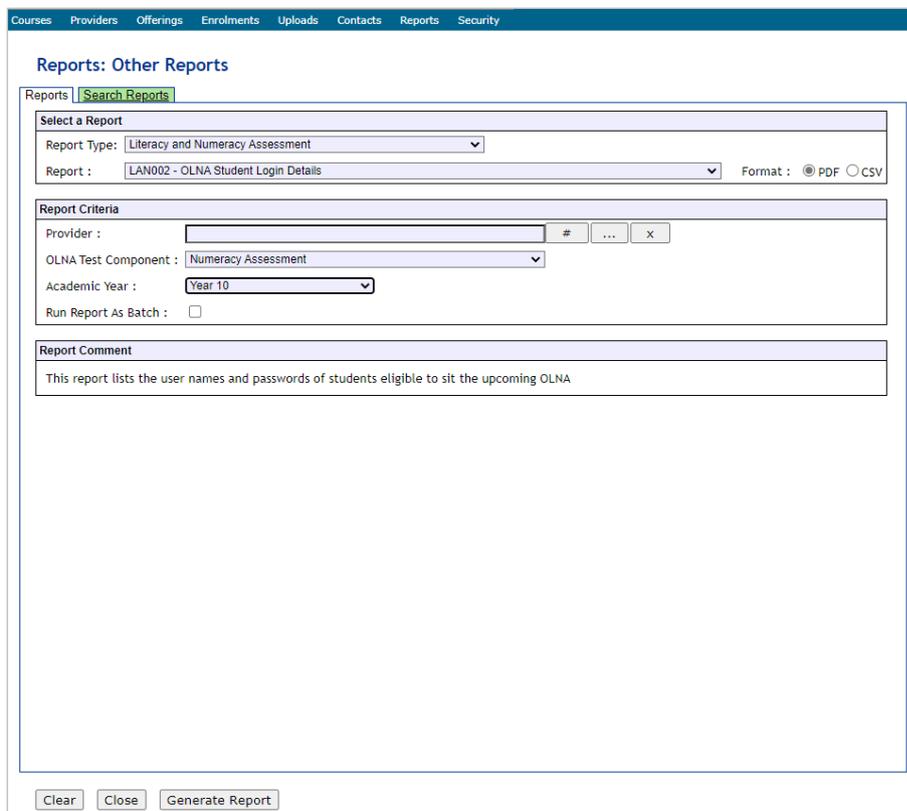
1. Follow steps 1–3 on page 43 to access the OLN reports.
2. Select **LAN002 – OLN Student Log-in Details** from the drop-down menu (see screenshot below).



The screenshot shows the 'Reports: Other Reports' page. At the top, there is a 'Reports' tab and a 'Search Reports' button. Below this is a 'Select a Report' section. The 'Report Type' is set to 'Literacy and Numeracy Assessment'. The 'Report' dropdown menu is open, showing three options: 'LAN001 - OLN Student List', 'LAN002 - OLN Students Log-in Details' (which is highlighted), and 'LAN003 - OLN Performance Overview'.

3. From the **Report Criteria** fields, select the **OLNA Test Component (Literacy Reading, Literacy Writing or Numeracy)** and the relevant **Academic Year** (see screenshot below).
4. Select **PDF** from the format options and click on the **Generate Report** button to extract the student list as a PDF (see screenshot below).

The *OLNA Student Log-in Details* can also be extracted in .CSV format for schools that wish to produce customised student login details sheets.



The screenshot shows the 'Reports: Other Reports' page with the 'Report Criteria' section expanded. The 'Report Type' is 'Literacy and Numeracy Assessment' and the 'Report' is 'LAN002 - OLN Student Login Details'. The 'Format' is set to 'PDF'. The 'Report Criteria' section includes a 'Provider' field with a search icon, an 'OLNA Test Component' dropdown set to 'Numeracy Assessment', an 'Academic Year' dropdown set to 'Year 10', and a 'Run Report As Batch' checkbox. A 'Report Comment' section contains the text: 'This report lists the user names and passwords of students eligible to sit the upcoming OLN'. At the bottom, there are 'Clear', 'Close', and 'Generate Report' buttons.

## OLNA Students Log-in Details sheet

This sheet is provided to assist schools with password management and must be kept secure **at all** times. Each student's login details are generated on a single A4 PDF (in portrait) which can be printed and handed to the student at the start of the test session.

**Table 10. OLNA Students Log-in Details sheet information**

Report field	Content
Test Component	Numeracy/reading/writing
Student Number	WASN
Student Name	e.g. John Smith
Academic Year	Year 10
Username	Student's WASN
Password	Unique numeric password for each test. Expires after completion of the test.
Adjustment	Extra time/pause/scribe/support person/coloured background/alternate images/braille format/

The *OLNA Students Log-in Details* sheet can be used by the student as working/planning paper. All *OLNA Students Log-in Details* sheets and working papers must be handed to the OLNA supervisor at the end of each test session.

## Notes



**© School Curriculum and Standards Authority**

Street address: 303 Sevenoaks Street, CANNINGTON WA 6107

Postal address: PO Box 816, CANNINGTON WA 6987

Telephone: (08) 9273 6300

✉ [info@scsa.wa.edu.au](mailto:info@scsa.wa.edu.au)

🌐 [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au)

📘 [facebook.com/scsawa](https://facebook.com/scsawa)