



Online Literacy and Numeracy Assessment (OLNA)

# OLNA

## Operations Manual 2026



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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**Notes**



## Introduction

The *OLNA Operations Manual 2026* is designed to assist schools with the technical and operational aspects of administering the Online Literacy and Numeracy Assessment (OLNA). This manual complements the *OLNA Handbook from June 2026* and the *OLNA Supervisor's Handbook from June 2026* found on the School Curriculum and Standards Authority (the Authority) website (<https://senior-secondary.scsa.wa.edu.au/assessment/olna/schools>).

This manual provides OLNA coordinators, OLNA supervisors and the school's information technology (IT) support person/s with information about accessing and using the test-delivery website. It also provides information about how to use the OLNA Dashboard, which was developed to assist with the accurate and timely collection of student data before, during and after the OLNA.

## Using this manual

This manual contains information, guidelines and checklists for setting up devices, meeting system requirements and solving potential issues as well as assistance with using the OLNA Dashboard, an online student records management system specific to the delivery of the OLNA.

This manual provides schools with information on how to:

- manage devices used for the OLNA
- access the OLNA Dashboard
- request student adjustments
- check student passwords
- check whether students have sat a component in the current window
- use the practice and example tests
- access and conduct the OLNA tests
- solve issues relating to the OLNA.

As the Student Information Records System (SIRS) is the primary source of data for the OLNA Dashboard, any changes to student enrolments should be uploaded into SIRS. While the OLNA Dashboard is normally updated at 9 am every morning, there may be occasions where this is delayed by a day or so due to system or data updates.

## OLNA helpdesk

If there are any urgent issues that cannot be resolved at the school level, contact the OLNA Helpdesk by email or telephone. Emails should have 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 and the exact wording of any error messages, including any relevant screenshots
- 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 Technical Readiness page (<https://assess2.scsa.wa.edu.au/pages/diagnostics>)
- the best contact name, phone number and email address.

**For information or 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)

## Section 1: System and device set-up

### Minimum system requirements

The OLNA is conducted online and schools should use the latest browser versions as they fully support the OLNA software. Where this is not possible, schools must use at least the minimum system requirements. The table below outlines the recommended operating systems and browsers for the OLNA.

**Table 1. Recommended operating systems and browsers for the OLNA**

Browser	Windows®	OS X®/macOS®	iOS/iPadOS®	Android®	Google Chrome®
Chrome 145+	Recommended	Recommended	Recommended	Supported	Supported
Firefox® 145+	Recommended	Recommended	Unsupported	Supported	Unsupported
Safari® 15+	Unsupported	Recommended	Recommended	Unsupported	Unsupported
Microsoft Edge® 145+	Recommended	Unsupported	Unsupported	Unsupported	Unsupported

- **Recommended** – preferred browsers and operating systems which are fully compatible with the OLNA application
- **Supported** – browsers and operating systems which are supported by the application
- **Unsupported** – browsers and operating systems which are **not** compatible with the application and should not be used

It is recommended that the latest browser versions are used for the OLNA. The latest version of each preferred browser can be downloaded using the links below:

- Google Chrome (<http://www.google.com/chrome>)
- Mozilla Firefox (<http://mozilla.org/en-US/firefox/new>)
- Safari (<https://support.apple.com/safari>)
- Microsoft® Edge (<https://www.microsoft.com/en-us/edge>).

## Adding the OLNA domains to a school’s whitelist

A whitelist is a list of websites to which devices are permitted access.

To ensure the OLNA testing runs smoothly, schools must whitelist the domains below in their firewall or proxy servers. Department of Education (Department) school IT support staff must ensure these domains are whitelisted in the Schools Internet Gateway (SIG) within the appropriate internet access groups.

### Domains to be added to the whitelist:

- \*.au.insights.janison.com
- assess.scsa.wa.edu.au
- assess2.scsa.wa.edu.au
- prod.auth.insights.janison.com
- aea-insights-prod-62doik.azurefd.net
- iungvsp.ng.impervadns.net
- insights2prodp44s3w.azureedge.net
- insights2prodp44s3w.blob.core.windows.net
- 167.89.24.98
- 20.5.102.51
- 20.70.245.3
- Microsoft Azure

## Anonymiser technologies

Proxy servers or similar tools that are designed to make internet activity untraceable, such as virtual private networks (VPNs) or Tor™ software, are not permitted.

## Checking technical readiness

Schools should complete the following checklist.

**Table 2. OLNA technical requirements checklist**

<input type="checkbox"/>	JavaScript® is enabled in the browser. Instructions for enabling JavaScript in the browser can be found on the Activate Javascript website ( <a href="http://activatejavascript.org/en/instructions">http://activatejavascript.org/en/instructions</a> )
<input type="checkbox"/>	Device is connected to the internet
<input type="checkbox"/>	Minimum screen resolution is 1024x768 (lower-resolution devices will introduce a scroll bar)
<input type="checkbox"/>	All portable devices are connected to mains power
<input type="checkbox"/>	The OLNA domains are in the school network whitelist
<input type="checkbox"/>	During the tests, bandwidth use by other classes is minimised and no network or hardware maintenance is scheduled

## Device requirements

To check that your devices meet the minimum requirements, go to the OLN Technical Readiness page at <https://assess2.scsa.wa.edu.au/pages/diagnostics>.

This page will indicate whether the device has **Met** or **Not Met** each of the requirements to be able to run the OLN test (see screenshot below).

The screenshot displays the 'OLNA - Technical Readiness' diagnostic interface. It features three main sections, each with a title bar, a status indicator, and a detailed requirements box. The 'JavaScript' section is marked as 'Met' with a green circle. The 'Screen Resolution' section is marked as 'Not Met' with a red circle, showing current dimensions of 900px width and 600px height. The 'Operating System' section is also marked as 'Not Met' with a red circle. Each section includes a 'Minimum requirements' list and a 'Result' statement.

### OLNA - Technical Readiness

#### JavaScript Met

Minimum requirements:

- Javascript must be enabled

Met

**Result:** This requirement is met.

#### Screen Resolution Not Met

Minimum requirements:

- Width: 1280px
- Height: 960px

Not Met - Width: 900px  
Not Met - Height: 600px

**Result:** This requirement is NOT met. Screen resolutions less than 1280x960 may introduce a scroll bar. This can be verified via "Practice and example test".

#### Operating System Not Met

If the device does not meet all the requirements, the test selection page may not appear, test content may not load or test content may not be displayed properly.

If any of the requirements are not met, make the necessary changes to your device or contact your school's IT support person to update and/or change your system to meet the minimum requirements.

If issues with device requirements cannot be resolved at school level, screenshot the OLN Technical Readiness page (this may take two screenshots). Forward the screenshots to the OLN Helpdesk at [olna@scsa.wa.edu.au](mailto:olna@scsa.wa.edu.au) with the subject line '<SchoolCode>\_techsupport'.

## System readiness – Content Delivery Network (CDN) Support

The last section, Content Delivery Network (CDN) Support, on the OLNA Technical Readiness page indicates whether your device can receive data necessary for the OLNA.

Run the practice test on devices that meet all device minimum requirements (including CDN Support). This will confirm that the devices are able to run the OLNA. Instructions for conducting the practice/example tests are outlined in Section 5 of this manual.

Note: the practice test should be carried out using student-level permissions on any device with a unique system image. If all devices being used have an identical system image, then only one device will need to be checked.

If the CDN Support requirement is not met, contact your school's IT support person to update and/or change your school's firewall or proxy servers (SIG for Department schools) to the settings on page 4 in the 'Adding the OLNA domains to a school's whitelist' section.


## Configuring devices before the OLNA

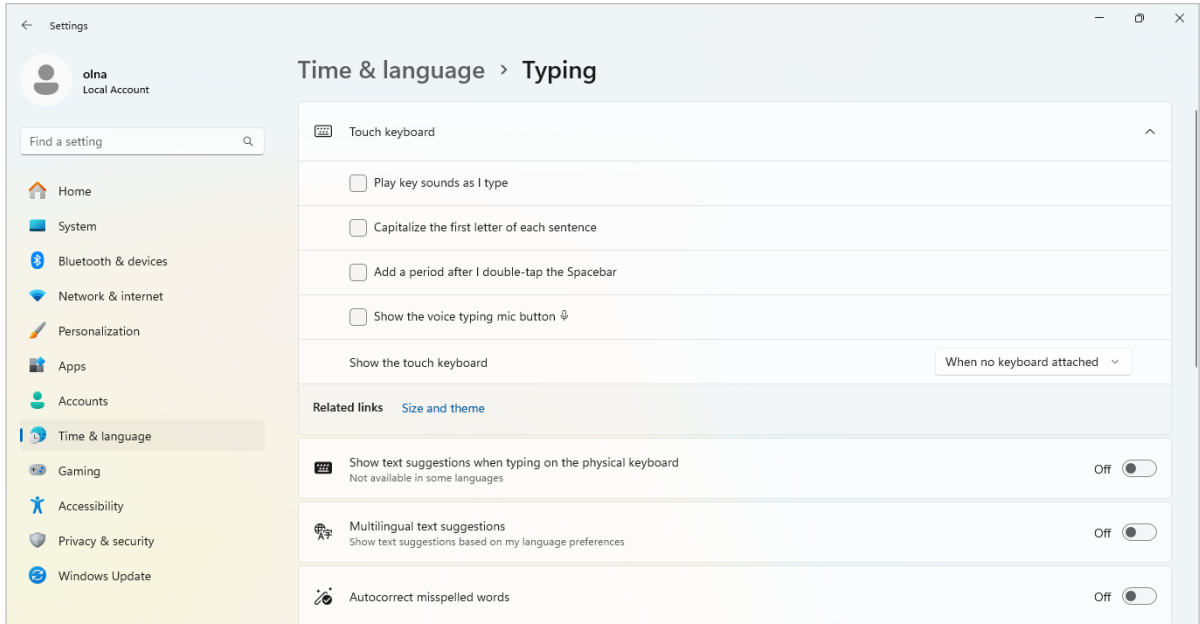
OLNA supervisors must ensure that:

- each device is charged
- the clock is set correctly
- the keyboard and mouse are working correctly
- autocorrect and other text-related keyboard functions are switched **off** (see instructions below)
- Microsoft Copilot (or any other AI tool) is disabled in each student's browser (for the Microsoft Edge Browser, see instructions below)
- only one browser with one browser tab is open at any one time and no browser extensions or plugins are running unless provided as an approved adjustment for a diagnosed disability
- all other applications not required for the OLNA or the security of the device are disabled, e.g. Grammarly®.

### Microsoft Windows device

To switch off autocorrect and other text-related keyboard functions in **Microsoft Windows**, use the following steps.



1. Click on the **search** icon  at the bottom of the screen and type **Typing settings** into the search bar.
2. When the **Typing settings** appear, slide the blue button to the **Off** position for:
  - Show text suggestions when typing on the physical keyboard
  - Autocorrect misspelled words
  - Highlight misspelled words
3. Click on the **Touch keyboard** section. When the **Touch keyboard** settings appear, ensure that the following options are **unchecked**:
  - Capitalize the first letter of each sentence
  - Add a period after I double-tap the Spacebar.

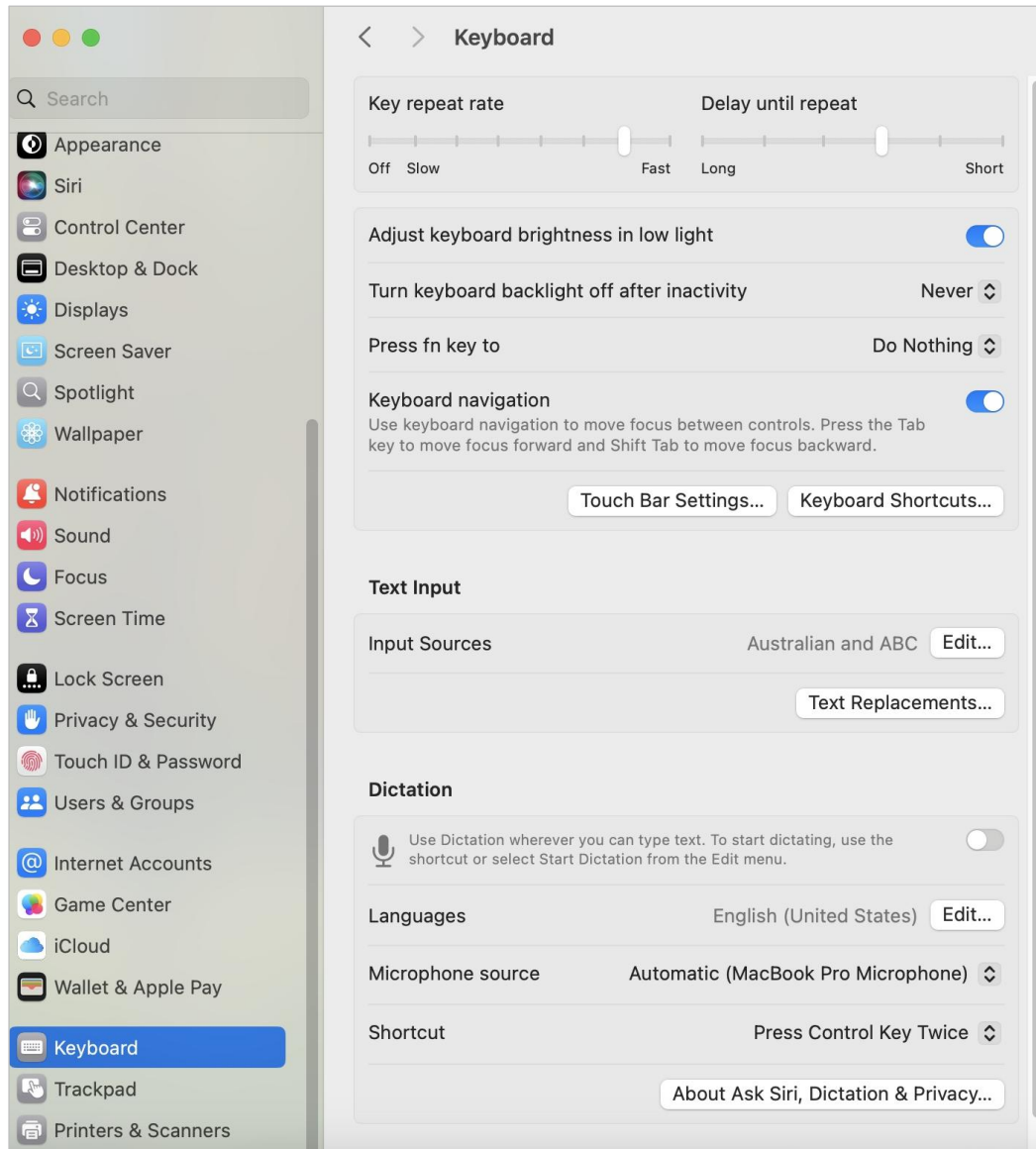




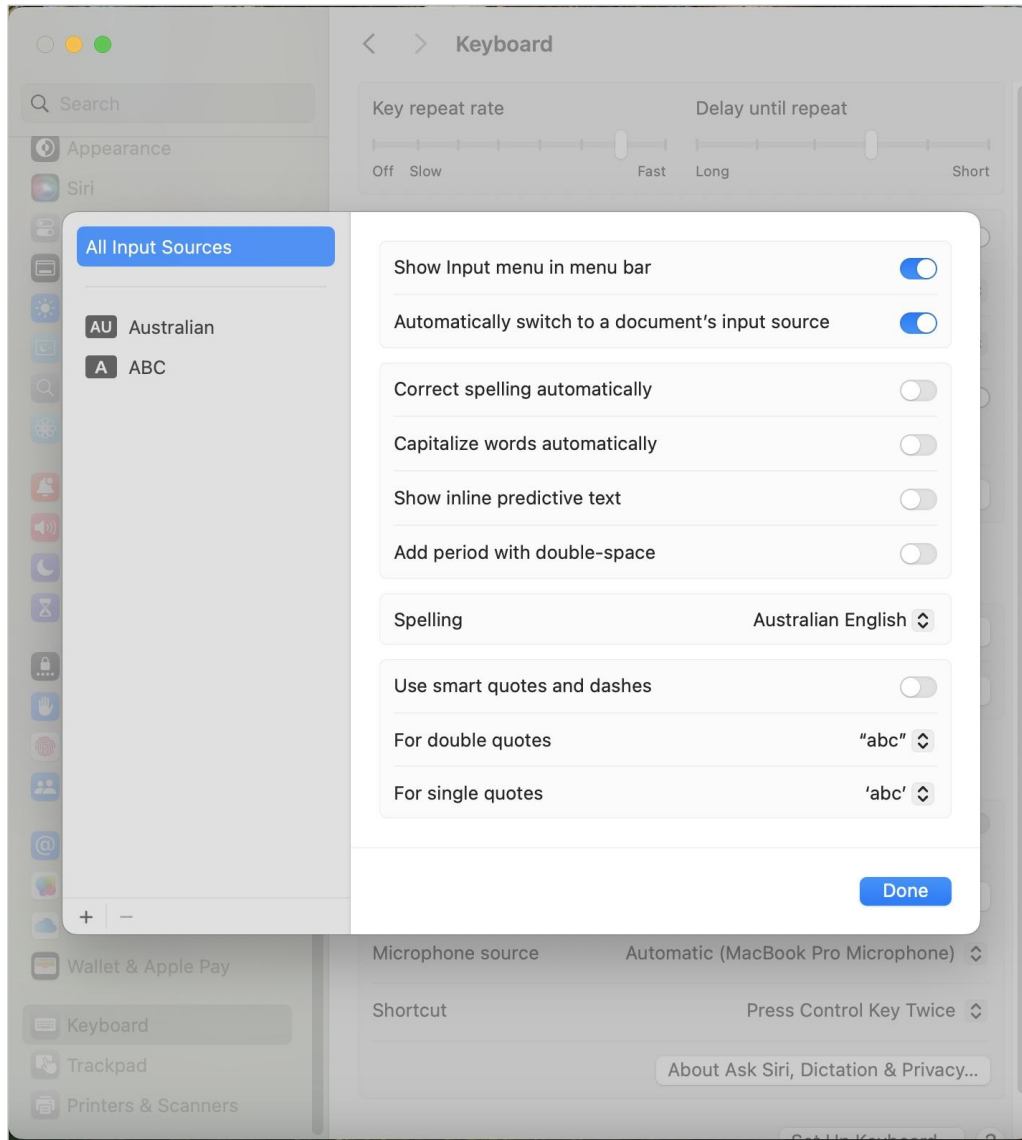
## MacBook®

To switch off autocorrect and other text-related keyboard functions on a **MacBook**, use the following steps.

1. Choose the **Apple menu** by clicking on the  icon.
2. Select **System Settings**.
3. Select **Keyboard**  in the sidebar (you may need to scroll down).



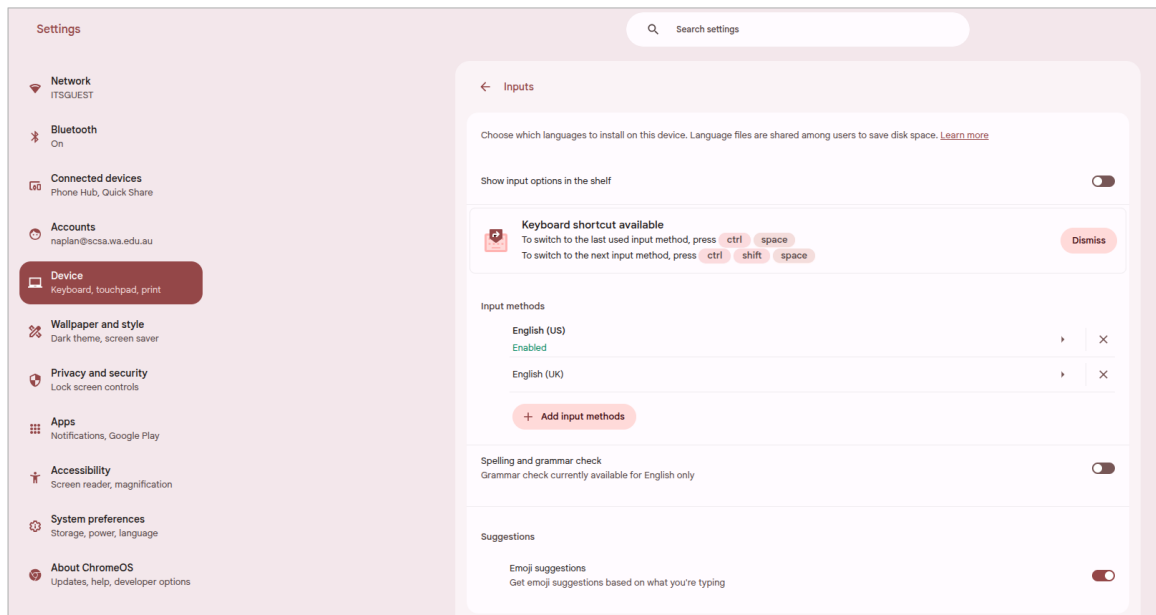
4. In **Input Sources**, select **Edit** and slide the blue button to the **off** position for:
- Correct spelling automatically
  - Capitalise words automatically
  - Show inline predictive text
  - Add period with double-space
  - Use smart quotes and dashes



## Chromebook device

To switch off autocorrect and other text-related keyboard functions on a **Chromebook** device, use the following steps.

1. Choose the **Settings menu** icon.
2. Select **Device** in the sidebar.
3. Select **Keyboard and inputs**.
4. Select **Input settings**.
5. In **Input settings**, slide the button to the **off** position for **Spelling and grammar check**.





## Accessibility

The following websites contain step-by-step instructions for adjusting computers in different browsers to meet students' accessibility requirements:

- Accessibility at Microsoft (<https://www.microsoft.com/en-us/accessibility>)
- Web Accessibility Initiative (<https://www.w3.org/WAI/meta/customize/>).

### Adjust font size via the browser

To increase and decrease the size of text and images on the screen for better visibility:

1. Press and hold down the **Ctrl** key (**Command** key for Mac users) on your keyboard.
2. At the same time
  - roll the mouse wheel forwards to zoom in
  - roll the mouse wheel backwards to zoom out.
3. Repeat until you reach the desired size.
4. Return to the standard size by pressing **Ctrl** (or **Command**) + **0** (zero).

### Common keyboard shortcuts

Many common keyboard shortcuts used for editing in other word processing applications are available in the test system. **Ctrl + Z** is useful when a student accidentally deletes all their text and needs to recover it, as it will **undo** their last action/s.

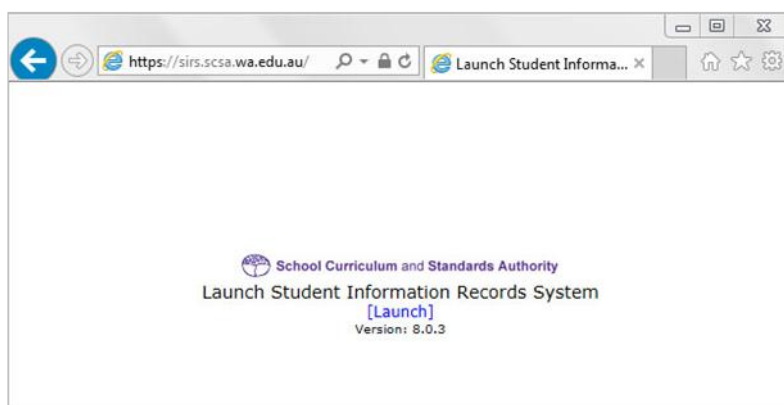
## Section 2: *OLNA Student List* and password management using SIRS

SIRS is the primary source of data for the OLN Dashboard. Schools will need to use SIRS to access student lists to determine which students are eligible to sit the OLN; extract student passwords; and print *OLNA Student Login Details* sheets, which students must be given for each OLN component they sit.

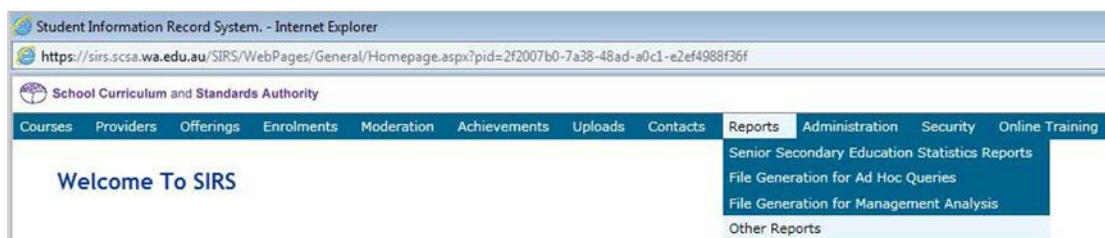
Changes to student records should be uploaded into SIRS. Note that although the OLN Dashboard is updated at 9 am every morning, there may be occasions where this is delayed by a day or so due to system or data updates.

### Extracting student lists

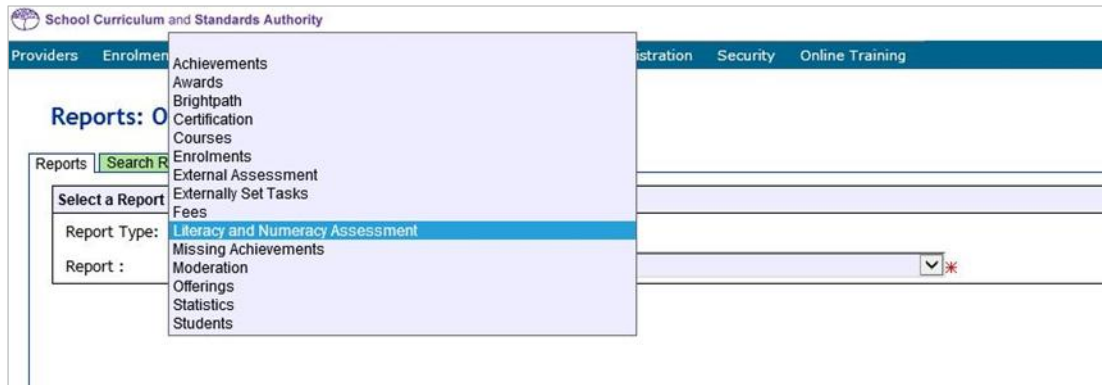
1. Go to SIRS (<https://sirs.scsa.wa.edu.au>), click on **Launch** (see screenshot below) then enter a username and password. Access to SIRS is managed at the school level. OLN coordinators can ask the principal, deputy principal or registrar for access, or to extract the information on their behalf.



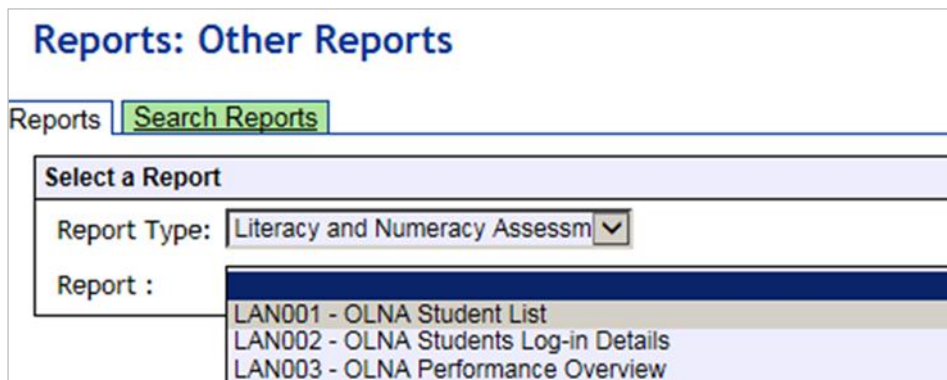
2. In the **blue** horizontal navigation bar, go to **Reports** and select **Other Reports** from the drop-down menu (see screenshot below).



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



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



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

- From the **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 select **Current/Next Window** from the Window options.
- 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 .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 Assessment

Report : LAN001 - OLNA Student List      Format :  CSV  PDF

---

**Report Criteria**

Provider :  #   \*

OLNA Test Component : All Years \*

Academic Year : All Years

Window: Current / Next Window

Run Report As Batch :



---

**Report Comment**

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

## Using the *OLNA Student List*

The *OLNA Student List* (see example in screenshot below) is generated to inform principals and OLNA coordinators which students are eligible to sit each of the OLNA 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 *OLNA Student List* appears blank.

	<p><b>Government of Western Australia</b> <b>School Curriculum and Standards Authority</b></p>					
<p><b>WACE OLNA Current Student List - Numeracy</b></p> <p><b>2026</b></p> <p><b>1000 SCSA SIRS Training School</b></p>						
Student Name	Student Number	Academic Year	Adjustment	Password Generated	Achievement Category	Test Sits Left This Year
Pink, Poppy	32200705	Y11		N	(2)	1
Burgundy, Holly	31311705	Y11		N	(2)	1
Silver, Calix	33410795	Y12		N	(1)	1
Charcoal, Aster	33627362	Y12		N	NSA	2
<p>(-) a value in bracket indicates that the student's result from the most recent window is not yet available.</p> <p><b>Achievement Categories</b></p> <p><b>Category 2</b> - Students who have not yet demonstrated the standard i.e. proficiency in using a range of ACSF Level 3 skills in a component. These students have been identified as at risk of not demonstrating the standard and may require specific learning interventions. Individual student's feedback (LAN005) identifies some of the skills students have yet to demonstrate in this component.</p> <p><b>Category 1</b> - Students who have not demonstrated the standard i.e. proficiency in using a range of ACSF Level 3 skills in a component. These students have been identified as at risk of not demonstrating the standard and require specific learning interventions. Individual student's feedback (LAN005) identifies some of the skills students have yet to demonstrate in this component.</p> <p><b>Category NSA</b> - Students who have not sat the assessment.</p>						

**Table 3. 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
<b>Test Sits Left This Year</b>	Number of times student can still sit the OLN in the current year

OLNA supervisors can use the *OLNA Student List* to record attendance, register student completion of the test or non-participation, and document any technical or other issues that prevented any students from completing the test. See Section 7 of this manual for further information on how to manage test incidents and participation status.

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

## Extracting student passwords

Schools must download the SIRS report *LAN002 – OLN Student Login Details* to print individual student login details. These will be available from the start of the week before the testing window.

1. Select **LAN002 – OLN Student Login Details** from the drop-down menu (see screenshot below).

The screenshot shows a web interface titled "Reports: Other Reports". There is a "Reports" tab and a "Search Reports" button. Below this is a "Select a Report" section. It contains a "Report Type:" dropdown menu with "Literacy and Numeracy Assessment" selected. Below that is a "Report:" dropdown menu which is open, showing a list of report options: "LAN001 - OLN Student List", "LAN002 - OLN Student Login Details" (which is highlighted in blue), and "LAN003 - OLN Performance Overview".

2. From the **Report Criteria** fields, select the **OLNA Test Component (Literacy Reading, Literacy Writing or Numeracy)** and the relevant **Academic Year** (see screenshot below).
3. 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 Login Details* sheet can also be extracted in .CSV format for schools that wish to produce customised student login details sheets.

### Reports: Other Reports

Reports [Search Reports](#)

**Select a Report**

Report Type:

Report :  Format :  PDF  CSV

**Report Criteria**

Provider :  # ... x

OLNA Test Component :

Academic Year :



Run Report As Batch :

**Report Comment**

This report lists the user names and passwords of students eligible to sit the upcoming OLN

## Using the *OLNA Student Login Details* sheet

The *OLNA Student Login Details* sheet (see example in screenshot below) 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 must be printed and handed to the student at the start of the test session.

	Government of <b>Western Australia</b> School Curriculum and Standards Authority	
<b>WACE OLNA 2026</b>		
<b>Student Login Details – Numeracy</b>		
assessment website: <a href="https://assess.scsa.wa.edu.au">assess.scsa.wa.edu.au</a>		
<b>1000: SCSA SIRS Training School</b>		
Assessment Component	Numeracy	
Student Number	32200705	
Student Name	Pink, Poppy	
Academic Year	Y11	
Password	<b>FG WC AO TD</b>	
Session code	<b>SYN ZK YVB</b>	
Adjustment		

LAN002 20/04/2026

**Table 4. OLN Student Login Details sheet information**

Report field	Content
Assessment Component	Numeracy/reading/writing
Student Number	WASN
Student Name	e.g. John Smith
Academic Year	e.g. Y10
Password	Unique alphabetical password for each test. Expires after completion of the test
Session code	Alphabetical code that identifies the test
Adjustment	Extra time/pause/scribe/support person/coloured background/alternate images/braille format

The *OLNA Student Login Details* sheet can be used by the student as working/planning paper. All *OLNA Student Login Details* sheets and working papers must be collected by the OLN supervisor at the end of each test session. The OLN supervisor must return these to the OLN coordinator.

## Section 3: Logging in to the OLN Dashboard

The persons listed in SIRS as principals and OLN school contacts are provided with access to the OLN Dashboard.

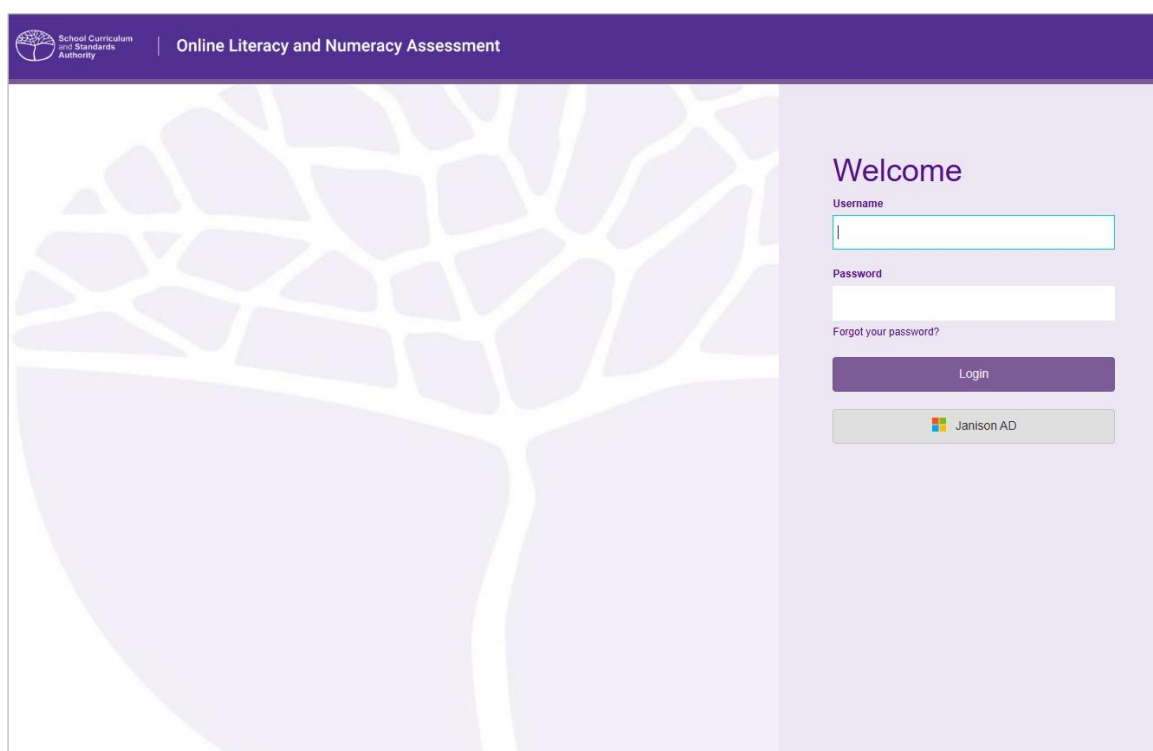
New principals, OLN contacts and other authorised staff members will be emailed their username and a link to log in to the OLN Dashboard.

Principals can add new users if required (see Section 4 of this manual).

### Logging in

1. If you are a new user, you will receive an email. Click on the link to 'complete the registration process'.

If you have logged in previously, go to <https://olna.au.insights.janison.com> to enter your username and password.



The screenshot shows the login interface for the Online Literacy and Numeracy Assessment (OLNA) dashboard. The header is purple and contains the School Curriculum and Standards Authority logo and the text 'Online Literacy and Numeracy Assessment'. The main content area has a light purple background with a large, stylized tree graphic on the left. On the right, there is a 'Welcome' section with a 'Username' input field, a 'Password' input field, a 'Forgot your password?' link, a purple 'Login' button, and a 'Janison AD' button.

2. When you log in for the first time, you will be required to change your password. You will also be required to set up multi-factor authentication (MFA). For assistance with this process, refer to the MFA set-up information later in this section.
3. When you have changed your password and clicked on the **Login** button, you will be asked to accept the *OLNA Declaration Form* (see screenshot below). When you have read the information, tick the **I have read and agree to the Acceptance Terms** check box and click on the **Accept** button. You may need to scroll down the page to activate this button. You will then be taken to the **Home** screen.

## Declaration Form

Please read and accept the terms before continuing

### Acceptance of Terms

1. I have read and understood the administration requirements of the assessment detailed in the OLNA Handbook.
2. I have read the Educator Code of conduct and I understand the principles upon which the OLNA is based.
3. I have made all relevant staff and students aware of the expectations of behaviour outlined in the Educator Code of conduct and the Student agreement.
4. I have ensured that all documentation related to the administration of the assessment has been provided to relevant staff in time for them to become familiar with the requirements and enable them to perform their duties as required.
5. Only educators registered with Teacher Registration Board of Western Australia will supervise the assessment.
6. I assure that efforts will be made to allow and encourage all eligible students seeking a WACE to participate in the OLNA to the best of their ability.
7. All students eligible to sit the OLNA will be given an opportunity to complete the Example tests and/or the Practice tests.
8. Appropriate measures will be implemented to ensure that the OLNA is administered in a way that is fair and equitable for all eligible students.
9. Adjustments for students with disability will be implemented fairly and in accordance with the principles outlined in the OLNA Handbook. Documentation of decisions and adjustments actioned will be retained on file for audit purposes.
10. Contact, registration and disability adjustment data will be provided to the Authority in accordance with specified formats and within specified timelines.
11. The system requirements check will be conducted on a representative sample of student devices using student network permissions.
12. Students will not be tutored in ways that are likely to elicit rehearsed responses to questions rather than responses which accurately reflect their skills.
13. The assessment environment will be monitored and controlled to maintain its integrity.
14. Access to the OLNA will be kept secure to avoid any premature or unauthorised disclosure of content at any time during the assessment period.
15. I accept responsibility for the confidentiality, integrity and security requirements of the assessment.

I have read and agree to the Acceptance Terms

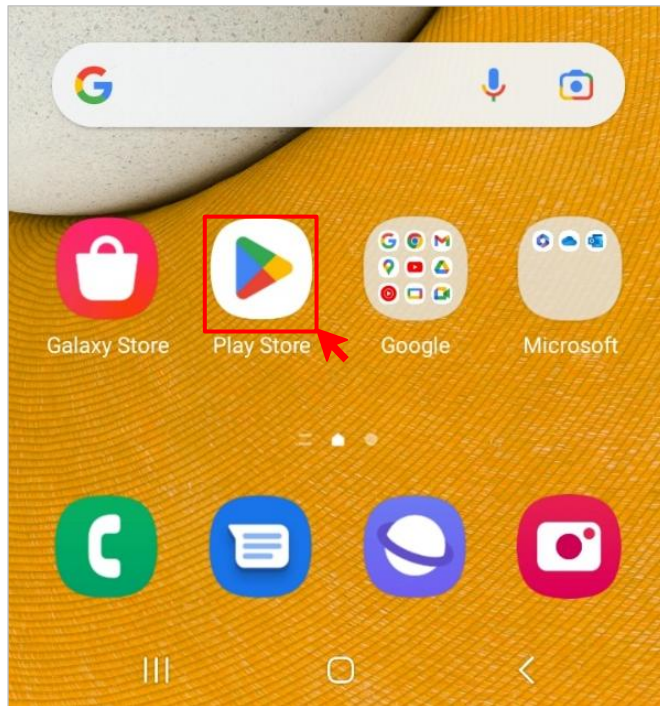
Decline

Accept

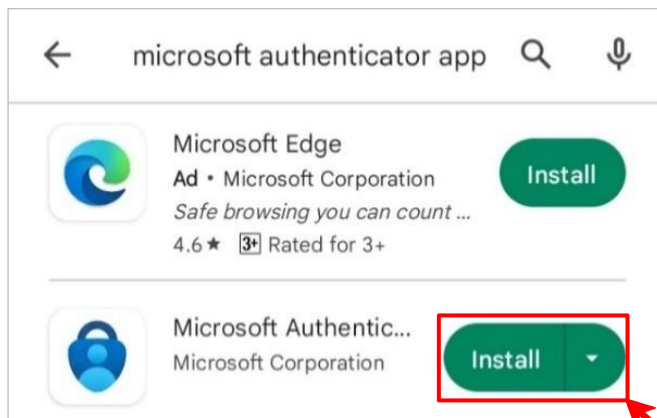
If you have any questions about these acceptance terms, please contact support.

## Setting up multi-factor authentication for an Android device for the first time

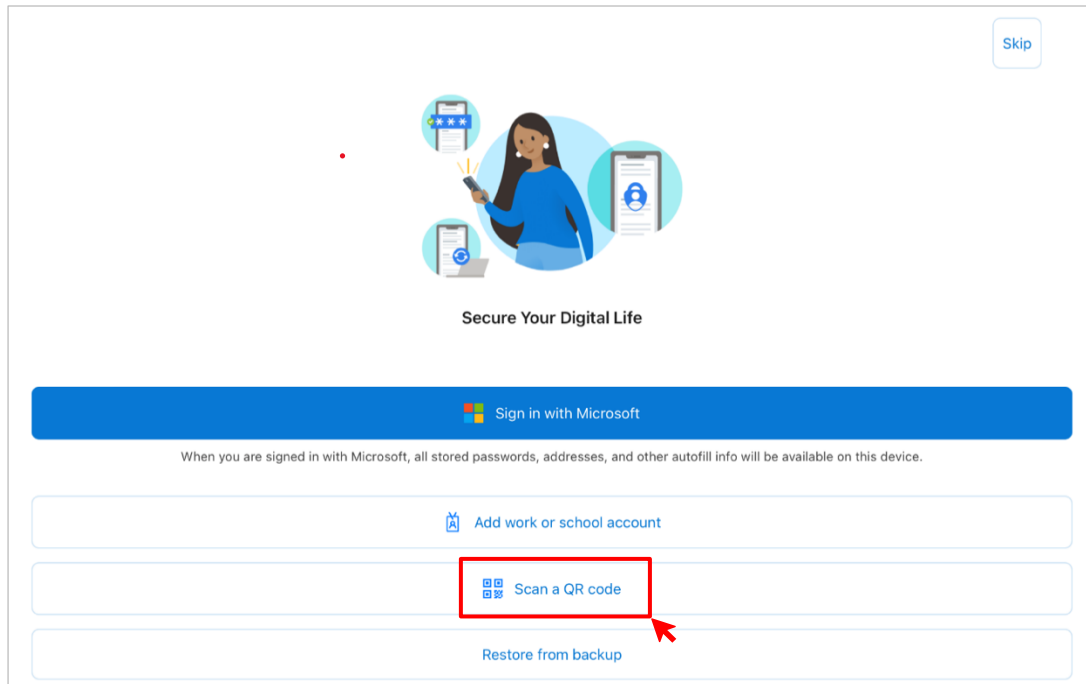
1. To install the Microsoft Authenticator app on an Android device, go to the **Google Play® Store** app (highlighted below) and search for 'Microsoft Authenticator'.



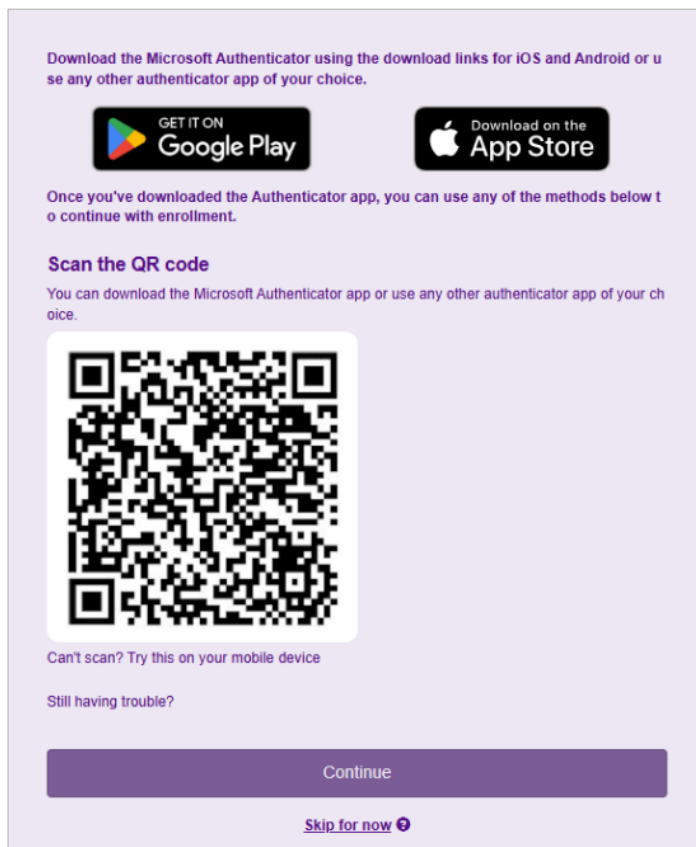
2. Once you find the app, tap on the **Install** button (highlighted below).



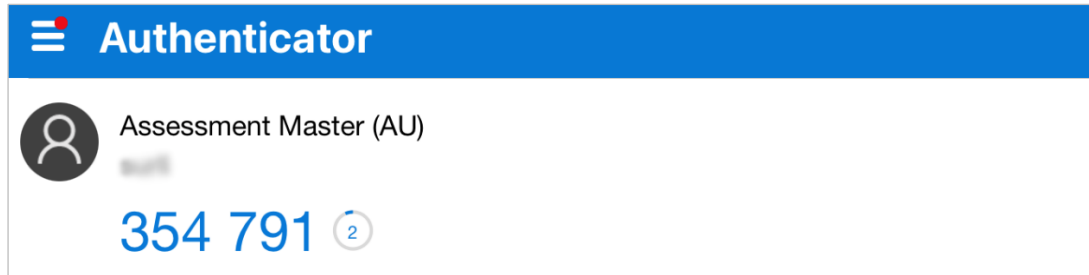
- Once you have installed the Microsoft Authenticator app, tap on **Scan a QR code** (highlighted below).



- To scan the QR code, log in to the OLN A Dashboard. Enter your username and password, then click on the **Login** button. A QR code will appear in your browser. Scan the QR code using the Authenticator app on your device. A sample QR code is shown in the image below.



- The Microsoft Authenticator app is now linked to the OLNA Dashboard. Click **Continue** on the OLNA Dashboard. The Microsoft Authenticator app on your device will give you a six-digit code (see example in the screenshot below). You will be prompted to type this into the ONLA Dashboard to log in.

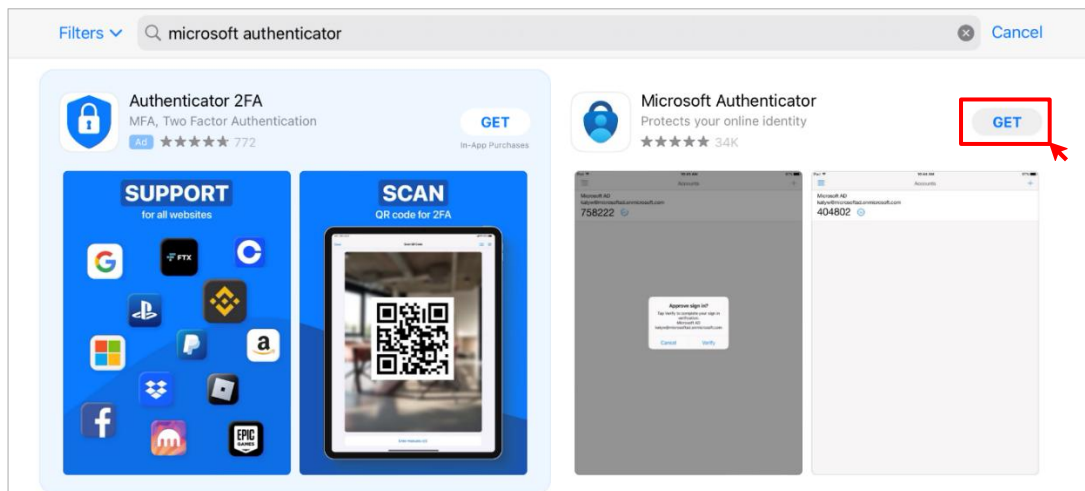


## Setting up multi-factor authentication for an iOS device for the first time

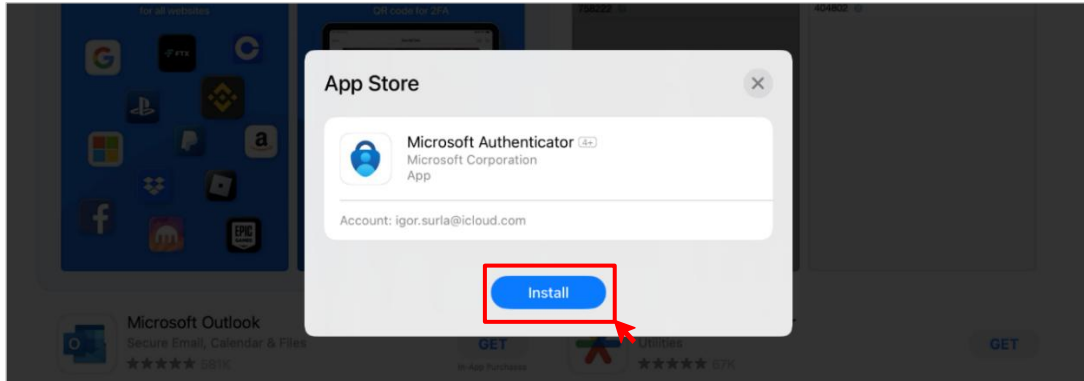
- To install the Microsoft Authenticator app on an iOS device, go to the **App Store** app (highlighted below) and search for **Microsoft Authenticator**.



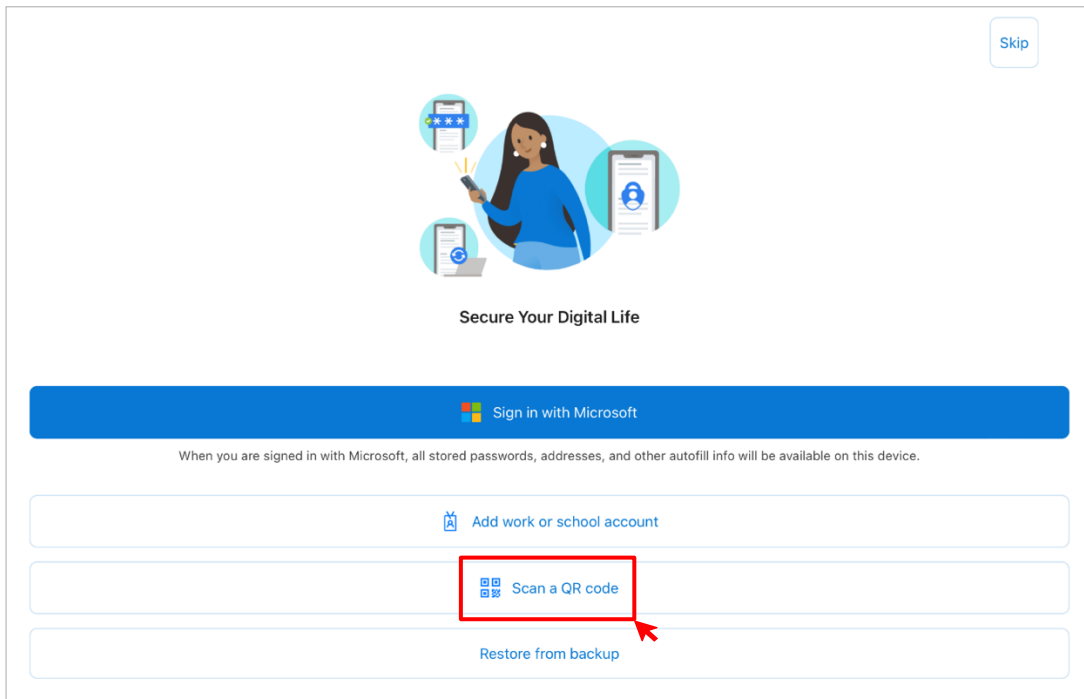
- Once you find the app, tap on the **GET** button (highlighted below).



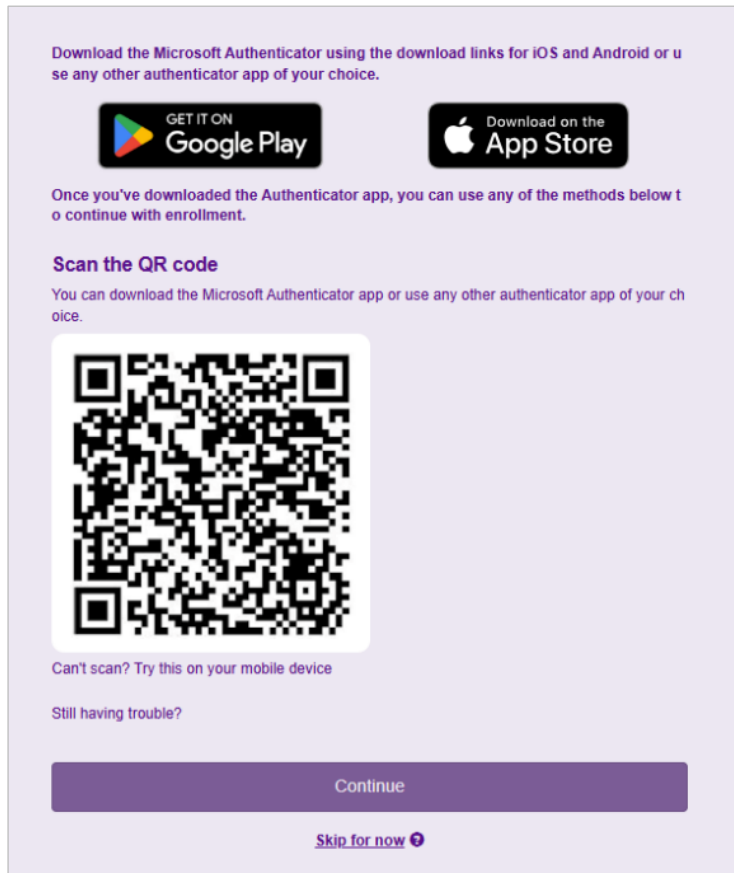
3. When the pop-up window appears, tap on the **Install** button.



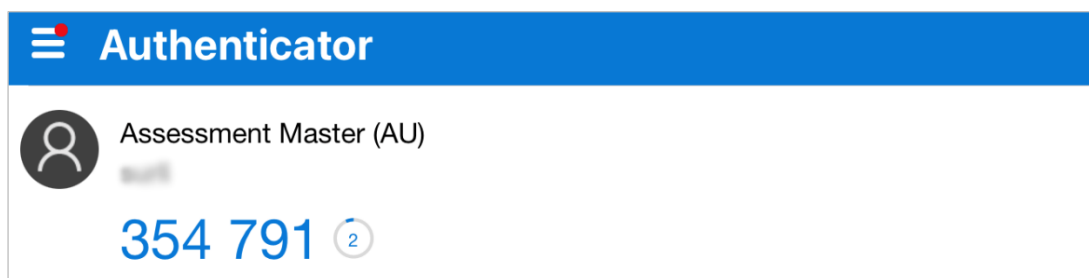
4. Once you have installed the Microsoft Authenticator app, tap on **Scan a QR code** (highlighted below).



- To scan the QR code, log in to the OLN Dashboard. Enter your username and password, then click on the **Login** button. A QR code will appear in your browser. Scan the QR code using the Authenticator app on your device. A sample QR code is shown in the image below.



- The Microsoft Authenticator app is now linked to the OLN Dashboard. Click **Continue** on the OLN Dashboard. The Microsoft Authenticator app on your device will give you a six-digit code (see example in the screenshot below). You will be prompted to type this into the OLN dashboard to log in.



## If you already have the Microsoft Authenticator app

If you already have the Microsoft Authenticator app, but need to add a new account to access the OLNA Dashboard:

1. Open the Microsoft Authenticator app.
2. In the top right corner, click the + button.
3. Select **Other (Google, Facebook, etc.)**.
4. Use the app to scan the QR code that is on your screen. Janison Insights will appear on the list in your Authenticator app. Select Continue.

## Section 4: Before the testing window

### Home screen

In the OLNA Dashboard, the **Home** screen gives an overview of test sessions and students eligible to sit in the window. Click on the Refresh buttons (highlighted in the screenshot below) to update information in real time. Students eligible to sit in the window will only appear close to the start of the test window.

The screenshot displays the OLNA Dashboard Home screen. At the top, there is a purple header with the School Curriculum and Standards Authority logo and the text "Online Literacy and Numeracy Assessment". Below the header, a "Welcome back" message is followed by a date filter set to "Today 9/02/2026 only:". Two summary cards are shown: "Active Test Sessions" with a count of 1 and "Students in Progress" with a count of 1. To the right, another set of cards shows "All active:" with "Active Test Sessions" at 3 and "Students in Progress" at 4.

The "Test Sessions" section features a table with columns for Session Code, Applicants, Status, and Created. A single session is listed: VRG-YJ-QBC with 5 applicants, a "Started" status, and a creation time of 14:13, 05 Feb. A refresh button is highlighted with a red box and an arrow. The pagination shows "1 - 1 of 1 items".

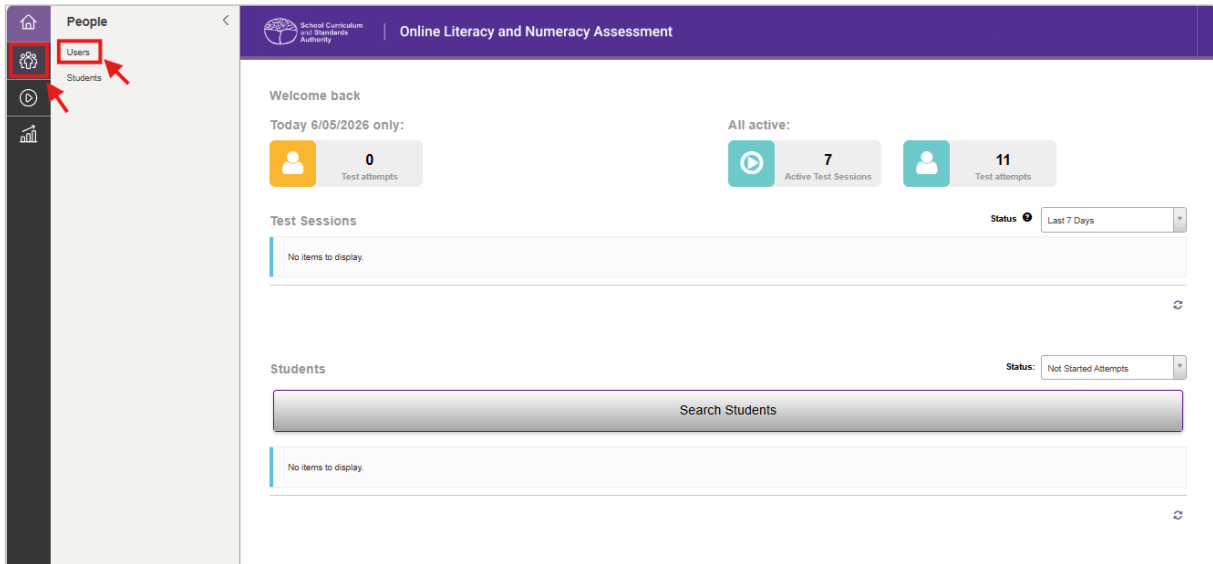
The "Students" section includes a "Search Students" input field and a table with columns for Name, Component, Student Code, Status, Progress, and Session Code. Three students are listed, all with a "Not started" status. A refresh button is also highlighted with a red box and an arrow. The pagination shows "1 - 3 of 3 items".

Session Code	Applicants	Status	Created
VRG-YJ-QBC	5	Started	14:13, 05 Feb

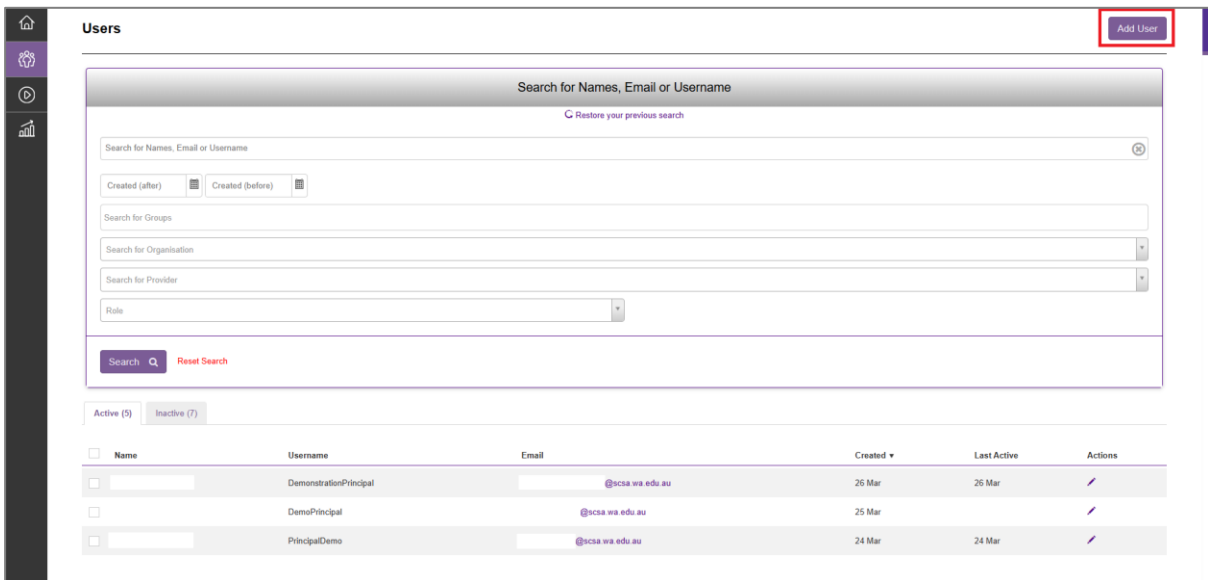
Name	Component	Student Code	Status	Progress	Session Code
QAstudent2 Two	Writing	DC-RB-DT-JD	Not started		
QAstudent3 Three	Writing	RV-ZF-WL-DD	Not started		
QAstudent5 Five	Writing	YD-VK-CN-GH	Not started		

## Users/supervisors (only available to principals)

This screen is for use by school principals only. Principals may choose to allocate additional users to assist with the OLN procedures. To view, edit or add users from your school, click on the People icon on the left-hand panel and select **Users** (highlighted below).



To add a new user, click on the **Add User** button (highlighted below).



When adding a new user, the username generated will be the same as their email address. Check the **Send Password Reset to User** option so that the new user will receive an email with a link to create a permanent password and set up multi-factor authentication (MFA).

### New User

---

Username will be autogenerated

**First Name**

**Last Name**

**Organisation**

**Provider**

**Email\***

---

**Platform Role**

**Role \***

**Scope of this role \***

**Send Reset Password to User**

---

The information that you provide to us will be used in accordance with the [Janison Privacy Policy](#). If you are providing information about others, you confirm that you have their consent to do so.

---

**Save User** and add another or **Cancel**

## Student details

To view or edit data for students from your school, click on the **People** icon on the left-hand panel and select **Students**. This page provides a summary of the requested adjustments for each student.

Students														
Search for Names, Email or Username														
Active (9) Inactive (0)														
<input type="checkbox"/>	Name	WASN	Actions	Disability 1	Disability 2	Disability 3	Evidence	Reading Extra time	Reading Pause Time	Writing Extra time	Writing Pause Time	Numeracy Extra Time	Numeracy Pause time	EALD
<input type="checkbox"/>	QAstudent6 Six	11111116					false							false
<input type="checkbox"/>	QAstudent7 Seven	11111117												
<input type="checkbox"/>	QAstudent8 Eight	11111118												
<input type="checkbox"/>	QAstudent9 Nine	11111119												
<input type="checkbox"/>	QAstudent2 Two	11111112												
<input type="checkbox"/>	QAstudent3 Three	11111113												
<input type="checkbox"/>	QAstudent4 Four	11111114												
<input type="checkbox"/>	QAstudent5 Five	11111115												
<input type="checkbox"/>	QAstudent1 One	11111111												

## Requesting adjustments for students with disability or EAL/D

Refer to the *OLNA Handbook from June 2026* for details on the types of adjustments available for each disability.

To request an adjustment for a student, click on the **edit** icon in the Actions column (highlighted below).

Students				
Search for Names, Email or Username				
Active (9) Inactive (0)				
<input type="checkbox"/>	Name	WASN	Actions	Disat
<input type="checkbox"/>	QAstudent6 Six	11111116		
<input type="checkbox"/>	QAstudent7 Seven	11111117		
<input type="checkbox"/>	QAstudent8 Eight	11111118		
<input type="checkbox"/>	QAstudent9 Nine	11111119		

Complete the form, entering details of the adjustment being requested, by selecting the student disability (where appropriate) from the drop-down menu. The **Disability comment/severity** field is optional; however, a comment on the severity of the condition and/or any unlisted disabilities is recommended.

**Edit Student: QAstudent6 Six [11111116]**  
In WA Schools

This form allows you to edit and update requests for disability and EALD.

WASN\* 11111116

**Platform Role**

Role\* Student

Scope of this role\* User's Provider

**Disability adjustment request**

Disability 1 Psychological/clinical anxiety

Disability 2

Disability 3

Evidence

Disability comment/severity

**Reading**

Reading Extra time 5

Reading Pause Time 10

Reading Special Formats

Alternate images  Themes

Reading Support Person

General

**Writing**

Requests for extra time and/or pause time can be made for each test, with additional time being added in five-minute increments (up to 25 minutes for Reading and Numeracy, and up to 30 minutes for Writing).

Once you have completed the form, click on **Save Student** at the bottom of the screen. A summary of the student's conditions and requirements will appear (see screenshot below).

School Curriculum and Standards Authority

Online Literacy and Numeracy Assessment

## Student: QAstudent6 Six [11111116]

---

WASN
11111116

**Disability adjustment request**

---

<b>Disability 1</b>	Psychological/clinical anxiety
<b>Disability 2</b>	
<b>Disability 3</b>	
<b>Evidence</b>	<input checked="" type="checkbox"/>
<b>Disability comment/severity</b>	

**EAL/D**

---

**EAL/D Evidence and request for extra time**

---

**Alternate images**

To return to view the summary of all students, click on the **People** button in the left-hand panel and then **Students**.

In cases where the requested adjustments have been changed or not granted by the Authority, the school will be notified via email.

## Passwords and components

Schools must download the SIRS report *LAN002 – OLN Student Login Details* to print individual student login details (see Section 2 of this manual). Login sheets must be provided to students at the start of each test session to allow them to access the tests.

## Section 5: Conducting practice and example tests

Practice tests enable students to become familiar with the test environment and allow schools to check their IT set-up, while the Example tests are a way to see the range of difficulty of the questions in each component and the diversity of the skills assessed. Note that feedback will be provided during an example test and students will be given an opportunity to attempt answers more than once. This will not happen during the actual testing.

### Accessing the practice and example tests

The practice and example tests can be accessed via the OLN section of the Authority website (<https://senior-secondary.scsa.wa.edu.au/assessment/olna/practice-and-example-tests>).

### Completing a practice test

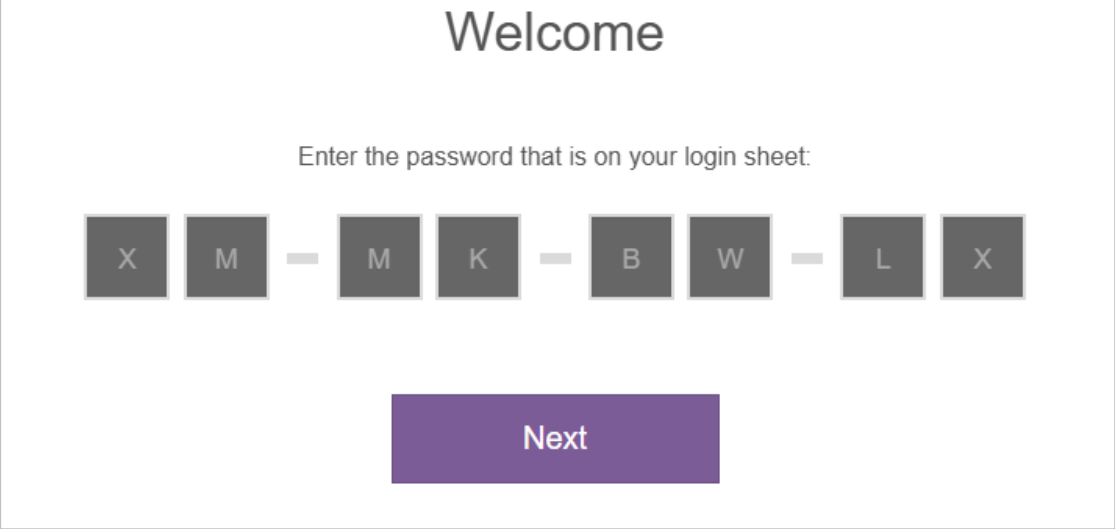
To start the practice test for numeracy, reading or writing, click on the **Start** button next to the applicable component.

Online Literacy and Numeracy Assessment	
Technical Readiness	Check
Numeracy - Example test 1	Start
Numeracy - Example test 2	Start
Numeracy - Practice test	Start
Reading - Example test 1	Start
Reading - Example test 2	Start
Reading - Practice test	Start
Writing - Example test	Start
Writing - Practice test	Start

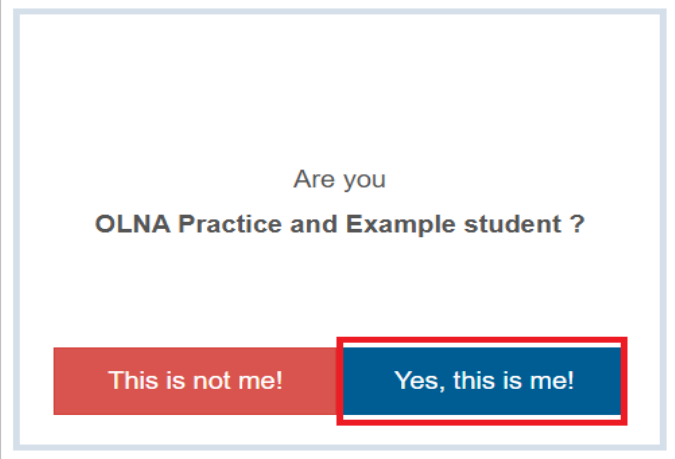
Janison Insights

Content copyright School Curriculum and Standards Authority, 2025

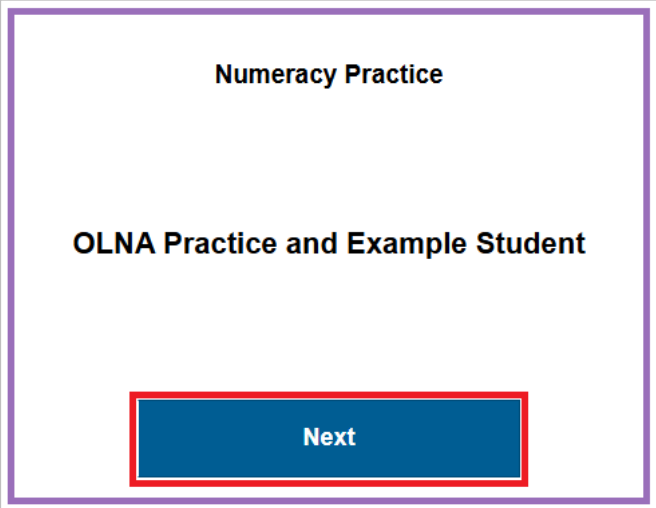
The password for the practice test is prefilled. Note: in the actual tests, each student will enter the password and test session code provided on their *OLNA Student Login Details* sheet. Click on **Next**.




The following screen asks for further confirmation. Click on the blue **Yes, this is me!** button to continue.



Click on **Next**.



Read the *OLNA Student agreement* and accept it by clicking on **Next**.



### Instructions

## OLNA Student agreement

- o I agree to not leave the test-delivery website during the test session.
- o I acknowledge that attempts to access other sites, use other applications or access calculators will be recorded.
- o I do not have any applications or programs open on my device except for the browser used to access the OLNA tests.
- o I do not have any browser tabs open except for the one used to access the OLNA tests.
- o I do not have any browser features open other than what is necessary to access the OLNA tests.
- o I do not have autocorrect or other text-related functions turned on.
- o I will not transcribe, record, copy or transmit any test materials or any responses.
- o I do not have any unauthorised materials in my possession, including mobile phones, pen-readers, Bluetooth®/wireless/web-enabled devices, photographic or audio devices, headphones, calculators, dictionaries, thesauruses or notes.
- o I will not use anonymiser technology, such as a virtual private network (VPN) or Tor, to access the OLNA tests.
- o 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.
- o 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*.
- o I have not undertaken any action that will allow me to gain an unfair advantage.
- o I understand that my actions must not affect the performance of other students.
- o I understand that I must follow any instructions provided to me by the supervisors or other school staff.
- o I understand that penalties apply to a breach of this OLNA Student agreement, such as the cancellation of results for this test.

By clicking the **Next** button you are accepting the OLNA student agreement

**Next** ▶


Read the instructions, then click on **Start** to begin the test.

**Instructions**

There are 20 questions. You have 20 minutes to complete them.

To answer a question, click on the answer you think is best. To change your answer, click on another answer.

To move to the next question, click on the **Next** button. To move to the previous question, click on the **Back** button.

You may also use the navigation button  to jump between questions you have already seen.

Wait here until the teacher tells you to start.

Click **Start** to begin the test.

---

**Back** **Start**

The first question will appear. After selecting an answer to the question, click on the **Next** button to move on.


00 : 19  
Hours Mins

Hide time

School Curriculum Standards Authority

Numeracy Practice 1 of 20

The cost of posting a letter is based on its weight.



Ben is posting a letter that weighs 94 grams.

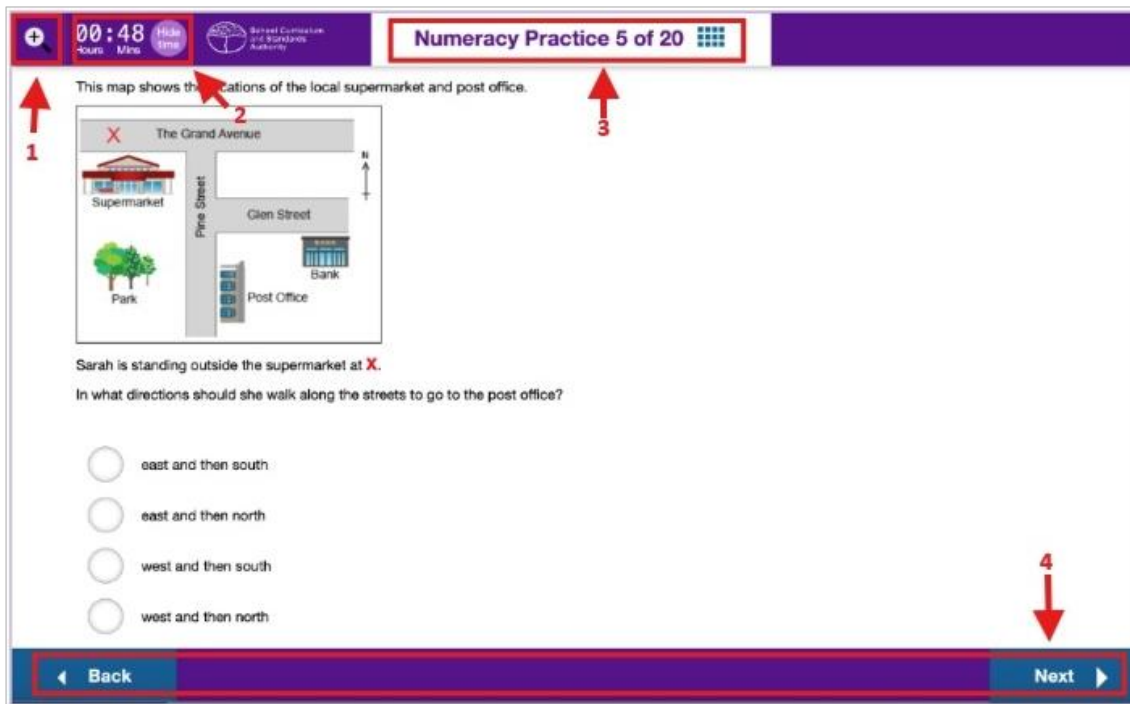
Into which weight range will Ben's letter fit?

- up to 20 g
- 21g to 50 g
- 51g to 80 g
- more than 80 g

Next ▶

Note the following useful tools highlighted in the screenshot below:

1. Resize page
2. Time left in the test (note: this can be hidden by clicking **Hide time**)
3. Question count and Navigation panel - click here to see the Progress summary, which shows the number of questions answered, not answered and not read. Students can move to the next or any previous questions
4. **Back** and **Next** buttons to move backwards/forwards through the questions.



After answering the last question, the Progress summary screen will appear (see screenshot below). Grey boxes indicate unanswered questions. You may either:

- complete the answers by clicking on the grey boxes or using the **Back** button; or
- click on the **Finish** button to submit the responses.

The screenshot shows the 'Numeracy Practice 20 of 20' interface. At the top, there is a purple header with a timer showing 00:44, a 'Test time' indicator, and the 'School Curriculum & Assessment Authority' logo. Below the header, a white box contains the message: 'You have reached the end of the test. To check your answers, click a question number below. If you wish to return to the test, click **Back**. If you are ready to finish the test, click **Finish**.' Below this, the 'Progress summary' section shows '18 Answered', '2 Not answered', and '0 Not read'. The 'Questions' section displays a grid of question numbers from 1 to 20. Questions 6 and 19 are highlighted in grey, indicating they are unanswered. At the bottom, there are 'Back' and 'Finish' buttons.

**Numeracy Practice 20 of 20**

**You have reached the end of the test.**  
To check your answers, click a question number below.  
If you wish to return to the test, click **Back**.  
If you are ready to finish the test, click **Finish**.

**Progress summary**

Show all **18** Answered **2** Not answered **0** Not read

**Questions**  
Click a number to go to that question.

1 2 3 4 5 6 7 8 9 10  
11 12 13 14 15 16 17 18 19 20

**Back** **Finish**

A confirmation screen will appear. Click on **No** to return to the Progress summary or **Yes** to confirm that you are finished.

## Numeracy - Practice test

**Are you sure you want to finish the test?**

Have you completed all questions?  
Have you reviewed all your answers?

NoYes

After submitting the responses, the acknowledgements page will appear. Click on the **Finish** button to exit.

## OLNA Practice and Example Student your test has been submitted.

Finish

### ACKNOWLEDGEMENTS

**The texts, images and ideas used in the test are gratefully acknowledged.**

Adapted from: 134213. (2014). [Photograph of a bouquet of red roses]. Retrieved July, 2021, from <https://pixabay.com/photos/bouquet-of-flowers-red-roses-261231/>

Adapted from: Altmann, G. (2013). [Graphic image of digital clock readout]. Retrieved July, 2021, from <https://pixabay.com/illustrations/digital-number-time-ad-neon-light-90477/>

Adapted from: Lowry, S. (2014). [Graphic of a brown and beige door mat]. Retrieved July, 2021, from <https://pixabay.com/illustrations/welcome-mat-rug-doormat-greeting-434118/>

The main page will appear with the option to start another practice or example test.

## Completing an example test

Example tests are accessed in the same way as practice tests (see instructions in previous section). The difference is that in example tests, feedback is given on each question.

In the example test, after selecting an answer, click on the **Check** button.

00 : 49  
Hours Mins


Hide time

School Curriculum and Standards Authority

Numeracy Example - 1 of 45

A furniture shop had beds on sale.  
The sale started on 6 July and finished on 18 July.

July						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



How many days were the beds on sale?

11 days


12 days

13 days

14 days


Check

If the answer is correct, a green box with a tick will appear.

00 : 38 Hours Min Hide Time  **Numeracy Example - 1 of 45**

A furniture shop had beds on sale.  
The sale started on 6 July and finished on 18 July.


July							
Mo	Tu	We	Th	Fr	Sa	Su	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			




How many days were the beds on sale?

11 days


12 days

13 days 

14 days


**Next** 

If the answer is incorrect, an orange box with a cross will appear. Select **Retry** to try again or **Next** to move on to the next question.

00 : 35 Hours Min Hide Time  **Numeracy Example - 1 of 45**


A furniture shop had beds on sale.  
The sale started on 6 July and finished on 18 July.

July							
Mo	Tu	We	Th	Fr	Sa	Su	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			





How many days were the beds on sale?

11 days

12 days 

13 days

14 days

 **Retry** **Next** 

## Navigating the writing question in the example/practice tests

The writing test is accessed in the same way as the reading and numeracy tests (see instructions above, under the heading Completing a practice test).


After starting the test, a prompt will be given with a window below it in which to write your response.

00 : 58  
Hours Mins

Hide  
Items

Subject Curriculum  
and Standards  
Authority

### Writing Example



#### Television


Some people believe that watching television has negative effects on the viewer. Do you agree or disagree? Perhaps you can think of arguments for both sides of this topic.

Write to persuade a reader of your opinions. Give reasons for your opinions and provide explanations for your reasons.

You have 60 minutes to write. There is no minimum word requirement but make sure you write enough to demonstrate your ability. You should plan your writing before you begin and leave yourself enough time before the end to edit your work thoroughly.

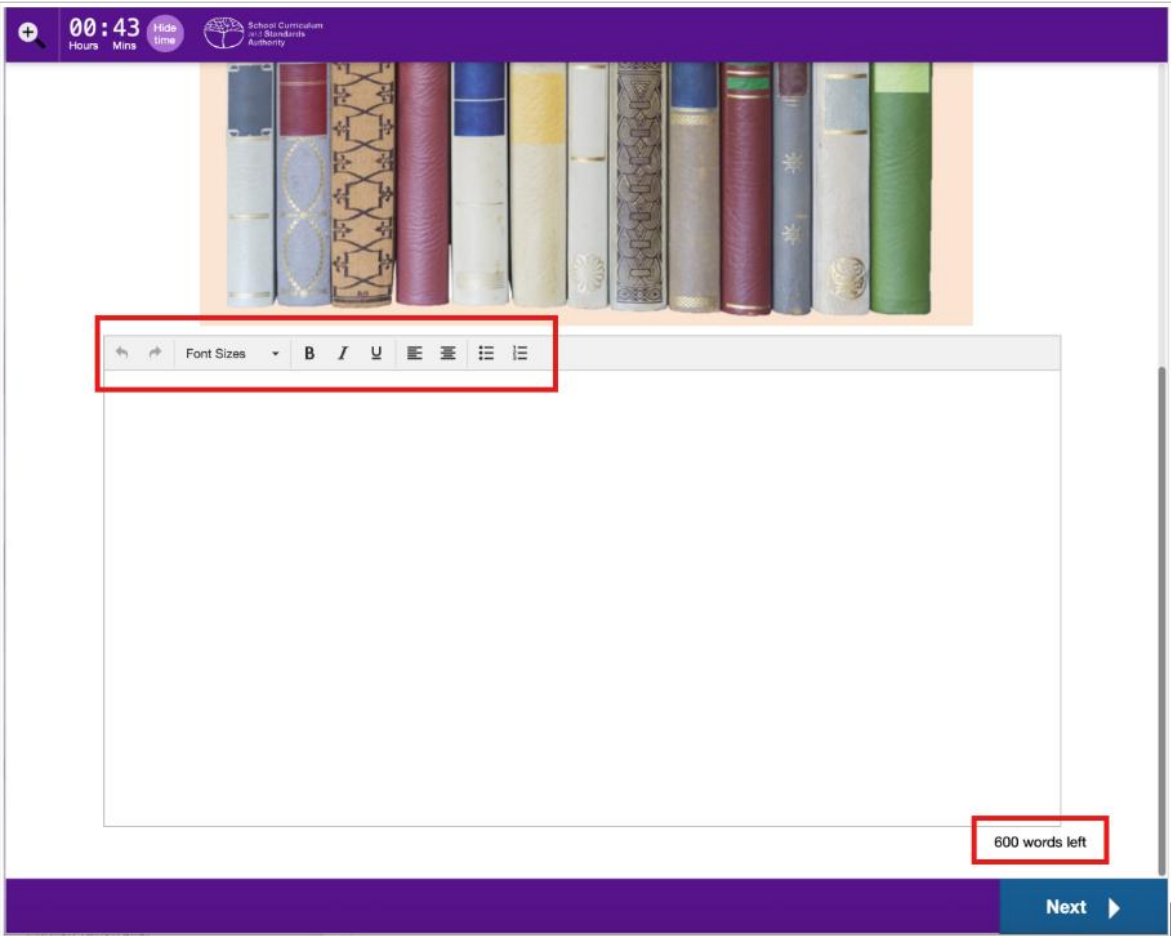
You will be marked on the following:

- how well you engage your audience
- the organisation of your writing
- the selection of words and language
- the cohesiveness of your writing
- your use of correct grammar, punctuation and spelling.

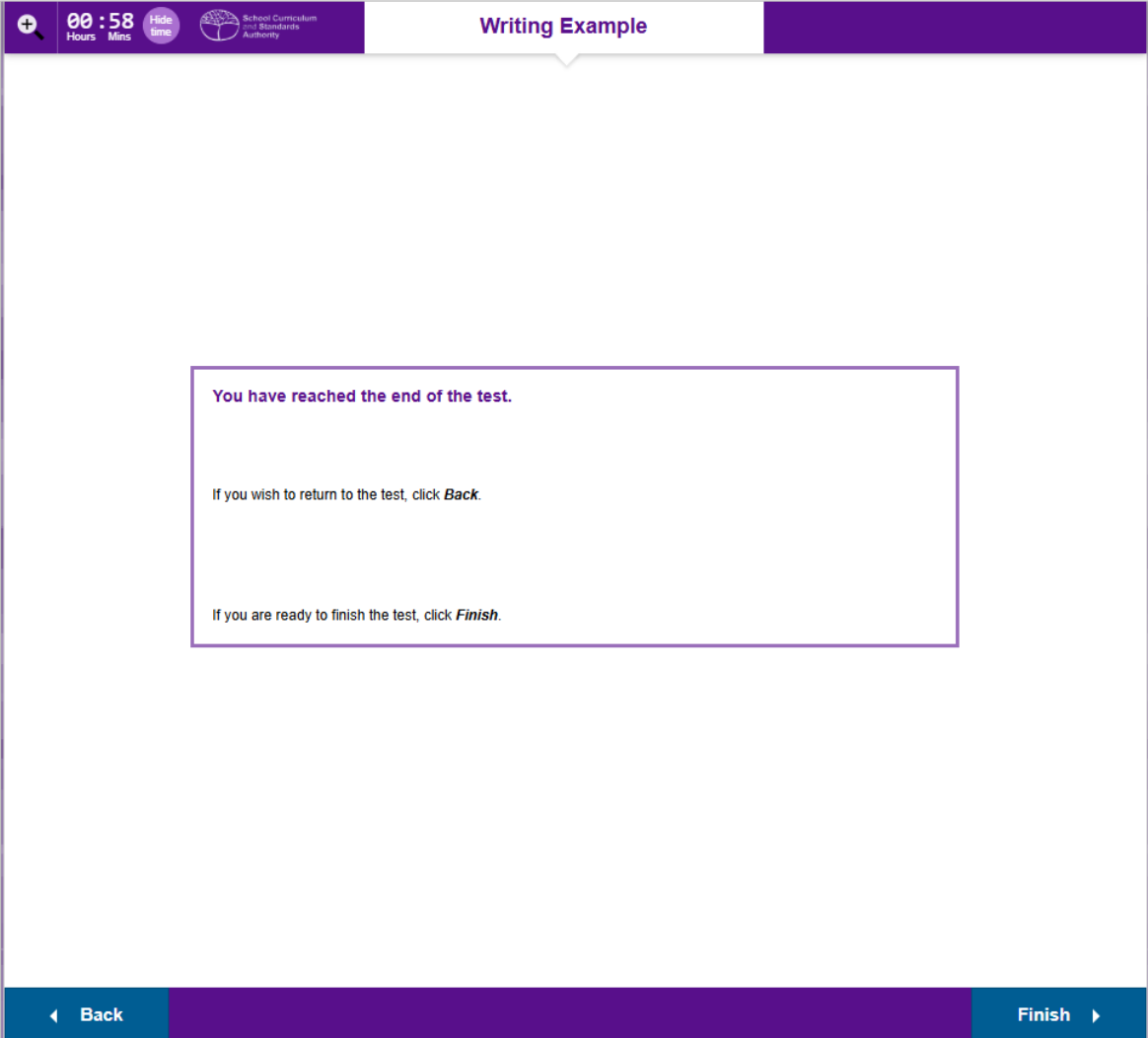
Font Sizes - **B** *I* U 

Next ▶

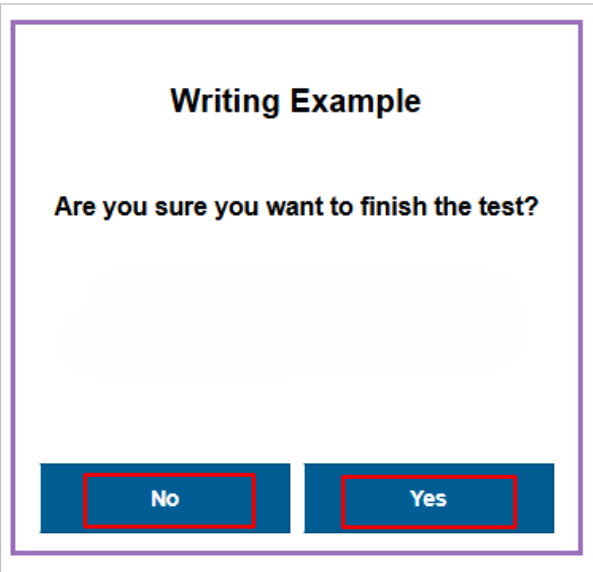
In addition to the tools in the reading and numeracy tests, the writing test has standard text tools (highlighted below). The number of words the student still has available is shown in the bottom right corner.



When you have completed your writing, click on **Next**. A confirmation screen will appear. Click on **Back** to return to your response or **Finish** to confirm that you are finished.



A final confirmation will appear. Click on **No** to go back or **Yes** to finish and exit the test.



## Section 6: Conducting the OLNA

### Accessing the OLNA

Schools must ensure that accounts and passwords are not shared by students when logging in to computers. Each student must be logged in to a computer using their unique network username account and password. If students do log in using the same account credentials, their own results may not be captured by the OLNA test-delivery website, as browsers may retain a previous student's credentials.

Schools must also ensure that students:

- have access to the internet
- are not locked out of their school user account
- know their current password.

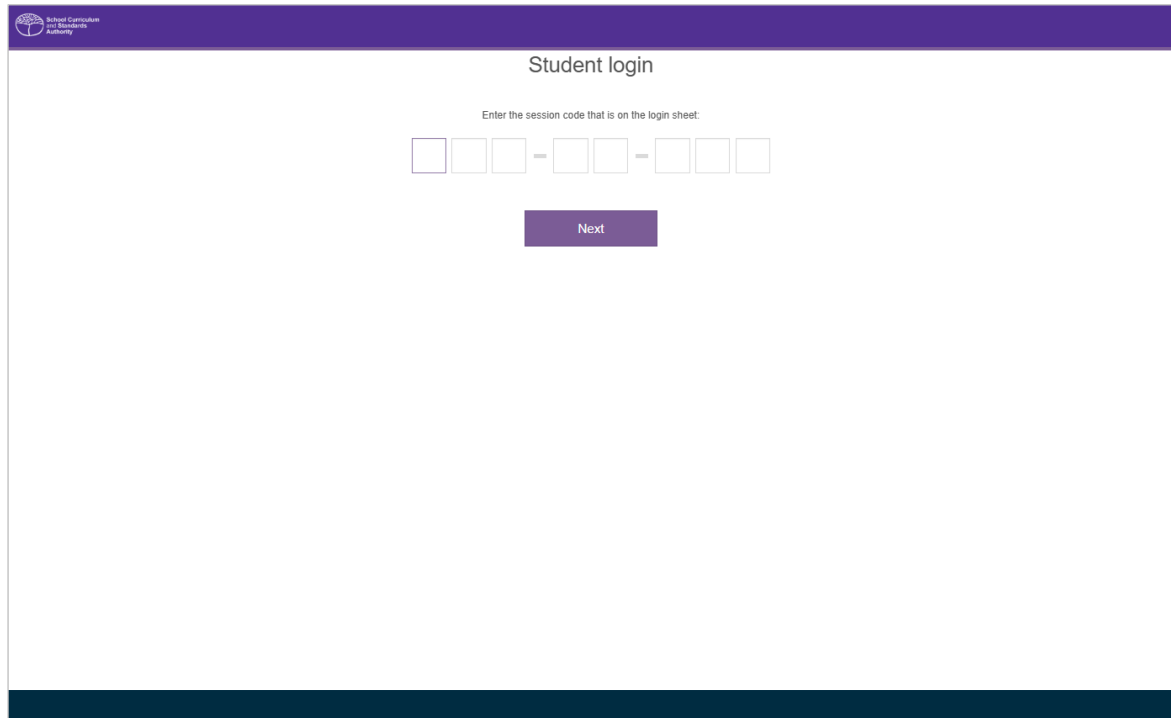
Students enter their password and the session code for the component, as issued to them by the OLNA supervisor. The student password and session code are unique to the component, so a *LAN002 – OLNA Student Login Details* sheet must be printed for every component the student will be sitting.

### Logging in to an OLNA test

1. Students type <https://assess2.scsa.wa.edu.au/> into the browser and wait while the login screen loads.
2. They enter their password for the scheduled test from their *OLNA Student Login Details* sheet.

The screenshot shows the OLNA login interface. At the top left is the School Curriculum and Standards Authority logo. The main heading is 'Welcome'. Below it, the instruction reads 'Enter the password that is listed in your login sheet:'. The password field is represented by four pairs of empty boxes, each pair separated by a dash. A purple 'Next' button is positioned below the password field. The bottom of the page features a dark blue footer with the Janison Insights logo.

3. They enter the session code for the scheduled test from their *OLNA Student Login Details* sheet.



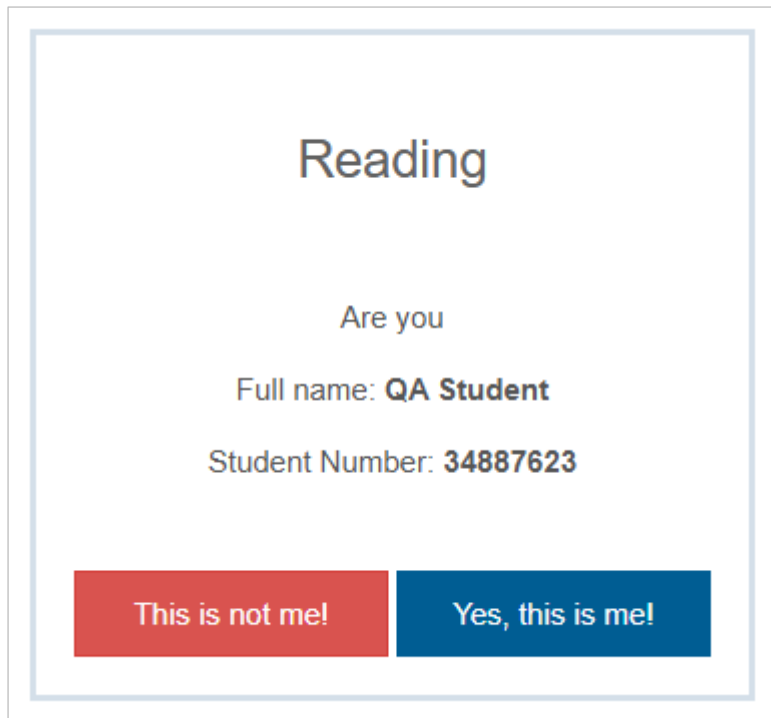
Student login

Enter the session code that is on the login sheet:

-  -

Next

4. The student's name will appear. If the details are correct, students click on **Yes, this is me!** to move to the next screen. If the details that appear are not theirs, they click on **This is not me!** and let the supervisor know straight away.



Reading

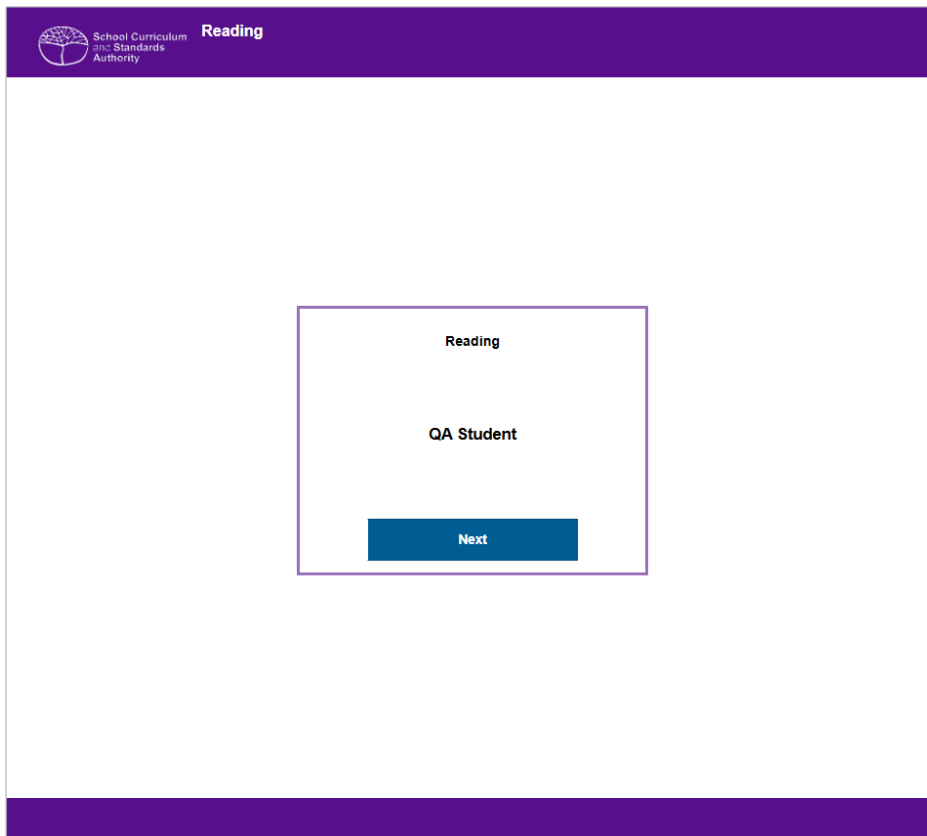
Are you

Full name: **QA Student**

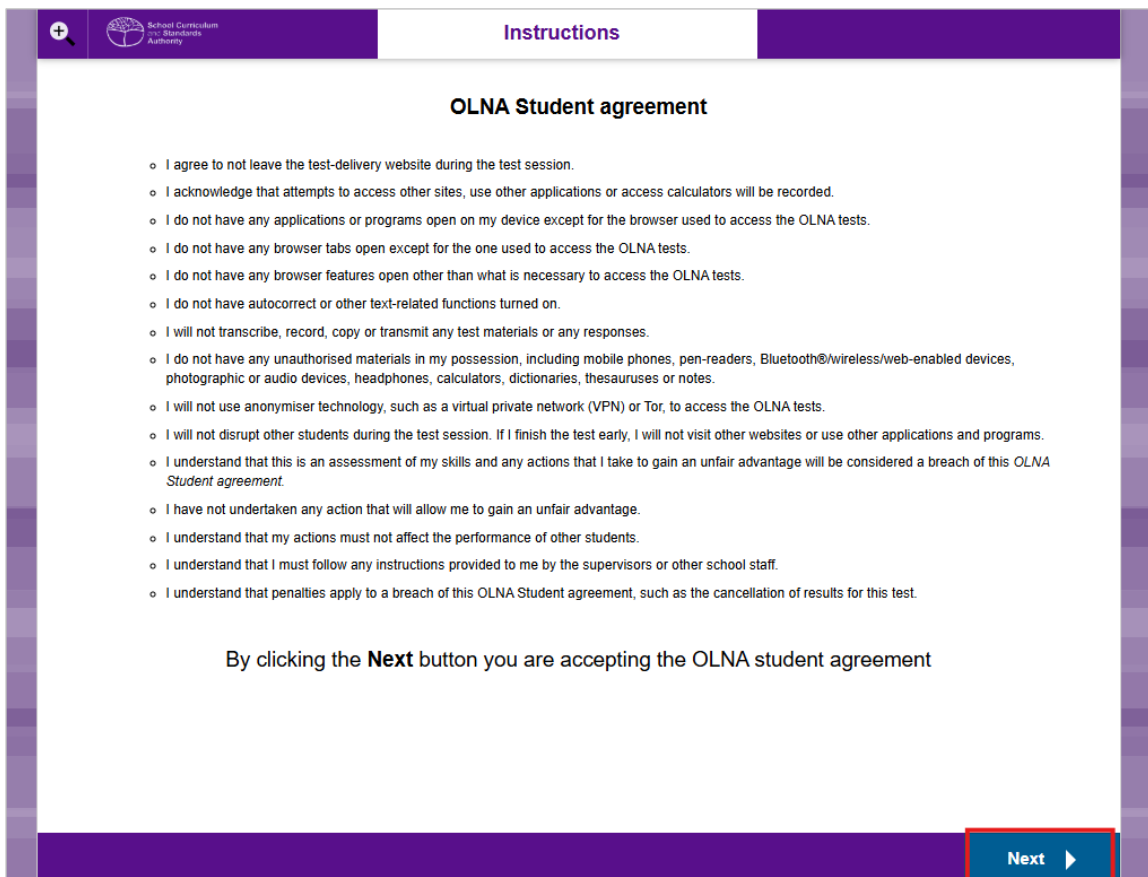
Student Number: **34887623**

This is not me! Yes, this is me!


5. The test name and student name will appear on the screen. Students click on **Next**.



6. The *OLNA Student agreement* will appear. Give students time to read it and then they can click on **Next** to accept the agreement.



7. Students read the instructions.

The screenshot shows a digital interface for a reading test. At the top, there is a purple header bar with three sections: a small icon on the left, the 'School Curriculum and Standards Authority' logo in the center, and the word 'Instructions' in white text. To the right of this header is another purple bar with the word 'Reading' in white. The main content area is white and contains the following text: 'There are 45 questions. You have 50 minutes to complete them.', 'To answer a question, click on the answer you think is best. To change your answer, click on another answer.', 'To move to the next question, click on the **Next** button. To move to the previous question, click on the **Back** button.', 'You may also use the navigation panel  to move between questions you have already seen.', and 'Wait here.' Below this text, centered, is the instruction: 'When the teacher tells you to start, click **Start** to begin the test.' At the bottom of the screen, there is a dark purple bar with a 'Back' button on the left and a 'Start' button on the right, both with white text and arrows.

8. Students commence the test by clicking on **Start** when the OLNA supervisor directs them to do so.

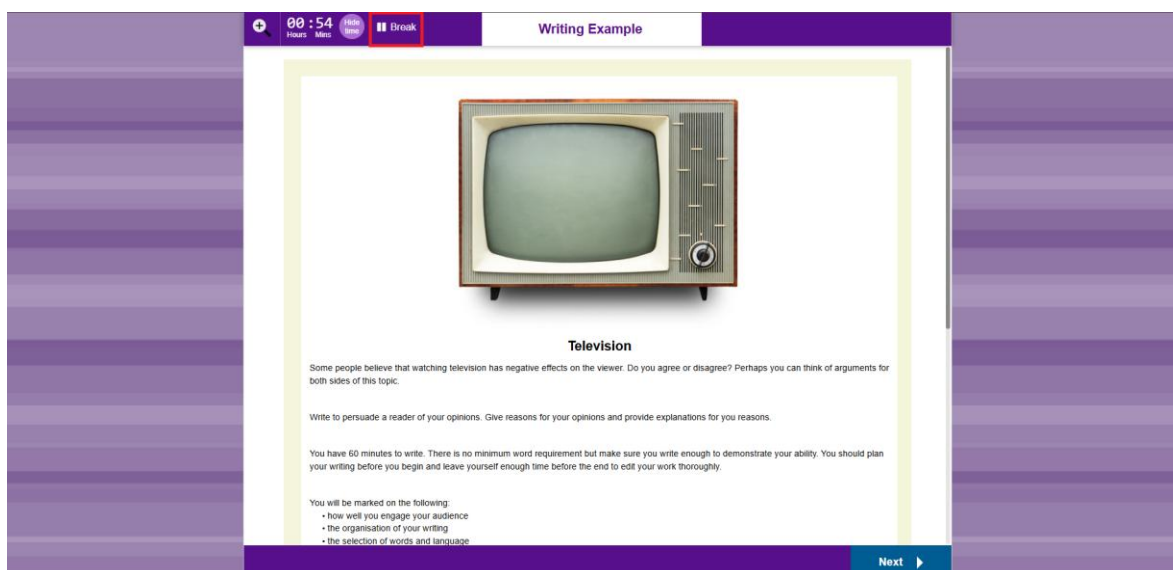
## Adjustments during the test session

### Extra time

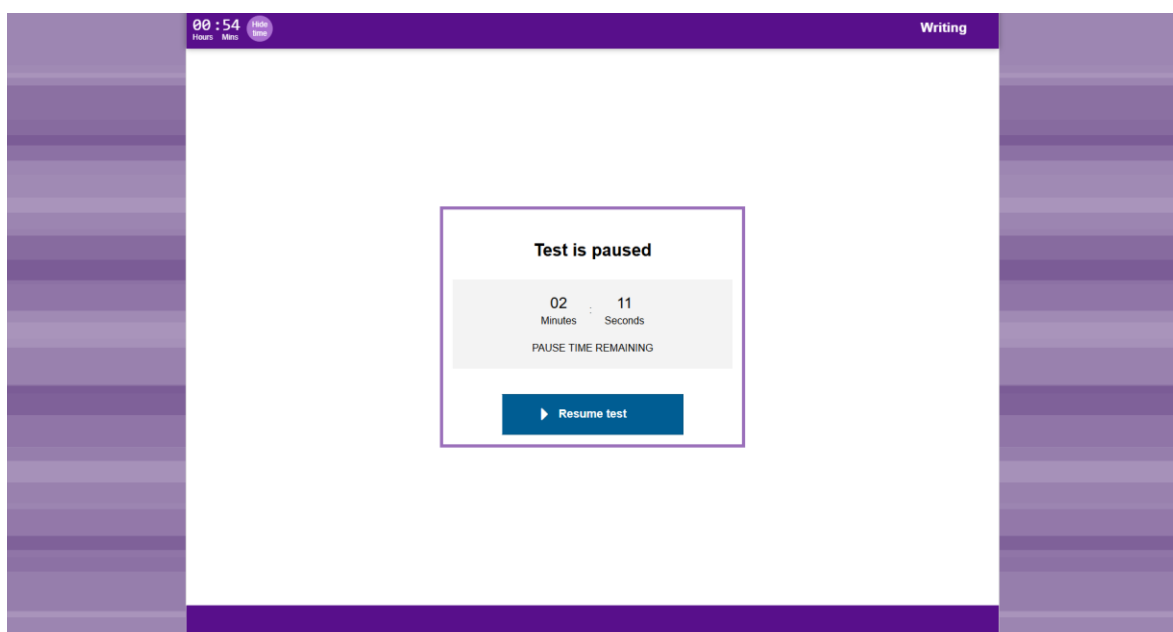
Where extra time has been approved for a student to undertake the OLN, the approved amount of time for that student will be added by the Authority to the 50 minutes (reading and numeracy) or 60 minutes (writing) allowed to complete the OLN and will appear at the top left of the screen as part of their total time.

### Rest breaks

Where rest breaks have been approved for a student undertaking the OLN, a **Break** button will show at the top of the screen (highlighted below).



Students may use this button when a break is required and a pop-up box and timer will appear showing the amount of pause time remaining (see screenshot below). The students may use the **Break** and **Resume test** buttons as many times as needed until the total time has expired. When the time has expired, the test will resume and no further breaks will be permitted.

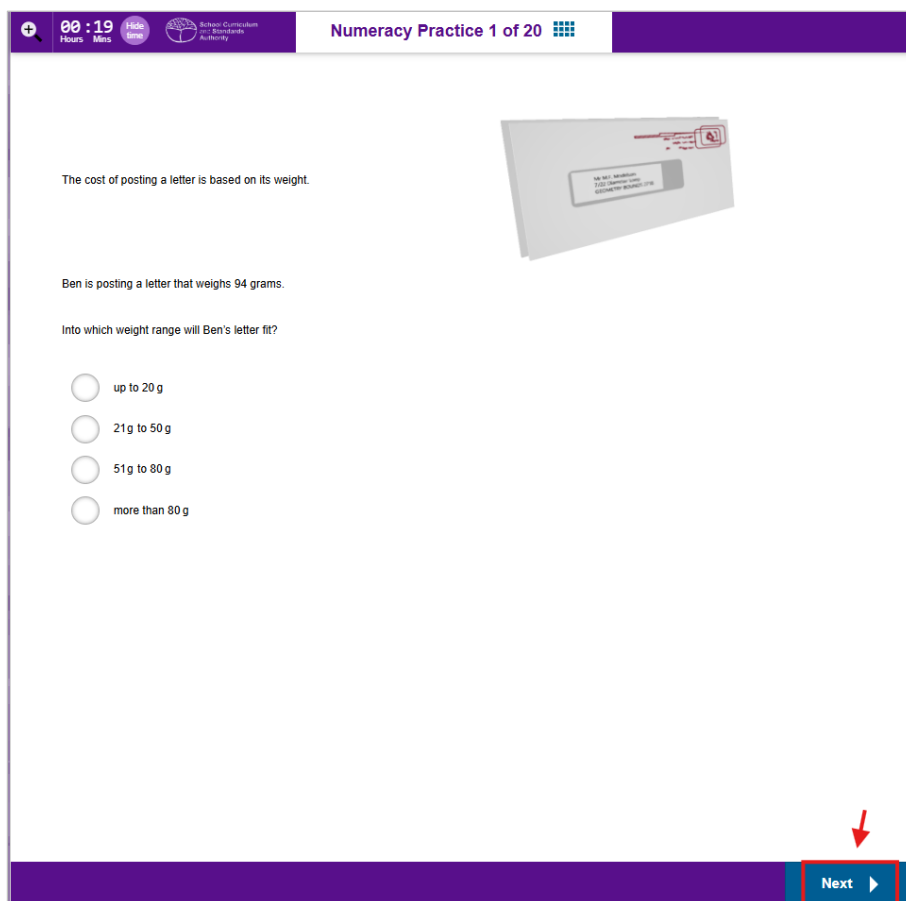


## Attempting the reading and numeracy tests

When directed by the OLNA supervisor, students click on the **Start** button to begin the test. The test will appear. Students work through **Questions 1 to 45** by choosing and clicking on the button next to one of the responses provided, as appropriate.

### Navigating

To go to the next question, students click on the **Next** button (highlighted below).




The screenshot shows a digital interface for a numeracy practice test. At the top, there is a purple header bar containing a timer showing 00:19, a 'Hide time' button, the School Curriculum and Standards Authority logo, and the title 'Numeracy Practice 1 of 20'. The main content area has a white background and contains the following text: 'The cost of posting a letter is based on its weight.' To the right of this text is an image of a grey envelope with a red postage stamp. Below the text, it says 'Ben is posting a letter that weighs 94 grams.' and asks 'Into which weight range will Ben's letter fit?'. There are four radio button options: 'up to 20 g', '21 g to 50 g', '51 g to 80 g', and 'more than 80 g'. At the bottom right of the interface, a blue 'Next' button with a right-pointing arrow is highlighted with a red box and a red arrow pointing to it.

Students can click on the navigation icon at the top of the page (highlighted below). This allows the student to see how many questions they have answered, not answered and not read. There is a legend at the top of the page to assist with this (highlighted below).

Note: the navigation screen only allows students to move to the next question or previously seen questions.

### Progress summary

 Show all **10** Answered **3** Not answered **32** Not read **0** Flagged

### Questions

Click a number to go to that question.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	6	<b>7</b>	<b>8</b>	9	<b>10</b>
<b>11</b>	<b>12</b>	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45					

To finish and submit the test, students need to move to Question 45 and click on **Next**. This will take them to the Finish page. Here they can check that they have completed all questions, or go back and complete any unanswered questions. Once they feel that they have completed the test, they click **Finish** (highlighted below).

The screenshot shows a test interface with a purple header. On the left, there is a timer showing '00 : 29' and a 'Hide time' button. The center of the header displays 'Question 45 of 45' with a grid icon. On the right, the word 'Reading' is displayed. Below the header, a message box states: 'You have reached the end of the test. To check your answers, click a question number below. If you wish to return to the test, click *Back*. If you are ready to finish the test, click *Finish*.' Below this is a 'Progress summary' section with a 'Show all' button and four categories: '41 Answered', '4 Not answered', '0 Not read', and '0 Flagged'. A 'Questions' section follows, with the instruction 'Click a number to go to that question.' and a grid of question numbers from 1 to 45. The numbers 6, 9, 36, and 38 are highlighted in grey. At the bottom, there is a navigation bar with a 'Back' button on the left and a 'Finish' button on the right, which is highlighted with a red box and a red arrow points to it.

Note: students do not need to record answers to all 45 questions to finish the test.

When students click on the **Finish** button to submit their responses, a confirmation screen will appear. Students click on **Yes** to finish or on **No** to go back to the test.

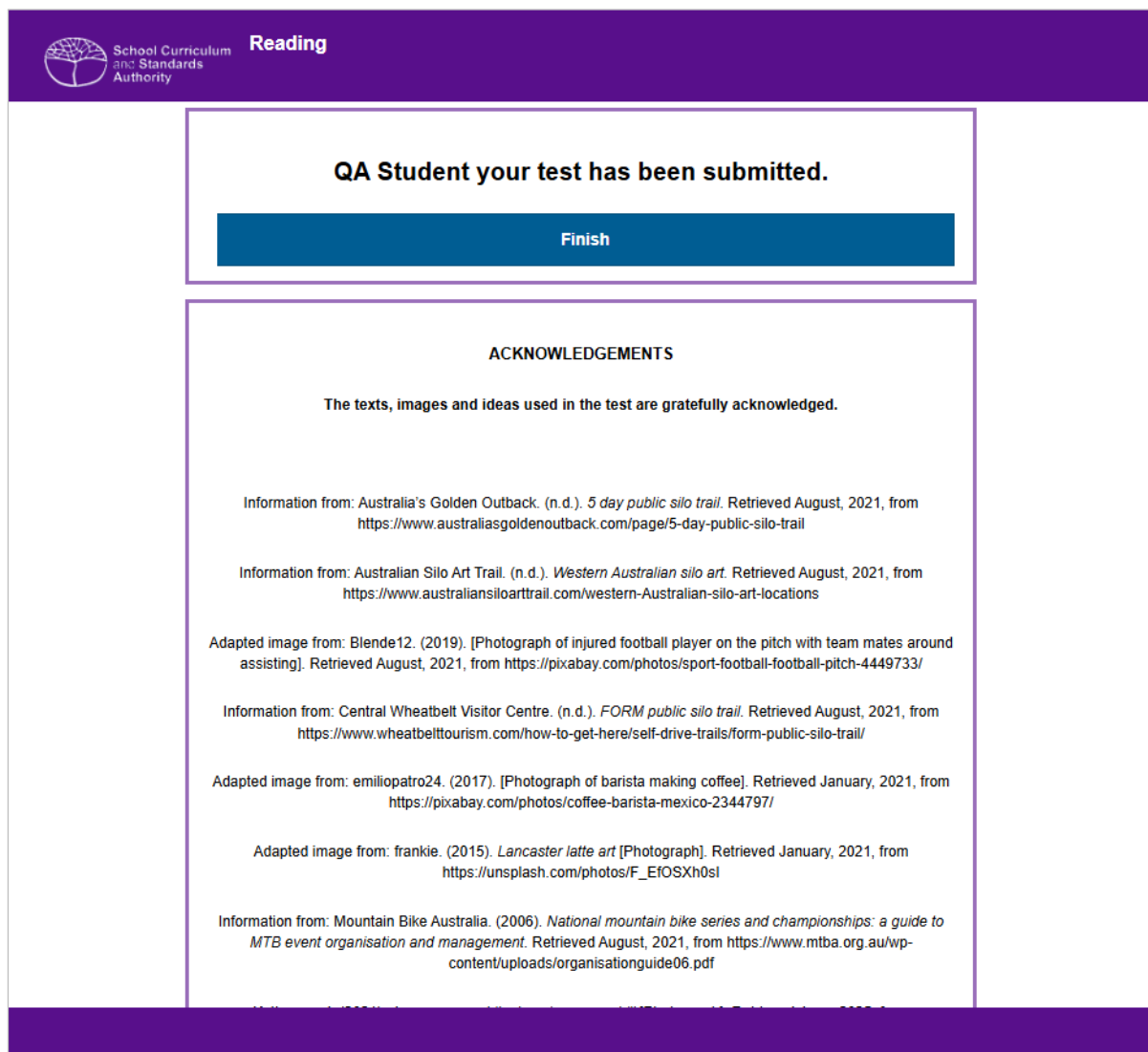
## Reading

**Are you sure you want to finish the test?**

Have you completed all questions?  
Have you reviewed all your answers?

NoYes

Once the student has clicked on **Yes** to finish the test, the Acknowledgements page will appear. Students click on **Finish** to exit the test window.



**QA Student your test has been submitted.**

**Finish**

**ACKNOWLEDGEMENTS**

The texts, images and ideas used in the test are gratefully acknowledged.

Information from: Australia's Golden Outback. (n.d.). *5 day public silo trail*. Retrieved August, 2021, from <https://www.australiasgoldenoutback.com/page/5-day-public-silo-trail>

Information from: Australian Silo Art Trail. (n.d.). *Western Australian silo art*. Retrieved August, 2021, from <https://www.australiansiloarttrail.com/western-Australian-silo-art-locations>

Adapted image from: Blende12. (2019). [Photograph of injured football player on the pitch with team mates around assisting]. Retrieved August, 2021, from <https://pixabay.com/photos/sport-football-football-pitch-4449733/>

Information from: Central Wheatbelt Visitor Centre. (n.d.). *FORM public silo trail*. Retrieved August, 2021, from <https://www.wheatbelttourism.com/how-to-get-here/self-drive-trails/form-public-silo-trail/>

Adapted image from: emiliopatro24. (2017). [Photograph of barista making coffee]. Retrieved January, 2021, from <https://pixabay.com/photos/coffee-barista-mexico-2344797/>

Adapted image from: frankie. (2015). *Lancaster latte art* [Photograph]. Retrieved January, 2021, from [https://unsplash.com/photos/F\\_EfOSXh0sl](https://unsplash.com/photos/F_EfOSXh0sl)

Information from: Mountain Bike Australia. (2006). *National mountain bike series and championships: a guide to MTB event organisation and management*. Retrieved August, 2021, from <https://www.mtba.org.au/wp-content/uploads/organisationguide06.pdf>

If students do not complete a test within the allotted time, the test will end when the time runs out and the student will be returned to the login window. Any responses they have provided up to that point will be automatically saved.

Students must give their *OLNA Student Login Details* sheet and their working/planning papers to the OLNAs supervisor before they leave the test room.

## Completing the writing test

Once students have logged in using the session code specific to the writing component, the **Instructions** page will appear.

Students should take some time to read the instructions. When directed to do so by the OLNA supervisor, students click on **Start** to commence the test.

**Instructions**

You have 60 minutes to complete your writing.

Use about:

- 10 minutes to plan your writing
- 40 minutes to write
- 10 minutes to edit your work.

You must write enough to respond to the prompt fully.

The quality of your writing is far more important than the number of words you write.

You should not write more than 600 words.

Wait here until the teacher tells you to start.

Click **Start** to begin the test.

[Back](#) [Start](#)

Students should read the prompt, then begin typing their response in the text box. The features of the writing test (detailed below) can be used throughout their response, at their discretion.

### Features of the writing test

#### Word counter

Students may write up to 600 words in the writing test. A word counter at the bottom of the screen enables students to see how many words they have left before they reach the limit. The 600-word limit is a 'hard limit', which means it is not possible to write more than 600 words. If the limit is

reached, a red bar will appear with the warning **You have reached the limit of 600 words** and the word limit will read **0 words left**. Students can continue to add letters and numbers but these will appear as one word without any spaces or punctuation, e.g. 'writemorethan600words'.

You have reached the limit of 600 words.

0 words left

### Rich text functions

Students have access to the bold, italics or underline functions via the buttons above the text box (highlighted below). To copy, cut and paste sections of their work, students can highlight their text and then use standard keyboard shortcuts, or the edit menu in the browser, to edit their response.

The screenshot shows a writing interface for a topic titled "Television". At the top, there is a purple header with a timer showing 00:58, a "Hide time" button, and the "Robson Curriculum and Research Authority" logo. The main content area contains the following text:

**Television**

Some people believe that watching television has negative effects on the viewer. Do you agree or disagree? Perhaps you can think of arguments for both sides of this topic.

Write to persuade a reader of your opinions. Give reasons for your opinions and provide explanations for you reasons.

You have 60 minutes to write. There is no minimum word requirement but make sure you write enough to demonstrate your ability. You should plan your writing before you begin and leave yourself enough time before the end to edit your work thoroughly.

You will be marked on the following:

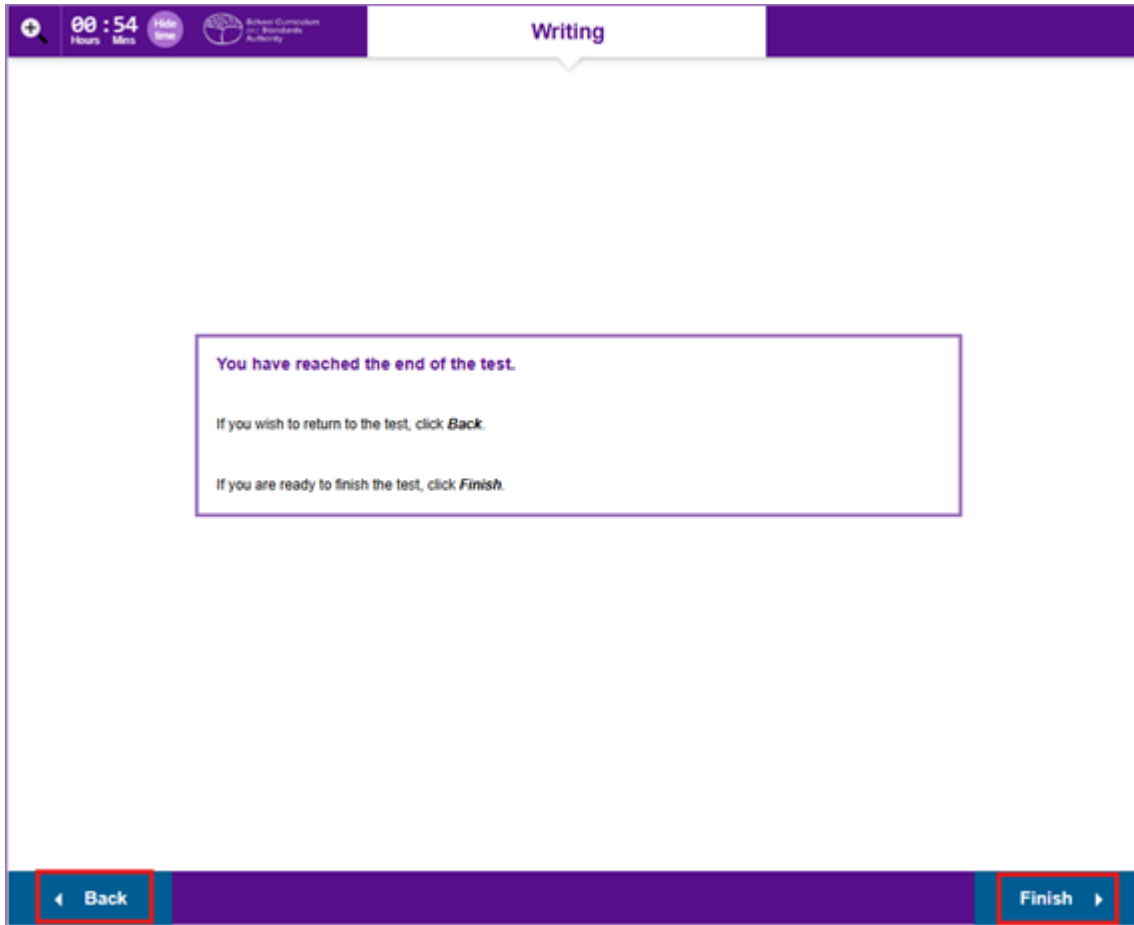
- how well you engage your audience
- the organisation of your writing
- the selection of words and language
- the cohesiveness of your writing
- your use of correct grammar, punctuation and spelling.

Below the text is a rich text editor toolbar with buttons for undo, redo, font sizes, bold (B), italic (I), underline (U), bulleted list, numbered list, and link. A red box highlights this toolbar, and a red arrow points to it from the list of marking criteria.

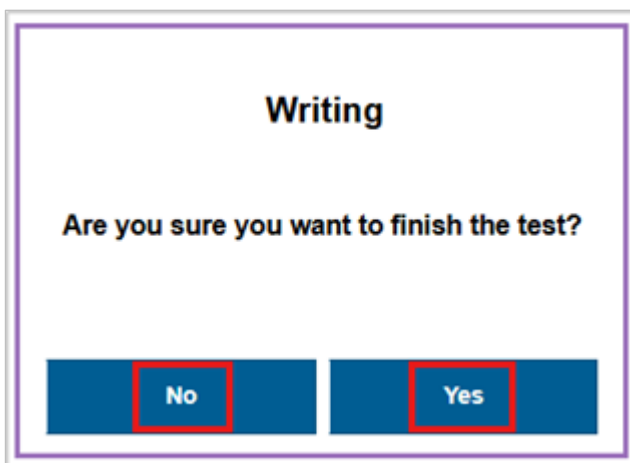
The text area contains the placeholder text "Students write their texts here ...". At the bottom right of the text area, a red box highlights the word count "595 words left", with a red arrow pointing to it.

At the bottom of the interface is a purple footer with a "Next" button and a right-pointing arrow.

When students have completed their writing, they click on **Next**. A completion screen will appear (see below). Students click on **Back** to go back and edit their test, or **Finish** to submit the test.



Once students have clicked on **Finish**, a confirmation window will appear. Students click on **Yes** to submit their work or **No** to go back and edit their work. Students' work will be submitted when they click on **Yes**.



If students do not complete the test within the allotted time, they will be returned to the login screen and the response they have provided to that point will be automatically saved and submitted. Students must hand their *OLNA Student Login Details* sheet and any working/planning papers to the OLNA supervisor before they leave the test room.

## Section 7: During and after the test window

During and after the test window for each component, schools can:

- check the test details for each student
- monitor students' test status
- view any approved adjustments.

To monitor students during the session, go to the Home page and click on the session code for the session that is being conducted.

Test Sessions			Status
Session Code	Session name	Test attempts	Status
WNN-FJ-CMP	Reading (9999)	2	Started
TRB-VM-MDV	Reading (9999)	2	Finalised

The test session screen allows you to see the test details for each student. This includes the student's **name, username, password** and test **status** (see Table 5 below). It also shows the student's **progress** through the test, including how many questions they have completed. The times the student joined and finished the test are shown, as well as the **end time** at which they submitted the test.

Test Session - Reading (9999) at_QA school										
Session Code										
WNN-FJ-CMP										2 Students
Search for Student <input type="text"/> <input type="button" value="Pause Student"/> <input type="button" value="Resume Student"/>										
All (2) <input type="button" value="Not started (1)"/> <input type="button" value="Started (0)"/> <input type="button" value="Submitted (1)"/> <input type="button" value="Other (0)"/>										
<input type="checkbox"/>	Student	Username	Password	Status	Connection Mode	Progress	Time Joined	Finish Time	End Time	Action
<input type="checkbox"/>	QA Student 2	23597532	BQ-LX-WC-RZ	Submitted	Online	17 / 45	12:59	13:50	13:50	
<input type="checkbox"/>	QA Student 1	12345986	CR-FP-FY-LG	Not started	Offline	0 / 45	12:59	N/A	N/A	
1 - 2 of 2 items										

The **connection mode** for each student is also shown. This allows the supervisor to know the status of the student's internet connection. If the connection shows as Offline, the student has lost connection to the internet.

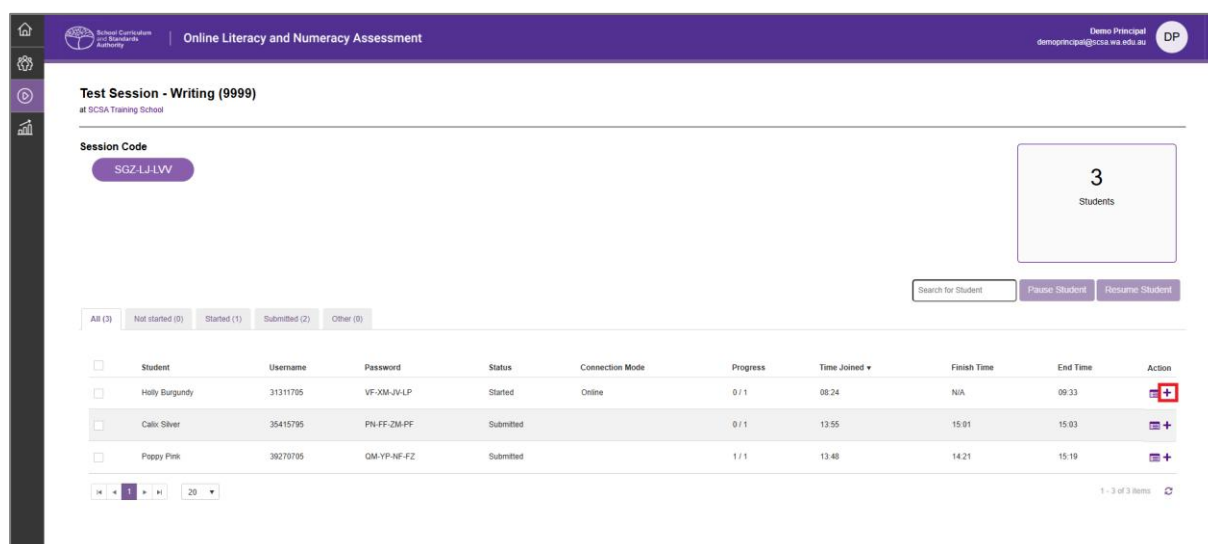
**Important:** Schools should monitor the test sessions to identify students who have a status of Started and a connection mode of Offline. In these cases, tests will become submitted once a student re-accesses the test website on the same device and the allotted time has elapsed.

See Section 7 and the Frequently Asked Questions in this manual for more information on what to do if issues occur.

**Table 5. Student test status explanations**

Status	Explanation
Not started	The student has entered their password and session code but has not pressed start.
Started	The student is currently sitting the test <b>or</b> the student has closed the browser without clicking on the <b>Submit</b> button.
Submitted	The student has finished the test.

If a student has any approved adjustments, these will appear on the *OLNA Student List* and the individual student's *OLNA Student Login Details* sheet. They will also appear on the test session screen. A student who has an approved adjustment will have a + button on the right of the screen under the heading **Action** (see screenshot below). Clicking on + allows the supervisor to see the details of the adjustment. This information is for reference only, as all adjustments of extra time or rest breaks will already have been applied to the student's test.



## Test incidents and student participation status

Schools must advise the OLNA Helpdesk of any test incidents and events related to participation that impacted a student's ability to sit the test.

Test incidents refer to events related to technical matters that impact a student's ability to sit the test, e.g. power failure.

If the matter requires immediate action, contact the OLNA Helpdesk on 9273 6726. If the matter requires action before the end of the testing window, email [olna@scsa.wa.edu.au](mailto:olna@scsa.wa.edu.au).

## Section 8: Solutions to issues and frequently asked questions

### 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 being used by other classes or students' private wireless devices during testing will help minimise 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 determine 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 tests.

#### **Stagger 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 each student's timer begins when they 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.

## Login box not displaying

The login box not displaying could be a compatibility issue. Help in addressing this issue is available in the Practice test issues/requirements table in the frequently asked questions.

## Problems accessing an OLNA test

Students should use the URL <https://assess2.scsa.wa.edu.au> to log in to the OLNA.

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

1. Check the URL is correct.
2. Verify internet connectivity by opening a search engine 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 must 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.

Note: once restarted, the test should recommence from the same point.

If there are issues with a device, it is advisable to move the student to a different device where possible.

The OLNA Helpdesk should be contacted to compensate for any lost time.

## Problems with test questions

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

1. Refresh the page by clicking on the refresh button on the browser or by pressing **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 you are still having problems with test questions, try restarting the device or use another device.

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

## Item freezing/keyboard not working on iPad or other tablet

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.

## ‘You have finished the test without an active internet connection’ message appears

The test system will attempt to save the test every minute and each time the **Next** button is clicked. If connection to the server is lost by the end of the test, a message will appear indicating that there is no active internet connection. To save the test, ensure that the student and device remain in the classroom and perform the following steps:

1. Do **not** close the test browser, clear the cache or click **Finish** until internet connection is re-established.
2. Contact your school’s IT support team to restore internet connection on the device.
3. Contact the OLNA Helpdesk or view the student’s test progress in the OLNA Dashboard to confirm that the test has been saved.
4. If a student has closed their browser they can, once the internet connection is restored, load the login page and their attempt will be saved, providing they have not cleared their cache, cookies or other browser settings.

## FAQ and troubleshooting

The tables below include 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	Answer
1	How do I make a change to a student's registration?	Upload an updated SRGDG file into SIRS. 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?	Student passwords may be accessed by principals and OLNA coordinators by printing a LAN002 report for each student from SIRS. See Section 2 of this manual for instructions on how to do this. These must be provided to the OLNA supervisor on the day of the test session.
3	How do I register a student for sickness/misadventure?	If a student becomes ill, experiences difficulties or faces 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 within the test window.
4	Can a student sit the tests at home?	No. Parents/guardians/carers of home-educated students should consult the Authority's website for further information.
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://olna.au.insights.janison.com">https://olna.au.insights.janison.com</a> . The OLNA Dashboard enables schools to request adjustments. Test incidents 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

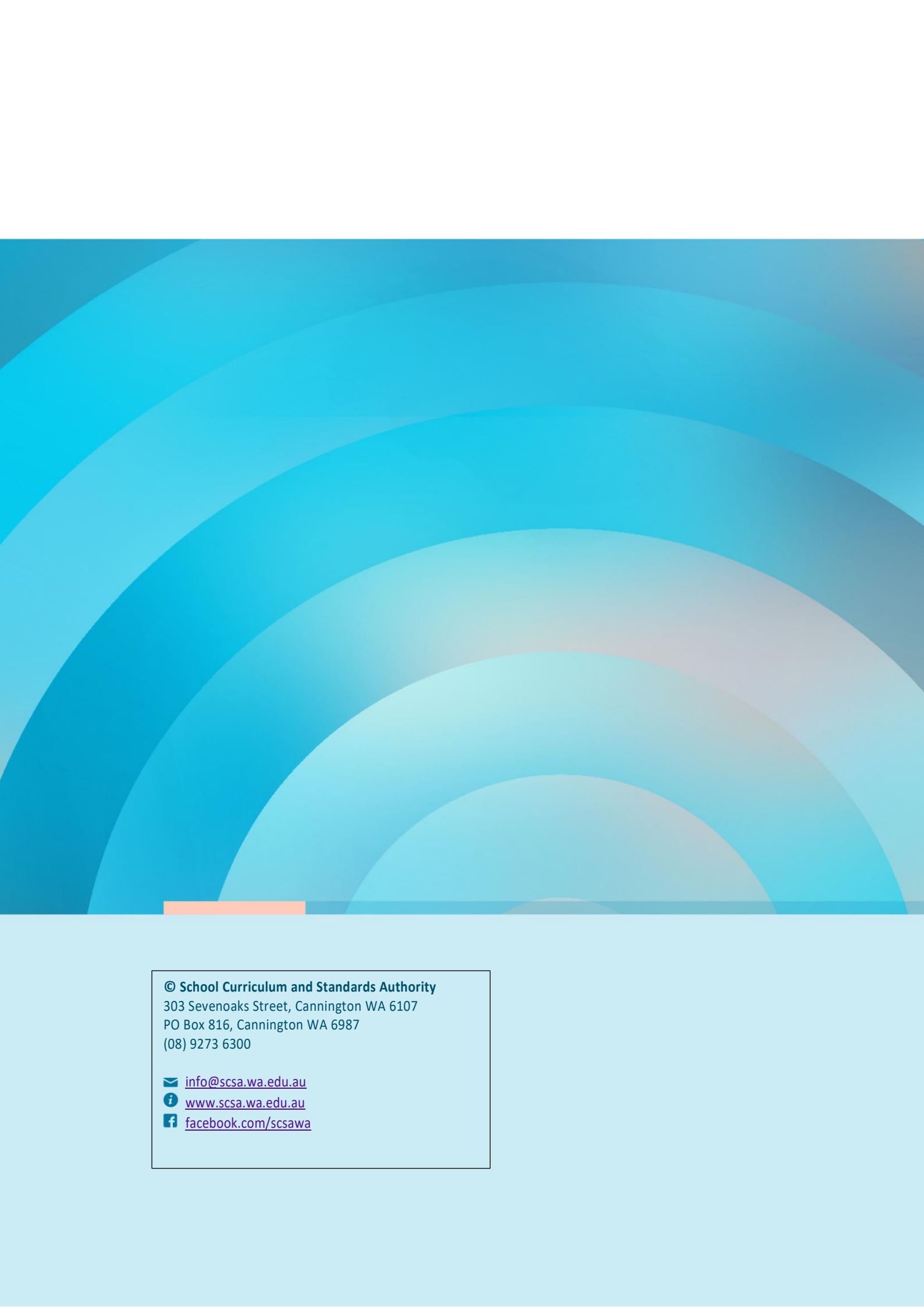
No.	FAQ	Answer
1	What is the OLNAs test-delivery website address for the system and browser compatibility requirements check?	<a href="https://assess2.scsa.wa.edu.au/pages/diagnostics">https://assess2.scsa.wa.edu.au/pages/diagnostics</a>
2	What do I do if a practice/example test for an OLNAs component does not load after clicking on the <b>Start</b> button?	<ul style="list-style-type: none"> <li>• Click the refresh button on the browser.</li> <li>• Check that 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 this manual.</li> <li>• If the problem continues, contact the OLNAs Helpdesk on 9273 6726 or at <a href="mailto:olna@scsa.wa.edu.au">olna@scsa.wa.edu.au</a>.</li> </ul>
3	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>
4	What do I do if a practice/example test does not load unless I refresh the webpage several times (or the time to load the webpage exceeds a reasonable amount of time)?	<ul style="list-style-type: none"> <li>• Check that 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 your school's IT support person to ensure the device/s meets the minimum system requirements as outlined in Section 1 of this manual.</li> <li>• If the problem continues, contact the OLNAs 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.	Issue	Action
1	A student can't log in.	<ul style="list-style-type: none"> <li>• Check the student is using the password and session code from the <i>OLNA Student Login Details</i> sheet.</li> <li>• Check the OLNA login sheet is for the current test.</li> <li>• Check the student does not have Caps Lock or 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>• If the problem continues, 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>
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>• Check the time stamp on the bottom-right corner of the login sheet to ensure that it is for the current test window.</li> <li>• If the student has not completed 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>.</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 this manual.</li> <li>• If the problem continues, 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	A student can access the OLNA test-delivery website but can't log in.	<ul style="list-style-type: none"> <li>• Check that the student has entered the correct password and session code specific to the test.</li> <li>• Try another device or a different browser on the same device.</li> <li>• Try to access the practice test from the device.</li> <li>• If the practice test cannot be accessed on this device, check with your school's IT support person to ensure the device meets the minimum system requirements as outlined in Section 1 of this manual.</li> <li>• If the problem continues, 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>
5	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>Password expired</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>

No.	Issue	Action
6	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.
7	The OLNA test URL is not working.	<ul style="list-style-type: none"> <li>• Check you have entered the correct URL: <a href="https://assess2.scsa.wa.edu.au">https://assess2.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://www.education.wa.edu.au">https://www.education.wa.edu.au</a>.</li> <li>• If the problem continues, 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>
8	An error message appears: <b>There was a problem saving your answer.</b>	<ul style="list-style-type: none"> <li>• After 10 seconds, click on <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 on <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 it stopped.</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>
9	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 it stopped.</li> <li>• Try another device or a different browser on the same device and attempt to resume the test.</li> <li>• If you are unable to resume the test 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>
10	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>• Try another device or a different browser on the same device.</li> <li>• If the problem continues, 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 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 to appear, then call the OLNA Helpdesk on 9273 6726 immediately.</li> </ul>

No.	Issue	Action
12	The OLN Dashboard shows a student's connection mode as 'Offline' but the student has finished the test.	<ul style="list-style-type: none"><li data-bbox="639 286 1386 427">• The student lost internet connection before the test was submitted. The student should re-access the test website on the same device. This will allow any stored test responses to be submitted.</li></ul>



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