



Online Literacy and Numeracy Assessment (OLNA)

OLNA

Supervisor's Handbook

from June 2026

Acknowledgement of Country

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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Introduction

This handbook provides information extracted from the *OLNA Handbook from June 2026* and is designed for use by Online Literacy and Numeracy Assessment (OLNA) supervisors in conjunction with the *OLNA Operations Manual 2026*. OLNA supervisors are responsible for the proper invigilation of the OLNA. The term ‘OLNA supervisor’ includes anyone who is present in the test session and is not sitting the test.

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. 2026 OLNA testing windows

Semester	Window ID	Test period	Writing	Numeracy and Reading	Cohort
1	1	Term 1 Window	25–26 February	25 February–13 March*	Years 11 [†] , 12
	2	Term 2 Window A	28–29 April	28 April–8 May	Years 10, 11 [†] , 12
	3	Term 2 Window B	15–16 June	15–26 June	Years 10, 11 [†] , 12
2	4	Term 3 Window A	27–28 July	27 July–7 August	Years 10, 11, 12
	5	Term 3 Window B	7–8 September	7–18 September	Years 10, 11, 12
	6	Term 4 Window	26–27 October	26 October–6 November	Years 9 [‡] , 10

*Monday, 2 March is a public holiday in Western Australia. The OLNA will not be available on this date.

[†]Year 11 students are required to sit in one of the Semester 1 windows.

[‡]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 each component once each term and only in windows where they are permitted to do so. Students who sit in the Term 4 Window as a Year 9 student will have this count as one of their two Year 10 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 OLNAs 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).¹

OLNA roles

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

- principal – administering the OLNAs on a whole-school level
- OLNAs coordinator – managing the day-to-day administration of the OLNAs
- OLNAs supervisor – administering the tests.

¹The 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

The *OLNA Handbook from June 2026*, the *OLNA Operations Manual 2026*, the *OLNA Supervisor's Handbook from June 2026* and the Authority website provide extensive information on the administration of the OLNA.

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 with the subject title '<SchoolCode>_techsupport'. Issues requiring urgent or immediate resolution must be logged with the OLNA Helpdesk by telephone on +61 (08) 9273 6726.

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 \(https://assess2.scsa.wa.edu.au/pages/diagnostics\)](https://assess2.scsa.wa.edu.au/pages/diagnostics) and email address.

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

OLNA Educator Code of Conduct and OLN Student Agreement

The integrity of the OLN relies on a shared commitment to delivering fair and equitable, high-quality tests. School principals, OLN coordinators, OLN supervisors and teachers must ensure that the OLN 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 commencing an OLN test.

Breaches of the OLN Educator Code of Conduct or the OLN Student Agreement

It is essential that breaches of the *OLNA Educator Code of Conduct* or the *OLNA Student Agreement* are identified promptly by the appropriate officer at a school and addressed in accordance with the Authority's requirements.

Breaches may be categorised as educator breaches and/or student breaches. Examples for both categories are outlined below.

Educator breach

Educator actions constitute a breach when they do not adhere to the *OLNA Educator Code of Conduct* (see Appendix 1). Educator actions that constitute a breach of the code of conduct may include:

- acting with intent to obtain an unfair advantage (whether on behalf of a student, a cohort of students or a school)
- affecting the security of the OLN 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)
- not complying with the Authority's OLN instructions (e.g. using ineffective or dishonest practices).

Student breach

Student actions constitute a breach when they do not follow the *OLNA Student Agreement* (Appendix 2). Student actions that constitute a breach of the agreement may include:

- leaving the test-delivery website during a test session
- transcribing, recording, copying or transmitting any test materials or responses
- using unauthorised materials during a test session
- using anonymiser technology, such as a virtual private network (VPN) or Tor™ software
- talking to and/or disrupting other students during a test session
- acting in a way intended to cause them to gain an unfair advantage
- acting in a way intended to unfairly affect the results of another student
- not following instructions during a test session.

Reporting of alleged breaches

Allegations of breaches of the *OLNA Educator Code of Conduct* and/or the *OLNA Student Agreement* must be lodged by a school by emailing the OLNA Helpdesk.

When reporting alleged breaches to the Authority, all relevant information must be communicated, including:

- the category of breach (educator or student)
- the identifying information for the educator/s or student/s involved
- a description of the immediate circumstances giving rise to the breach
- any actions taken by the school in response to the allegation.

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 to sit the OLNA.

- Lodgement of an alleged **educator breach** must be as soon as possible after occurrence as the alleged breach may impact student results or opportunities for students to sit the OLNA.
- Lodgement of an alleged **student breach** must be no later than three days after the testing window has closed.
- Lodgement of an **appeal** of a committee decision regarding a **student breach** must be within eight calendar days of notification of the decision.

Record retention

The Authority is responsible for managing and disposing of OLNA assessment records in its possession in accordance with the *State Records Act 2000* and the Authority's *Records Management Policy and Procedures*. However, it does not establish policies for the retention and disposal of school records, e.g. Literacy and Numeracy Assessment (LAN) reports generated by a school and evidence to support requested OLNA adjustments.

For public schools, including independent public schools, policy and advice on recordkeeping are available by contacting the Corporate Information Services (CIS) branch of the Department of Education at (08) 9264 4867 or via email at recmanhd@education.wa.edu.au.

For non-government schools, the Records Retention Schedule is available from the Australian Society of Archivists online at <https://archivists.org.au/Web/Web/Resources/RRDS2.aspx>.

Role of the OLNAsupervisor

OLNA supervisors are responsible for the proper invigilation of the OLNAs. OLNAsupervisors include anyone who is present in the test session and is not sitting the test.

A *Checklist for OLNAsupervisors* is provided in Appendix 3, and the administration scripts are provided in Appendix 4.

OLNA supervisors must familiarise themselves with the *OLNA Operations Manual 2026* before the testing window. The manual provides critical information about accessing and using the test-delivery website. It also includes possible solutions to potential issues.

Responsibilities of the supervisor are outlined in the following sections.

Preparing for the test window

In the weeks before the testing window, the OLNAsupervisor should consult with the OLNAsupervisor 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 who have been granted adjustments
- the conditions for iPad® or Android® tablet use (if approved by the OLNAsupervisor coordinator)
- *OLNA Information for Students* sheets have been provided to eligible students
- receipt of the *OLNA Handbook from June 2026* (if required), the *OLNA Supervisor’s Handbook from June 2026* and the *OLNA Operations Manual 2026*
- the contents of the *OLNA Supervisor’s Handbook from June 2026* have been understood.

Checking devices, materials and applications

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

- a pen and/or pencil
- an eraser
- a device necessary for accessing the test
- their *OLNA Student Login Details* sheet
- working paper provided by the school (the login details sheet may be used).

OLNA 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; and 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 OLN coordinator, students may be permitted to use a personal device, such as a laptop, iPad or Android tablet, to complete the test. However, OLN supervisors must ensure keyboard settings, such as predictive text, grammar and spellchecking functionality, are turned off (see the *OLN Operations Manual 2026*, Section 1: System and device set-up for the complete list).

OLN 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 sidebars 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 OLN supervisor must provide students with a blank piece of working/planning paper. The *OLN Student Login Details* sheet will suffice for this purpose.

Recording attendance and documenting issues experienced

For each test session, the OLN coordinator will provide OLN supervisors with the *LAN002 – OLN Student Login Details* report. These are to be distributed to students as they enter the test room. OLN 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 OLN coordinator will provide OLN supervisors with the *LAN001 – OLN 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

OLN supervisors and OLN 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

OLN supervisors must demonstrate professional and ethical behaviour at all times. Any assistance given to students that results in students gaining an advantage in their test is in breach of the *OLN Educator Code of Conduct* (Appendix 1). Table 2 lists the rules for how OLN supervisors may assist students in fair and ethical ways.

Table 2. Rules for assisting students

Component	OLNA supervisors may	OLNA supervisors must not
All	<ul style="list-style-type: none"> ✓ read instructions ✓ advise students to leave a question if they are unsure of the answer ✓ advise students to return to unanswered questions if they have time at the end ✓ encourage students who finish early to review their work ✓ assist students with test-delivery website navigation 	<ul style="list-style-type: none"> × give examples or hints × explain, paraphrase or interpret questions or texts × explain the meaning of symbols in questions or texts × indicate to students whether their answers are correct or incorrect × remind students about work completed in class
Reading		<ul style="list-style-type: none"> × read stimulus materials or test questions to a student
Numeracy	<ul style="list-style-type: none"> ✓ read the instructions and the numeracy questions, but only those numerals or symbols embedded in text 	<ul style="list-style-type: none"> × translate, interpret or explain the meaning of any symbols, numbers or mathematical terms
Writing	<ul style="list-style-type: none"> ✓ read the writing prompt 	<ul style="list-style-type: none"> × 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

OLNA supervisors must have:

- a personalised *OLNA Student Login 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 (their login details sheet will suffice)
- a copy of the *OLNA Supervisor’s Handbook from June 2026* or the *OLNA Handbook from June 2026*.

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

OLNA supervisors must hand each student:

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

During the test session

OLNA 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 Login Details* sheet carefully, hand in unauthorised materials and close any unnecessary applications or browser tabs
- OLNA supervisors to write the test-delivery website address (<https://assess2.scsa.wa.edu.au>) on the whiteboard and instruct students to enter it into a browser
- students to enter the password and session code provided on their login details sheet
- students to read and agree to the *OLNA Student Agreement*.

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 working time to complete the tests for the reading and numeracy components and 60 minutes working time to complete the task for the writing component (unless extra working time has been approved). Students who are approved for pause time may require additional time in the test session to account for rest breaks. 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 working time, the test will close and submit automatically. OLNA supervisors will advise students that they have run out of working 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 OLNA coordinator and OLNA supervisor must discuss alternative supervision arrangements in advance. Where a student has been removed from the room during the OLNA assessment, the OLNA coordinator should contact the Authority as soon as possible to seek further advice. On the *OLNA Student List*, OLNA supervisors must record student attendance and details of any issues experienced by individual students during the test.

During the test session, OLNA 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 or 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 OLNA coordinator. The OLNA coordinator will then inform the Authority of the observed student activity that contravenes the *OLNA Student Agreement*.

At the end of the test session

When all students have submitted their responses for the test, OLNA supervisors must ask students to close their browser. OLNA supervisors must then collect all *OLNA Student Login Details* sheets and 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.

OLNA supervisors should then return the *OLNA Student List* (complete with attendance check and record of any issues experienced by individual students), the *OLNA Student Login Details* sheets and any working/planning papers to the OLN coordinator.

OLNA 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 an OLN supervisor or OLN coordinator is under the direction of the OLN Helpdesk and there is a problem with submission of student responses.

Finding solutions to potential issues

This handbook and the *OLNA Operations Manual 2026* contain a list of frequently asked questions and solutions to potential issues (Appendix 6).

OLNA supervisors must be familiar with the *OLNA Operations Manual 2026* 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 OLN Helpdesk by email or telephone. Email olna@scsa.wa.edu.au with the subject title '<SchoolCode>_techsupport'. Issues requiring urgent or immediate resolution must be logged with the OLN Helpdesk by telephone (9273 6726). Where possible, the student should remain with the OLN supervisor while issues are being resolved. They should not leave the testing room.

Prepare the following information before contacting the OLN 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) (<https://assess2.scsa.wa.edu.au/pages/diagnostics>)
- 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 OLNA must be retained as per the relevant legislation and/or policies for each school system/sector.

Equitable adjustments for students with disability

The Authority recognises that access to the OLNA tests for students diagnosed with severe disability, impairment or a medical condition could be significantly affected and adjustment to the standard conditions may be required. Current evidence of the diagnosis and the severity of disability is required for approval of the adjustment as outlined in the Authority's [*Equitable Access to Assessment Policy: Guidelines for Equitable Access for Assessments \(EAA policy\)*](#).

Adjustments are made to enable access to the OLNA tests on an equivalent basis to students without disability, impairment or a medical condition. Adjustments to enable access to OLNA tests will be made by principals or the Authority in accordance with the Authority's EAA policy.

The purpose of this section is to provide background information to OLNA 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 OLNA test.

Types of adjustments for disability

Certain types of adjustments require approval by the Authority. Schools must enter any new or amended adjustments requiring Authority approval into the OLNA Dashboard by the date specified in the *Activities Schedule* (<https://www.scsa.wa.edu.au/publications/activities-schedule>).

Table 3. Adjustments for the OLNA

Adjustment				Required approvals	
	Type	Sub-type	Notes	Principal	Authority
1	Rest breaks		<ul style="list-style-type: none"> through the provision of a pause button the test will only pause for a set amount of time (schools need to request the appropriate time) 	Yes	Yes
2	Extra time to work			Yes	Yes
3	Extra time at student's discretion			Yes	Yes
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	general		Yes	No
5b		scribe		Yes	Yes
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.

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 a student's test to be paused and resumed 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.

Note: the process for pausing a student's test has changed. Refer to the *OLNA Operations Manual 2026* for details.

2. Extra time to work

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. Special formats

3a. 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.

3b. 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.

3c. 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. This adjustment will need to be requested by the school on behalf of the student ahead of time, and will be applied by the Authority prior to the test.

4. Support person

4a. General

A support person can be used for the OLN 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 OLN 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 may 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.

4b. Scribe

The assistance of a scribe enables the student to access the writing test and should not enhance the student's performance.

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.

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

5. Oral/sign support

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

6. Modification to the physical environment

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

7. Access to medication

Access to medication or diabetic support can be provided.

English as an Additional Language or Dialect (EAL/D) students

Extra time to complete the OLNA for EAL/D students

A student who is eligible to enrol in EAL/D courses can be allocated an extra 10 minutes to complete the OLNA reading, writing and numeracy tests. Further information 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>).

Appendix 1 – OLNA Educator Code of Conduct

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 allow a student to be advantaged nor disadvantaged.
 - 2.5. The test must be administered and supervised in accordance with specifications contained in the *OLNA Handbook from June 2026*, the *OLNA Supervisor’s Handbook from June 2026*, the *OLNA Operations Manual 2026* and the *OLNA Updates* as emailed to schools.
 - 2.6. All students must be 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; and notes. (The device a student uses to access the test is considered to be an authorised device.)
 - 2.9. Administrators and OLNA supervisors must ensure their actions before, during and after the test sessions do not affect students’ results.
 - 2.10. OLNA 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. No browser extensions or plugins are permitted to be running unless provided as an adjustment for a diagnosed disability.
 - 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*

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 any browser features open other than what is necessary to access the OLNA tests.
6. I do not have autocorrect or other text-related functions turned on.
7. I will not transcribe, record, copy or transmit any test materials or responses.
8. 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; and notes.
9. I will not use anonymiser technology, such as a virtual private network (VPN) or Tor™ software, to access the OLNA tests.
10. 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.
11. 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*.
12. I have not undertaken any action that will allow me to gain an unfair advantage.
13. I understand that my actions must not affect the performance of other students.
14. I understand that I must follow any instructions provided to me by the supervisors or other school staff.
15. 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 OLNA supervisors

Table 4. Checklist for OLNA supervisors

Indicative week for action	Activity to be completed	Check
Before the test window		
Four school weeks	<ul style="list-style-type: none"> Receive the <i>OLNA Supervisor’s Handbook from June 2026</i>, the <i>OLNA Handbook from June 2026</i> and the <i>OLNA Operations Manual 2026</i>. 	
	<ul style="list-style-type: none"> Become familiar with supervisor responsibilities and the requirements of the OLNA by reading the <i>OLNA Supervisor’s Handbook from June 2026</i>, the relevant parts of the <i>OLNA Handbook from June 2026</i> and the <i>OLNA Operations Manual 2026</i>. 	
Three school weeks	<ul style="list-style-type: none"> Receive from the principal or OLNA coordinator the school’s OLNA schedule for the test sessions requiring supervision. 	
One school week	<ul style="list-style-type: none"> Check with the OLNA coordinator to determine whether any students require access to adjustments. 	
	<ul style="list-style-type: none"> Ensure the room/s being used for the test has been appropriately set up and the required materials are ready. 	
During the test window		
Weeks 1 and 2	<ul style="list-style-type: none"> Receive the <i>OLNA Student Login Details</i> sheets and <i>OLNA Student List</i> from the OLNA coordinator for students sitting the test. 	
	<ul style="list-style-type: none"> Administer the test. 	
	<ul style="list-style-type: none"> After each test session, forward the collected <i>OLNA Student Login Details</i> sheets and the completed <i>OLNA Student List</i> to the principal or OLNA coordinator, as directed. This should include: <ul style="list-style-type: none"> the attendance check an incident log of any issues experienced by each student during the test session potential breaches of the <i>OLNA Student Agreement</i>. 	

Appendix 4 – Administration scripts

Writing

OLNA 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: approximately 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

OLNA supervisors distribute:

- an *OLNA Student Login Details* sheet to each student for the writing test only
- a sheet of blank planning paper to each student (their login details sheet will suffice).

Table 5. Materials required for the writing component

Students	OLNA supervisors
<p>Must only bring with them:</p> <ul style="list-style-type: none">• a pen and/or pencil• an eraser. <p>Must only be provided with:</p> <ul style="list-style-type: none">• their <i>OLNA Student Login Details</i> sheet• blank paper for planning. <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">• this handbook or the <i>OLNA Handbook from June 2026</i>• <i>OLNA Student Login Details</i> sheets• a copy of the <i>OLNA Student List</i>• blank paper• spare pens or pencils. <p>May have:</p> <ul style="list-style-type: none">• the <i>OLNA Operations Manual 2026</i>.

Writing test administration script

OLNA 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 and 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.

OLNA supervisors must now allow time for students to:

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

OLNA 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. All browser features, such as the sidebar, plugins and extensions, except those permitted as an adjustment for specific students, must be closed and all system autocorrect and text-related keyboard functions must be switched off. If you have any of these open, or any other applications or browsers, please close them now.

Do not log in until I tell you to.

OLNA supervisors must now allow time for students to check whether they have any unnecessary applications, browsers, browser tabs or browser features open and if so, close them.

OLNA supervisors read aloud

Are there any questions?

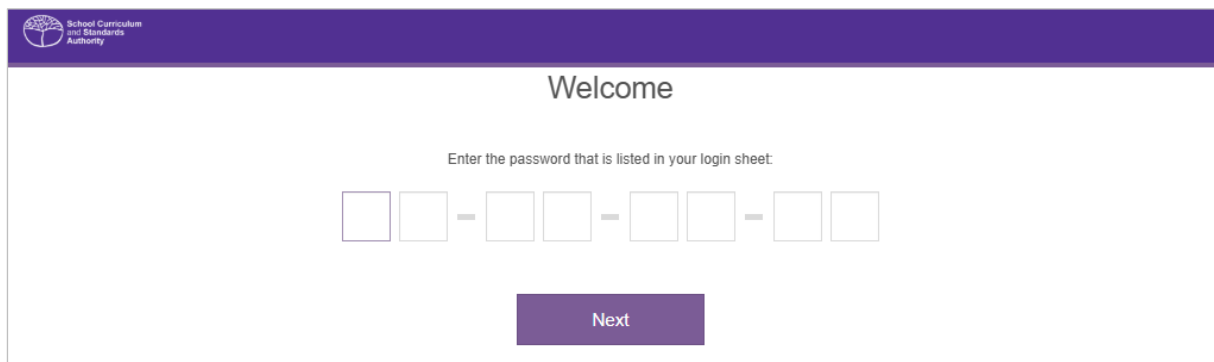
OLNA supervisors must now allow time for answering students' questions.

OLNA supervisors read aloud

Ensure that the test browser window is maximised.

You are now ready to log in.

Note: if students' devices show the welcome screen (see screenshot below), do not read out the next instruction.



Copy the URL <https://assess2.scsa.wa.edu.au> into the address bar of your browser and press **Enter**.

Please wait while the site downloads the test player.

When you see that students' devices are showing the password screen, continue to read the instructions.

Carefully enter the password from your student login sheet and click on **Next**.

Now enter the session code from your login sheet and click on **Next**.

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

If you clicked on **Yes this is me**, the site will now download your test. Once the test is ready, your name will appear once more on the screen. Click on **Next**.

Take the time to read and agree to the *OLNA Student Agreement*. Once you have read the agreement, click on **Next**. This indicates that you accept the terms of the agreement.

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

OLNA supervisors must now ensure that all students have successfully logged in and that only necessary browser applications are open on each student's device.

OLNA 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. If you leave the test browser tab, this will be logged by the test system.

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 click on **Finish** again or return to your writing to continue working. Once you have submitted your response, please wait quietly until the test session has finished. You will not be able to return to your response.

If you run out of time, the site will return you to the login screen. Your response will be saved and submitted automatically.

If you experience any problems when clicking on either the **Next** button or the **Finish** button, or if you encounter any other error, 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.

OLNA 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 Operations Manual 2026* to solve technical issues, or contact the OLN Helpdesk (see page 3).

OLNA 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, OLN 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, OLN 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 60 minutes, OLN supervisors read aloud

After you have submitted your response, or when you have run out of time and are returned to the login screen, 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

OLN supervisors must collect students' planning papers and *OLN Student Login Details* sheets and provide these to the OLN coordinator. OLN supervisors should also provide the OLN coordinator with the *OLN Student List* with completed attendance check and notes of any issues experienced by students.

Reading

OLNA 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: approximately 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

OLNA supervisors distribute:

- an *OLNA Student Login Details* sheet to each student for the reading test only
- a sheet of blank planning paper to each student (their login details sheet will suffice).

Table 6. Materials required for the reading component

Students	OLNA supervisors
<p>Must only bring with them:</p> <ul style="list-style-type: none">• a pen and/or pencil• an eraser. <p>Must only be provided with:</p> <ul style="list-style-type: none">• their <i>OLNA Student Login Details</i> sheet• blank paper for working. <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">• this handbook or the <i>OLNA Handbook from June 2026</i>• <i>OLNA Student Login Details</i> sheets• a copy of the <i>OLNA Student List</i>• blank paper• spare pens or pencils. <p>May have:</p> <ul style="list-style-type: none">• the <i>OLNA Operations Manual 2026</i>.

Reading test administration script

OLNA 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 and 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.

OLNA supervisors must now allow time for students to:

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

OLNA 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. All browser features, such as the sidebar, plugins and extensions, except those permitted as an adjustment for specific students, must be closed and all system autocorrect and text-related keyboard functions must be switched off. If you have any of these open, or any other applications or browsers, please close them now.

Do not log in until I tell you to.

OLNA supervisors must now allow time for students to check whether they have any unnecessary applications, browsers, browser tabs or browser features open and if so, close them.

OLNA 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?

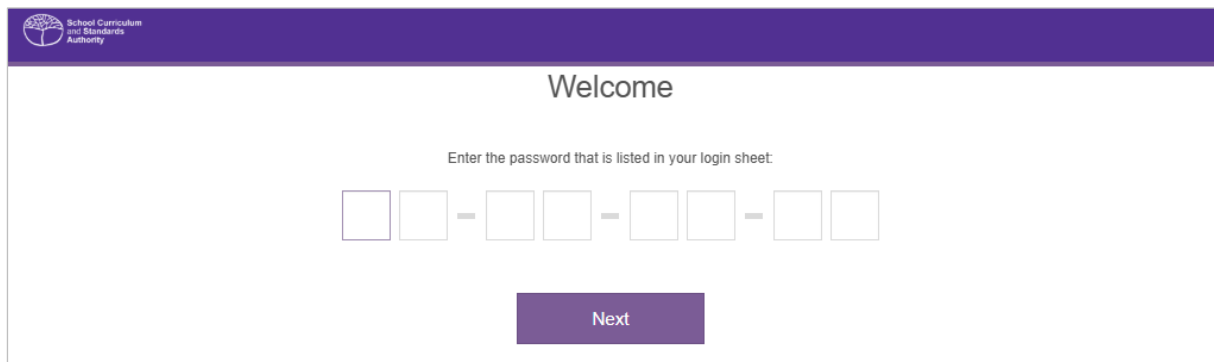
OLNA supervisors must now allow time for answering students' questions.

OLNA supervisors read aloud

Ensure that the test browser window is maximised.

You are now ready to log in.

Note: if students' devices show the welcome screen (see screenshot below), do not read out the next instruction.



The screenshot shows a login interface for the School Curriculum and Standards Authority. At the top left is the organization's logo. The main heading is 'Welcome'. Below it, a prompt asks the user to 'Enter the password that is listed in your login sheet:'. The password field is represented by eight individual input boxes, with the first two boxes containing the digits '1' and '2'. Below the password field is a purple button labeled 'Next'.

Copy the URL <https://assess2.scsa.wa.edu.au> into the address bar of your browser and press **Enter**.

Please wait while the site downloads the test player.

When you see that students' devices are showing the password screen, continue to read the instructions.

Carefully enter the password from your student login sheet and click on **Next**.

Now enter the session code from your login sheet and click on **Next**.

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

If you clicked on **Yes this is me**, the site will now download your test. Once the test is ready, your name will appear once more on the screen. Click on **Next**.

Take the time to read and agree to the *OLNA Student Agreement*. Once you have read the agreement, click on **Next**. This indicates that you accept the terms of the agreement.

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

OLNA supervisors must now ensure that all students have successfully logged in and that only necessary browser applications are open on each student's device.

OLNA 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 leave the test browser tab, this will be logged by the test system.

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 click on **Finish** again or return to the questions to continue working. Once you have submitted your responses, please wait quietly until the test session has finished.

If you run out of time, the site will return you to the login screen. Your responses will be saved and submitted automatically.

If you experience any problems when clicking on either the **Next** button or the **Finish** button, or if you encounter any other error, 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.

OLNA 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 Operations Manual 2026* to solve technical issues, or contact the OLNA Helpdesk (see page 3).

OLNA supervisors may assist students, where necessary, by reading the general instructions only, **not** the stimulus material or the questions.

OLNA 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, OLNA 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, OLNA supervisors read aloud

After you have submitted your responses, or when you have run out of time and are returned to the login screen, 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

OLNA supervisors must collect students' working papers and *OLNA Student Login Details* sheets and provide these to the OLNA coordinator. OLNA supervisors should also provide the OLNA coordinator with the *OLNA Student List* with completed attendance check and notes of any issues experienced by students.

Numeracy

OLNA 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: approximately 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

OLNA supervisors distribute:

- an *OLNA Student Login Details* sheet to each student for the numeracy test only
- a sheet of blank planning paper to each student (their login details sheet will suffice).

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

Table 7. Materials required for the numeracy component

Students	OLNA supervisors
Must only bring with them: <ul style="list-style-type: none">• a pen and/or pencil• an eraser. Must only be provided with: <ul style="list-style-type: none">• their <i>OLNA Student Login Details</i> sheet• blank paper for working. May be provided with a device, or supply their own, to access the test.	Must have: <ul style="list-style-type: none">• this handbook or the <i>OLNA Handbook from June 2026</i>• <i>OLNA Student Login Details</i> sheets• a copy of the <i>OLNA Student List</i>• blank paper• spare pens or pencils. May have: <ul style="list-style-type: none">• the <i>OLNA Operations Manual 2026</i>.

Numeracy test administration script

OLNA 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 and 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.

OLNA supervisors must now allow time for students to:

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

OLNA 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. All browser features, such as the sidebar, plugins and extensions, except those permitted as an adjustment for specific students, must be closed and all system autocorrect and text-related keyboard functions must be switched off. If you have any of these open, or any other applications or browsers, please close them now.

Do not log in until I tell you to.

OLNA supervisors must now allow time for students to check whether they have any unnecessary applications, browsers, browser tabs or browser features open and if so, close them.

OLNA supervisors read aloud

Are there any questions?

OLNA supervisors must now allow time for answering students' questions.

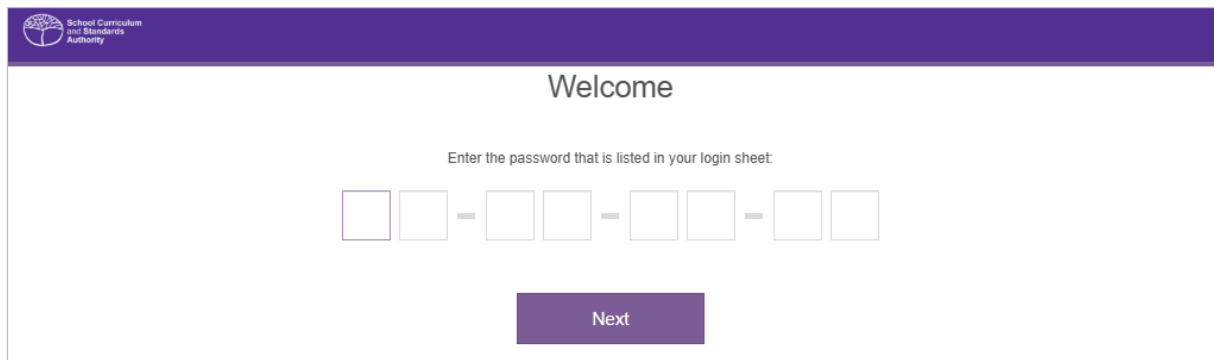
Make sure students do not have access to a calculator during this test. This includes calculators embedded in the student's device or in a webpage.

OLNA supervisors read aloud

Ensure that the test browser window is maximised.

You are now ready to log in.

Note: if students' devices show the welcome screen (see screenshot below), do not read out the next instruction.



The screenshot shows a login interface for the School Curriculum and Standards Authority. At the top left is the logo. The main heading is 'Welcome'. Below it, the instruction reads 'Enter the password that is listed in your login sheet:'. The password field consists of eight input boxes, with hyphens separating the first two, the next two, and the last two. A purple 'Next' button is centered at the bottom of the form.

Copy the URL <https://assess2.scsa.wa.edu.au> into the address bar of your browser and press **Enter**.

Please wait while the site downloads the test player.

When you see that students' devices are showing the password screen, continue to read the instructions.

Carefully enter the password from your student login sheet and click on **Next**.

Now enter the session code from your login sheet and click on **Next**.

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

If you clicked on **Yes this is me**, the site will now download your test. Once the test is ready, your name will appear once more on the screen. Click on **Next**.

Take the time to read and agree to the *OLNA Student Agreement*. Once you have read the agreement, click on **Next**. This indicates that you accept the terms of the agreement.

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

OLNA supervisors must now ensure that all students have successfully logged in and that only necessary browser applications are open on each student's device.

OLNA 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 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 leave the test browser tab, this will be logged by the test system.

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 click on **Finish** again or return to the questions to continue working. Once you have submitted your responses, please wait quietly until the test session has finished.

If you run out of time, the site will return you to the login screen. Your responses will be saved and submitted automatically.

If you experience any problems when clicking on either the **Next** button or the **Finish** button, or if you encounter any other error, 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.

OLNA 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 Operations Manual 2026* to solve technical issues, or contact the OLNA Helpdesk (see page 3).

OLNA supervisors may assist students, where necessary, by reading the general instructions and the questions, but **not** any numbers or symbols contained in any questions, images or tables.

OLNA 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, OLNA 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, OLNA supervisors read aloud

After you have submitted your responses, or when you have run out of time and are returned to the login screen, 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

OLNA supervisors must collect students' working papers and *OLNA Student Login Details* sheets and provide these to the OLNA coordinator. OLNA supervisors should also provide the OLNA coordinator with the *OLNA Student List* with completed attendance check and notes of any issues experienced by students.

Appendix 5 – Information for scribing

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.

Scribing 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.

Scribes must demonstrate professional and ethical behaviour at all times. Giving any assistance to students that results in them gaining an advantage in their test is in breach of the *OLNA Educator Code of Conduct*.

Scribing 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 the text or, if requested, the scribe may read the text aloud to the student 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.

Common words are one- or two-syllable words with regular or common spelling features.

Difficult words are longer, multi-syllabic words with complex spelling features.

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

Table 8. Spelling classifications

Letter patterns	
Common words	Difficult words
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
Prefixes and suffixes; endings	
Common words	Difficult words
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
Contractions	
Common words	Difficult words
don't, wouldn't, you've, o'clock, she'll, let's	mightn't, oughn't, should've, who've

Homophones and near homophones	
Common words	Difficult words
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
Silent letters	
Common words	Difficult words
know, wrong, thumb, sign, island, palm, often, sword	mortgage, r hythm, mechanic, hand d kerchief, h eir, colonel

Appendix 6 – 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 test.

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 (page 39).

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.

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 displayed properly or the 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 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 on **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.

FAQs and troubleshooting

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 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 olna@scsa.wa.edu.au .
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 from June 2026</i> .
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 olna@scsa.wa.edu.au 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 https://olna.au.insights.janison.com . The OLNA Dashboard enables schools to request adjustments. Test incidents should be directed to the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au .

Practice test issues/requirements

No.	FAQ	Answer
1	What is the OLNA test-delivery website address for the system and browser compatibility requirements check?	https://assess2.scsa.wa.edu.au/pages/diagnostics
2	What do I do if a practice/example test for an OLNA component does not load after clicking on the Start button?	<ul style="list-style-type: none"> • Click on the refresh button on the browser. • Check that JavaScript® is enabled. • Is the problem unique to this device or are others affected? • Try another device or a different browser on the same device. • 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 Operations Manual 2026</i>. • If the problem continues, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.
3	Do I have to run the practice test on every device to be used for the tests?	<ul style="list-style-type: none"> • No, if all devices to be used have been imaged identically. • Any device with a unique image should be tested using the practice test.
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"> • Check that JavaScript is enabled. • Is the problem unique to this device or are others affected? • Try another device or a different browser on the same device. • Check with your school's IT support person to ensure the device/s meets the minimum system requirements as outlined in Section 1 of the <i>OLNA Operations Manual 2026</i>. • If the problem continues, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.

Technical issues with a test

No.	Issue	Action
1	A student can't log in.	<ul style="list-style-type: none"> • Check the student is using the password and session code from the <i>OLNA Student Login Details</i> sheet. • Check the OLNA login sheet is for the current test. • Check the student does not have Caps Lock or Num Lock on. • Check the student is on the correct website. • Check the test is available as per the testing window dates. • If the problem continues, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.
2	A student's password has expired.	<ul style="list-style-type: none"> • Check whether the student has already completed the test. • Check the time stamp on the bottom-right corner of the login sheet to ensure that it is for the current test window. • If the student has not completed the test, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.
3	An error message indicates there is a problem with Flash®/browser/JavaScript/screen resolution.	<ul style="list-style-type: none"> • Has the practice test been completed on this device? Did any of these messages appear at that time? • Is the problem unique to this device or are others affected? • Try another device or a different browser on the same device. • 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 Operations Manual 2026</i>. • If the problem continues, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.
4	A student can access the OLNA test-delivery website but can't log in.	<ul style="list-style-type: none"> • Check that the student has entered the correct password and session code specific to the test. • Try another device or a different browser on the same device. • Try to access the practice test from the device. • 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 the <i>OLNA Operations Manual 2026</i>. • If the problem/s continues, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.
5	A student's computer/device crashed during an OLNA test.	<ul style="list-style-type: none"> • If the student is completing the writing test, contact the OLNA Helpdesk immediately. • 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"> ▪ The test is designed to resume to within one minute of where it stopped. ▪ The number of questions answered and time remaining will automatically be restored. • If the error message Password expired appears, or the student is unable to log in again, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.

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"> • Check you have entered the correct URL: https://assess2.scsa.wa.edu.au. • Check if the URL will work on another device. • When the practice test was conducted, were there any internet connection issues? • Check the internet connection by trying other secure URLs, e.g. https://www.education.wa.edu.au. • If the problem continues, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.
8	An error message appears: There was a problem saving your answer.	<ul style="list-style-type: none"> • After 10 seconds, click on Retry. • If a student is completing the writing test, contact the OLNA Helpdesk immediately. • For reading and numeracy, if clicking on Retry 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. • If you are unable to resume after loading the test site, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.
9	A student is part way through an OLNA test and the page is 'hanging' or 'freezes'.	<ul style="list-style-type: none"> • If a student is completing the writing test, contact the OLNA Helpdesk immediately. • For reading and numeracy, attempt to log out, or close the browser. • Restart the device and log in again. The OLNA test is designed to resume to within one minute of where it stopped. • Try another device or a different browser on the same device and attempt to resume the test. • If you are unable to resume after loading the test-delivery website, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.
10	A question is not displaying (rendering) correctly on-screen.	<ul style="list-style-type: none"> • Are students using a supported browser? • Are there currently any internet connectivity issues? • Try another device or a different browser on the same device. • If the problem continues, contact the OLNA Helpdesk on 9273 6726 or at olna@scsa.wa.edu.au.
11	A student's writing disappeared or was accidentally deleted.	<ul style="list-style-type: none"> • Press Ctrl (or Command) + Z. This may need to be attempted multiple times until the student's writing appears. • If you are unable to get the student's writing to appear, call the OLNA Helpdesk on 9273 6726 immediately.
12	The OLNA Dashboard shows a student's connection mode as 'Offline' but the student has finished the test.	<ul style="list-style-type: none"> • 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.

Appendix 7 – OLNA Student List and passwords

Using the OLNA Student List



OLNA supervisors can use the *OLNA Student List* (see example on next page) to record attendance, register student completion of the test or non-participation, and document any technical or other issues that prevented the student from completing the test.

At the end of the testing window, the *OLNA Student List* should be returned to the principal or OLNA coordinator together with the *OLNA Student Login Details* sheets and any working/planning papers.

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

Table 9. OLNA Student List information

Report field	Content
Student Name	Family name, Given name
Student Number	Western Australian student number (WASN)
Academic Year	Indicates the student's academic year group, e.g. Y10 (Year 10)
Adjustment	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
Password Generated	Y (yes) or N (no). Available in the week before the testing window opens
Achievement Category	Indicates student's current status in the OLNA. Only Category 1, Category 2 or NSA (never sat assessment) students appear in this list
Test Sits Left This Year	Number of times student can still sit the OLNA in the current year

		Government of Western Australia School Curriculum and Standards Authority				
WACE OLNA Current Student List - Numeracy 2026 1000 SCSA SIRS Training School						
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>Achievement Categories</p> <p>Category 2 - 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>Category 1 - 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>Category NSA - Students who have not sat the assessment.</p>						

OLNA Student Login Details sheet

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

Table 10. *OLNA 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. Year 10
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 handed to the OLNA supervisor at the end of each test session. The OLNA supervisor must return these to the OLNA coordinator.



WACE OLNA 2026

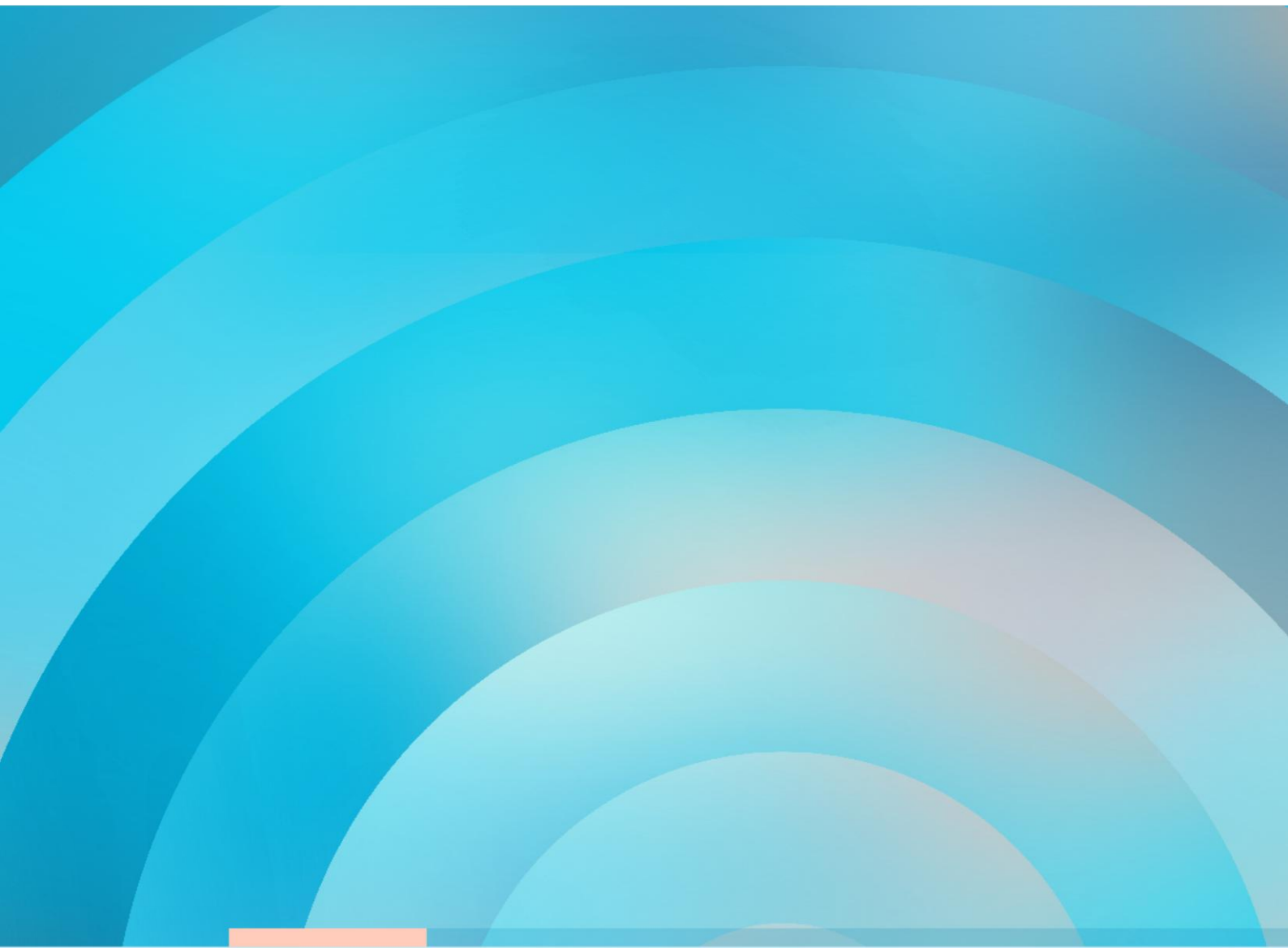
Student Login Details – Numeracy

assessment website: assess2.scsa.wa.edu.au

1000: SCSA SIRS Training School

Assessment Component	Numeracy
Student Number	32200705
Student Name	Pink, Poppy
Academic Year	Y11
Password	FG WC AO TD
Session code	SYN ZK YVB
Adjustment	

Notes



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