



Online Literacy and Numeracy Assessment (OLNA) 2023

Update 8: Term 3 Window B and Term 4 window

9 October 2023

General	Change of contact details	If you are no longer an OLNA contact at the school to which this email was addressed, please forward to the new contact person or to another member of the school leadership team. If necessary, please have the contact details updated in SIRS.
	OLNA Contacts	<p>There are two OLNA contact roles in SIRS. These roles, 'OLNA Y9–10' and 'OLNA Y10–12', will both receive all future OLNA updates and communications.</p> <p>Updating contacts in SIRS is self-administered by the school, and instructions on how to update contacts for 2023 can be found in Section 2 of the <i>Data Procedures Manual</i> available on the Authority website at https://www.scsa.wa.edu.au/publications/data-procedures-manual.</p>
	Users access to the OLNA Dashboard	<p>The Principal and OLNA contacts have an account to access the OLNA Dashboard. Each account name is comprised of the school code and a letter:</p> <ul style="list-style-type: none"> • Principal's account has an 'A' appended to the end, e.g. 0000A • OLNA Y10–12 Contact's account has a 'B', e.g. 0000B • OLNA Y9–10 Contact's account has a 'C', e.g. 0000C <p>The Principal's account has a function for creating additional users within the dashboard.</p> <p>Any new users for Term 4 will need to reset their passwords.</p>
	Students in the OLNA Dashboard	New students are loaded into the OLNA Dashboard between 9–10 am each morning.
	OLNA Checklists	<p>Schools are reminded that the OLNA Handbook contains important checklists (Appendices 5 and 6) that will assist schools in preparing for the OLNA.</p> <p>Schools are also reminded that all used and unused login sheets should be destroyed. New login sheets will be required for each window.</p>
	Publications and forms	Publications and forms are available from the Authority website at https://senior-secondary.scsa.wa.edu.au/assessment/olna/schools .
	OLNA Helpdesk	The helpdesk is available between 8.00 am–4.00 pm on (08) 9273 6726 or at olna@scsa.wa.edu.au .
	Declaration form	<p>Submission of the completed OLNA Declaration form must be completed as soon as possible.</p> <p>If the current Principal has already signed the OLNA Declaration form for 2023, they are not required to complete another form and it is not required to be submitted again. If a Principal is new to the school, a form will need to be completed.</p>

Specific updates for Term 3 Window B and Term 4 window can be found overleaf.

Term 3 Window B	Results	Please note that results will now become available via SIRS from 12 pm on Monday, 9 October 2023 .
	Reports available through SIRS	<p>The reports available in SIRS include:</p> <ul style="list-style-type: none"> • <i>LAN001 – OLNA Student list</i> List of registered students eligible to sit the next OLNA window • <i>LAN003 – OLNA Performance Overview</i> Lists the current OLNA results in each component for individual students of the selected cohort. • <i>LAN005 – OLNA Individual Student Diagnostics</i> Individual diagnostics for your current year students achieving a Category 1 or Category 2 result in the selected test window and component. • <i>LAN006 – OLNA Individual Student Current Status</i> This report includes current OLNA performance in each component for individual students. • <i>LAN011 – OLNA Student Accumulative Result</i> Lists the performance progression of registered students by test component.
Term 4 window	Test window	<p>Writing: Monday, 23 October to Tuesday, 24 October 2023</p> <p>Numeracy and Reading: Monday, 23 October to Friday, 3 November 2023</p>
	Cohort	Years 9 and 10 students will be able to sit this window.
	Adjustments	New or updated adjustments for Year 10 students only can be made between 8.00 am Monday, 9 October and 4.00 pm Wednesday, 11 October 2023 .
	Reports available through SIRS	The reports available via SIRS on Monday, 16 October 2023 , include <i>LAN002 – OLNA Student Login Details</i> . This report lists the usernames and passwords of students eligible to sit the upcoming OLNA window.
	Testing location	All students sitting an OLNA component must do so at the school where they are enrolled. The use of anonymiser technology (such as VPN or Tor) that potentially obscures the location of the student is not permitted.
	Devices	Schools are responsible for ensuring that all applications such as <i>Grammarly®</i> and typing settings are turned off or not available during the OLNA.
	Results	Student results will be available via SIRS on Thursday, 25 January 2024 .
	Multi-Factor Authentication (MFA)	<p>The WA Government's Cyber Security Policy specifies the measures government agencies are required to implement to minimise the risk of government systems being compromised. Part of this policy requires the Authority to implement Multi-Factor Authentication (MFA) when users log in to its systems.</p> <p>From Term 4, MFA will be required when logging into the OLNA Dashboard. Detailed instructions are attached to this email.</p>

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