

OLNA Declaration Form

Declaration by principal

I have read and understood the administration requirements for the OLNA as detailed in the *OLNA Handbook 2024*.

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

I have made, and will continue to make throughout 2024, all relevant staff and students aware of the expectations of behaviour outlined in the *OLNA Educator Code of Conduct* and the *OLNA Student Agreement*.

I have ensured, and will continue to ensure throughout 2024, that all documentation related to the administration of the OLNA has been provided to relevant staff in time for them to become familiar with the requirements and enable them to perform their duties as required. Only educators registered with the Teacher Registration Board of Western Australia will administer the OLNA test sessions.

I will ensure that efforts are made to allow and encourage all eligible students seeking a WACE to participate in the OLNA to the best of their ability. All students eligible to sit the OLNA will be given an opportunity to complete the practice tests and/or the example tests and sit the OLNA. Appropriate measures will be implemented to ensure that the OLNA is managed in a way that is fair and equitable for all eligible students. Students will not be tutored in ways that are likely to elicit rehearsed responses to questions rather than responses that accurately reflect their skills.

Adjustments for students with disability will be implemented fairly and in accordance with the principles outlined in the *OLNA Handbook 2024* and the *Equitable Access to Assessment Policy: Guidelines for Equitable Access for Assessments*. Documentation of decisions and adjustments actioned will be retained on file for audit purposes.

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

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

The online test environment will be monitored and controlled to maintain its integrity. Access to the OLNA will be kept secure to avoid any premature or unauthorised disclosure of content at any time during the testing window. All access to the OLNA tests will be logged. I accept responsibility for the confidentiality, integrity and security requirements of the OLNA.

Name of principal: _____

Signature: _____

Date: _____

School: _____

School code:

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