



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

Online Literacy and Numeracy Assessment (OLNA)

Dashboard User Guide 2020

OLNA Helpdesk: 9273 6726 or olna@scsa.wa.edu.au

TITLE: Online Literacy and Numeracy Assessment (OLNA) Dashboard User Guide 2020

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Contents

Introduction	1
Purpose	2
OLNA Helpdesk	3
Using the OLNA Dashboard	4
Logging in	4
Navigating	6
Before the testing window	9
Viewing existing users.....	9
Assigning existing users	9
Creating additional users	10
Requesting adjustments (disability or EAL/D)	12
Placing students into classes (optional).....	21
Passwords and components	23
During and after the test window	24
Checking students who have sat a test.....	24
Noting test incidents and student participation status	25
Appendix 1 – Bulk upload of adjustments	27
Steps for preparing a .CSV file	27
Valid codes for .CSV file	28
Appendix 2 – List of valid disability codes	29
Appendix 3 – Upload queue	30
View summary screen.....	30
Appendix 4 – List of common tasks	31

Notes

Introduction

The School Curriculum and Standards Authority (the Authority) is responsible for setting standards and assessing and certifying student achievement according to those standards.

The Western Australian Certificate of Education (WACE) is a senior secondary certificate recognised nationally in the Australian Qualifications Framework (AQF) and by universities, industry and other training providers.

Students must demonstrate a minimum standard of literacy and numeracy to be eligible for a WACE.

The OLNA Dashboard has been developed to assist with the accurate and timely collection of student data before, during and after the OLNA.

This user guide complements the *OLNA Test-Delivery Website User Guide 2020* and the *OLNA Handbook 2020*. The *OLNA Test-Delivery Website User Guide 2020* provides OLNA coordinators, OLNA supervisors and the school's IT support person with information about accessing and using the test-delivery website at <https://assess.scsa.wa.edu.au>. The *OLNA Handbook 2020* provides information on policies, procedures and guidelines relevant for schools, teachers and other members of the education community. The handbook includes checklists for principals, OLNA coordinators and OLNA supervisors, as well as advice for teachers and links to resources.

In this edition of the *OLNA Dashboard User Guide* new content for 2020 is marked with double lines.



Purpose

This user guide is designed to assist schools to use the OLNA Dashboard.

The OLNA Dashboard is an online student records management system specific to the delivery of the OLNA tests. Its primary function is to assist with the accurate and timely collection of student data as it relates to the OLNA. This data may be collected before, during and after the OLNA.

This user guide provides schools with information on how to:

- access the OLNA Dashboard
- request student adjustments
- check students' passwords and whether they have sat a component in the current round
- provide details of test incidents.

As SIRS is the primary source of data for the OLNA Dashboard, any changes to student records should be uploaded into SIRS. There may then be a delay of a day or so due to batch processing times before the OLNA Dashboard is updated. The *OLNA Student login sheet* is only available through SIRS.

OLNA Helpdesk

The *OLNA Handbook 2020* and the School Curriculum and Standards Authority website provide extensive information on the implementation of the OLNA. For more information and clarification contact the OLNA Helpdesk 8.00 am to 4.00 pm (AWST) weekdays on +61 (08) 9273 6726 or at olna@scsa.wa.edu.au.

Links to additional support documents and websites

School Curriculum and Standards Authority WACE requirements

<https://senior-secondary.scsa.wa.edu.au/the-wace/wace-requirements>

System requirements check

<https://assess.scsa.wa.edu.au/requirements>

Practice test and example test

<https://assess.scsa.wa.edu.au/>

Using the OLNA Dashboard

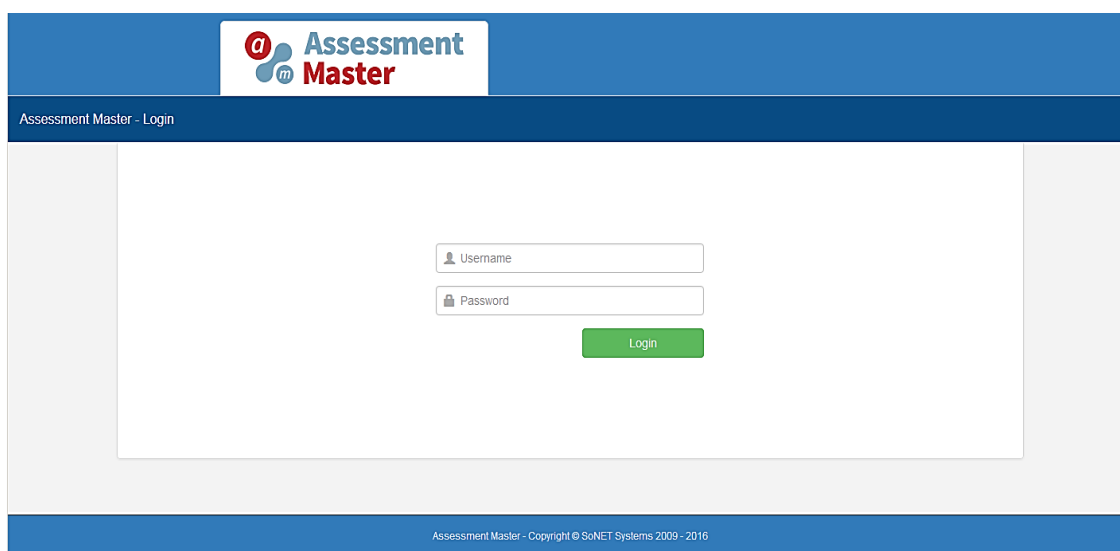
As the principal, OLNA school contact or other authorised staff, you will be able to log in to the OLNA Dashboard using a username and password emailed to you.

All schools are provided with two accounts to access the OLNA Dashboard – one for the principal and one for the OLNA school contact. The names used for each of these accounts are taken from SIRS.

Logging in

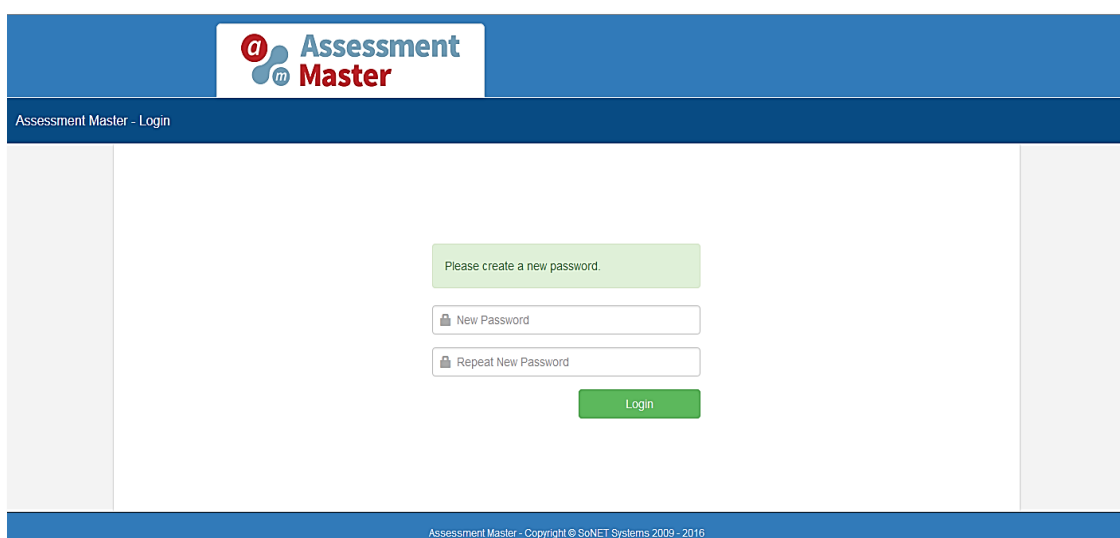
1. Upon receipt of your username and password, you may log in to the website:

<https://assess.scsa.wa.edu.au/admin>




The screenshot shows the 'Assessment Master - Login' page. At the top, there is a blue header with the 'Assessment Master' logo. Below the header, the page title 'Assessment Master - Login' is displayed. The main content area contains a login form with two input fields: 'Username' and 'Password'. Below these fields is a green 'Login' button. The footer of the page states 'Assessment Master - Copyright © SoNET Systems 2009 - 2016'.

2. When you log in for the first time, you will be required to change your password. Your password must be at least eight characters long.



The screenshot shows the 'Assessment Master - Login' page, but with a message indicating that the user must create a new password. The message 'Please create a new password.' is displayed in a green box. Below this message are two input fields: 'New Password' and 'Repeat New Password'. Below these fields is a green 'Login' button. The footer of the page states 'Assessment Master - Copyright © SoNET Systems 2009 - 2016'.

3. Once you have changed your password and clicked on the **Login** button, you will be asked to accept the *OLNA Educator Code of conduct*.



School Curriculum
and Standards
Authority

Online Literacy and Numeracy Assessment (OLNA)

OLNA Educator code of conduct

The integrity of the OLNA relies upon a shared commitment to delivering fair and equitable high-quality tests. School principals, coordinators, supervisors and teachers must ensure that the OLNA is administered in accordance with the principles and values of the *OLNA Educator code of conduct*.

The OLNA Educator code of conduct provides a summary of acceptable and unacceptable behaviours of all persons involved with the OLNA. Schools must ensure the OLNA is administered fairly and equitably for all students to ensure an accurate assessment of students' capabilities at the time of the tests.

- The OLNA must be accessible to all students so that they can demonstrate their actual skills and knowledge.**
 - 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.
 - 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 time to complete each OLNA test.
- The integrity of the OLNA must be maintained at all times.**
 - The copying of any test materials or student responses is not permitted.
 - Providing details of the questions or prompts is not permitted.
 - Cheating is not permitted.
 - The test conditions must neither advantage nor disadvantage any student.
 - The test must be administered and supervised in accordance with specifications contained in the OLNA Handbook 2020, the OLNA Test-Delivery Website User Guide 2020, the OLNA Supervisor's Handbook 2020, the OLNA Dashboard User Guide 2020 and the OLNA Updates as emailed to schools.
 - All students are actively supervised during the test sessions.
 - Providing unauthorised assistance to students during test sessions is not permitted.
 - Allowing students to access unauthorised materials and aids during test sessions is not permitted. Such unauthorised materials include mobile phones, pen-readers, Bluetooth/wireless/web-enabled devices, photographic, scanning or audio devices, headphones, calculators, dictionaries, thesauruses or notes. (The device a student uses to access the test is considered to be an authorised device.)
 - Administrators and supervisors must ensure their actions before, during and after the test sessions do not affect students' results.
- 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.**
 - Failure to read or become aware of the protocols contained within this handbook is not a valid reason for breaching protocols.
 - Dishonest and inappropriate practices must be discouraged.
 - Allegations of breaches of the OLNA Educator code of conduct must be reported promptly for investigation by the Authority.
 - It is the responsibility of the principal to make parents and carers aware of the main aspects of the OLNA program.

It is the responsibility of the principal to make parents and carers aware of the main aspects of the OLNA program.

☒ I agree to adhere to the *OLNA Educator code of conduct*.

Name of educator:

✕ Close

Save

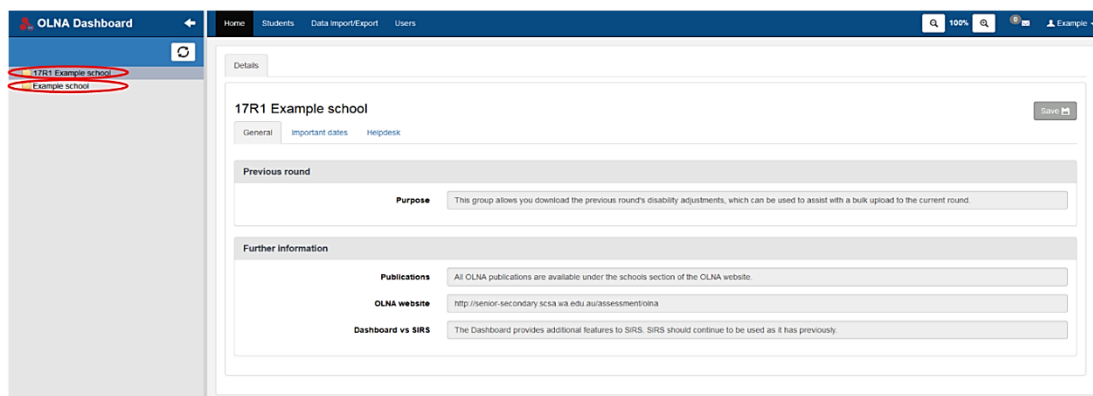
Once you have read through the information, tick the box, type in your name and click on the **Save** button. (You may need to scroll down the page.)


You will then be taken to the **Home** screen.

Navigating

Folders panel

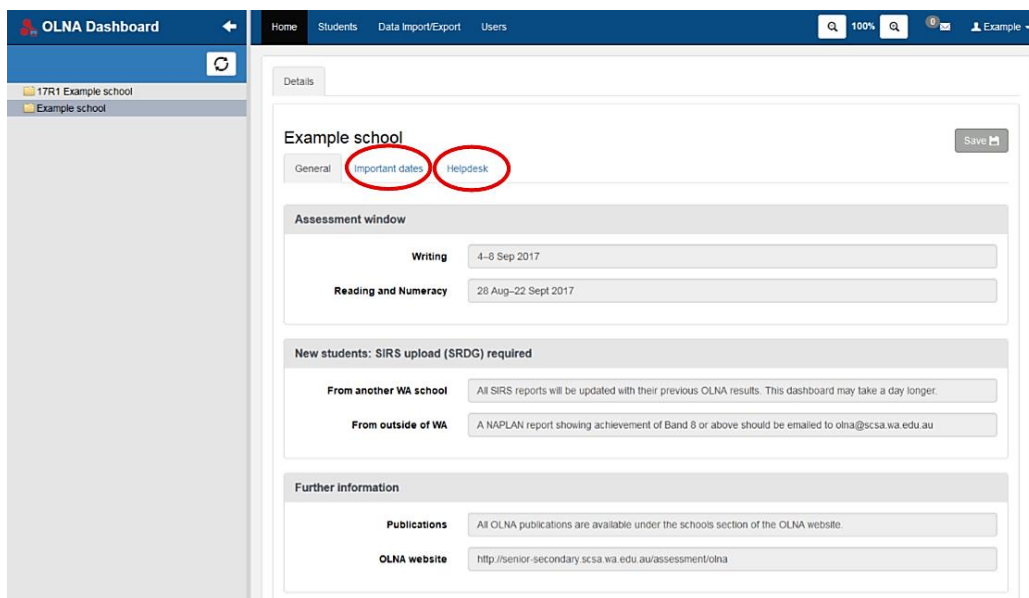
The folders panel section of the screen (left hand panel) shows the school's previous and current rounds (circled below). Clicking on the folder icon or name will allow you to move between the rounds. The previous round, which the system defaults to, has a round identifier prepended to it. Note: this panel is not shown once the deadline for uploading adjustment requests has passed in Round 1 or during all of Round 2, as the facility to move between rounds is not available.



The arrow  to the right of the OLNA Dashboard text allows you to minimise the folders panel.

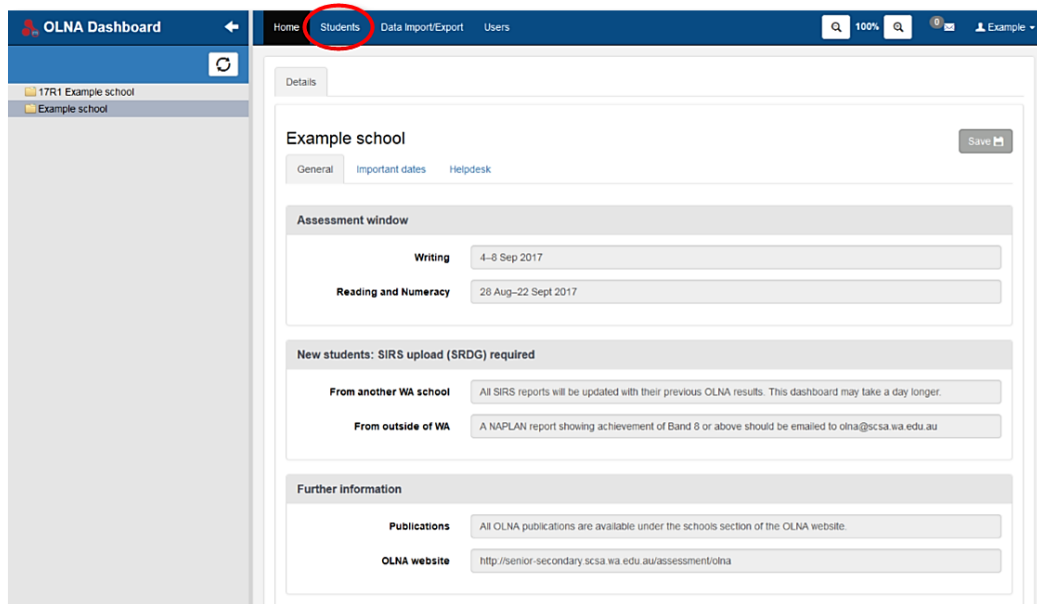
Home screen

The **Home** screen shows basic information about the school for the selected round. Clicking on the **Important dates** or **Helpdesk** tabs (circled below) will reveal further important information.

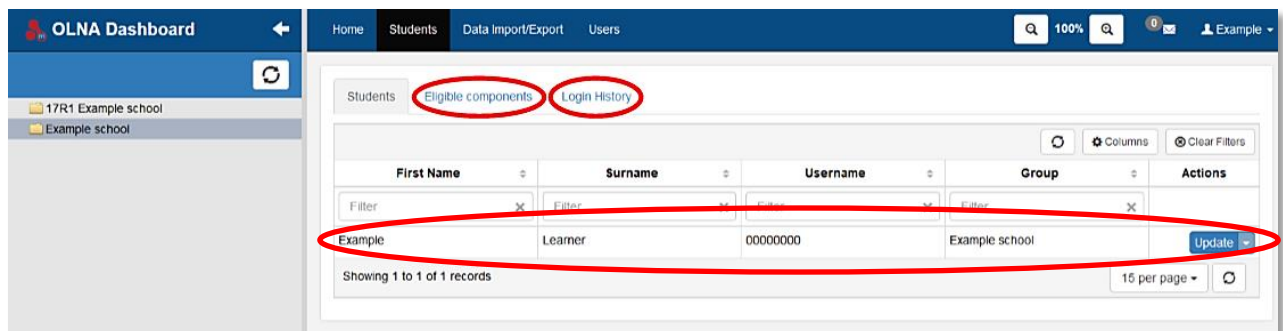


Students screen

1. Clicking on the **Students** screen (circled below) will allow you to see the students at your school for the selected round.

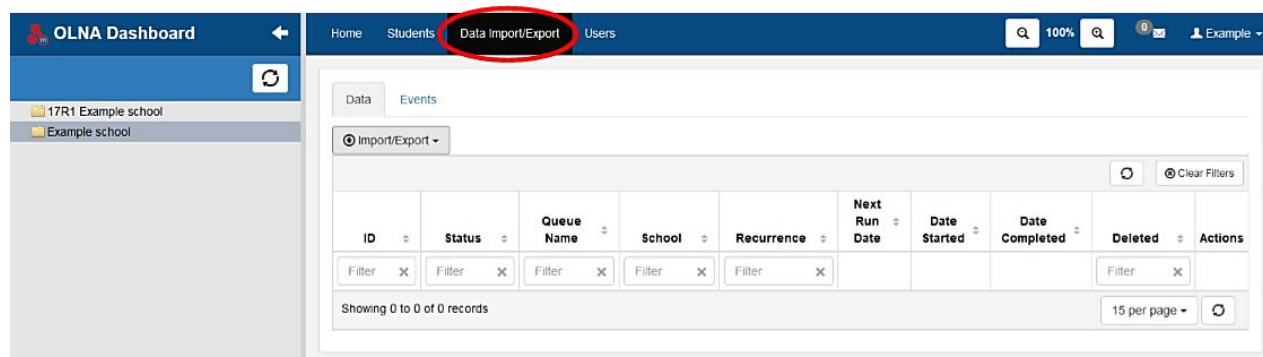


2. The **Students** screen allows you to view:
 - the students who are/were eligible to sit in the currently selected round (see screenshot below)
 - the component each student needs/needed to sit (circled below)
 - the list of all logins from students at your school (circled below).



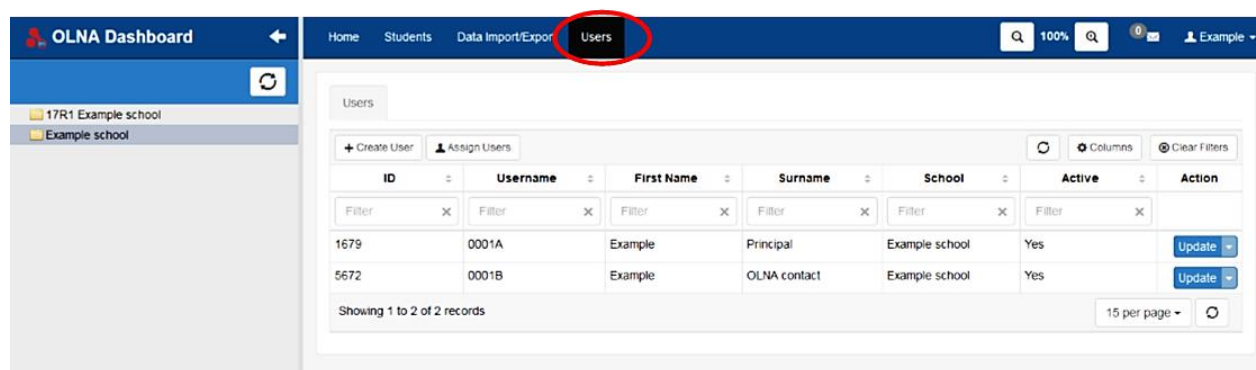
Data Import/Export screen

Clicking the **Data Import/Export** screen (circled below) will allow you to import and export student disability adjustment requests. You can use this screen to download students from the previous round and upload students into the current round (for Round 1 only).



Users screen

Clicking on the **Users** screen (circled below) will allow you to view users from your school for the selected round.

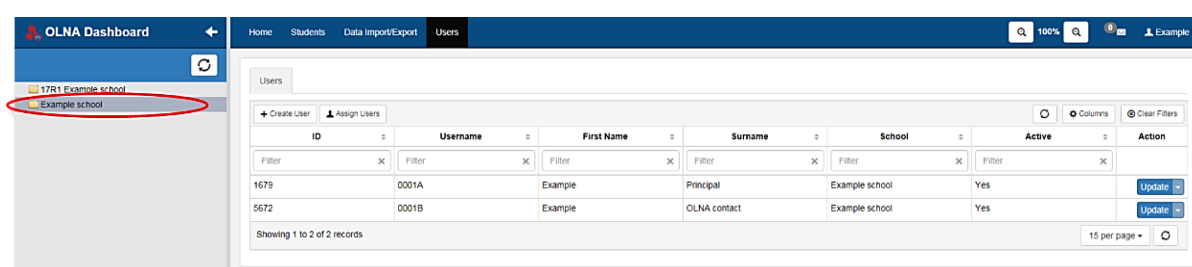


Before the testing window

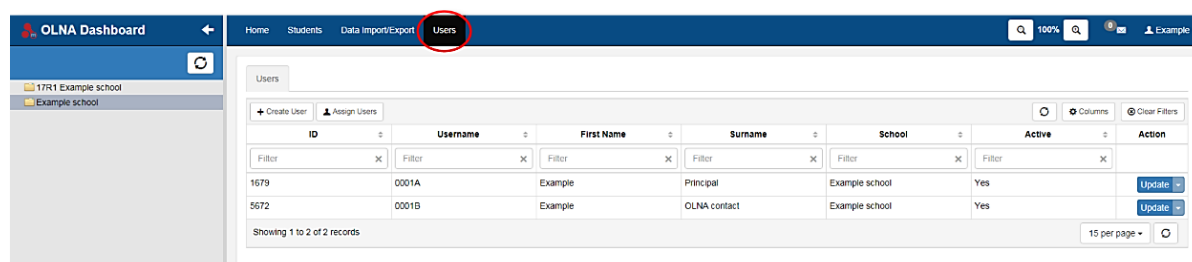
The OLNA Dashboard should be used by schools to request adjustments for students. To help with this process, and other uses of the OLNA Dashboard, schools may create additional users. Schools may also view passwords for each component in the week before testing. Note: schools should still use LAN002 to print individual student login details.

Viewing existing users

1. Click on the current round's folder (your school's name without round information) from the folders panel (circled below).



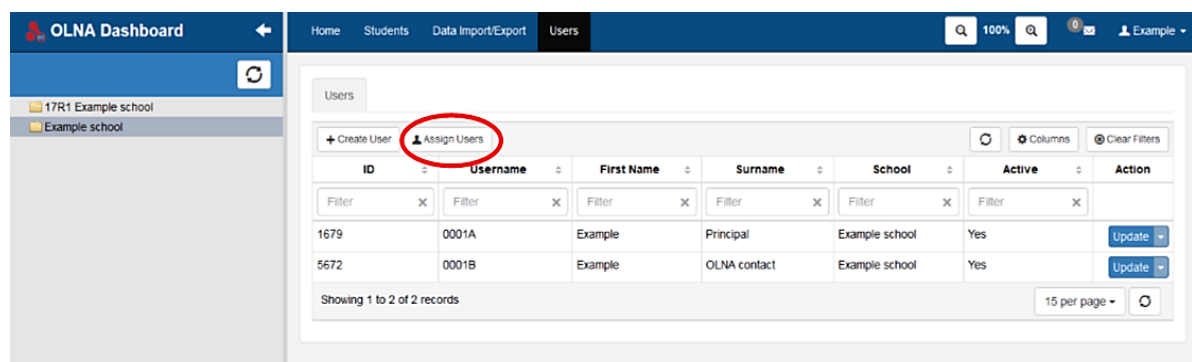
2. Click on the **Users** screen (circled below). A list of all users for your school will be displayed.



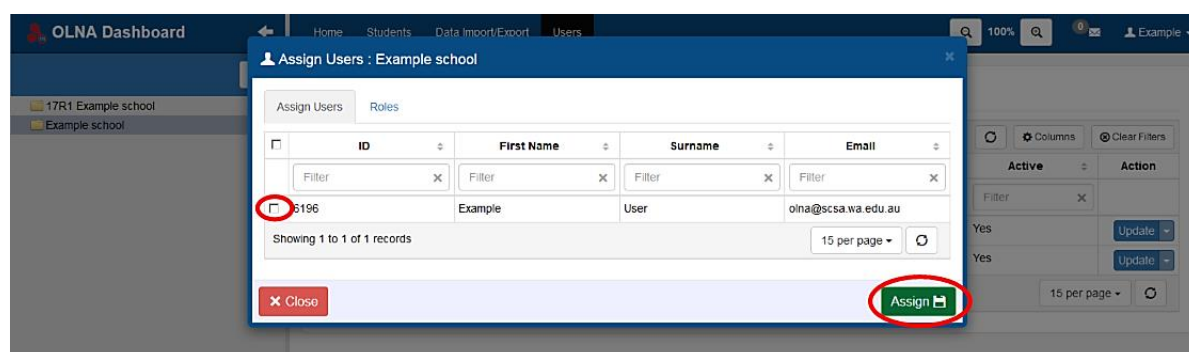
Assigning existing users

If you have created a user previously, you will be able to add them to this round's group.

1. Click on the **Assign Users** button (circled below).

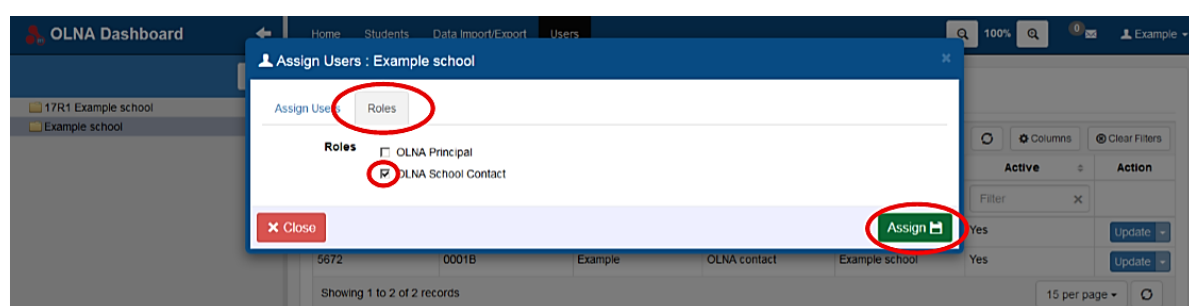


2. Tick the check box (circled below) next to the user (or users) you wish to add to the current round.



Note: if a user is listed that is not currently at your school, but they had been allocated a username, e.g. '0001C' that you wish to use in this round, you may assign the old user to the current round and then change the name, email and password to match the new user.

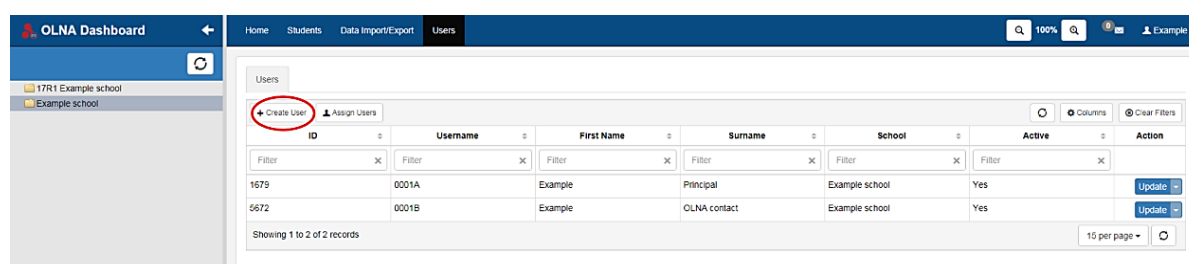
3. Click on the **Roles** tab (circled below). Tick the check box next to **OLNA School Contact** (circled below).
4. Click on the **Assign** button (circled below).



Creating additional users

To assist in the efficient implementation of the OLNA, school principals may provide access to the OLNA Dashboard to other staff at their school. Note: only the principal's account can create additional users.

1. Click on the **Create User** button (circled below).



- Complete all fields for the new user, setting the default language to **English (OLNA)**.
 - The Authority recommends that usernames follow the naming convention of your school's 'schoolcode' followed by a 'letter', e.g. 0000C.
 - Click **Yes** for **Email Notification** (circled below). This will allow the new user to receive an email with their username and password. Note: they will need to change their password when they first log in.

The screenshot shows the 'Create User' dialog box with the 'Details' tab selected. The 'Email Notification' checkbox is checked and circled in red. The 'Default Language' is set to 'English (OLNA)'. The 'Country' is set to 'Australia' and the 'Time Zone' is set to 'Select timezone...'. The 'Save' button is at the bottom right.

- Click on the **Roles** tab (circled below). Tick the check box next to **OLNA School Contact** (circled below).

The screenshot shows the 'Create User' dialog box with the 'Roles' tab selected and circled in red. The 'OLNA School Contact' checkbox is checked and circled in red. The 'Details' and 'Learner Filters' tabs are also visible.

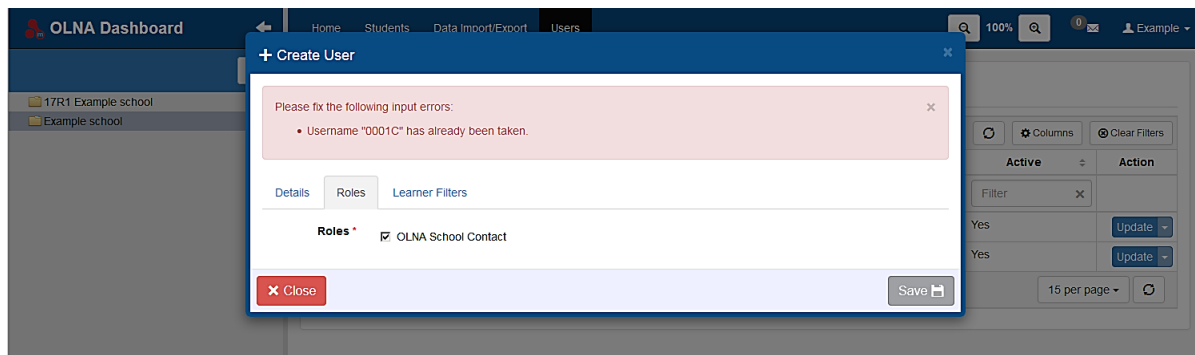
- Leave the **Learner Filters** tab.

The screenshot shows the 'Create User' dialog box with the 'Learner Filters' tab selected. The 'Apply Learner Filters' checkbox is checked. The 'Roles' tab is also visible.

- Click on the **Save** button (circled below).

The screenshot shows the 'Create User' dialog box with the 'Save' button circled in red. The 'Roles' tab is active and the 'OLNA School Contact' checkbox is checked.

Note: if you have already created users in a previous round, you will not be able to use the same username. If this occurs, you will receive the message below. In this case, you will need to assign the old user (see pages 8 and 9) to the current round and then change the name, email and password for this user.



Requesting adjustments (disability or EAL/D)

Before requesting adjustments for students with disability or EAL/D students, schools should review the [OLNA Handbook 2020, Guidelines for disability adjustment for timed assessments](https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines) available via <https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines> and *EAL/D – Eligibility guide and allocation of extra time for the OLNA* available via <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect>.

Schools may either enter adjustment requests directly into the OLNA Dashboard or carry out a bulk upload of student adjustment requests (see Appendix 1).

For Round 2 (September), all approved adjustments from Round 1 (March) will already be loaded into the OLNA Dashboard. As a result, schools will not have access to the Round 1 (March) folder. This will result in the folder panel not showing in Round 2.

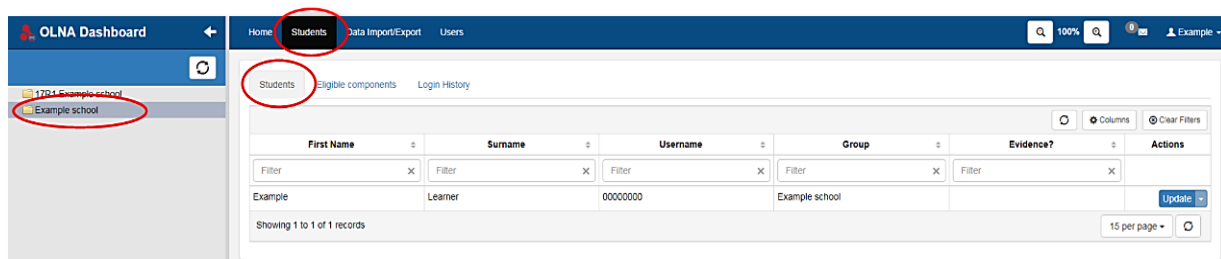
Schools will not be able to enter or upload student adjustment requests until the student has been enrolled in the school for the current year.

It is recommended that when adding an adjustment request for a student for the first time, this is completed manually directly into the OLNA Dashboard to ensure that all data is entered accurately.

For Round 1 (March) of each year, schools can download the previous year's Round 2 request file and use this file to upload changes to adjustments. The downloaded file will contain all previously approved adjustments. Students who have left must be removed. New students may be added to the file for upload.

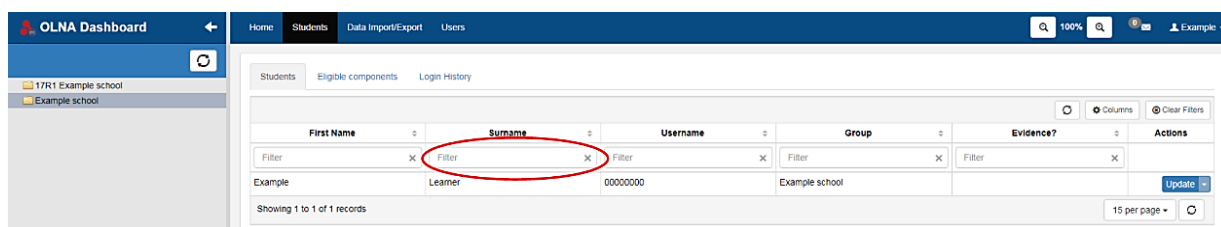
Entering adjustments directly into the OLNA Dashboard

1. Click on the current round's folder from the folders panel (circled below), then the **Students** screen (circled below) and then the **Students** tab (circled below).

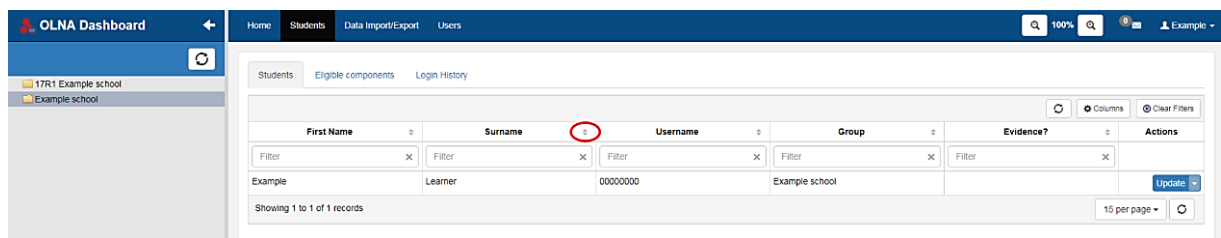


2. Find the record for the student requiring an adjustment, by using either the **Filter** or **Sort** arrows \updownarrow .

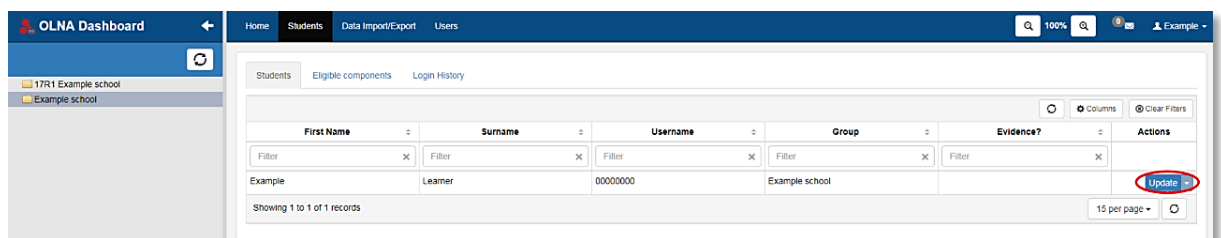
Filter: type the student's name or part of the name (circled below).



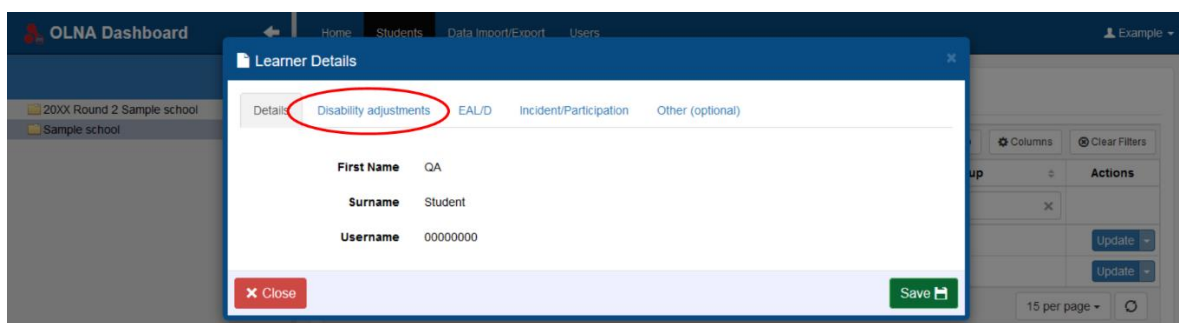
Sort: click the arrows (circled below) to see names listed in alphabetical or reverse alphabetical order.



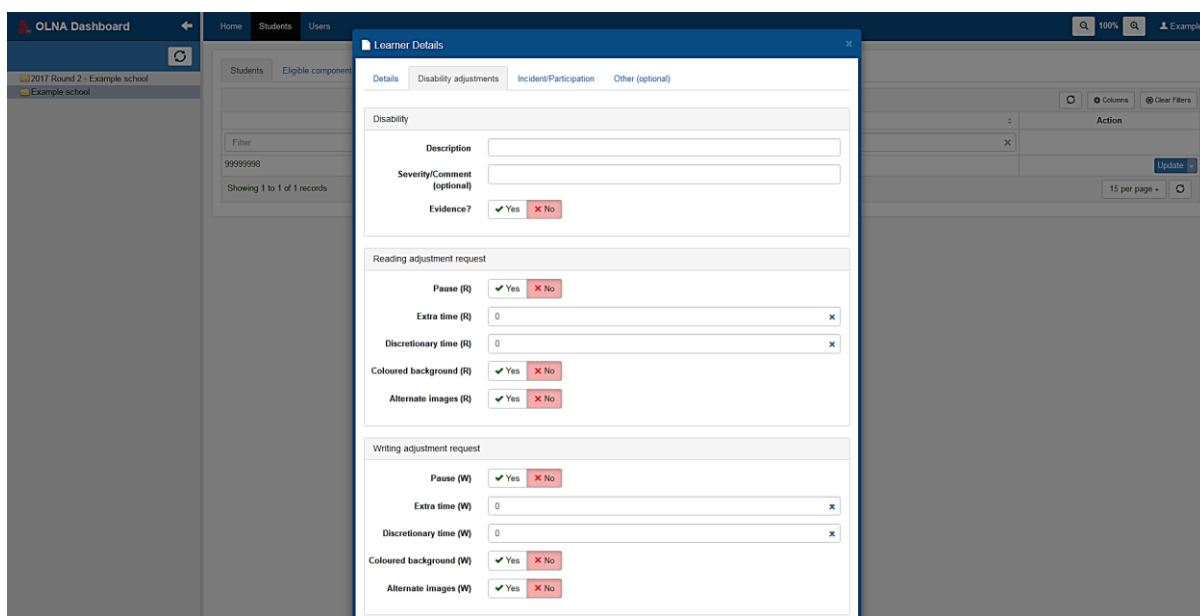
3. To request adjustments, click on the **Update** button (circled below).



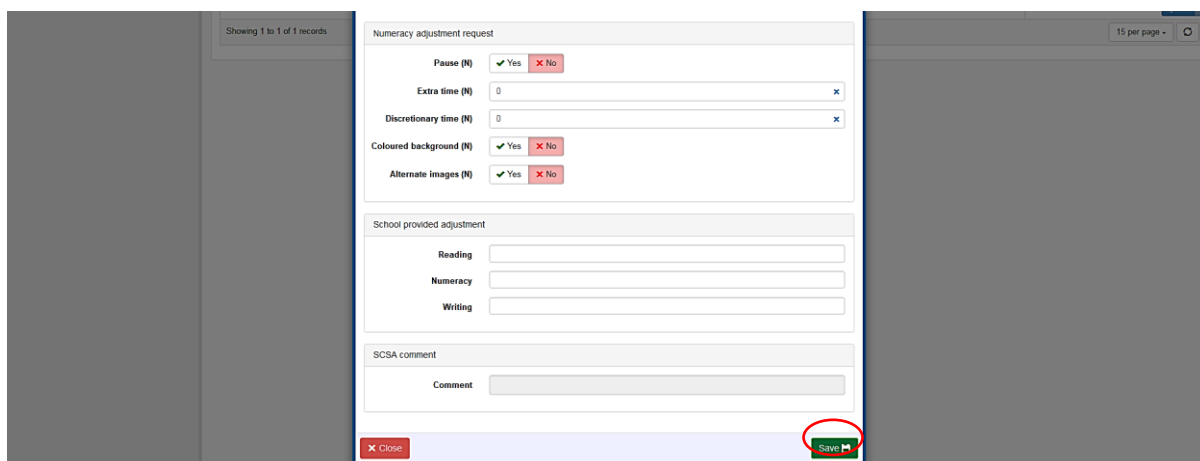
4. To request a disability adjustment, click on the **Disability adjustments** tab (circled below).



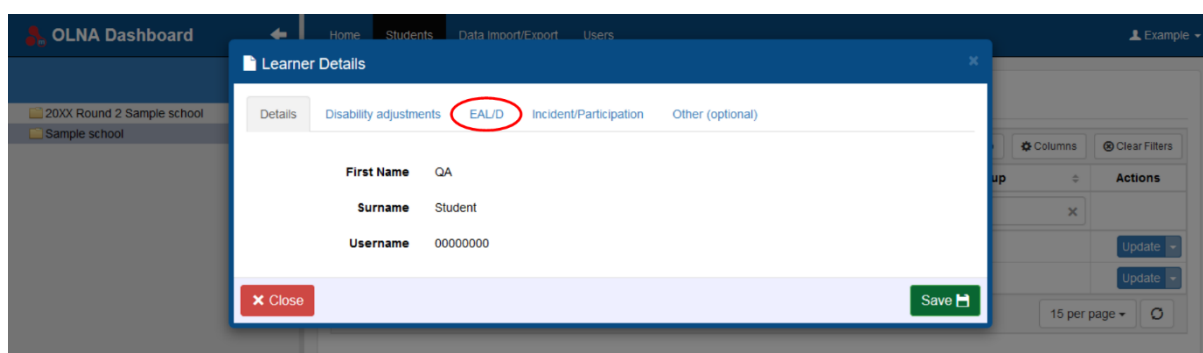
5. Enter details of the disability adjustment on the form. (You may need to scroll.) Select the name of the disability in the **Description** field. The **Severity/Comment** field is optional; however, a comment on the severity of the condition and/or any unlisted disabilities should be typed in. (This will enable the Authority to make appropriate decisions when it conducts its audit of disability adjustment requests).



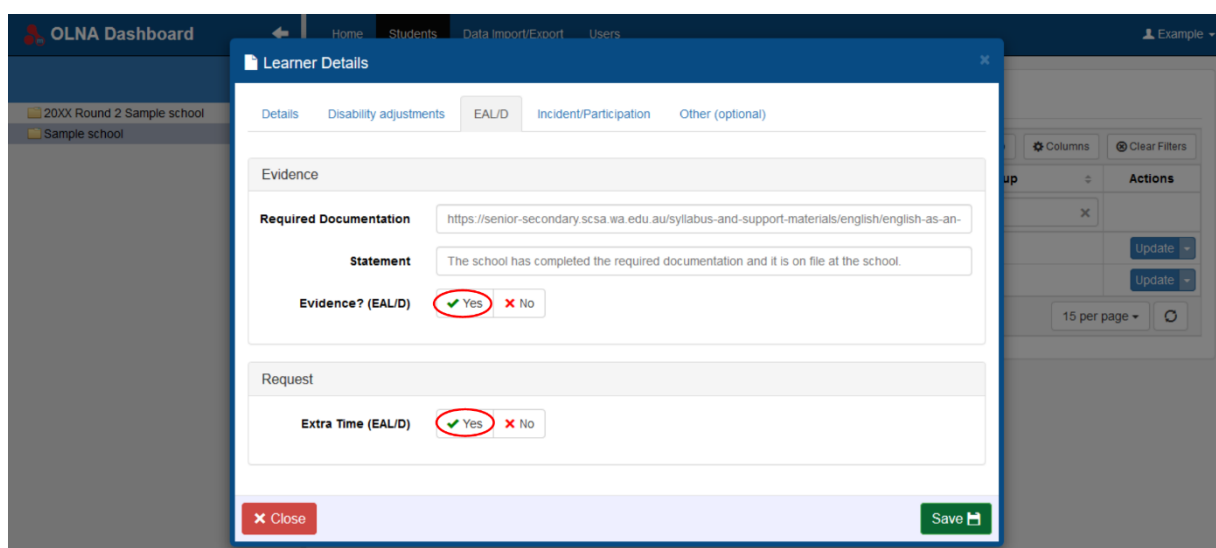
6. Once you have completed the form, click on the **Save** button (circled below).



7. To request an EAL/D adjustment, click on the **EAL/D** tab (circled below).

The screenshot shows the OLNA Dashboard with a 'Learner Details' modal open. The modal has four tabs: 'Details', 'Disability adjustments', 'EAL/D' (which is circled in red), and 'Incident/Participation'. The 'Details' tab is active, showing fields for 'First Name' (QA), 'Surname' (Student), and 'Username' (00000000). At the bottom of the modal are 'Close' and 'Save' buttons.

8. You must have completed and filed the required documentation as evidence that the student is an eligible EAL/D student. If this evidence has been filed, click the **Yes** button; then, to request extra time, click the **Yes** button and then click **Save**.

The screenshot shows the OLNA Dashboard with the 'Learner Details' modal open, and the 'EAL/D' tab is selected. The modal is divided into two sections: 'Evidence' and 'Request'. In the 'Evidence' section, there is a 'Required Documentation' field with a URL, a 'Statement' field with the text 'The school has completed the required documentation and it is on file at the school.', and a 'Evidence? (EAL/D)' section with 'Yes' (checked) and 'No' buttons. In the 'Request' section, there is an 'Extra Time (EAL/D)' section with 'Yes' (checked) and 'No' buttons. At the bottom of the modal are 'Close' and 'Save' buttons.

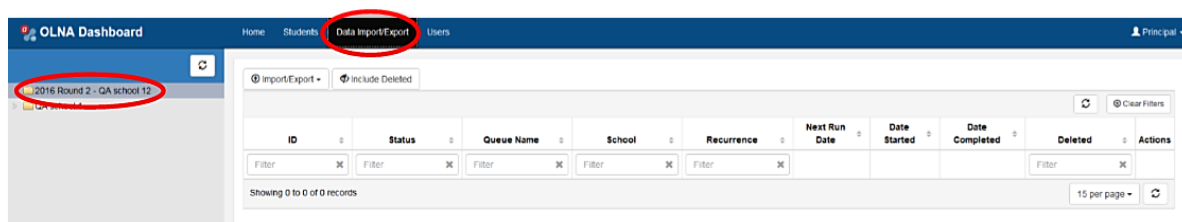
Bulk upload of student adjustment requests process

The bulk adjustments request process requires a **.CSV** file to be uploaded. The bulk request facility is provided for convenience; however, schools are responsible for ensuring that all **.CSV** files are correctly formatted, valid codes are used (as described in Appendix 1) and the adjustment requests have been uploaded accurately. While the OLNA Helpdesk will provide generic advice on the **.CSV** file, it will not produce **.CSV** files for schools.

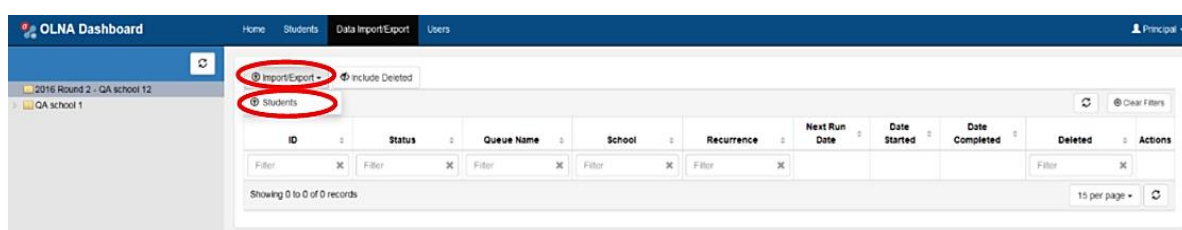
Downloading the previous round's adjustments

Using the previous round's **.CSV** file will provide a template that includes students' names, the adjustment provided and details of their disability or EAL/D status. The process below assumes you will be using the previous round's template.

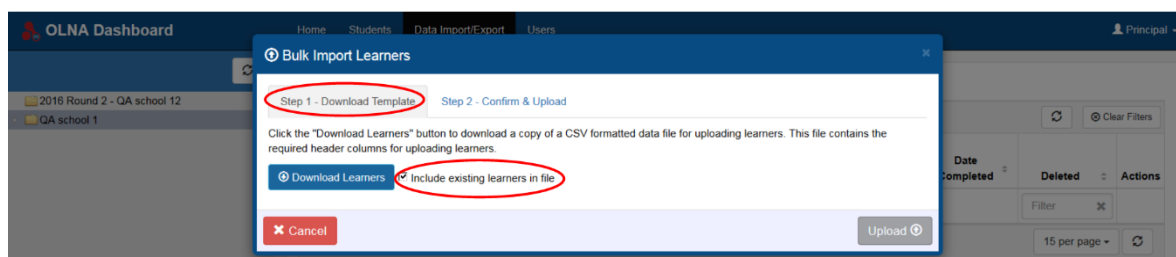
1. Click on the **Data Import/Export** screen (circled below) and the folder on the folders panel with your school's name and which has the previous round prepended to it (circled below). (In this example, it is 2016 Round 2.)



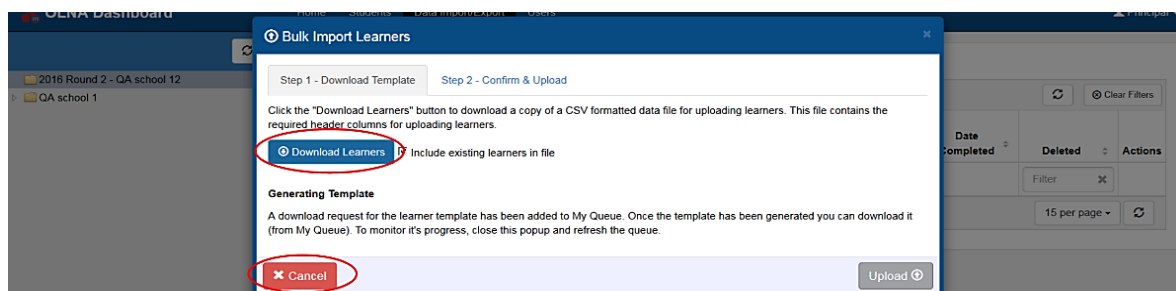
2. Click on the **Import/Export** button (circled below) and then on the **Students** button (circled below).




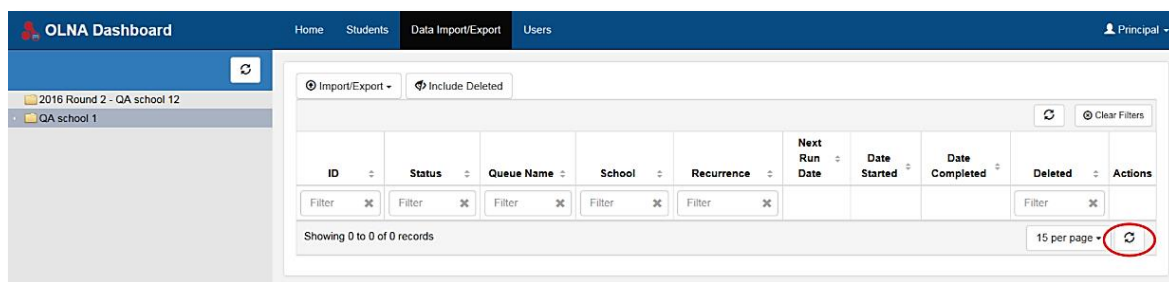
3. When the **Bulk Import Learners** pop-up appears, on the **Step 1 – Download Template** tab (circled below), ensure that the check box next to the **Include existing learners in file** is ticked (circled below).



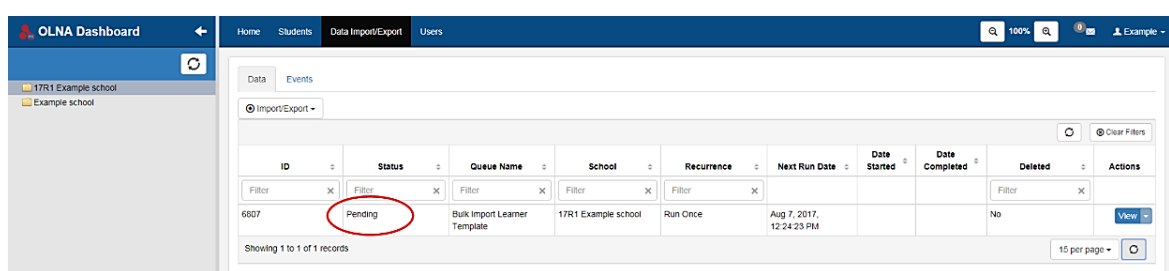
4. Click on the **Download Learners** button (circled below) to generate the .CSV file.
 - If you have *not* ticked the **Include existing learners in file** check box you will be prompted to download a file without student adjustments from the pop-up window below.
 - If you have ticked the **Include existing learners in file** check box you will need to click on the **Cancel** button (circled below), to see the list of files available for download.




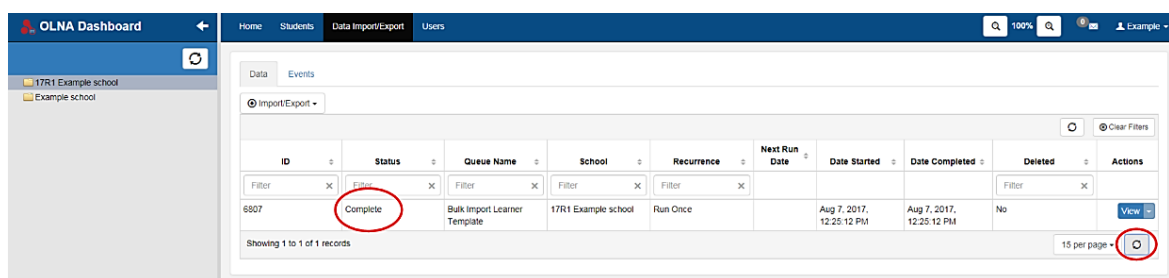
- Click on the **Refresh** button  (circled below), to view the list of files that are available for download.



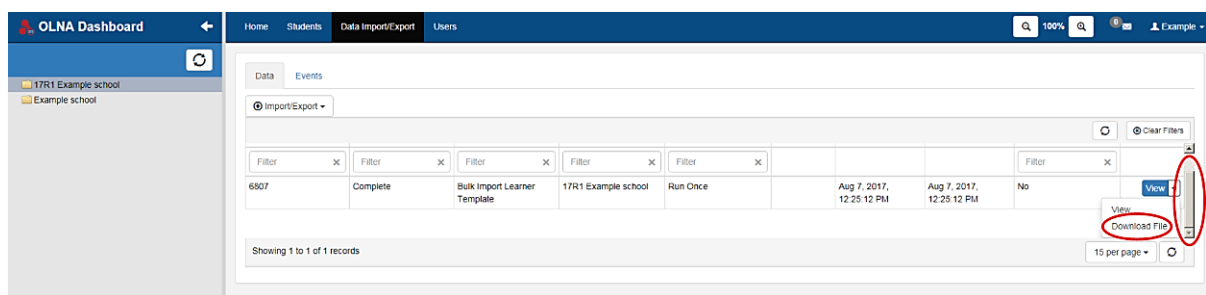
- Initially, the grid will update showing the status of the file as pending (circled below).



- You may need to wait a few minutes before the system generates the file. You will need to click on the **Refresh**  button (circled below) to update the screen. When the file is ready, the status will change to **Complete** (circled below).



- Click on the **Download File** option (circled below). If this is the first time you are downloading the file, the option to **Download File** may not be visible. In this case, use the **scroll bar** (circled below) to show the **Download File** option. Once the file has been downloaded, save the **.CSV** file to an appropriate place on your device.



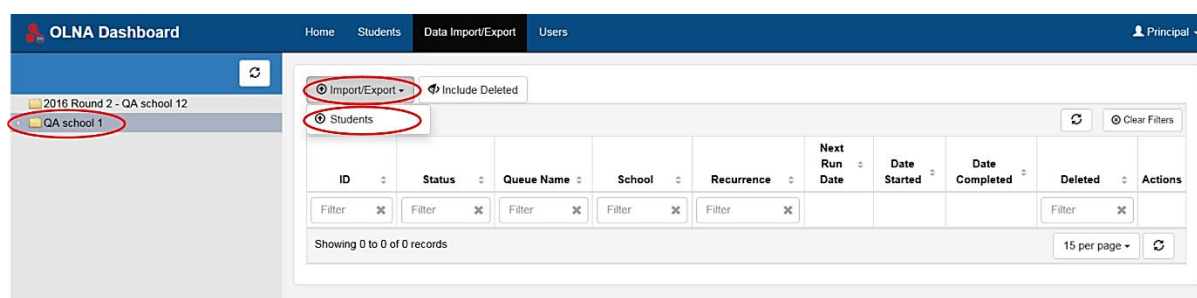
9. Open the **.CSV** file in a program like Microsoft® Excel®. You can use the functions of this program to edit* the file to:

- remove students who do not require adjustment or are no longer at your school
- update adjustment requests for existing students
- add students who require adjustments.

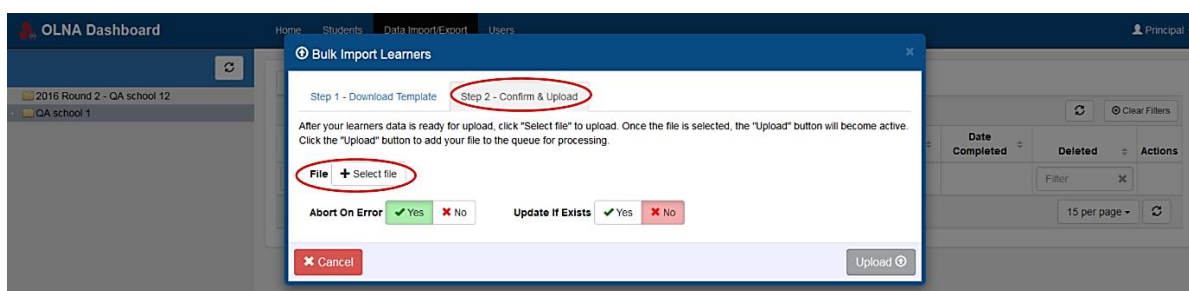
* See Appendix 1 for details on editing a **.CSV** file and the valid codes for each field.

Uploading the current round's adjustment requests

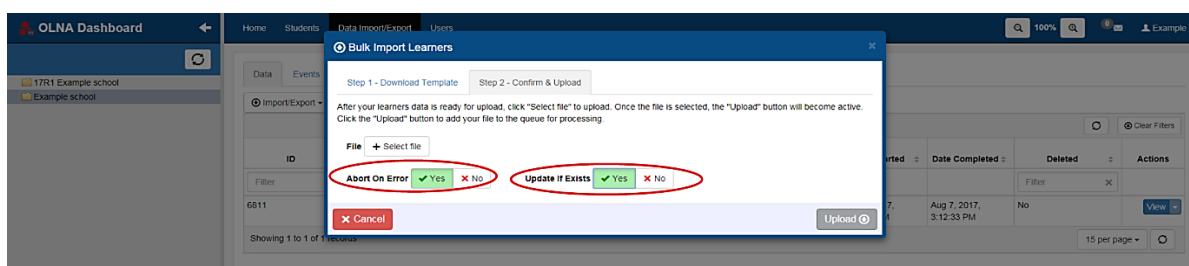
1. Click on the current round's folder from the folders panel (circled below), then click on the **Import/Export** button (circled below) and then on the **Students** button (circled below).



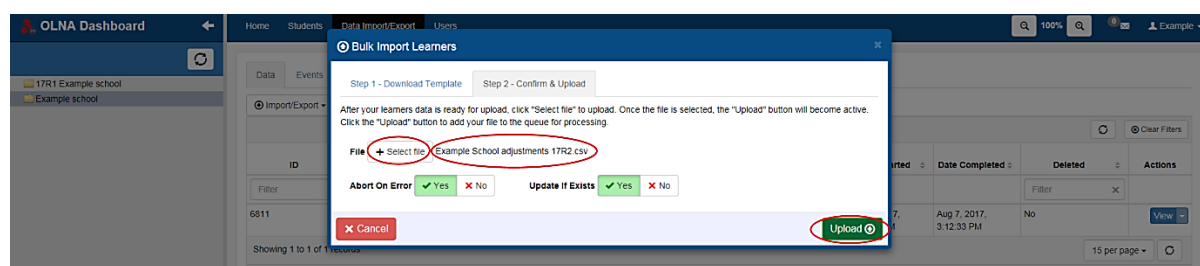
2. Click on the **Step 2 – Confirm & Upload** tab and then click on the **Select file** button. A pop-up window will allow you to identify the file for upload. The file must be saved as a **.CSV** file.



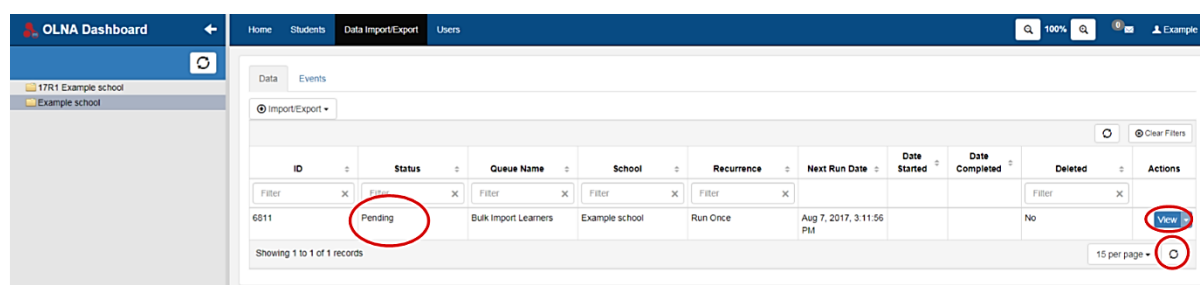
3. To ensure the OLN Dashboard only loads data if the whole file is correct, leave the **Abort on Error** as **Yes** (circled below). To ensure records are updated, change the **Update If Exists** to **Yes** (circled below).



- Click on the **Select file** button (circled below), find the file on your device to upload and, if the OLNA Dashboard accepts the file, the file name will be displayed (circled below) and the **Upload** button will become green (circled below). Click on the **Upload** button.



- To check the outcome of the file upload, click on the **Refresh** button in the bottom right hand corner of the grid (circled below). The **Status** column (circled below) will update with the status of the upload.



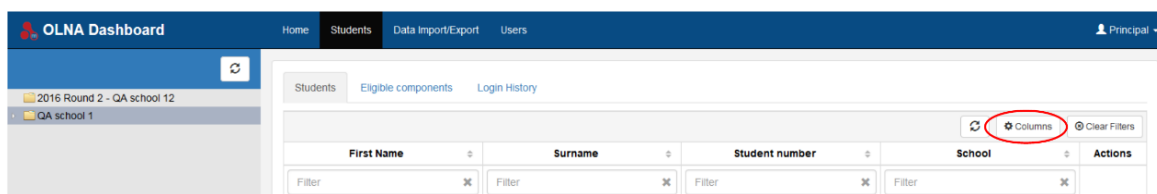
Status	Explanation
Pending	The file has been put in the queue for processing (this may take a few minutes before it is processed).
Complete	The file has been processed.
Failed	There was an error in the processing. You can click on the View button (circled above) to see a list of errors. See Appendix 3 for explanation of possible processing errors.

All requests will be audited by the Authority and approved adjustments will be applied before testing.

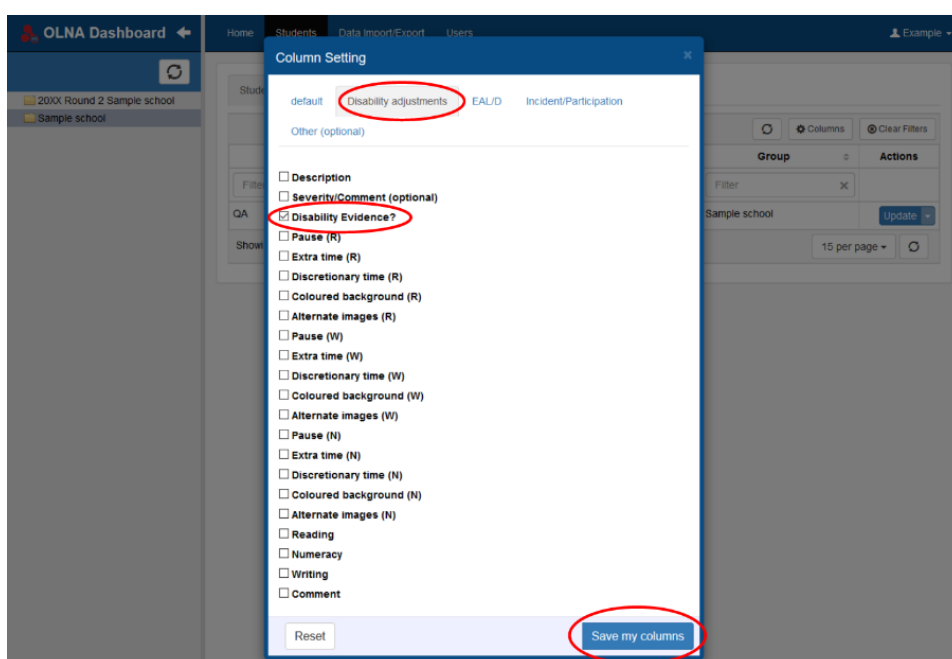
Reviewing adjustment requests

Schools may view requested adjustments by adding the evidence column for Disability adjustments and EAL/D adjustments and applying a filter on this column by using the term 'Y'.

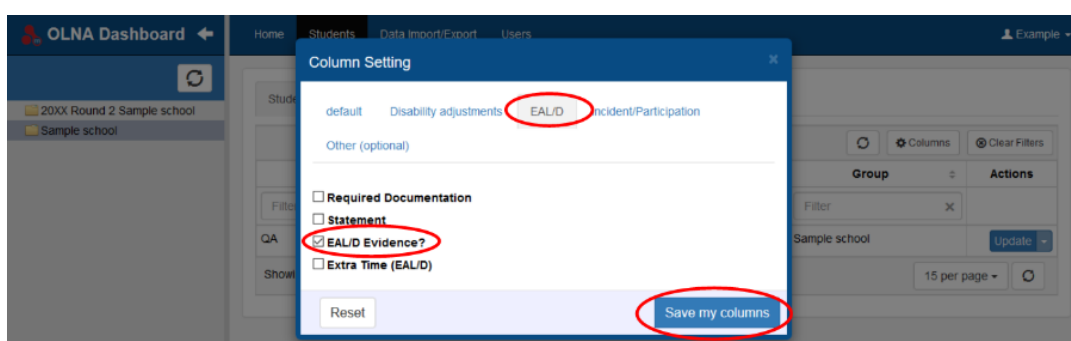
1. Click on the **Columns** button (circled below).



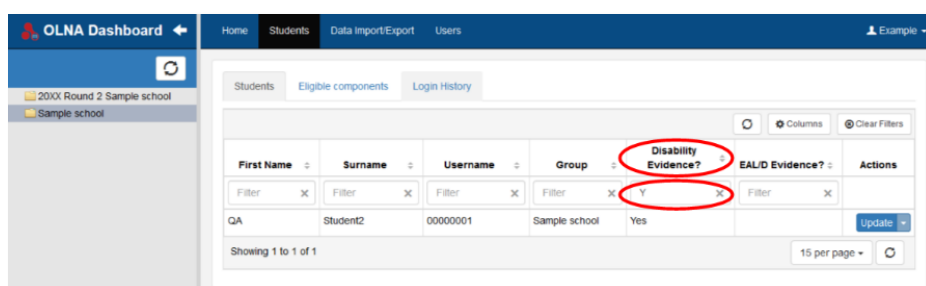
2. To view disability adjustment requests, click on the **Disability adjustments** tab (circled below), click on the **Disability Evidence?** check box (circled below) and then click on the **Save my columns** button (circled below).



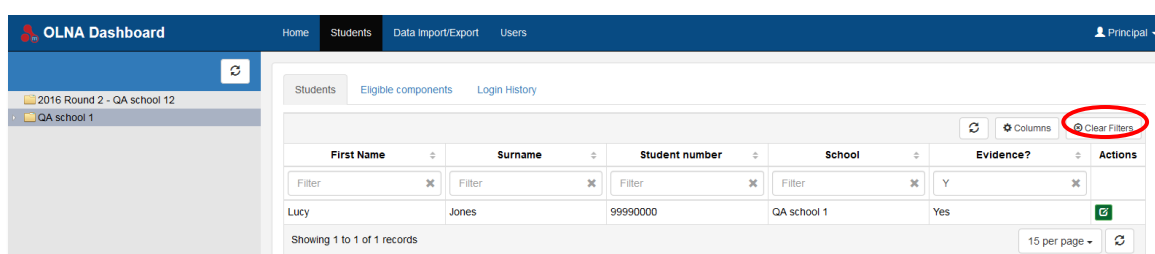
To view EAL/D adjustment requests click on the **EAL/D** tab (circled below), click on the **EAL/D Evidence?** check box (circled below) and then click on the **Save my columns** button (circled below).



3. Type the letter 'Y' in the **Filter** field under the **Disability Evidence?** column (circled below) to see students with requests for adjustments for disability or in the **EAL/D Evidence?** column to see students with requests for EAL/D adjustment.



4. Wait for the system to automatically reload the student grid to include only students with evidence. Note: this process may be used to add or remove most columns and then filter/sort students. Click on the **Clear Filters** button (circled above), before applying a filter.

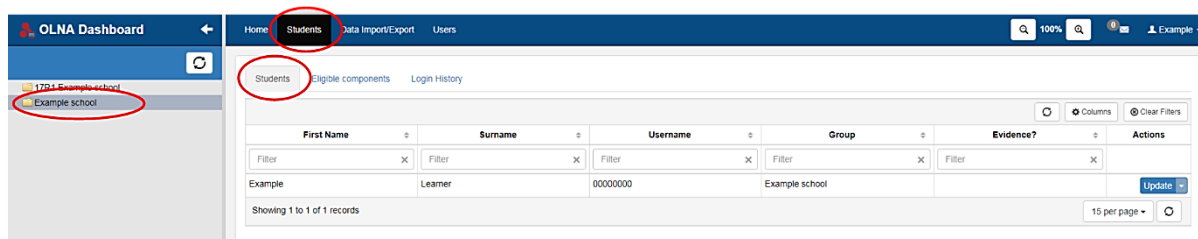



Placing students into classes (optional)

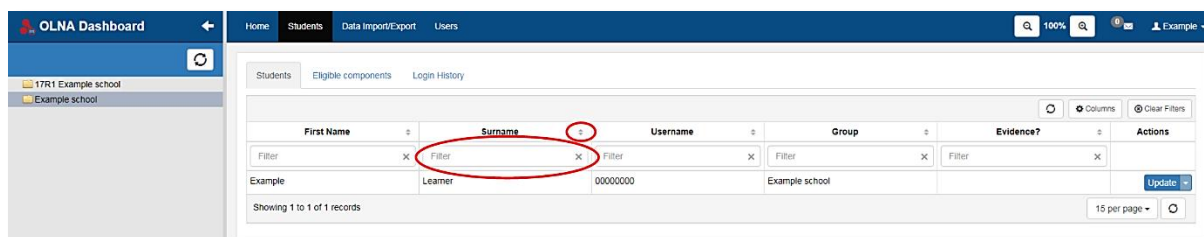
Schools may wish to allocate students to a class to help with organising students in the OLNA Dashboard. This may be useful to monitor students who are currently completing testing to see who has **Completed** or who is **In Progress**. Schools may allocate classes directly or by bulk upload.

Allocating classes directly into the OLNA Dashboard

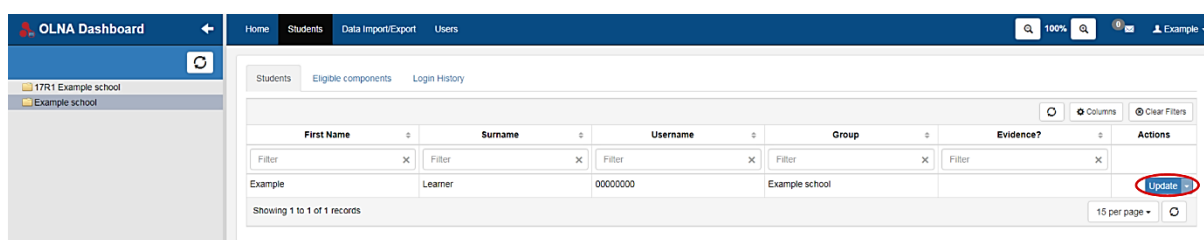
1. To place students in classes, select the **Students** screen (circled below) and then the **Students** tab (circled below). Ensure you have selected the current round's folder (circled below).



- Identify the relevant student using the **Filter** (circled below) and **Sort**  button (circled below). (See page 12.)

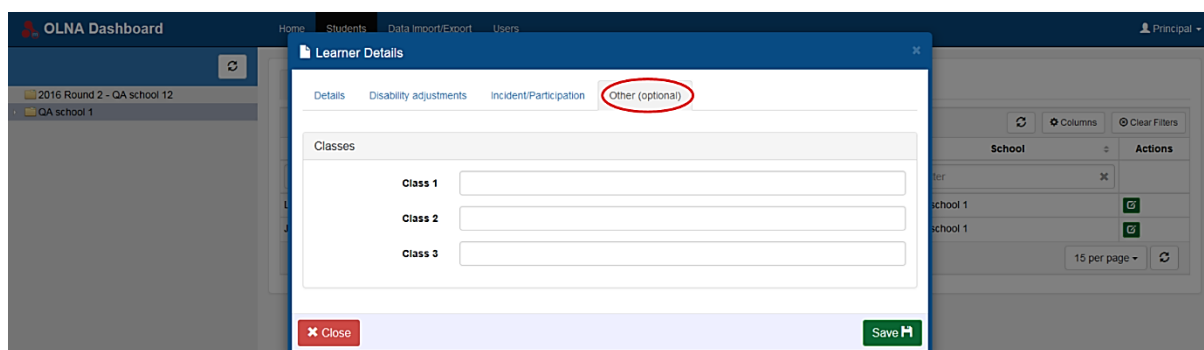


- Click on the **Update** button (circled below) in the far right column.

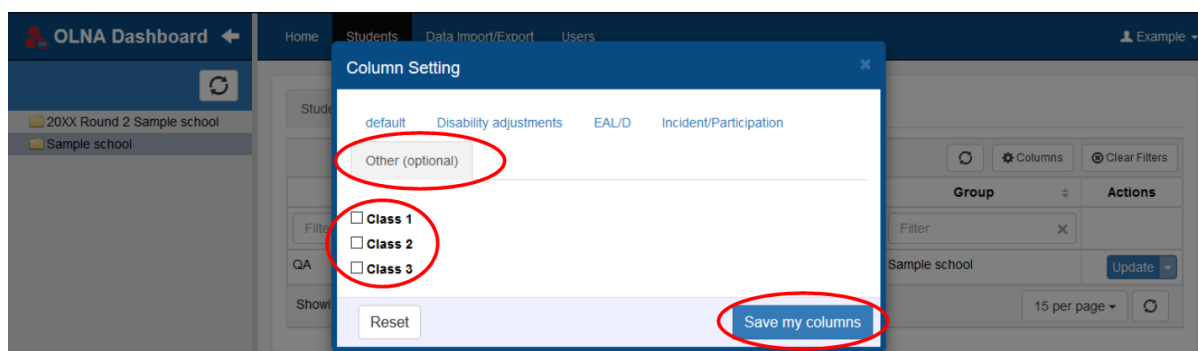


- Click on the **Other (optional)** tab and, for each class the student will be a part of, enter the class name* and click **Save**.

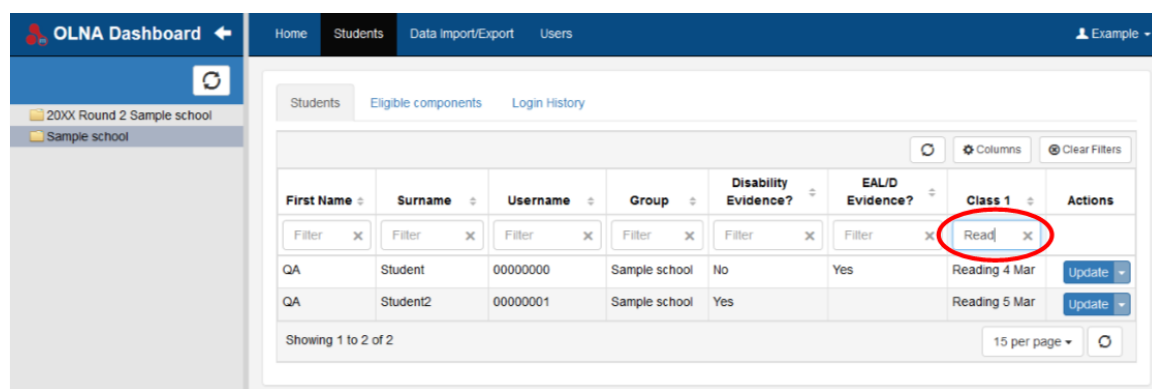
* The class name can be any identifier that is relevant to your needs: numerals, letters or words that specify your groupings of students (e.g. 10A, 10 red, 1 etc.).



- To view students in classes, click on the **Columns** button, then the **Other (optional)** tab (circled below), check the **Class 1**, **Class 2** and/or **Class 3** boxes (circled below) and then click on the **Save my columns** button (circled below).



6. Type the class name or part thereof (circled below) in the **Filter** field under the **Class 1, Class 2 or Class 3** column (only Class 1 is shown below).



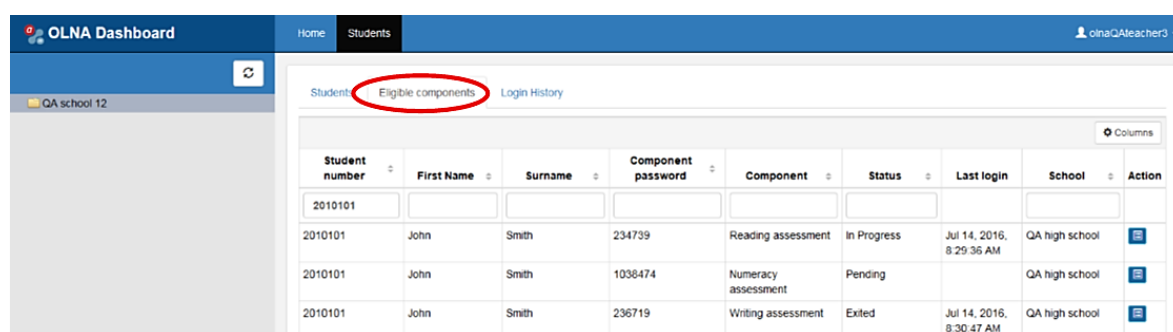
7. Wait for the system to automatically reload the student grid to include only students in that class. Note: this process may be used to add or remove most columns and then filter/sort students. Click on the **Clear Filters** button before applying a filter.

Passwords and components

Passwords are only available from the start of the week before the testing window. These are provided for reference only.

Login sheets must still be downloaded from SIRS.

Clicking on the **Eligible components** tab (circled below) will show the passwords for each component a student is required to sit. (The **Filter** can be used to find students.)



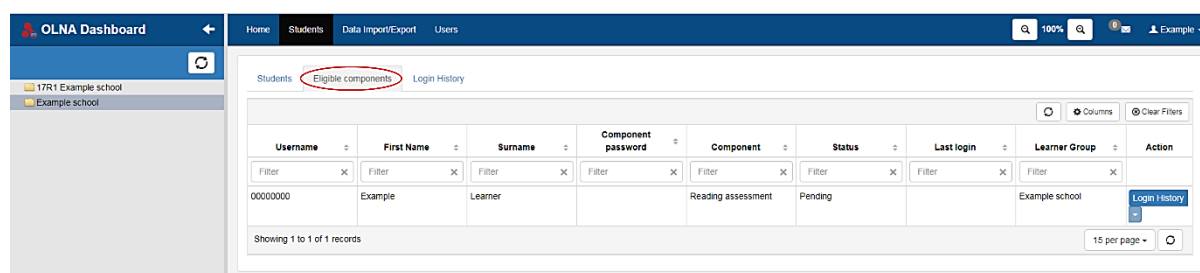
During and after the test window

Schools can:

- check which students have sat or not sat a test
- note any test incidents and student participation status.

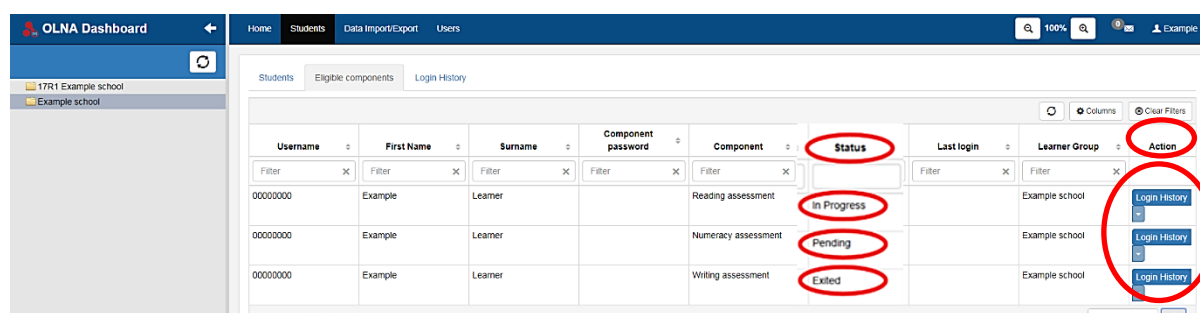
Checking students who have sat a test

1. Click on the **Eligible Components** tab (circled below).



The list of all possible components and students is displayed. Schools may use the information in the **Status** column (circled below) to determine who is still required to sit and who has sat and when. Clicking on the **Refresh** button will update each student's status in real time (circled below), if their status has changed.

If a student has logged in multiple times, these details can be accessed by clicking on the **Login History** button (circled below) in the **Actions** column (circled below).



Status	Explanation
Exited	Student has completed the test (i.e. clicked on the Submit button).
In Progress	Student is currently doing the test. OR Student has closed the browser without clicking on the Submit button.
Pending	Student has not started the test.
Forced Exit	The system has forced the student to exit as they have run out of time. (At the conclusion of the writing testing window, any writing responses that have In Progress status will have this status changed to a Forced Exit status. The Forced Exit status change will allow the writing responses to be marked.)

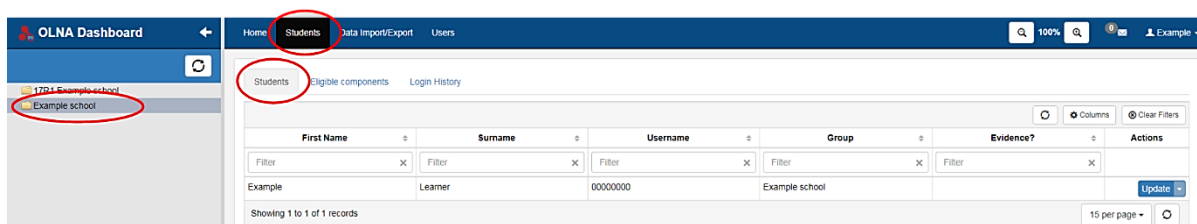
Noting test incidents and student participation status

Schools must enter incidents and participation directly into the OLNA Dashboard.

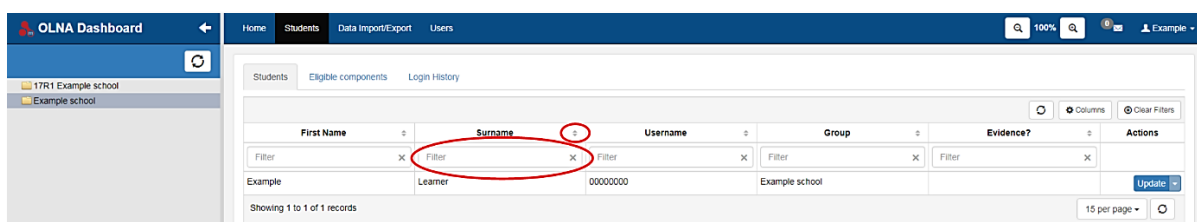
‘Participation’ is used to refer to events that relate to the student’s participation in the test, e.g. refused to sit test.

‘Incident’ is used to refer to events that relate to technical matters that impacted on a student’s ability to sit the test, e.g. power failure, frozen laptop.

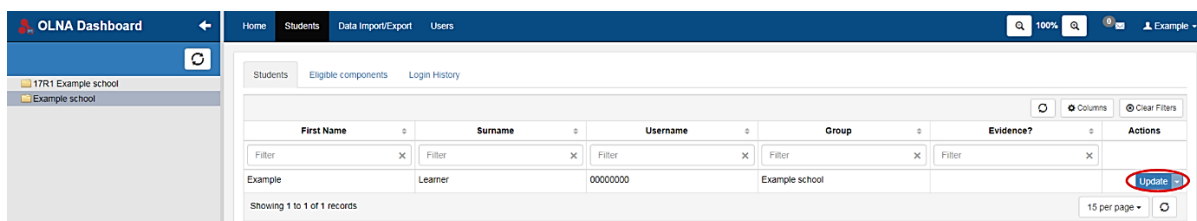
1. To note test incidents and participation, select the **Students** screen (circled below) and then the **Students** tab (circled below). Ensure you have selected the current round’s folder (circled below).



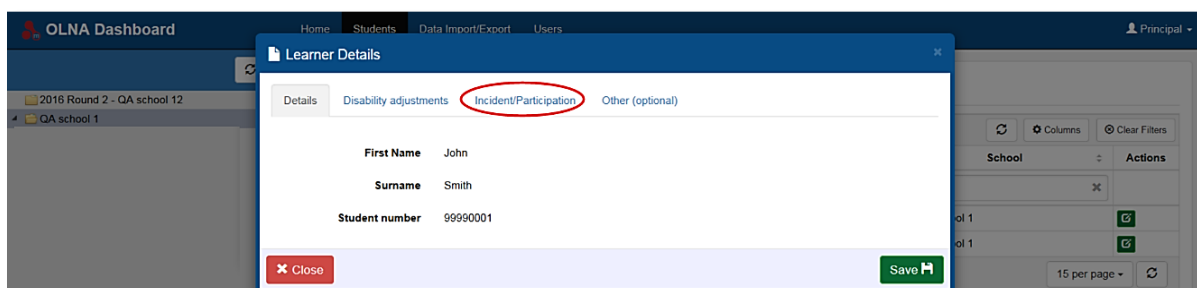
2. Identify the relevant student, by using the **Filter** (circled below) and **Sort** (circled below) tools. (See page 12.)



3. Click on the **Update** button (circled below) in the far right column.



4. Click on the **Incident/Participation** tab (circled below).



5. Enter details of any incident or participation issue related to the student. Participation information is not required if the student sat the test (was present).

The screenshot shows the OLNA Dashboard interface. A modal window titled 'Learner Details' is open, displaying the 'Incident/Participation' tab. The modal contains two main sections: 'Incident' and 'Participation'. Each section has three input fields for 'Reading', 'Writing', and 'Numeracy'. The 'Incident' section has fields for 'Reading incident', 'Writing incident', and 'Numeracy incident'. The 'Participation' section has fields for 'Reading participation', 'Writing participation', and 'Numeracy participation'. At the bottom of the modal are 'Close' and 'Save' buttons. The background shows the OLNA Dashboard with a list of schools and a table of data.

If the matter requires immediate action contact the OLNA Helpdesk on 9273 6726. If it requires action before the end of the testing window, email olna@scsa.wa.edu.au.

Appendix 1 – Bulk upload of adjustments

Steps for preparing a .CSV file

The following steps have been carried out in Microsoft Excel but may be carried out in any spreadsheet software.

1. Open the downloaded file.
2. Change the name of the 'AM Path' for each student from the previous round to the current round (delete the round name prepended to the school name, e.g. '17R1').
3. Remove students who do not need any adjustment.
 - i. Select the entire spreadsheet by clicking on the triangle to the left of the **A** column label and above the **1** row label.
 - ii. Click on the **Data** menu and then **Filter**.
 - iii. Click on the button in the column with the heading **Disability Evidence?** and/or **EAL/D Evidence?** and deselect the **(Blanks)** check box and click on the **OK** button.
 - iv. Select the entire spreadsheet again and press **Ctrl+C** to copy this list of students.
 - v. Create a new sheet by clicking the plus sign inside the circle at the bottom of the screen.
 - vi. Click on this new sheet's tab and press **Ctrl+V** to paste the selection.
 - vii. Click on **File** and then **Save As**. Select a relevant folder. Ensure the **Save as type** is set to **.CSV** and give an appropriate **File name**. Click on the **Save** button. If a popup appears, click **OK** and then **Yes**, to save the sheet as a **.CSV** file.
4. Check existing adjustment requests are appropriate for the student and update if necessary. The adjustments downloaded are those requested in the last round not the final provision approved for the student. Schools should refer to the [Guidelines for disability adjustments for timed assessments](#) and *EAL/D Eligibility guide and allocation of extra time to complete the Online Numeracy and Literacy Assessment (OLNA)* for details about appropriate adjustments.
5. Add any additional students and the requested adjustments. (The Authority recommends that requested adjustments are directly entered into the OLNA Dashboard on the first occasion that the student needs the adjustment.)
6. Save the file as a **.CSV** (comma delimited) file. The field names must be included as the first row.

Valid codes for .CSV file

The table below lists the valid codes and what they mean for each field (column) in the **.CSV** file. Field names must remain in the **.CSV** file for an upload to succeed. Fields can be left blank.

Field names	Comment and valid codes
AM Path	Use current round's folder name.
AM Username	Leave existing data.
AM Password	Leave blank.
AM Testlet Original ID	Leave blank.
AM Run Type	Leave existing data.
Disability description	See Appendix 2 for accepted conditions.
Disability comment	String (free text)*
Disability evidence	1 = Yes, 0 = No
Reading pause	1 = Yes, 0 = No
Reading extra time	0, 5, 10, 15, 20, 25 (mins)
Reading discretionary time	0, 5, 10, 15, 20, 25 (mins)
Reading themes	1 = Yes, 0 = No
Reading alt images	1 = Yes, 0 = No
Writing pause	1 = Yes, 0 = No
Writing extra time	0, 5, 10, 15, 20, 25, 30 (mins)
Writing discretionary time	0, 5, 10, 15, 20, 25 (mins)
Writing themes	1 = Yes, 0 = No
Writing alt image	1 = Yes, 0 = No
Numeracy pause	1 = Yes, 0 = No
Numeracy extra time	0, 5, 10, 15, 20, 25 (mins)
Numeracy discretionary time	0, 5, 10, 15, 20, 25 (mins)
Numeracy themes	1 = Yes, 0 = No
Numeracy alt images	1 = Yes, 0 = No
EALD evidence	1 = Yes, 0 = No
EALD extra time	1 = Yes, 0 = No

*Only comments about the severity of the disability or a disability not listed in the **Disability description** field should be entered.

Note: if a record causes an error when uploaded because the **Disability description** is not valid then either enter the adjustment request directly into the OLNA Dashboard or leave the **Disability description** field blank and enter the disability into the **Disability comment** field.

Appendix 2 – List of valid disability codes

Note: this list does not cover all disabilities, just those most frequently cited in adjustment requests for the OLN. If a disability is not listed below, enter the disability in the **Disability comments** field.

Valid codes
ADD/ADHD
Anorexia nervosa
Arthritis
Autism spectrum disorder
Back injury
Bowel problems
Broken arm (writing hand)
Cancer
Carpal tunnel syndrome
Cerebral palsy
Chronic fatigue syndrome
Crohn's disease
Depression (severe)
Diabetes
Dyscalculia
Dysgraphia
Dyslexia
Dyspraxia
Epilepsy
Hand/arm injury
Head injury – severe (sustained <2 years ago)
Head injury – severe (sustained >2 years ago)
Irlen Syndrome (scotopic sensitivity)
Motor disability
Muscular dystrophy
Neurological disability
Obsessive-compulsive disorder/severe depression
Panic attacks
Paraplegia
Psychological/clinical anxiety
Rheumatism
Scoliosis
Significant physical disability
Tendinitis
Tourette syndrome
Tremor
Vision impairment
Other not listed above – Note in comments

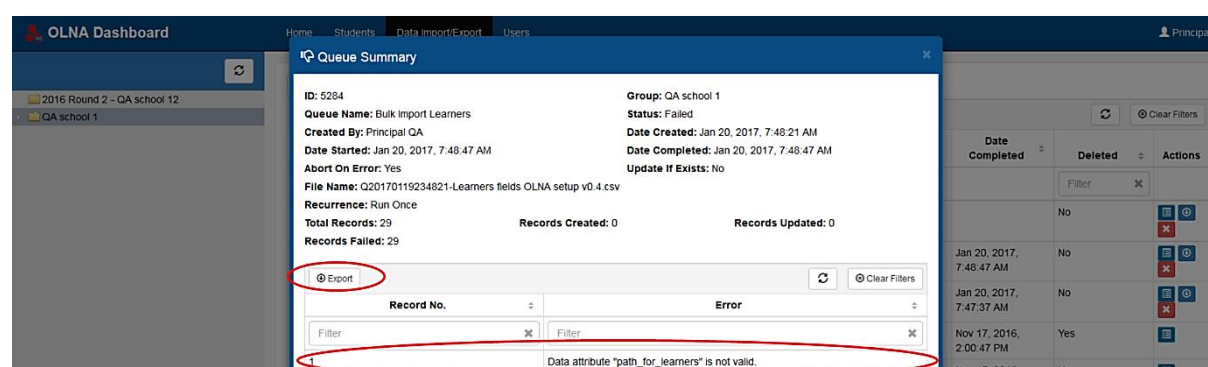
Appendix 3 – Upload queue

View summary screen

The view summary screen shows details of who uploaded a file and when it was uploaded, as well as details of the upload process.

Upload errors

Upload errors can be viewed either in the grid or by downloading the **Export** file.



Term	Explanation
Record No.	This is a row in the .CSV file with student data. As headings are in the first row, the fourth row is the third record.
Error	<p>This provides details of why the record was unable to be processed.</p> <p>Examples (the text in quotes is specific to the image above):</p> <p>Data attribute “path_for_learners” is not valid</p> <p>In the example above, the upload file had a field name (data attribute) that was not in the OLNDA Dashboard (the field name maybe misspelt). This also occurs when the field names have not been included as the first row of the file.</p> <p>Group path “2016 Round 2 – QA School 12” not found</p> <p>In the example image above, the upload file had the AM Path as the previous round’s folder, rather than the current round’s folder, which is “QA School 1”.</p>

Contact the OLNDA Helpdesk (see page 3) for assistance with errors.

Appendix 4 – List of common tasks

The following table outlines some of the common tasks that can be used for multiple purposes when using SIRS in relation to the OLNA. For each task, there is a reference to the relevant section within this document which includes an example.

Task	Worked example	Pages
Downloading student data	Downloading the previous round's adjustments	15–18
Uploading student data	Uploading the current round's adjustment requests	18–19
Columns: adding columns to the grid	Reviewing adjustment requests	20
Filtering students	Find the record for the student requiring adjustment, by using either the filters or sort tool.	13
Sorting students	Find the record for the student requiring adjustment, by using either the filters or sort tool.	13

