



WACE Online Literacy and Numeracy Assessment (OLNA)

Application for marking – Round 1 March 2021

General information

The School Curriculum and Standards Authority is seeking applications from qualified people who wish to be considered for appointment as markers for the OLNA 2021 Round 1 – Writing component.

Approximately 15 000 students from all sectors will sit this assessment and marking will be completed online. Writing is assessed using an analytic criterion-referenced marking guide.

Only home marking will be available for the March round. This is due to the reduced number of Year 10 students sitting the March OLNA as Year 9 students had an additional opportunity to prequalify for OLNA in August 2020. Markers without OLNA marking experience will not be considered.

Training and marking schedule

All training will take place at the **School Curriculum and Standards Authority** offices, 303 Sevenoaks St, Cannington.

Team leader training

- Thursday, 4 March, 8.30 am to 3.00 pm

Marker training

- Saturday, 6 March, 8.30 am to 3.00 pm

Marking

- Monday, 8 March to Friday 19 March

Marking may be completed before the end of the scheduled timeline.

Home marking

Appointment as a home-marker will be made on the basis of experience (at least two previous OLNA marking operations) and accuracy. Home-markers will be required to attend marker training on Saturday, 6 March.

Home markers will be expected to mark at least 30 scripts per day, up to a maximum of 70 scripts. Markers can mark at any time; however, limited support will be available outside of operational hours (8.30 am to 6.00 pm).

Team leaders

Team leaders will be required to work in the Authority's Cannington offices during weekdays, Monday to Friday, 8.30 am – 3 pm.

Selection criteria

The selection is based on the following criteria:

- relevant qualifications and teaching experience
- previous marking performance (OLNA).

Payment

Markers will be paid \$45 per hour to attend training.

Team leaders will be paid \$50 per hour, including a compulsory 45 minute break.

Home markers will be paid \$5 per script.

If a marker withdraws from marking before the end of the marking period, training will be paid on a pro-rata basis.

Application process

- Applicants are required to complete an **online** application form
- **All markers are required to have current Department of Education Screening Clearance Number.** Please read the attached document for details.
- You are not eligible to be a marker if you have taken a voluntary redundancy in the past 12 months.
- You are not eligible to mark if you are on long service leave from the Department.
- Receipt of application will be acknowledged via email. This email will include a reference number. Submission of an application does not guarantee appointment.
- Applicants will be advised by email regarding selection by **Friday, 19 February 2021.**

MARKER APPLICATIONS CLOSE Monday, 8 February 2021

Please be aware that faxed, emailed, posted or hand delivered applications cannot be accepted.

Further information

For further general information regarding marking contact:

Lisa Rosenthal

9442 9463

Lisa.Rosenthal@scsa.wa.edu.au

OLNA Writing Markers – requirement for a current police check

All prospective Department employees **must** be in possession of a **current** Screening Clearance Number (SCN) that has been issued by the Department's Screening Unit **before** commencement of employment. The Department has a strict 'No Screen, No Start' policy. A Screening Clearance Number is obtained by undertaking a *Nationally Coordinated Criminal History Check*, which is processed by the Department's Screening Unit.

If you are a current employee of the Department (an active employee or have undertaken paid work with the Department in the past six months), you will already have a Screening Clearance Number (SCN) and **no action** is required by you. If you are unsure whether you have a current Screening Clearance Number, please email screening@education.wa.edu.au.

If you do not have a current Screening Clearance Number you **must** obtain one before we can employ you.

1. Access the **online application form** at www.education.wa.edu.au/screening and click on the **Apply Now** icon.
2. Once you have completed the application, you will need to print and sign your *Summary Sheet*.
3. You will be required to provide 100 points of **certified** identification. This must be attached to your signed *Summary Sheet*.
4. Lodge the signed *Summary Sheet*, together with certified copies of your identification to the following address:

Screening Unit
Department of Education
Locked Bag 2
EAST PERTH WA 6892

For enquiries regarding the screening process, please email:
screening@education.wa.edu.au.

The checks are comprehensive and bring to the Department's attention all adult criminal convictions, including those that have been declared spent. Minor convictions are not the focus of this screening process. Serious offences which have resulted in a prison term, were of a serious or violent nature, involved children, or drug trafficking and/or dealing, will require further consideration on a case-by-case basis. If this does occur, you will be given the opportunity to provide additional information and/or character references which will be considered to determine if any action is warranted. We appreciate the sensitive nature of this exercise and wish to assure you that the screening process is **strictly confidential**.

Once an employee starts working for the Department, their screening status remains valid unless they have a break-in-service. For teaching staff this is twelve months or more. This also applies to casual/relief teachers.

For further information about the *Nationally Coordinated Criminal History Check*, please visit <https://www.education.wa.edu.au/ncchc>.