



Online Literacy and Numeracy Assessment (OLNA)

Information for writing markers – 2025

General information

The School Curriculum and Standards Authority (the Authority) is seeking applications from qualified people who wish to be considered for appointment as markers for the 2025 OLNA Semester 1 – Writing component.

Writing is assessed using an analytic criterion-referenced marking guide. The marking guide is a generic guide which includes exemplars from a wide range of genres and topics.

Applicants must have a sound knowledge of literacy and English grammar. Experience in teaching literacy is highly desirable.

Markers will work at home with team leaders working mostly during the day at the Authority’s offices in Cannington.

There will be six test windows for students to sit the OLNA and six marking operations. Students can only sit the OLNA a maximum of:

- six times from Year 9 until the end of Year 12
- twice a year
- once per term.

Table 1: OLNA Marker training and marking dates

	Testing window	Marking dates
Semester 1	Term 1	Tuesday, 4 March to Friday, 7 March
	Term 2 window A	Monday, 12 May to Friday, 16 May
	Term 2 window B	Monday, 23 June to Friday 27 June
Semester 2	Term 3 window A	Monday, 4 August to Friday, 8 August
	Term 3 window B	Monday, 15 September to Friday, 19 September
	Term 4	Monday, 3 November to Friday, 14 November

Markers do not need to apply for every window. Applications for Semester 1 (windows 1 to 3) will open in November and Semester 2 (windows 4 to 6) in June. Markers will indicate the windows they are available and their preference. The Authority will endeavour to appoint experienced markers at least once per semester. **New markers will only be considered in Term 4**, which has the largest number of students participating.

Marker training

Experienced markers

For each semester, training will consist of:

- **An online training module including scoring a set of training scripts.** The scores and time taken will be recorded in the system. True scores and commentaries will be provided. This will be available the week before the start of each marking window. Markers will also be provided with prompt specific mini guides to review. Suggested time is 3 hours.

New markers (Term 4)

Training will consist of two components:

- an online training module. This will be available the week before in-person training. Markers will also be provided with on prompt mini guides. Suggested time is 3 hours.
- in-person training at the Authority offices, 303 Sevenoaks Street, Cannington. Time allocated is 4.5 hours.

Home marking

Markers will be expected to mark at least 25 scripts per day, up to a maximum of 75 scripts. Markers can work at any time; however, limited support will be available outside of operational hours (8.30 am to 5.00 pm).

Team leaders

Team leaders are required to work in the Authority's offices during weekdays, Monday to Friday, (8.30 am to 3.00 pm).

Selection criteria

The selection is based on the following criteria:

- relevant teaching qualifications and teaching experience. Teachers of English and literacy are preferred. A strong knowledge of English grammar is essential.
- previous marking performance (OLNA, NAPLAN, WACE).

Payment

The current payment rates are listed below. These rates are aligned to the WA Public Sector General Agreement (PSGA) and will increase with any annual changes to the PSGA rates. Markers are paid by the hour for training and by the script for marking completed at home. Team leaders are paid by the hour.

Table 2: OLNA marker rates (effective July 2023)

Centre leader per hour	\$75.15
Team leader per hour	\$65.28
Marker per hour	\$53.02
Script rate	\$5.80

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 for each semester.
- All markers are required to have a 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 or paid maternity leave from the Department of Education (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 for Semester 1 by Friday, 10 January 2025.

Marker applications for Semester 1 close Friday, 6 December 2024.

For further general information regarding marking, contact: K10_writing@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. An SCN 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 an SCN and **no action** is required by you. If you are unsure whether you have a current SCN, please email screening@education.wa.edu.au.

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

- Access the online application form at www.education.wa.edu.au/screening and click on the Apply Now icon.
- Once you have completed the application, you will need to print and sign your Summary Sheet.
- You will be required to provide 100 points of certified identification. This must be attached to your signed Summary Sheet.
- 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>.