

# **Digital Technologies & Hangarau Matihiko Common Assessment Tasks (DigiCATs) 2021 Administrative Guidelines**

## **Assessment dates**

**Monday 20 September – Friday 1 October 2021**  
**Monday 18 October – Friday 12 November 2021**



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## Section 1: Generic information for Principal's Nominee

### 1. 2021 update

The DigiCATs in 2021 will be delivered in the same way as last year by uploading candidate assessment responses using the [NZQA Schools' Provider Login – Digital Submission Upload](#) link.

We have deferred delivery of DigiCATs using NZQA's digital examination platform until 2022, taking into account the amount of change currently being experienced by the sector.

### 2. Key dates

Date	NCEA Digital Technologies
July 2021	<ul style="list-style-type: none"> <li>Read the NCEA Digital Technologies <a href="#">assessment specifications</a>.</li> <li>Check candidates understand the requirements relating to:               <ul style="list-style-type: none"> <li>saving their work to the school's system</li> <li>sourcing information for assessment.</li> </ul> </li> <li>Check all Digital Examination (DE) flags are set.</li> </ul>
1 August	<ul style="list-style-type: none"> <li>Deadline for schools to advise NZQA of their nominated dates for assessment.</li> </ul>
1 September	<ul style="list-style-type: none"> <li>Final entry data file sent to NZQA.</li> </ul>
13 September	<ul style="list-style-type: none"> <li>Files available for download four days prior to the day of assessment.</li> </ul>
20 September - 1 October and 18 October – 12 November	<ul style="list-style-type: none"> <li><b>Schools assess DigiCATs.</b></li> </ul>
<b>One working day after the assessment</b>	<ul style="list-style-type: none"> <li>Upload all candidate assessment responses to the <a href="#">NZQA Schools' Provider Login – Digital Submission Upload</a> link.</li> </ul>
November - December	<ul style="list-style-type: none"> <li>Candidate responses marked online by NZQA markers.</li> </ul>
January 2022	<ul style="list-style-type: none"> <li>Candidates can view results online, following NCEA results release.</li> </ul>
January - February	<ul style="list-style-type: none"> <li>Reviews and Reconsiderations links open.</li> </ul>

### 3. Candidate entries

Schools are required to submit an entry file with all candidate entries for the DigiCATs to NZQA by 1 September.

For 2021, candidates' entries must be flagged as DE (Digital Examination) and will appear under the *Digital Exams* link on the Key Indicators page via the [NZQA Schools' Provider Login](#).

Note: It was originally planned to run the DigiCAT as a Digital Examination (DE) so entries were flagged as DE, but the decision was subsequently made to retain DigiCAT as a Digital Submission (DS) for 2021. Entry flags need to remain as a DE, rather than reflect the actual assessment method of DS. Having DigiCAT entries flagged as DE will not have any impact on the access to upload files digitally.

Candidate submissions cannot be uploaded if an entry has not been created.

If you experience any issues submitting your entry file, please contact the NZQA Data Management & Learner Records team on 0800 697 296 or [schools@nzqa.govt.nz](mailto:schools@nzqa.govt.nz).

## 4. Derived grades

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A derived grade may be applied for by a candidate who has suffered a temporary illness or impairment, including a physical injury or an emotional trauma, which has seriously impaired the candidate's preparation for or prevented their attendance at the assessment.

The absence or impairment for the candidate must comply with NZQA's Derived Grade [guidelines](#).

A candidate seeking a derived grade applies to NZQA through the school by completing the relevant sections of the [derived grade application form](#).

The derived grade reported by the school must be from pre-existing school-based evidence gathered before the Common Assessment (DigiCATs) was held and be valid, authentic and standard-specific.

## 5. Managing possible breaches

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The purpose of the breaches process for the DigiCATs is to ensure that candidate results are credible. NZQA investigates all possible breaches in these assessments to maintain the integrity of the NCEA qualification.

The school must inform candidates that by saving a response at the end of an assessment session, they verify the work is their own. NZQA may digitally sample candidate work to test its authenticity.

### Who can report a Breach?

A teacher, supervisor, another candidate, NZQA Marker or digital team can identify and report a possible breach to the NZQA Breaches Team. The team will decide if the incident is a potential breach and investigate.

### How to report a Breach?

1. Complete the [Possible Breach of Examination Rules Incident form](#) providing factual, clear and detailed information.
2. The Principal's Nominee emails the form to [breaches@nzqa.govt.nz](mailto:breaches@nzqa.govt.nz)

### How do we investigate?

When the NZQA Breaches Team investigates they:

- contact the candidate for an explanation
- may contact the Principal's Nominee or any other person who can provide relevant information to clarify the reported conduct.

The NZQA Breaches Team then evaluates the evidence and decides the outcome. The candidate can appeal the outcome.

Our investigation process and possible outcomes can be found [here](#).

### What should be reported as a possible breach?

A possible breach reports on incidents that could impact on the credibility of a candidate's result and include submitting inauthentic material or work, failing to follow instructions, demonstrating dishonest or inappropriate practice, or disrupting the assessment. They might be on purpose or accidental.

As examples, the following incidents may impact the credibility of a candidate's result. The list does not cover every situation so if you are unsure, report the possible breach to NZQA.

- A candidate has a cell phone/smart watch or other electronic device on their desk or accessible while working on a limited time, closed book task.
- A teacher notes that most of a submission may have been copied from the internet/exemplar/another source or another candidate.

- A teacher considers that there may have been inappropriate assistance from another person (parent, student, private tutor etc).
- A teacher shares the assessment material(s) with a teacher from another school prior to the assessment session.
- School identifies that a teacher may have provided excessive feedback during the assessment activity.
- A teacher notes that there may have been inappropriate collaboration between candidates that may affect the credibility of the result.
- A candidate has notes in an assessment activity (where these are not permitted).
- A candidate navigates away from the digital platform (where this is not permitted).
- A candidate has accessed the assessment material(s) prior to the assessment session.

**What not to report**

While the conduct described in these examples may warrant school response, they do not affect the credibility of qualifications so are not possible breaches.

- Candidate's cell phone rings from the back of the room during a limited time, closed book task.
- Candidate has a cell phone in their pocket but has not been observed to use it or had an opportunity to access it.
- Teacher notes that some work has minor similarities to material available online.
- Minor communication between candidates in a closed book assessment that is not pertinent to the assessment task.
- Minor disturbance.
- Inappropriate/offensive drawings or language.

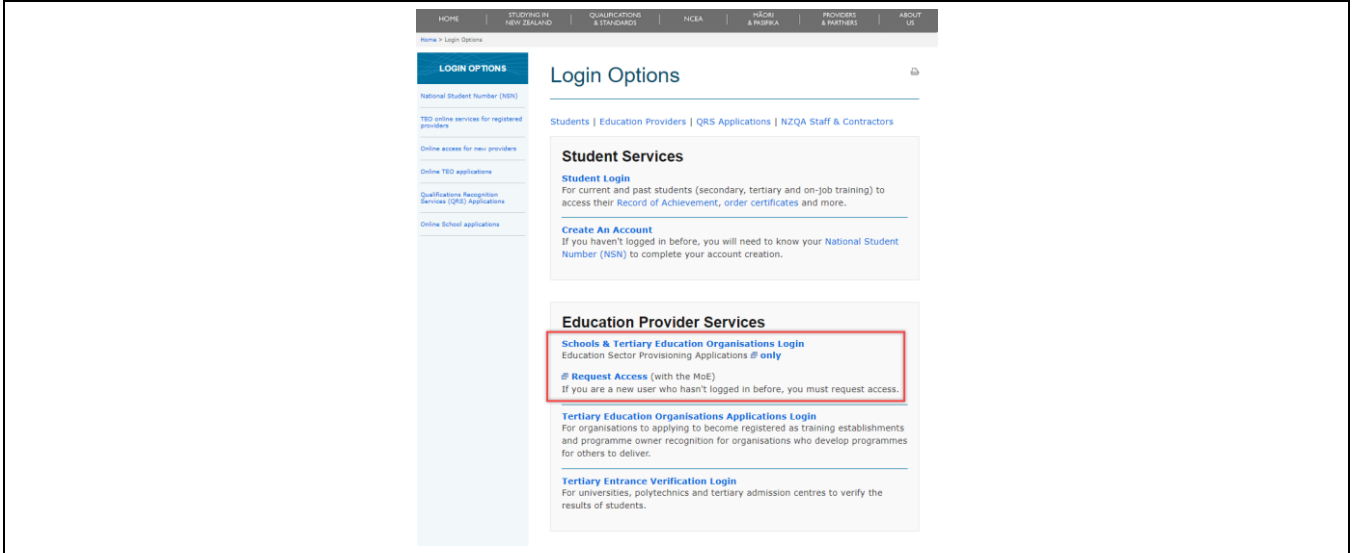
Information giving further details on the [rules and procedures about breaches for external assessment](#) is available.

## 6. Nomination of assessment dates

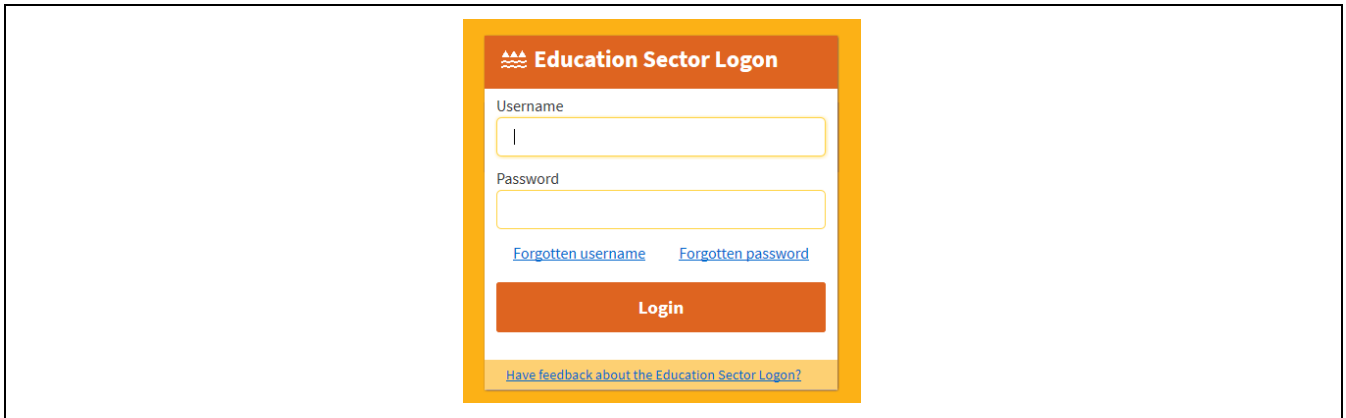
Schools must inform NZQA of their nominated dates to assess the DigiCATs.

All candidates at the same NCEA level must be assessed in one three-hour session at the same time and date.

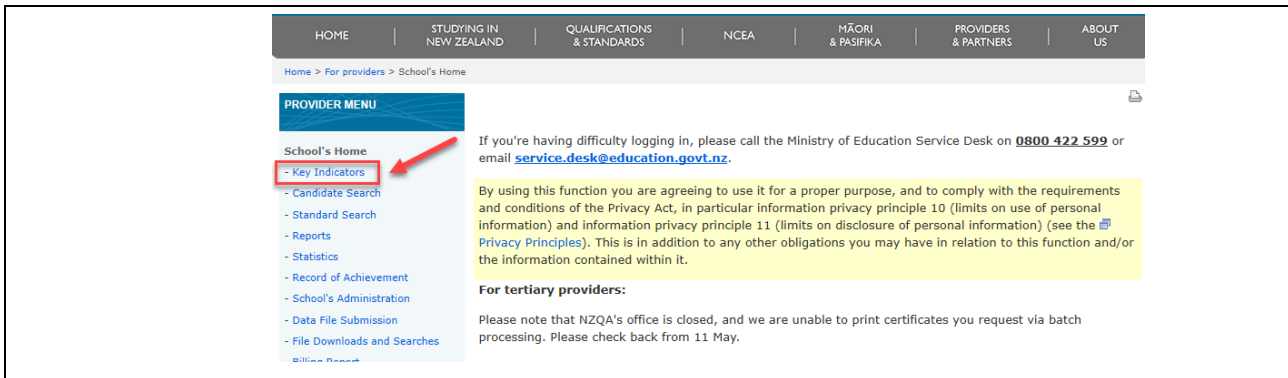
- a. To submit your nominated dates, login through the [NZQA Schools' Provider Login](#) page



- b. Enter your *Username* and *Password* and click *Login*.



- c. Click on *Key Indicators*.



- d. Scroll down to the *Common Assessment Tasks (CATs) Date Nominations* section and click on *Digital Technologies & Hangarau Matihiko*.

Key Indicator Checklist

Data as at: 15 Apr 2020

**Common Assessment Tasks (CATs) Date Nominations**

	Totals
MCAT	0
Digital Technologies & Hangarau Matihiko	0

- e. Review the candidate entries to ensure accuracy.  
 If the entries are correct, click on the 'calendar' icon to select the assessment date then **Save**.  
 If the entries are incorrect, you will need to submit an updated data entry file to NZQA.

Digital Technologies & Hangarau Matihiko

1 results

Session Code	Standard	Total Entries	Enter Date (dd/mm/yyyy)
L1-TECH	91886	19	23/09/2020

Return to Key Indicators Checklist

- f. A confirmation message will pop up. Review the date you've selected and the total entries. Click *Confirm* if correct or *Cancel* to amend.

SESSION CODE	STANDARD(s)	ENTERED DATE
L1-TECH	91886	23/09/2020

CONFIRM CANCEL

- g. You will have access to make changes up until **10 September 2021**. After this date, changes are to be requested by email to [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz).

Digital Technologies & Hangarau Matihiko

Schools are required to choose which date(s) they will assess each of the CAT(s). All candidates at the same level must be assessed in one three hour session at the same time and date. Schools may assess more than one level on one day or choose separate dates for each level. For more information on the assessment period, submission date and administration instructions refer to the [Digital Technologies & Hangarau Matihiko subject page](#).

1 results

Session Code	Standard	Total Entries	Enter Date (dd/mm/yyyy)
L1-TECH	91886	19	23/09/2020

Return to Key Indicators Checklist



## 7. Assessment materials

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Principal's Nominees will be sent a link to download the assessment materials **four days** prior to the day of assessment.

The Principal's Nominee is responsible for:

- downloading the DigiCATs files(s) provided by NZQA
- testing the file(s) prior to each session, and
- distributing the file(s) as required.

If issues occur during the downloading or testing stage, please contact NZQA on 0800 697 296 or [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz).

### **Assessment security**

For the validity of the assessment, all assessment materials provided by NZQA must be kept securely until the day of assessment.

## 8. Late submissions

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Late candidate submissions (one working day after the assessment date and time) can only be made if:

- an email is sent to [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz) by the school's Principal or Principal's Nominee verifying that the late submission(s) was the result of an act of omission on the part of the school and that the candidate(s) has not worked on the submission after the assessment date, and
- the email is sent prior to submitting the work to NZQA.  
**Note:** the subject line of the email will need to include 'Late submission – DigiCATs'.

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the candidate(s) will not be able to submit their work, therefore schools will be required to submit an entry file to NZQA.

NZQA will acknowledge the request and/or provide further instructions where applicable.

## 9. Marking and results entry

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The marking of candidate assessment responses and results entry will be conducted by NZQA.

All candidate results will be available in January 2022 following the release of NCEA results.

## 10. Reviews and reconsiderations

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If a candidate believes their score has been incorrectly entered, they may apply for a Review through their [NZQA Student Login](#).

If a candidate believes their work has not been assessed correctly, they may apply for a Reconsideration through their [NZQA Student Login](#).

NZQA will keep a copy of the marked file until the completion of the Review or Reconsideration process. Candidates are not required to provide a copy of their assessment response for this process.

The Review or Reconsideration outcome will be reported to the candidate in a letter.

More information about the process can be found on the NZQA website:

[www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/](http://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/)

## 11. Assessment feedback

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At the end of the Reconsiderations process, NZQA will publish assessment reports, assessment schedules and exemplars for schools. Although NZQA cannot give individual feedback to a school or to individual candidates, an anonymous online survey will be available to teachers and candidates to complete, in order to provide their feedback on their experience of the assessment. The information gathered from these surveys will help NZQA with the evaluation of assessments.

Any feedback relating to the achievement standards will be made available to the Ministry of Education for review.

## Section 2: Information for the Digital Technology teacher

### 12. Assessment overview

These instructions relate to the following DigiCAT standards:

Standards			Session time
Level 1	91886	Demonstrate understanding of human computer interaction	One three-hour period total
	91887	Demonstrate understanding of compression coding for a chosen media type	
Level 2	91898	Demonstrate understanding of a computer science concept	One three-hour period total
	91899	Present a summary of developing a digital outcome	
Level 3	91908	Analyse an area of computer science	One three-hour period total
	91909	Present a reflective analysis of developing a digital outcome	

Digital Technologies & Hangarau Matihiko Common Assessment Tasks (DigiCATs):

- Schools must nominate days for assessment between:
  - Monday 20 September – Friday 1 October 2021, or
  - Monday 18 October – Friday 12 November 2021.
- Candidates must have one three-hour period to complete the DigiCATs for each session.
- Schools are responsible for ensuring appropriate examination conditions are maintained during the DigiCAT assessment sessions.
- Candidate assessment responses must be uploaded to NZQA for marking via the *Digital Submission Upload* link on the [NZQA Schools' Provider Login](#) page **one working day after** the assessment date.

### 13. Administering the DigiCATs

#### Scheduling

The DigiCATs must be assessed on the chosen days unless circumstances beyond the school's control prevent this from occurring. If an emergency occurs, schools must contact NZQA on 0800 697 296 or [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz).

Candidates must not be given more than one assessment opportunity.

DigiCATs from the current year may not be used to provide practice or preparation for candidates.

#### Special Assessment Conditions

Only candidates with entitlement for special assessment conditions, as approved by NZQA, can be given special assessment conditions.

#### Security of assessment materials

For the validity of the assessment, schools are responsible for ensuring the assessment materials are kept secure and not kept on a drive or device candidates can access before the nominated assessment date.

Schools must ensure staff do not share any of the assessment materials provided by NZQA with teachers from other schools.

## 14. Assessing the DigiCATs

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Schools are responsible for ensuring appropriate examination conditions are maintained during the assessment sessions. School internet or network access does not have to be blocked as NZQA can digitally sample candidate work for authenticity.

### Schools must:

- inform teachers and candidates of the requirements outlined in the assessment specifications well before the DigiCATs assessment dates
- test the link to the *Digital Submission Upload* link
- ensure candidates understand that, by saving a file to the school's folder, the candidate is verifying that the response is their own work
- ensure candidates for 91899 and 91909 can access their digital outcome
- supervise each assessment session to ensure candidates
  - work individually
  - do not have access to hard-copy course resources or notes
- ensure candidates follow the instructions for labelling the front page of their papers to include the:
  - school code
  - 9-digit National Student Number (NSN), and
  - standard number file name
 (e.g. 0891-123456789-91887)
- record attendance/submissions of candidates at each assessment (save a copy in a secure place)
- ensure all candidate assessment responses are saved using the [file naming conventions](#):
- upload assessment responses to NZQA
- provide a link or access to the candidate's digital outcome, if requested by NZQA
- make a copy of the candidate's assessment response accessible should the candidate request it
- securely retain copies of the candidates' assessment responses until the completion of the Reviews and Reconsiderations process.

### Information for candidates

Prior to and at the beginning of each assessment session, the supervisor must present the following messages to candidates being assessed for:

#### Standards Level 1 91886, 91887, Level 2 91898 and Level 3 91908

- By saving your response at the end of this assessment, you are verifying that this work is your own.
- NZQA may digitally sample your work to test authenticity.
- Only work keyed directly by you into your computer or device during the assessment session may be used by you to complete your assessment response.
- Candidates for 91886 may copy and paste screenshots (snip) from the video resources provided.
- Candidates for 91887, 91898 and 91908 may (where resources are provided in the paper) take screen shots or snips to support their answers. They must not use any other hardcopy or online course resources, or internet screenshots or notes of any type, to complete these assessments

### Standards Level 2 91899 and Level 3 91909

- The digital outcome to which you refer must be an outcome produced by you, within the last 12 months.
- Only work directly keyed by you into your computer or device during the assessment session may be used in your assessment response. You may access your digital outcome to copy and paste into the response.
- You may not use hard copy or online course resources, or notes of any type, to complete this assessment.
- You may not access internet resources, except the CAT and your digital outcome (if the outcome is web based or saved on the internet).

By saving your response at the end of this assessment, you are verifying that this work is your own. NZQA may digitally sample your work to test authenticity.

## 15. Preparing individual submissions

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Detailed instructions about uploading work for digital submission are available in [Appendix C](#).

For information about the digital external submission process please phone 0800 697 296; ask to speak to the Digital External Submission Administrator or send an email to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz).

## 16. Enquiries

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Please refer any enquiries relating to these instructions to:

Sue Lynch

National Assessment Facilitator for Digital Technologies

Secondary Examinations

Phone: 04 463 4292

Email: [Sue.Lynch@nzqa.govt.nz](mailto:Sue.Lynch@nzqa.govt.nz)

Technology Business Liaison Officer

Operations & Logistics

Phone: 0800 697 296

Email: [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz)

## Appendix A: Supervision guidelines

### Before the assessment day(s), the

- **Principal's Nominee must:**
  - check candidates have been entered into the correct standards and an updated data entry file has been submitted to NZQA by 1 September
  - ensure that evidence is held for derived grades and unexpected event grades
  - ensure all files have been downloaded and tested
  - provide the supervisor with a copy of these instructions.
- **Teacher/Supervisor must:**
  - talk to the Principal's Nominee and check that all files are downloaded.
  - check that the video file plays on the computer.

### Start of the assessment

Check that:

- the room has enough desks for the assessment. Arrange desks 1.5 metres apart, in all directions, to ensure the teacher/supervisor(s) can move easily down and along rows and not allow candidates to view one another's work.

There should also be space at the back of the room for the teacher/supervisor(s) to move behind candidates.

- the room has a whiteboard/blackboard to record:
  - the time elapsed
  - an example of the **header** to include the
    - school code
    - 9-digit National Student Number (NSN), and standard number file name (e.g. 0000-123456789-91887)
  - an example of the file naming convention for saving **candidates work**, to include one of the following.

Candidates work	File naming convention
[NSN].pdf	345678912.pdf
[Surname]-[First name].pdf	Franklin-Janice.pdf
[NSN]-[Surname]-[First name].pdf	345678912-Franklin-Janice.pdf

- the room has a working clock
- the room has all posters and charts relating to technology removed from the walls or covered up
- there are signs outside the room advising other students and school staff that assessments are on and asking for them to be quiet.

### Effective supervision of candidates

- Supervision of candidates starts before they enter the room.
- Assembling candidates outside the room is a first step. It may be helpful to have a list outside showing each of the candidates who are in that room.
- Bring candidates into the room in an orderly manner about 10 minutes before the start time.
- When all candidates are seated, begin reading the Pre-Assessment Instructions aloud.

- Be alert to candidates arriving late.
- Check that each candidate has a clear plastic bag or a 'see-through' pencil case containing only essential or permissible items for the assessment.
- Keep a close eye on candidates from the BACK of the room and by moving along rows from time to time.
- Mark the 'time remaining' off the whiteboard/ blackboard every 15 minutes.
- Record absentees to keep a record of candidates that completed the assessment.

## Appendix B: Pre-assessment instructions

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### Remind candidates that:

- any other electronic device (except for their computer/laptop) that can store, communicate and/or retrieve information and includes all cell phones and watches of any type (digital or analogue) MUST be turned off and remain in their bags. All bags are stored away from the desks.
- only essential or permissible items for the assessment are allowed on the desk, these may be in a see-through pencil case or clear plastic bag.

### Before the start of the assessment read these in a clear voice so that everyone can hear:

Listen carefully and follow all instructions.

- **DO NOT** open your task or type anything until you are told to begin.
- Cell phones, watches and calculators can only be in the assessment room inside your bag and must be turned off.
- You must not have any unauthorised material such as notes, paper or books with you or in any pocket.
- You must not talk or communicate with, or disturb any other candidates.
- You must look at your own screen only.
- If you need anything such as the toilet or are feeling ill, raise your hand.
- The assessment is one three-hour period total. No one can leave the room without permission. You will be told when there are 15 minutes left. No one can leave in the last 15 minutes. The official time is taken from this clock.
- You must type your school code, 9-digit National Student Number (NSN) and standard number into the header at the top of the page. (If your NSN is 10 digits, omit the leading zero).  
Ensure you enter the details in this format '0000-123456789-91887' as shown on the whiteboard/blackboard).  
**DO NOT** include your name in the header.
- If you finish early, save your work using one of the file naming conventions shown on the whiteboard, remain seated and raise your hand.
- At the end of the assessment, save your work using one of the file naming conventions as shown on the whiteboard/blackboard), remain seated and silent.
- Power banks must be kept in your bag. If you need to use the power bank, raise your hand.
- Put your hand up if there any questions.

### (At the start time say)

- Open your task. If you find any errors in the file(s) put up your hand.
- It is .... am/pm. You may begin.

### The Last 15 Minutes' Announcement

"You have 15 minutes left. No one may leave the assessment room".



## Appendix C: Digital submission of candidates' work

### Topics covered in this appendix

1. File naming conventions
2. Recommended browsers
3. Accessing the digital submission upload page
4. Uploading files using the Candidates' page
5. Uploading candidates' files using the standards page
6. Replacing candidates' files
7. Uploading candidates' files over 200MB (Google account is required to upload files over 200MB)
8. Other information

### File naming conventions

You must use the following naming conventions in order to upload candidates work to NZQA.

#### Candidates' work

Use one of the three file naming conventions for the candidates work to be submitted:

Candidates work	File naming convention
[NSN].pdf	345678912.pdf
[Surname]-[First name].pdf	Franklin-Janice.pdf
[NSN]-[Surname]-[First name].pdf	345678912-Franklin-Janice.pdf

#### Candidates file names must:

- match the entry files submitted to NZQA
- contain no spaces.

Any errors in the filename will result in a failed transfer of files. An error message will be displayed showing the error type.

The error messages can be retained by downloading the CSV file prior to navigating away from the standards page ([examples of errors and how to export an error message](#)).

### Recommended browsers

We recommend that you use one of the following browsers to submit candidates work.



**Chrome**



**Firefox**



**Microsoft Edge**

## Accessing the digital submission upload page

Follow these instructions to upload candidates work.

1. Log into the [NZQA Schools' Provider Login](#).
2. Click *Digital Submissions Upload* from either *School's Home* or *General Security Features*.

The screenshot shows the 'PROVIDER MENU' on the left with 'Digital Submission Upload' highlighted. The main content area is titled 'Status of Submission Data' and includes 'General Security Features' with 'Digital Submission Upload' highlighted. Other sections include 'Moderation', 'Education Sector Login (ESL)', 'Results Entry', and 'Provisional results entry'.

A list of the subjects that your school has entries for and where digital submissions are accepted will be displayed.

3. Click on the subject required.

The screenshot shows the 'Standard Search' results page. It displays a table with the following data:

Subject	Entries
<a href="#">Design and Visual Communication</a>	122
<a href="#">Technology</a>	91
<a href="#">Visual Arts</a>	199

3 subjects were found.

A list of the standards where digital submissions are accepted will be displayed.


4. Click on the standard required.

Technology Standards			
Code	Assessed	Level 1 Standards	Candidates
<a href="#">91886</a>	External	Demonstrate understanding of human computer interaction	21
<a href="#">91887</a>	External	Demonstrate understanding of compression coding for a chosen media type	35
Code	Assessed	Level 2 Standards	Candidates
<a href="#">91898</a>	External	Demonstrate understanding of a computer science concept	16
<a href="#">91899</a>	External	Present a summary of developing a digital outcome	10
Code	Assessed	Level 3 Standards	Candidates
<a href="#">91636</a>	External	Demonstrate understanding of areas of computer science	9

5 standards were found.

A list of the candidates with entries for the selected standard will be displayed.

5. If the candidates are not listed on the page, you will need to submit a data file to create the entry.

 Candidates Entered in 91886 -

Standard:	<b>91886</b>
Subject:	<b>Technology</b>
Title:	<b>Demonstrate understanding of human computer interaction</b>
Assessment:	<b>External</b>

Candidate Name	NSN	Version	Result Date	Credits	Consent to	Ext	Ext	Course
			Complete	Achieved	Assess	Org	Loc	
Andrews, Jakob <a href="#">Upload File</a>	<a href="#">123456789</a>	1						Digital Media
Connors, Beth <a href="#">Upload File</a>	<a href="#">234567891</a>	1						Digital Media
Franklin, Janice <a href="#">Upload File</a>	<a href="#">345678912</a>	1						Digital Media
Mathers, Michelle <a href="#">Upload File</a>	<a href="#">456789123</a>	1						Digital Media
Paulson, Andrew <a href="#">Upload File</a>	<a href="#">567891234</a>	1						Digital Media
Pluto, Jack <a href="#">Upload File</a>	<a href="#">567891235</a>	1						Digital Media

## Uploading files using the Candidates' page

1. Click *Upload File* to access an individual candidates page.

Candidates Entered in 91886 -

Standard: 91886  
Subject: Technology  
Title: Demonstrate understanding of human computer interaction  
Assessment: External

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

Candidate Name	NSN	Version	Result	Date Complete	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course
Andrews, Jakob Upload File	123456789	1							Digital Media
Connors, Beth Upload File	234567891	1							Digital Media
Franklin, Janice Upload File	345678912	1							Digital Media
Mathers, Michelle Upload File	456789123	1							Digital Media
Paulson, Andrew Upload File	567891234	1							Digital Media
Pluto, Jack Upload File	567891235	1							Digital Media

2. Click *Add files...* to open your school local drive.
3. Check that the candidates' file(s) to be transferred/uploaded are for the correct standard and match the candidates' details.
4. Select the candidates file(s) and either double click or click *Open* from the drive. Alternatively, select the file(s) and drag and drop to the *Upload files for Submissions* window.

Upload files for External Submissions

Candidate NSN: 345678912  
Candidate Name: Franklin, Janice  
Standard: 91886  
Subject: Technology  
Title: Demonstrate understanding of human computer interaction  
Assessment: External

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

File Name	Original File Name	Size	Upload At

File Explorer: This PC > Desktop > DES > pdfs > 91886

Name	Date modified	Type	Size
123456789-Andrews-Jakob.pdf	25/07/2020 9:46 PM	Adobe Acrobat Docu...	58 KB
234567891-Connors-Beth.pdf	13/06/2020 4:19 PM	Adobe Acrobat Docu...	724 KB
345678912-Franklin-Janice.pdf	17/06/2020 9:45 AM	Adobe Acrobat Docu...	82 KB
456789123-Mathers-Michelle.pdf	19/07/2020 2:19 PM	Adobe Acrobat Docu...	71 KB
567891234-Paulson-Andrew.pdf	23/07/2020 3:06 PM	Adobe Acrobat Docu...	135 KB
567891235-Pluto-Jack.pdf	0/07/2020 4:52 PM	Adobe Acrobat Docu...	7 KB

✓ If the file transfer is successful, the file name will be displayed.

✗ If there is an error with the file(s), the message panel will identify the file(s) that contain the error and a brief description of the validation error.

### Example if there is an error with matching the file name:

*Error matching file name, please review below: Export to CSV*

- *File 345678912-Janice-Franklin.docx doesn't match with any candidate(s) information on this page.*

You will need to check the file name and re-name if necessary (refer to the naming conventions).

Click *Cancel Upload and clear the list*, then follow the file upload steps above to re-upload the candidates file(s).

✓

Upload files for External Submissions

---

Candidate NSN: **345678912**

Candidate Name: **Franklin, Janice**

Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

Add files...
Start Upload
Cancel upload and clear the list

File Name	Original File Name	Size	Upload At
File "345678912-Franklin-Janice.pdf" is ready to upload			

✗

Upload files for External Submissions

---

Candidate NSN: **345678912**

Candidate Name: **Franklin, Janice**

Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

Error matching file name, please review below: [Export to CSV](#)

File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page

Add files...
Start Upload
Cancel upload and clear the list

File Name	Original File Name	Size	Upload At

The details displayed in the error message can be exported by clicking the *Export to CSV* link. This function is particularly useful when there are several errors displayed, as the error message will disappear when the page is refreshed.

A	
1	Digital Submissions Upload Error Messages
2	File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page.
3	File 456789123-Mathers-Michelle.pdf doesn't match with any candidate(s) information on this page.
4	File 567891235-Pluto-Jack.pdf doesn't match with any candidate(s) information on this page.

**Example if there is a file size over 200MB:**

*File size 345678912.PDF is over the 200MB limit. Please re-submit the file by clicking here.*


You will need to re-submit the file via a [Google form](#).

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
					Complete	Achieved	Assess	Org	Loc
Franklin, Janice	<b>345678912</b>	1							
<div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>File size <b>(345678912.pdf)</b> is over the 200 MB limit. Please, re-submit the file by <a href="#">clicking here</a>.</p> </div>									

5. Click *Start Upload* to upload the file(s).

A progress bar will appear to show the file(s) are loading, and upon a successful upload a confirmation green bar will be displayed. The details of the file(s) shown are:

- a. the NZQA generated filename
- b. the original filename
- c. the size of the file
- d. the upload date and time.


Upload files for External Submissions

---

Candidate NSN: **345678912**

Candidate Name: **Franklin, Janice**




Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

---

 Add files...
 Start Upload
 Cancel upload and clear the list

---

File Name	Original File Name	Size	Upload At
1234-345678912-Franklin-Janice.pdf	345678912-Franklin-Janice.pdf	150 KB	Jul 2, 2020 12:56:52 PM

File upload successful.

## Uploading candidates' files using the standards page

- To upload candidates file(s) for a standard, select the standard required on the subject standards page.

Technology Standards			
Code	Assessed	Level 1 Standards	Candidates
<a href="#">91886</a>	External	Demonstrate understanding of human computer interaction	21
<a href="#">91887</a>	External	Demonstrate understanding of compression coding for a chosen media type	35
Code	Assessed	Level 2 Standards	Candidates
<a href="#">91898</a>	External	Demonstrate understanding of a computer science concept	16
<a href="#">91899</a>	External	Present a summary of developing a digital outcome	10
Code	Assessed	Level 3 Standards	Candidates
<a href="#">91636</a>	External	Demonstrate understanding of areas of computer science	9

- A list of the candidates with entries for the selected standard will be displayed.

Candidates Entered in 91886 -									
Standard: 91886									
Subject: Technology									
Title: Demonstrate understanding of human computer interaction									
Assessment: External									
<a href="#">Add files...</a> <a href="#">Start Upload</a> <a href="#">Cancel upload and clear the list</a>									
Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Andrius, Jakob <a href="#">Upload File</a>	123456789	1							Digital Media
Connors, Beth <a href="#">Upload File</a>	234567891	1							Digital Media
Franklin, Janice <a href="#">Upload File</a>	345678912	1							Digital Media
Mathers, Michelle <a href="#">Upload File</a>	456789123	1							Digital Media
Paulson, Andrew <a href="#">Upload File</a>	567891234	1							Digital Media
Pluto, Jack <a href="#">Upload File</a>	567891235	1							Digital Media

- Click *Add files...* to open your school local drive.

- Check the files are for the selected standard.
- Select specific or all candidates file(s) from the drive and either click *Open* or drag and drop the files to the *Upload files for Submissions* window.

Candidates Entered in 91886 -									
Standard: 91886									
Subject: Technology									
Title: Demonstrate understanding of human computer interaction									
Assessment: External									
<a href="#">Add files...</a> <a href="#">Start Upload</a> <a href="#">Cancel upload and clear the list</a>									
Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Andrius, Jakob <a href="#">Upload File</a>	123456789	1							Digital Media
Connors, Beth <a href="#">Upload File</a>	234567891	1							Digital Media
Franklin, Janice <a href="#">Upload File</a>	345678912	1							Digital Media
Mathers, Michelle <a href="#">Upload File</a>	456789123	1							Digital Media
Paulson, Andrew <a href="#">Upload File</a>	567891234	1							Digital Media
Pluto, Jack <a href="#">Upload File</a>	567891235	1							Digital Media

Open

← → ↑ ↓ ↻ 🔍 This PC > Desktop > DES > pdfs > 91886

Organize New folder

Name	Date modified	Type	Size
123456789-Andrius-Jakob.pdf	21/07/2020 3:46 PM	Adobe Acrobat Docs...	58 KB
234567891-Connors-Beth.pdf	13/02/2020 4:11 PM	Adobe Acrobat Docs...	724 KB
345678912-Franklin-Janice.pdf	17/06/2020 9:45 AM	Adobe Acrobat Docs...	82 KB
456789123-Mathers-Michelle.pdf	17/07/2020 2:59 PM	Adobe Acrobat Docs...	71 KB
567891234-Paulson-Andrew.pdf	21/07/2020 3:46 PM	Adobe Acrobat Docs...	115 KB
567891235-Pluto-Jack.pdf	6/07/2020 4:52 PM	Adobe Acrobat Docs...	7 KB

File name:

Tools All Files (\*.\*)

- As each file is transferred/uploaded, a progress bar will appear, and confirmation of the successful file(s) upload will be shown.

- If there are any errors with the file(s), the message panel will identify the file(s) that contain the error and a brief description of the validation error.



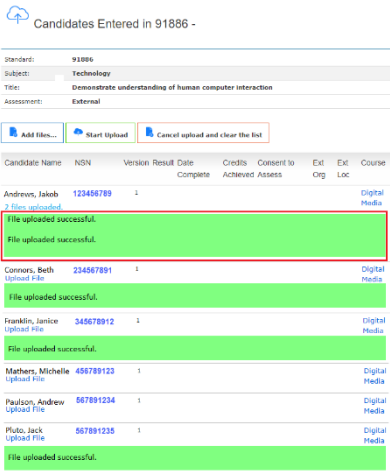
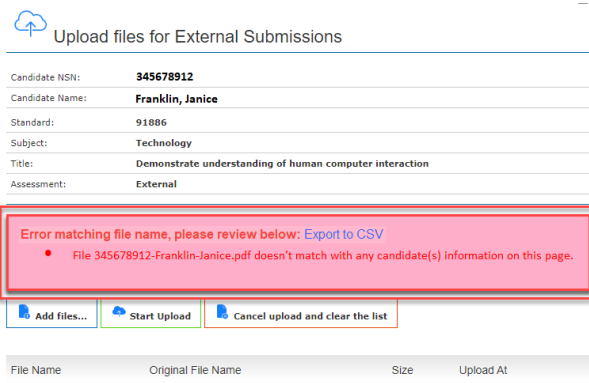
**Example if there is an error matching the file name:**

*Error matching file name, please review below: Export to CSV*

- File 345678912-Janice-Franklin.docx doesn't match with any candidate(s) information on this page
- There are 2 candidates with information matching this file. Please rename the file to make it unique. E.g. include NSN.

You will need to check the file name(s) and re-name if necessary. Refer to the [file naming conventions](#).

Click *Cancel Upload and clear the list*, then follow the file upload steps above to re-upload the candidates file(s).

											
											
<p>The details displayed in the error message can be exported by clicking <i>Export to CSV</i>. This function is particularly useful when there are several errors displayed, as the error message will disappear when the page is refreshed.</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30px;"></th> <th style="width: 80%;">A</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Digital Submissions Upload Error Messages</td> </tr> <tr> <td style="text-align: center;">2</td> <td>File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>File 456789123-Mathers-Michelle.pdf doesn't match with any candidate(s) information on this page.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>File 567891235-Pluto-Jack.pdf doesn't match with any candidate(s) information on this page.</td> </tr> </tbody> </table>			A	1	Digital Submissions Upload Error Messages	2	File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page.	3	File 456789123-Mathers-Michelle.pdf doesn't match with any candidate(s) information on this page.	4	File 567891235-Pluto-Jack.pdf doesn't match with any candidate(s) information on this page.
	A										
1	Digital Submissions Upload Error Messages										
2	File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page.										
3	File 456789123-Mathers-Michelle.pdf doesn't match with any candidate(s) information on this page.										
4	File 567891235-Pluto-Jack.pdf doesn't match with any candidate(s) information on this page.										



**Example if there is a File size over 200MB:**

*File size 345678912.docx is over the 200MB limit. Please re-submit the file by clicking here.*

You will need to re-submit the file via a [Google form](#).

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Franklin, Janice	345678912	1							
<a href="#">Upload File</a> File size <b>(345678912.pdf)</b> is over the 200 MB limit. Please, re-submit the file by <a href="#">clicking here</a> .									

4. Refresh the Standards page to view the files uploaded per candidates.

Candidates Entered in 91886 -

---

Standard: 91886

Subject: Technology

Title: Demonstrate understanding of human computer interaction

Assessment: External

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Andrews, Jakob	123456789	1							Digital Media
2 files uploaded.									
Connors, Beth	234567891	1							Digital Media
1 file uploaded.									
Franklin, Janice	345678912	1							Digital Media
1 file uploaded									

## Replacing candidates' files

For candidate files that need to be replaced, this needs to be completed by the submission date using either the individual or bulk upload instructions shown above.

The naming convention of the replacement file must be an exact match to the original file.

### Example

Original file name	Replacement file name
345687912-Franklin-Janice.docx	345687912-Franklin-Janice.docx

1. To check the replacement file(s) have uploaded successfully, click on the link below the candidate's name to view the candidates file details.

Candidates Entered in 91886 -

Standard: 91886  
 Subject: Technology  
 Title: Demonstrate understanding of human computer interaction  
 Assessment: External

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

Candidate Name	NSN	Version	Result Date	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course
Andrews, Jakob	123456789	1						Digital Media
Connors, Beth	234567891	1						Digital Media
Franklin, Janice	345678912	1						Digital Media

2. The file details will show the date and time of the most recent upload.

**Before**

Upload files for External Submissions

Candidate NSN: 345678912  
 Candidate Name: Franklin, Janice  
 Standard: 91886  
 Subject: Technology  
 Title: Demonstrate understanding of human computer interaction  
 Assessment: External

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

File Name	Original File Name	Size	Upload At
1234-345678912-Franklin-Janice.pdf	345678912-Franklin-Janice.pdf	150 KB	Jul 2, 2020 1:34:41 PM
1234-345678912-Franklin-Janice.docx	345678912-Franklin-Janice.docx	84 KB	Jul 2, 2020 1:34:41 PM

**After**

File Name	Original File Name	Size	Upload At
1234-345678912-Franklin-Janice.pdf	345678912-Franklin-Janice.pdf	150 KB	Jul 2, 2020 1:34:41 PM
1234-345678912-Franklin-Janice.docx	345678912-Franklin-Janice.docx	84 KB	Jul 2, 2020 1:42:21 PM

## Uploading candidates' files over 200MB

An error message will be displayed if the upload of a candidate's submission file over 200MB is attempted. The message will direct you to upload the candidate's file via an online Google form.

You must have an existing Google account before you can access the Google form.

If you do not have a Google account, please create a one when prompted on screen or refer to the instructions on [how to create an account](#).

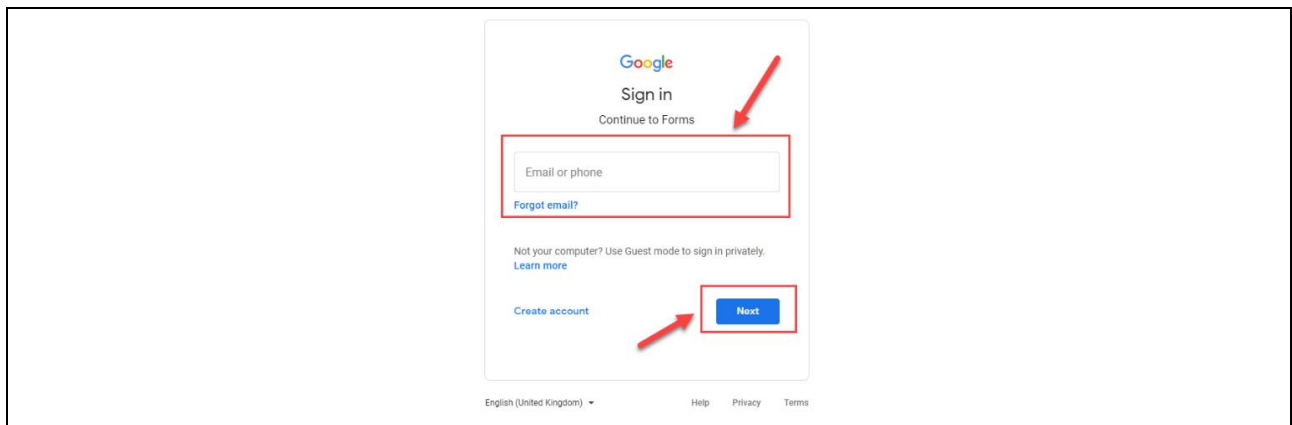
### Example

Candidate Name	NSN	Version	Result Date	Credits Complete	Consent to Achieved Assess	Ext Org	Ext Loc	Course
Franklin, Janice	345678912	1						
<div style="border: 2px solid red; padding: 5px;">                     File size <b>(345678912.pdf)</b> is over the 200 MB limit. Please, re-submit the file by <a href="#">clicking here</a>.                 </div>								

- From the error message, select the *clicking here* link to open the Google form.

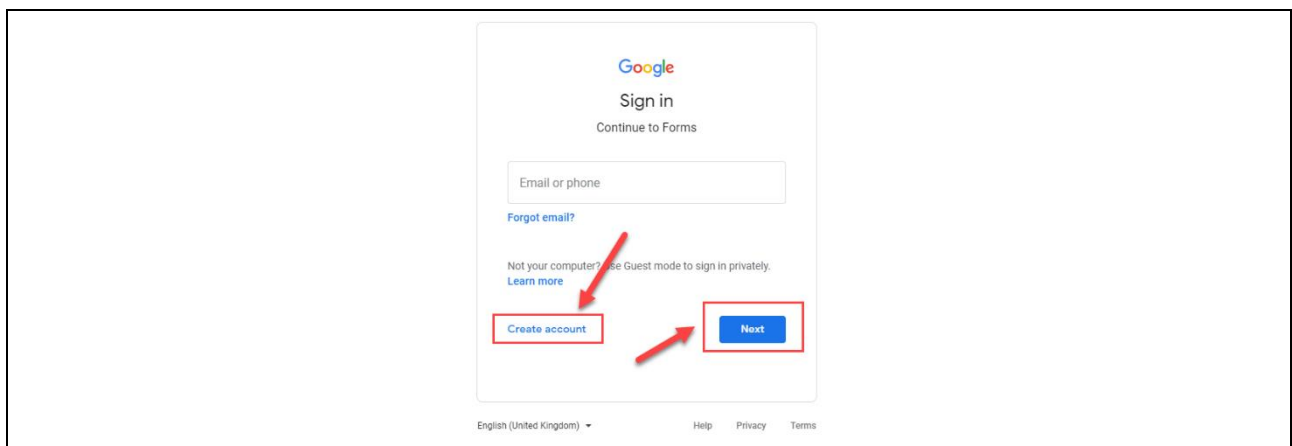
**Note:** the form will only appear if your school has a Google account.

- If you have a Google account, login using your credentials (if prompted).



- If you do not have a Google account, click on *Create account* and follow the instructions.

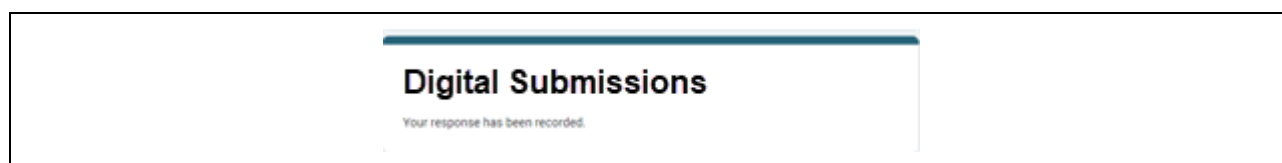
The Google form will be available once the account is created.



Complete the Google form by entering the relevant details into each field. All fields are mandatory.

2. Click *Add File* and upload the candidate's submissions from your school local drive.
3. Check the candidate's details are correct.
4. Click the *Submit* button.

Once submitted, a receipt of the submission will be sent to the email address provided on the Google form.



## Other information

1. The organisation of files in the school's local submission folder(s) is managed by schools.
2. It is recommended schools check that all expected uploads have occurred.
3. It is recommended that schools keep a secure copy of the candidates' submissions until the end of March 2022.
4. It is recommended that the candidate keeps a personal copy of their submission until the end of March 2022.
5. NZQA will store a copy of the submissions and marked files for security and reference purposes.
6. NZQA will delete the candidates' submission and marked files after 30 June 2022.