Instructions for
NZ Scholarship Drama
Digital External Assessment Submission 2020

These instructions apply to the submission of digital recordings for NZ Scholarship Drama assessments.

Principals' Nominees should read these instructions before beginning to process candidate recording files for submission to NZQA.

SECTION ONE: GENERIC INFORMATION FOR PRINCIPAL'S NOMINEE

1. Key dates
2. Mode of assessment
3. Authenticity
4. Digital submissions (change from 2019)
5. Preparing digital submissions
6. Enquiries

APPENDICES – DIGITAL EXTERNAL SUBMISSIONS

Appendix A: Digital external submission instructions (change from 2019)
Appendix B: Create a Google account (only required for uploading files over 200MB)

SECTION ONE: GENERIC INFORMATION FOR PRINCIPAL'S NOMINEE

1. Key dates

9 September 2020	Final entry data sent to NZQA.
By 5.00 pm Thursday 19 November (one working day after **NZ Scholarship Drama examination)**	ALL NZ Scholarship Drama candidate recordings must be uploaded to the NZQA *Digital External Submission Upload* page in the NZQA Schools' Provider Login. **Late submissions will not be accepted.**
February 2021	Candidates can view results online, following NZ Scholarship results release.

2. Mode of assessment

The mode of assessment for NZ Scholarship Drama Performance Assessment is by submitted digital upload for recorded performances and justifications to camera.

Note: The candidate annotated scripts and signed Authenticity Declarations will be sent in hard copy to NZQA by the Exam Centre Manager (ECM).

Teachers and Principal Nominees are expected to be familiar with the Assessment Specifications and the Scholarship Drama Examination Requirements for the current year.

3. Authenticity

The recording takes place in the examination room in the presence of a supervisor.

The supervisor will confirm that the candidate's national student number (NSN) is correct at the beginning of the examination.

After the examination concludes, the candidate needs to sign the Authenticity Declaration. They may also sign the Permission to Publish Student Evidence section if they choose to do so.

The hard copy annotated scripts for Parts 1 and 2 are to be handed to the supervisor before the candidate leaves the examination room.

4. Digital submissions (change from 2019)

See Appendix A and Appendix B for detailed instructions about uploading work for digital submissions.

Note: There is a slight variation in the process for uploading submissions over 200 MB, these are to be submitted using a Google Form. Schools without a Google account will need to create one using the instructions provided in Appendix B.

For further 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.

5. Preparing digital submissions

Prior to the examination, schools must ensure that the candidates are aware of the full requirements of the [NZ Scholarship Drama assessment specifications](#).

Part 1: Text-based performance

The FIVE minute recording must include the candidates' oral introductory analysis and text-based performance.

(a) The oral introductory analysis must be no more than ONE and a HALF minutes in duration.

(b) The performance extract must explain the following by an established playwright:

- the significance of the extract in the play
- interpretive choices and performative intentions.

Part 2: Self-devised piece performance

The piece must include:

(a) A self-devised performance of no more than SIX minutes in duration that is significantly different to the selection made in Part 1 which:

- identifies the chosen theorist, theatre practitioner, or theatre company
- supplies a rationale for the work
- explains creative and performative choices.

Part 3: Impromptu performance

The recording must include:

(a) A performance where the candidate is to demonstrate the ability to control and discuss the elements of drama in a new context.

(b) Be no more than SIX minutes in duration (includes planning, performance and justification).

Submission of recordings

All recordings must be submitted in mp4 format.

The ECM or supervisor will either save the recording to the agreed drive or give the recording devices containing the candidate performances to the Exam Centre's Principal's Nominee.

Where the enrolling school is not the exam centre, the enrolling school's Principal's Nominee is responsible for uploading the recordings to NZQA using the *Digital External Submission Upload* link.

6. Enquiries

Please refer any queries relating to this information to:

School Relationship Manager
Telephone: 04 463 3000
Email: firstname.surname@nzqa.govt.nz

APPENDIX A – DIGITAL EXTERNAL SUBMISSIONS INSTRUCTIONS (change from 2019)

Overview

NZQA has developed a simplified and straightforward online submission process for use in 2020. This process allows schools to upload files to NZQA by selecting or dragging and dropping them to the *Digital External Submission Upload* page in the NZQA Schools' Provider Login. Schools have the option to bulk upload their candidate files per standard or upload them individually.

The *Digital External Submission Upload* link is available to schools from 14 September 2020. Schools will have immediate visibility of the candidate files submitted.
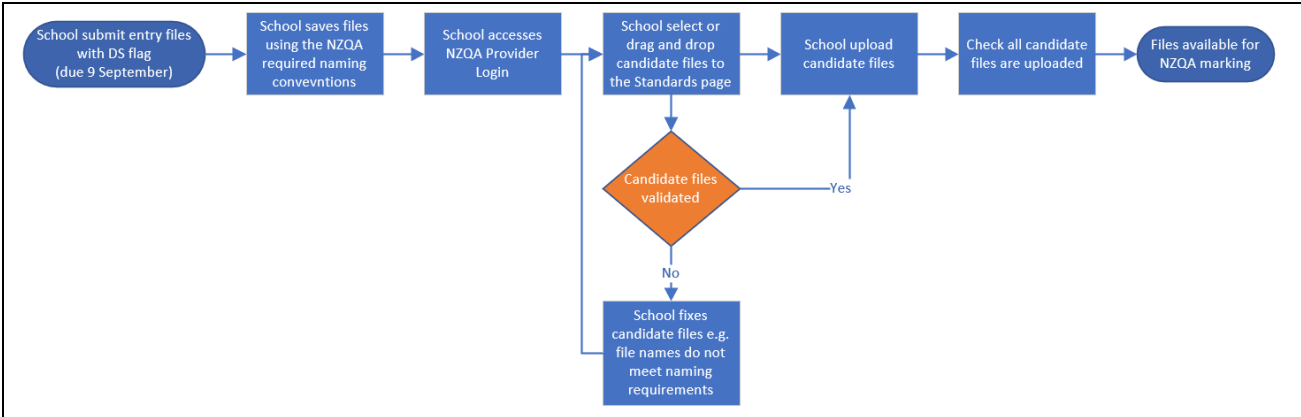
Entries

- Schools must flag relevant entries as DS (Digitally Submitted) for all students who are submitting work digitally.
- Schools must complete the entry process for each submission, due 9 September 2020, as per the NZQA Key Dates calendar.
- Entries are essential for submission. Submission is completed via a page that records the entry information held at the enrolling school. If schools do not have access to the candidate entry information, then they can't submit. If the exam centre is not the enrolling school, then the enrolling school must be contacted to arrange submission.

File naming conventions

Before submitting candidate work, schools must ensure the candidate file(s) are named following any one of the three naming conventions:

Naming convention	Example
[NSN].mp4	345678912.mp4
[Surname]-[First name].mp4	Franklin-Janice.mp4
[NSN]-[Surname]-[First name].mp4	345678912-Franklin-Janice.mp4

Candidate 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 and one or more error messages could be displayed. The error messages can be retained by downloading the CSV file prior to navigating away from the standards page (see page 8 for details on errors).

Recommended browsers

The recommended browsers for the Digital External Submission uploads are Chrome, Firefox and Microsoft Edge.
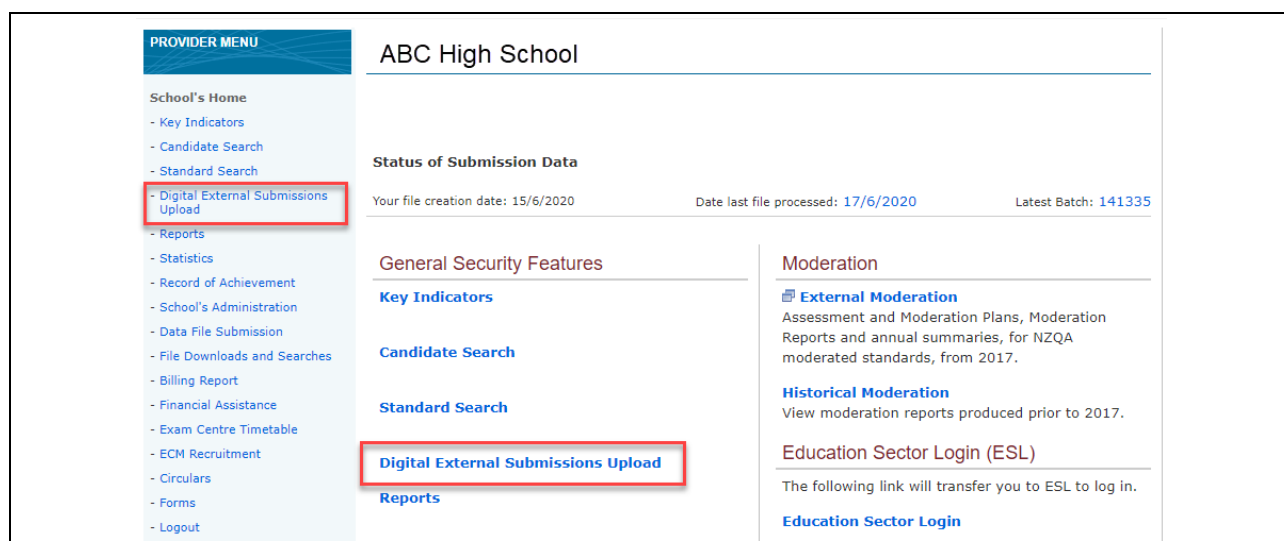
Topics covered in this section to upload candidate digital external submission files

1. Access the digital external submission upload page
2. Upload files using the candidates' page
3. Upload candidate files using the standards page
4. Replace candidate files
5. Upload candidate files over 200 MB
6. Other information for digital submissions

Access the digital external submission upload page

Follow these instructions to upload candidate digital external submission files.

1. Log into the NZQA Schools' Provider Login.

2. Click *Digital External Submissions Upload* from either *School's Home* or *General Security Features*.

3. A list of the subjects the school has entries and where digital external submissions are accepted will be displayed. Click on the subject required.

4. A list of the standards where digital external submissions are accepted will be displayed. Click on the standard required.

Technology Standards

Code	Assessed	Level 1 Standards	Candidates
91886	External	Demonstrate understanding of human computer interaction	21
91887	External	Demonstrate understanding of compression coding for a chosen media type	35

Code	Assessed	Level 2 Standards	Candidates
91898	External	Demonstrate understanding of a computer science concept	16
91899	External	Present a summary of developing a digital outcome	10

Code	Assessed	Level 3 Standards	Candidates
91636	External	Demonstrate understanding of areas of computer science	9

5 standards were found.

5. A list of the candidates with entries for the selected standard will be displayed. If the candidate is not listed on the page, the school will need to submit a data file to create the entry.

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

Upload files using the candidates' page

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

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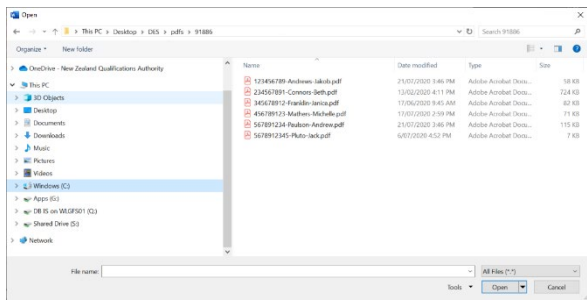
    Select the candidate file(s) and either double click or click *Open* from the drive. Alternatively, select the file(s) and drag and drop to the *Upload files for External Submissions* window*.

✔️ 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 which file(s) contains the error and a brief description of the validation error.

Error matching the file name:

E.g. *Error matching file name, please review below: Export to CSV*
- *File 345678912-Janice-Franklin.mp4 doesn't match with any candidate(s) information on this page.*

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

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

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.

File size over 200 MB:
E.g. *File size 345678912.mp4 is over the 200 MB limit. Please, re-submit the file by clicking here.*

Schools will need to re-submit the file via a Google form (refer to the instructions on).

3. 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 file name
   c. the size of the file
   d. the upload date and time.

Upload candidate files using the standards page

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

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

3. Click *Add files…*to open the school's local drive.

    a. Check the files are for the selected standard.

    b. Select specific or all candidate file(s) from the drive and either click *Open* or drag and drop the files to the *Upload files for External Submissions* window*.*
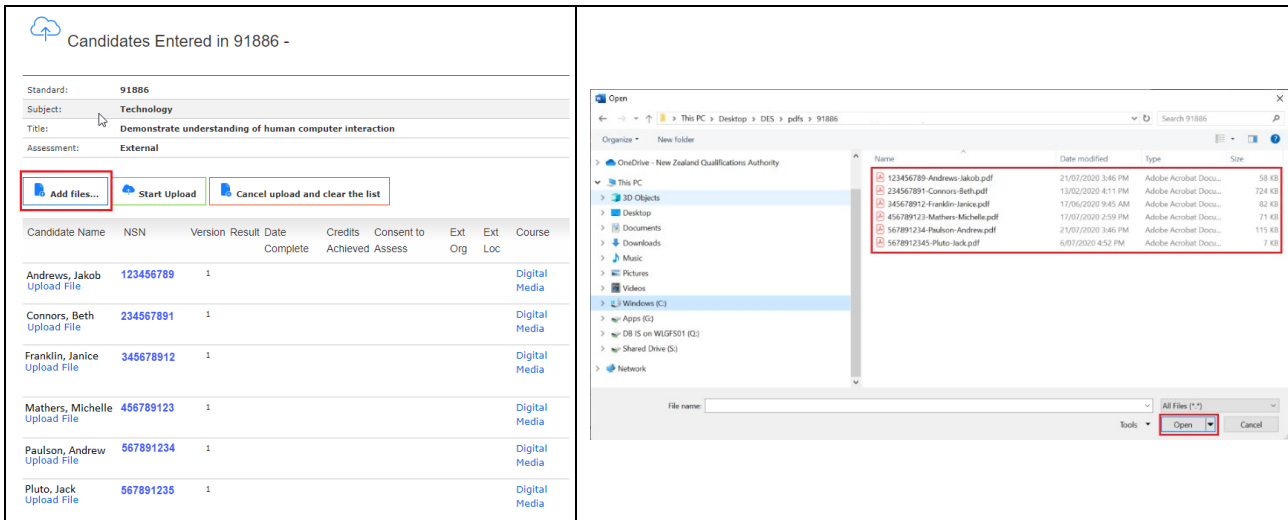
✔️ As each file is transferred/uploaded, a progress bar will appear, and confirmation of the successful file(s) upload will be shown.

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

Error matching the file name:
E.g. Error matching file name, please review below: Export to CSV

- *File 345678912-Janice-Franklin.mp4 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.*

Schools will need to check the file name(s) and re-name if necessary. (Refer to the naming conventions on page 4).

Click *Cancel Upload and clear the list* then follow the file upload steps above to re-upload the candidates' file(s).
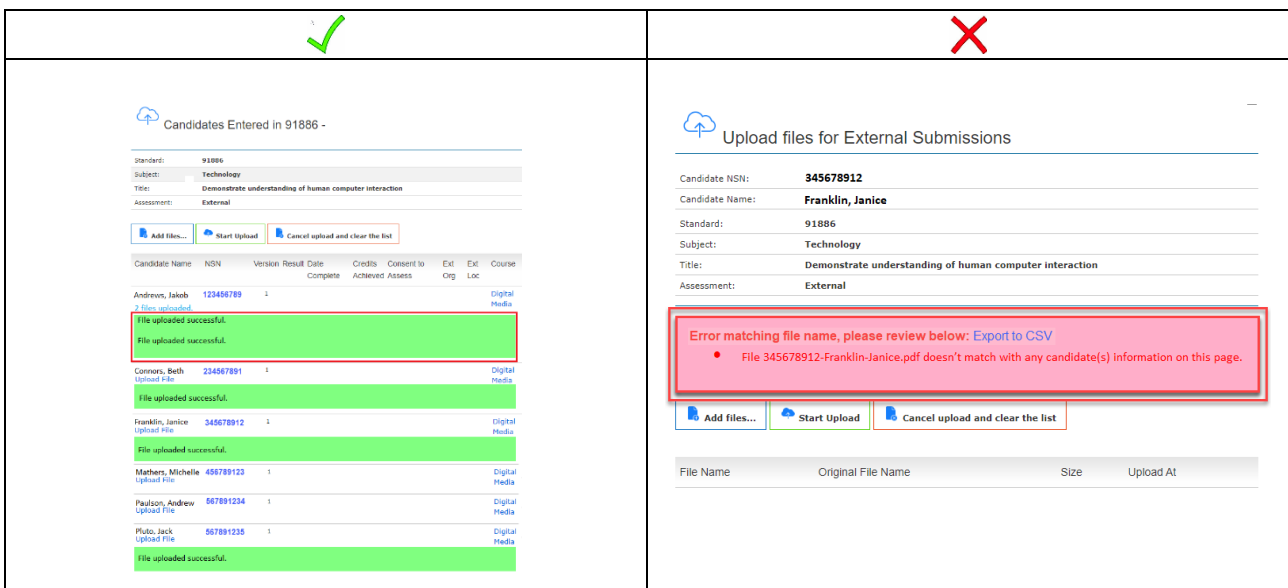
The details displayed in the error message can be exported by clicking *Export to CSV*. This function is particularly useful when there are several errors displayed as the error message will disappear when the page is refreshed.

	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.

File size over 200 MB:
E.g. File size 345678912.mp4 is over the 200 MB limit. Please, re-submit the file by clicking here.

Schools will need to re-submit the file via a Google form (refer to page 13 on how to upload files over 200 MB).

Candidate Name	NSN	Version	Result	Date Complete	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course
Franklin, Janice Upload File	345678912	1							

File size **(345678912.pdf)** is over the 200 MB limit. Please, re-submit the file by clicking here.

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

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 2 files uploaded.	123456789	1							Digital Media
Connors, Beth 1 file uploaded.	234567891	1							Digital Media
Franklin, Janice 1 file uploaded	345678912	1							Digital Media

To replace candidate files

For candidate files that need to be replaced, this needs to be completed within one working day after the NZ Scholarship Drama examination 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
345678912-Franklin-Janice.mp4	345678912-Franklin-Janice.mp4

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

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

Upload candidate files over 200 MB

An error message will be displayed if a candidate submission file to be uploaded is over 200 MB. The message will direct schools to upload the candidates' file via an online Google form.

Prior to accessing the Google form, schools must have an existing Google account. If the school does not have a Google account, please create one when prompted on screen or refer to the instructions on how to create an account in Appendix B.

Example

1. From the error message, select the *clicking here* link to open the Google form. (**Note:** The form will only appear if the school has a Google account).

   a. If you have a Google account, login using your credentials (if prompted).
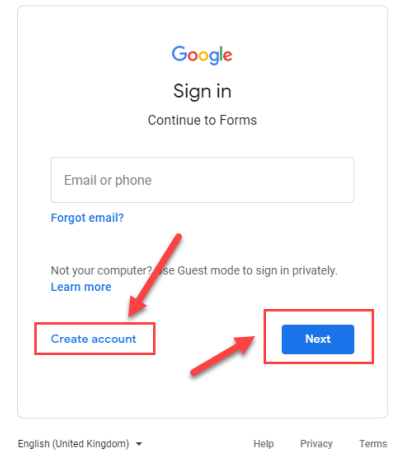
   b. If you do not have a Google account, click on *Create account* and then *Next.* Refer to Appendix B for instructions on how to create an account. The Google form will be available once the account is created.

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

3. Click *Add File* and upload the candidate submissions from the schools' local drive.

4. Check the candidates' details are correct.

5. 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 for digital submissions

Security

1. The organisation of files in the school's local submission folder(s) is managed by schools.

2. We recommend schools check that all expected uploads have occurred.

3. We recommend that schools keep a secure copy of the candidates' submission until the end of March 2021.

4. NZQA will store a copy of the submissions and marked files for security and reference purposes.

5. NZQA will delete the candidates' submission and marked files after 30 June 2021.

Reviews and reconsiderations

1. If a candidate believes their result has been incorrectly entered, they may apply for a Review through their NZQA Student Login. More information about the process can be found on the NZQA website: *www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations.*

2. If a candidate believes their work has not been assessed correctly, they may apply for a Reconsideration through their NZQA Student Login. More information can be found on the NZQA website*.*

3. NZQA will keep a copy of the marked file until the completion of the review or reconsideration process.

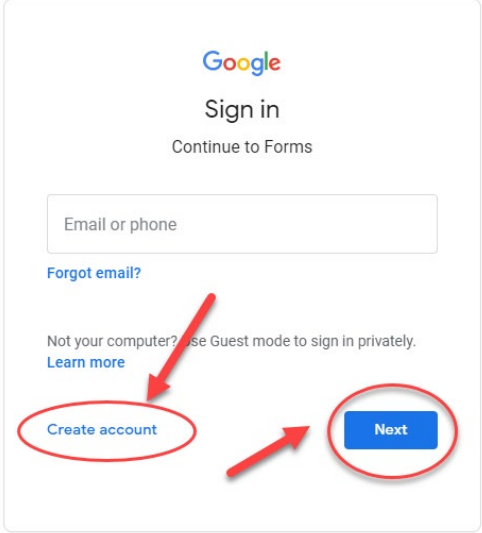4. The review or reconsideration outcome will be reported to the candidate by a letter.

Further assistance
If schools require assistance contact the DES administrator on 0800 697 296 or desadmin@nzqa.govt.nz

APPENDIX B – CREATE A GOOGLE ACCOUNT
(only required for uploading files over 200 MB)

These instructions are for schools that do not have a Google account.

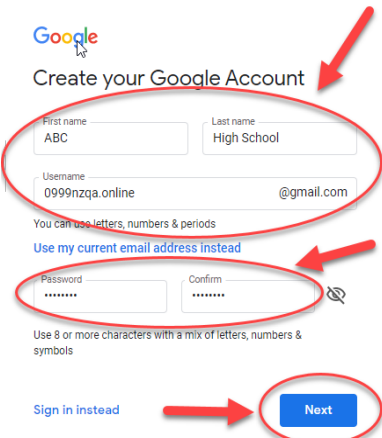1. To create the Google account, click *Create account* and then click *Next.*

2. Enter your *First name, Last name, Username* and then a *Password*.

    Your *Username* must be created as shown here:
    (***your provider code (must be 4-digits, zero-padded*) nzqa.online@gmail.com**
    eg, *0999nzqa.online@gmail.com*.

    Click *Next* once all the details are entered.

3. Enter your:
  - *M*obile phone number
  - *Recovery email address*
  - *Birthday and Gender* (NZQA will not have access to this information).

4. Click *Next* once all the details are entered*.*

5. Verify your phone number and click *Send* (if required).
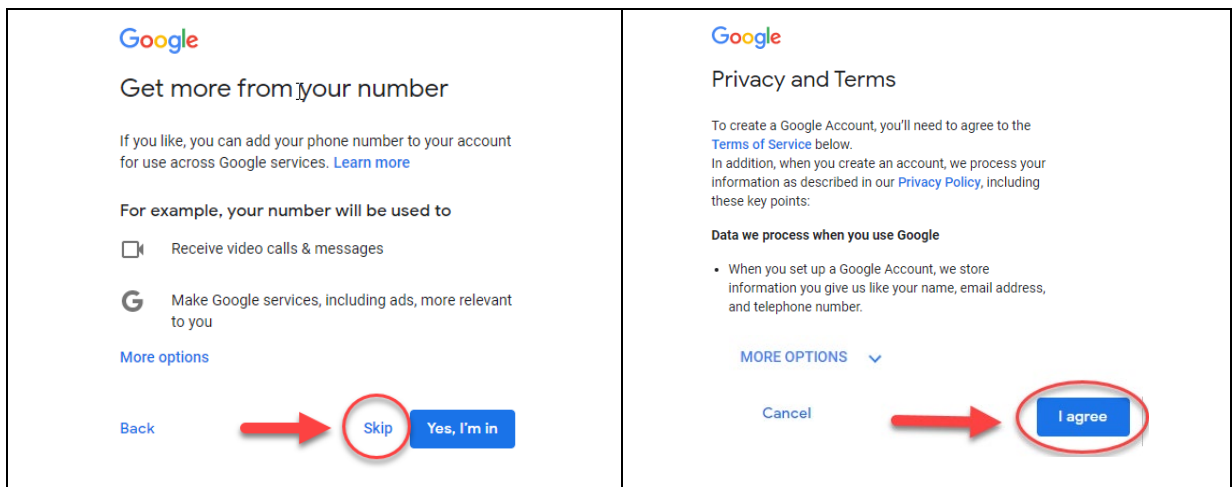
6. Enter the 6-digit verification sent to your mobile and then click *Verify* (if required).
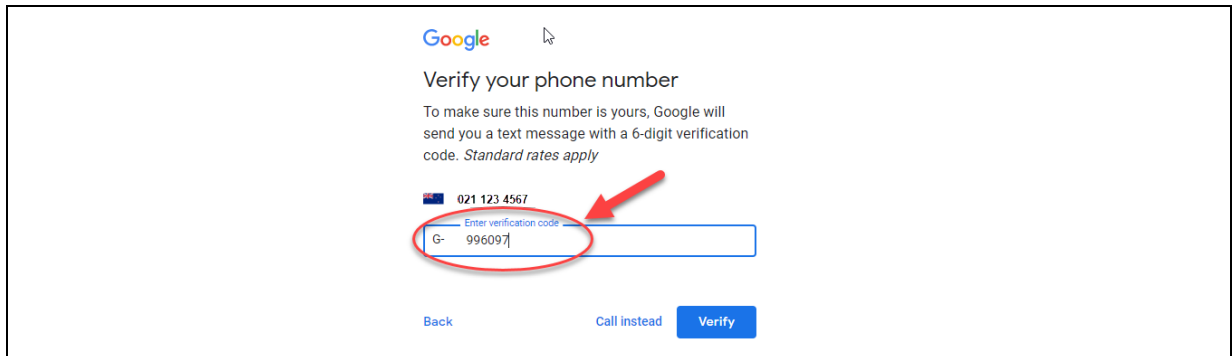
7. Click *Skip* for the option to add your number (if required). Read the *Privacy and Terms* and click *I agree.*
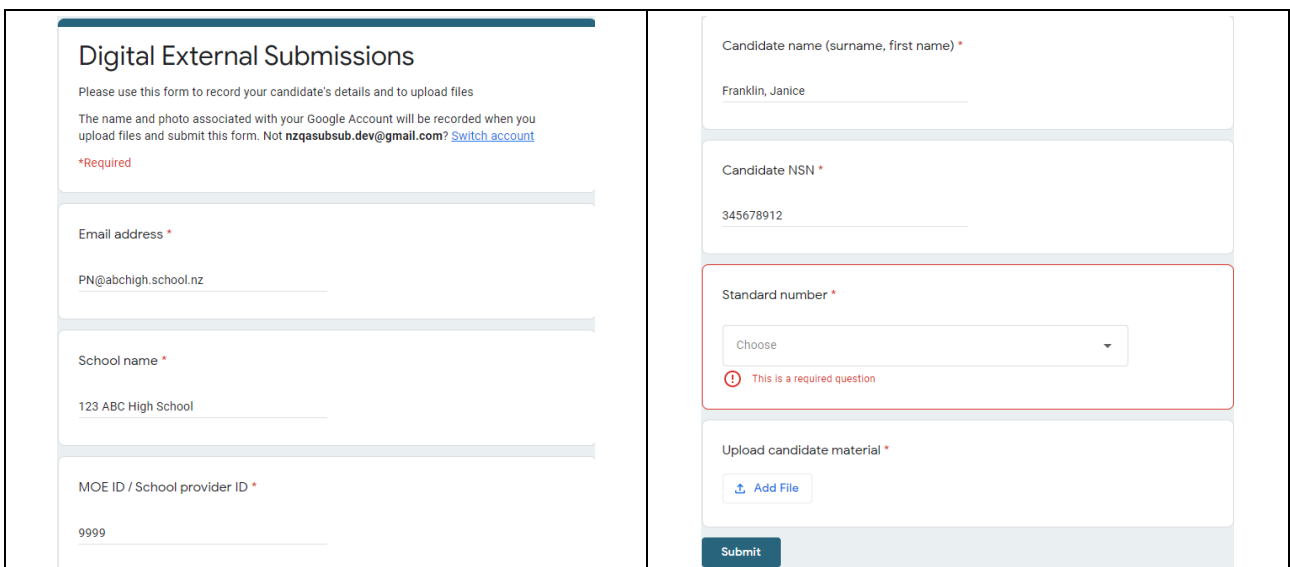

8. The Google form should now be available to enter the required details. All fields are mandatory.

9. Click *Add File* and upload the candidate submissions from the schools' local drive.

10. Check the candidates' details are correct.

11. Click the *Submit* button.

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