Instructions for
NZ Scholarship Languages
Digital External Assessment Submission 2020

These instructions apply to the submission of digital recordings for NZ Scholarship assessments in Chinese, French, German, Japanese, Samoan, Spanish, Te Reo Māori and Te Reo Rangatira.

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

SECTION ONE: GENERIC INFORMATION FOR PRINCIPAL'S NOMINEE

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Digital external submission instructions

SECTION ONE: GENERIC INFORMATION FOR PRINCIPAL'S NOMINEE

1. Key dates

9 September 2020	Final entry data sent to NZQA.
One working day from the time of each NZ Scholarship Languages Examination	ALL NZ Scholarship 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 Languages Speaking Assessment is by submitted digital upload only.

Teachers are expected to be familiar with the Assessment Specifications for the current year.

3. Digital submissions (change from 2019)

Detailed instructions about uploading work for digital submissions are available in the appendix.

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.

4. Authenticity

The recording of the spoken response takes place in the recording 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 recording.

5. Managing possible authenticity breaches

- The recording of a response in the Speaking Section may constitute a breach if candidates bring their written responses from section one of the examination into the recording room with them.
- This can be detected by markers and the breaches of the examination rules process is then used by NZQA.

6. Preparing digital submissions

The candidate recordings must be either in mp3 or mp4 format.

The Exam Centre Manager (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.

The Principal's Nominee is responsible for uploading the recordings to NZQA using the *Digital External Submission Upload* link.

APPENDIX – DIGITAL EXTERNAL SUBMISSIONS INSTRUCTIONS

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.
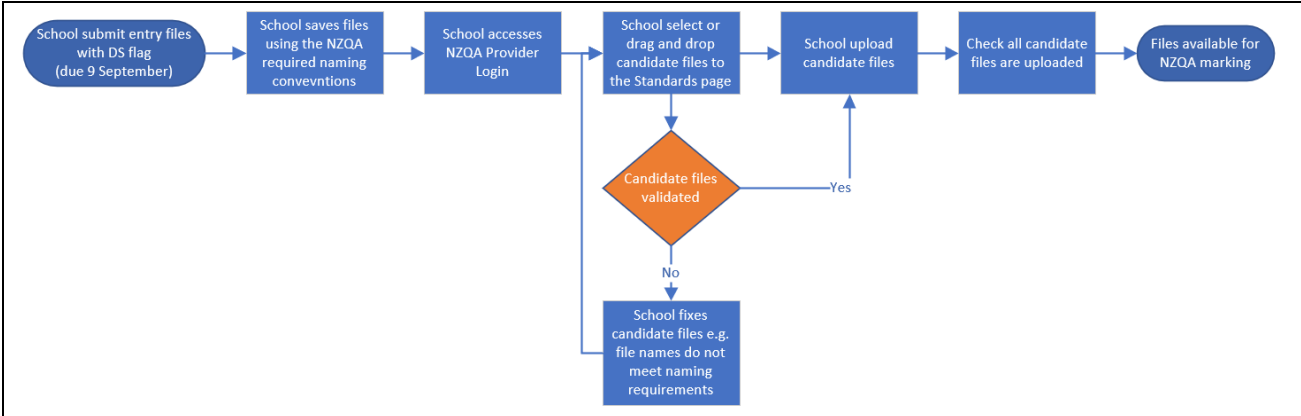
Entries
- Schools must flag relevant entries as DS (Digitally Submitted) for all students who are submitting work digitally.
- Schools must complete the entry process for each submission, due 9 September 2020, as per the NZQA Key Dates calendar.
- Entries are essential for submission. Submission is completed 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].mp3	345678912.mp3
[Surname]-[First name].mp3	Franklin-Janice.mp3
[NSN]-[Surname]-[First name].mp3	345678912-Franklin-Janice.mp3

Candidate file names must:
- match the entry files submitted to NZQA, and
- contain no spaces.

Any errors in the filename will result in a failed transfer of files and an error message will be displayed detailing the error type. The error messages can be retained by downloading the CSV file prior to navigating away from the standards page (see page 6 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 for the upload of 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. 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.

   E.g. *Error matching file name, please review below: Export to CSV*
   - *File 345678912-Janice-Franklin.mp3 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.

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. 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.

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

- *File 345678912-Janice-Franklin.mp3 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 3.

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.

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

Replace candidate 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
345678912-Franklin-Janice.mp3	345678912-Franklin-Janice.mp3

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.

Other Information for digital submission

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. We recommend that the candidate keeps a personal copy of their submission until the end of March 2021.

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 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: *https://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