

Submissions Quick Reference Guide

Summary of important information and support available for the submission of assessments through the online Portal by 30 October 2024

Resources for Candidates		
Create a MyNZQA Learner account	<p>Candidates new to NCEA need to create an account on the Login options page. This should be done well before the submission of the assessment.</p> <p>If they already have an account, they need to remember their username and password. They should log in and check everything is correct.</p>	<p>Create or activate account</p> <p>MyNZQA Learner Portal</p>
Access assessment task/activity	Candidates are given most subject assessment tasks/activities by their school from the first week of Term 3.	Principal's Nominee to download and share with teacher to use
Resources for Teachers		
Assessment Timetable	<p>Assessment timetables are available on the NZQA website.</p> <p>Included are the standards, opportunity events and assessment methods.</p>	2024 Assessment Timetables
Assessment Specifications	Teachers need to be familiar with and adhere to the Assessment Specifications, which can be found on each subject's page on the NZQA website.	<p>NZQA Subject Resources</p> <p>NZ Scholarship Resources</p>
Process Guidelines Submissions	Please refer to the guidelines for managing the assessment process for Level 1 standards that are assessed through Kete Manarua or submission.	Process Guidelines for Level 1 submissions
Data Entries	Entries for the submissions must be flagged as 'DS' (Digital Submission) in your data file.	Queries or issues? Email: schools@nzqa.govt.nz
Breaches	Please refer to the NZQA Breaches of external assessment rules webpage for more information or contact your NZQA School Relationship Manager.	Breaches of external assessment rules
Derived Grade	Many 'new' Level 1 achievement standards are not eligible for derived grades. Please refer to the NZQA Derived Grades webpages for more information or contact your NZQA School Relationship Manager.	<p>Derived Grades for new achievement standards</p> <p>Derived Grades webpage</p>
Special Assessment Conditions (SAC)	General information about SAC on the NZQA website.	<p>SAC information webpage</p> <p>Email sac@nzqa.govt.nz</p>
Submission Instructions	For more detailed information, refer to the Portal Submission Administration Guide for submissions being uploaded through the online Portal.	Digital submission using the new portal tool
Late Submissions	Late submission of candidate work must be approved by NZQA. Requests to be sent via email, and submissions to be submitted upon approval from NZQA.	Email examinations@nzqa.govt.nz
Queries	All queries relating to the assessments and supporting resources should be referred to the Examinations team.	Email examinations@nzqa.govt.nz

NZQA Contact Centre
Call 0800 697 296 for assistance