



# 2024 Administrative and submission instructions for assessments due by 30 October

23 October 2024 v1.1

# NZQA

Mana Tohu Mātauranga o Aotearoa  
New Zealand Qualifications Authority



# Table of Contents

---

<b>Online Portal Submissions List</b> .....	3
<b>Section 1: Information for Principal's Nominee</b> .....	4
1. Key tasks .....	4
2. Candidate entries .....	5
3. Digital submission resources .....	5
4. Principal's Nominee responsibilities .....	5
5. Assessment process overview .....	5
6. Special assessment conditions .....	6
7. Derived grades .....	6
8. Possible breaches in external assessments .....	6
9. Marking and results entry .....	7
10. Reviews and reconsiderations .....	8
<b>Section 2: Information for teachers</b> .....	9
11. Mode of assessment .....	9
12. Candidate submissions .....	9
13. Late submissions .....	9
14. Queries .....	9

## Online Portal Submissions List

The following subjects have submissions due for upload to NZQA by 5:00pm 30 October 2024 through the [MyNZQA portal](#), (apart from Visual Arts due on 23 October 2024).

NZC Subjects	Standard(s)		
NCEA L1 Agricultural and Horticultural Science	91931		
NCEA L1 Chemistry and Biology	92022		
NCEA L1 Commerce	92031		
NCEA L1 Dance	91938	91939	
NCEA L1 Design and Visual Communication	92002	92003	
NCEA L2 Design and Visual Communication	91337	91338	91339
NCEA L3 Design and Visual Communication	91627	91631	
NCEA L1 Digital Technologies	92007		
NCEA L1 Drama	91942	91943	
NCEA L3 Education for Sustainability	91736	90831	
NCEA L1 English	91926		
NCEA L1 Geography	91934		
NCEA L1 Health Studies	92011		
NCEA L1 History	92027		
NCEA L1 Materials and Processing Technology	92014	92015	
NCEA L1 Mathematics and Statistics	91946		
NCEA L1 Music	91950	91951	
NCEA L1 New Zealand Sign Language	92357	92358	
NCEA L1 Physical Education	92018	92019	
Scholarship Physical Education and Health	93501		
NCEA L1 Physics and Earth Space Science	92046		
NCEA L1 Religious Studies	91919		
NCEA L1 Science	91923		
NCEA L1 Social Studies	92051		
NCEA L1 Te Ao Haka	91978	91979	
NCEA L2 Te Ao Haka	91982	91983	
NCEA L3 Te Ao Haka	91986	91987	
Scholarship Te Ao Haka	93700		
NCEA L1 Te Reo Māori	92095		
NCEA L2 Technology	91358	91359	91360 91363
NCEA L3 Technology	91612 91613	91614 91617	
Scholarship Technology	93601		
NCEA L1 Visual Arts (sample for verification)	91914	91915	
NCEA L2 Visual Arts (sample for verification)	91320 91323	91321 91324	91322

TMoA Subject(s)	Standard(s)	
NCEA L1 Hangarau	92054	92055
NCEA L1 Hauora	92058	92059
NCEA L1 Ngā Mahi a te Rēhia	92063	92064
NCEA L1 Pāngarau	92067	92068
NCEA L1 Pūtaiao	92071	92072
NCEA L1 Te Reo Rangatira	92076	
NCEA L1 Tikanga ā-lwi	92080	92081
NCEA L1 Toi Ataata	92085	92086
NCEA L1 Toi Puoro	92090	92091

## Section 1: Information for Principal's Nominee

### 1. Key tasks

	Principal's Nominee	Teacher	Candidate
Preparation	Submit data file with entries flagged as DS (Digital Submission) by 1 October.  Ensure candidates have access to the <a href="#">Learner Portal</a> .	Read assessment specifications and instructions.	Prepare to submit work by ensuring they have access to their <a href="#">Learner Portal</a> .
Assessment		Ensure candidate submissions are saved as required.	Complete assessment work.
Submission	Oversee the upload, review and submit candidate work through the <a href="#">MyNZQA School Portal</a> by 30 October 2024 (with the exception of L1 Visual Arts due 23 Oct).	Ensure students have uploaded work to the Portal and review before submitting.	Upload work for the school to review by the school's due date via the <a href="#">Learner Portal</a> .
Follow-up	Make late submission following the Late Submission process.  Follow breach procedures if needed.		Apply for review or reconsideration if needed.

## 2. Candidate entries

---

Schools are required to submit an entry file to NZQA, with all candidate entries for submitted assessments by **26 August 2024**. All entries must be flagged as DS (Digital Submission).

Candidates cannot submit their work if an entry has not been created before the time of the submission date.

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)

## 3. Digital submission resources

---

To submit candidate work, schools and learners will need to be familiar with submitting work through the School or Learner portal.

- [MyNZQA School Portal](#)
- [Learner Portal](#)

The following guides will be available on the [Digital Submissions](#) webpage.

- **For Learners:**
  - Digital submissions guide for students: [Māori version](#), [English version](#)
  - [Video guide for students](#)
- **For Principal's Nominee/Schools:**
  - Digital submissions guide for schools and kura: [Māori version](#), [English version](#)
  - [Video guide for schools](#)

## 4. Principal's Nominee responsibilities

---

The Principal's Nominee is responsible for:

- Making accurate candidate entries through data file submission to NZQA.
- Having a process in place to check that candidates have uploaded their work via the [Learner Portal](#).
- Ensuring candidate work is submitted to NZQA via the [MyNZQA School Portal](#).
- Follow the Late Submission process if required.

If issues occur, please contact NZQA on 0800 222 230 (NZQA Contact Centre) or contact your School Relationship Manager.

## 5. Assessment process overview

---

The following sets out the submission processes for schools by the submission day:

- **Prior to the submission date, the Principal's Nominee must:**
  - inform candidates of the requirements outlined in the assessment specifications well before the submission date
  - provide candidates with a deadline date to submit their work prior to the submission date

- ensure candidates understand that, by submitting their work, the candidate is verifying that the content is their own work
- check the Digital Submissions link is accessible from the Exams and Assessments menu in your MyNZQA School Portal, and that the correct subjects and standards are showing
- check candidates can access the Digital Submissions/Kete Manarua link from the menu in their [Learner Portal](#).
- **The candidate:**
  - logs in to their Learner Portal and checks they can access the Digital Submissions/Kete Manarua link in the External Assessments dropdown in the menu
  - checks the standards they are entered for are showing on their submission page
  - uploads completed work through their Learner Portal.
- **By the submission deadline, the Principal's Nominee:**
  - checks that candidate submissions have been uploaded to the online portal
  - submits to NZQA all candidate submissions for marking, via the Digital submissions link from the MyNZQA School Portal.

## 6. Special assessment conditions

---

Schools can apply to NZQA for Special Assessment Conditions (SAC) to mitigate barriers to fair assessment for candidates with disabilities or other learning difficulties.

These assessments address some of these possible barriers by design.

Candidates with difficulties in reading and typing will need these SAC entitlements to be applied. It is recommended that schools discuss the particular needs and requirements with the candidate and decide on the details.

Please contact our SAC team at [sac@nzqa.govt.nz](mailto:sac@nzqa.govt.nz) if you have any questions about entitlements or the approval process.

## 7. Derived grades

---

Please refer to the NZQA [derived grades](#) webpage for more information relating to the derived grade process, or contact your NZQA School Relationship Manager. It is important to be familiar with the [process](#) for any of the 'new' NCEA standards.

[Derived grades for new achievement standards](#)

## 8. Possible breaches in external assessments

---

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

Schools must inform candidates that by entering the assessment, candidates agree to follow the NZQA Assessment Rules and instructions, as outlined in the Pre-Assessment Instructions and on the [NZQA website](#). Their conduct must not compromise the credibility of the assessment. By sending their uploaded response, they verify the work is their own. NZQA may digitally sample candidate work to test its authenticity.

### Who can report a possible breach?

A teacher, 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 do we report a possible 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
- then evaluate the evidence and decide 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 the candidate's result and includes 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 candidate result. The list does not cover every situation so if you are unsure, report the possible breach to NZQA.

- A teacher notes that most of the 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, candidate, private tutor etc.).
- 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.

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

## 9. Marking and results entry

---

NZQA will mark all candidate submissions and manage results entry. Level 1 Visual Arts will follow the verification process.

Candidates completing submitted assessments will be eligible for credits for the standards they achieve.

Results will be released in January 2025.

## 10. Reviews and reconsiderations

---

If a candidate believes their *score* has been incorrectly entered, they may apply for a Review through their [Learner Portal](#).

If a candidate believes their *work* has not been assessed correctly, they may apply for a Reconsideration through their Learner Portal. More information can be found on the [NZQA website](#).

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

The review or reconsideration outcome will be reported to candidates by email.



## Section 2: Information for teachers

### 11. Mode of assessment

---

The assessment submission is a collection of candidate evidence which has been prepared for digital submission and is required to achieve the Achievement Standard.

Teachers are expected to be familiar with the Assessment Specifications, which can be found on the NZQA website: <https://www.nzqa.govt.nz/ncea/subjects/>

### 12. Candidate submissions

---

Candidates are required to produce and submit evidence using the assessment specifications and/or assessment tasks.

The candidate can upload their submission themselves through their [Learner portal](#) by following the instructions in the [Digital submissions guide for students](#).

It is the Principal's Nominee's responsibility to ensure candidate work has been reviewed and submitted to NZQA for marking using the Digital Submissions link from their School portal.

All candidate submissions must be submitted to NZQA by **5.00 pm on the submission date**. For any submissions made after this time, the Principal's Nominee must follow the '[Late Submissions](#)' process.

For more information relating to candidate submissions, please follow the [Digital submissions guide for schools and kura](#).

### 13. Late submissions

---

Late submissions (**after 30 October 2024**) can only be made if:

- An email is sent to [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz) by the school 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 candidates have not worked on the submission after 30 October, and
- The email is sent prior to submitting the work to NZQA.

The email should contain the reason for the lateness of the submission, a guarantee that work has not been changed or altered after 30 October, and an indication when the material will be submitted. The subject line in the email should include 'Late submission – [Level X subject]'.

Please check the candidates are entered for the standard to be submitted. If there are no current entries, schools will be required to submit an updated entry file to NZQA.

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

### 14. Queries

---

For any queries, please either call the NZQA Contact Centre or email the address below:

Email	Call
<a href="mailto:examinations@nzqa.govt.nz">examinations@nzqa.govt.nz</a>	0800 697 296