



2025 Digital submission instructions for external assessments due by 29 October

16 May 2025 v1



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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MyNZQA Portal Submissions List

The following subjects have submissions due for upload to NZQA by 5:00pm 29 October 2025 through the [MyNZQA portal](#) (except L1 Visual Arts which is due on 22 October).

NZC Subjects	Standard(s)		
NCEA Dance L1	91938	91939	
NCEA Design and Visual Communication L1	92002	92003	
NCEA Design and Visual Communication L2	91337	91338	91339
NCEA Design and Visual Communication L3	91627	91631	
NCEA Drama L1	91942	91943	
NCEA Education for Sustainability L3	91736	90831	
Scholarship Health and Physical Education	93501		
NCEA Materials and Processing Technology L1	92014	92015	
NCEA Music L1	91950	91951	
NCEA L1 NZ Sign Language L1	92357	92358	
NCEA Physical Education L1	92018	92019	
NCEA Technology L2	91358 91359	91360	91363
NCEA Technology L3	91612 91613	91614	91617
NCEA Visual Arts L1 (due 22 Oct 2025)	91914	91915	
NCEA Visual Arts L2	91320 91321	91322 91323	91324

TMoA Subject(s)	Standard(s)	
NCEA Hangarau L1	92055	
NCEA Hauora L1	92058	
NCEA Te Reo Matatini (Reo Whakaputa)	32415 (event 3)	
NCEA Nga Mahi a te Rehia L1	92064	
NCEA Pangarau L1	92067	92068
NCEA Putaiao L1	92071	
NCEA Te Ao Haka L1	91979	
NCEA Te Ao Haka L2	91983	
NCEA Te Ao Haka L3	91986	
NCEA Te Reo Maori L1	92095	
NCEA Tikanga a-Iwi L1	92080	92081
NCEA Toi Ataata L1	92086	
NCEA Toi Puoro L1	92091	
Scholarship Te Ao Haka	93700	

Secure Provider Login Submissions List (old portal)

The following subjects have submissions due for upload to NZQA by 5:00pm 29 October 2025 through the old [Secure Provider login](#).

NZC Subjects	Standard(s)		
NCEA Visual Arts L3	91455 91456	91457 91458	91459
Scholarship Dance	93311		
Scholarship Design	93307		
Scholarship Music	93305		
Scholarship Painting	93306		
Scholarship Photography	93310		
Scholarship Printmaking	93309		
Scholarship Sculpture	93308		
Scholarship Technology	93601		

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 Learner Portal .	Read assessment specifications and instructions.	Prepare to submit work by ensuring they can login to their Learner Portal and access the digital submissions link.
Assessment		Ensure candidate submissions are saved as required.	Complete assessment work.
Submission	Oversee the upload, review and submit candidate work through the appropriate portal by 29 October 2025 (except L1 Visual Arts verifications due 22 Oct) .	MyNZQA Portal - ensure students have uploaded work to the Portal and review for accuracy before submitting. Secure Provider portal- ensure students work has been sent to the PN for submission to NZQA.	MyNZQA Portal – use their Learner Portal to upload their work by the school's due date.
Follow-up	Make late submission following the Late Submission process. Follow breach procedures if needed.	Notify Principal's Nominee of any breaches	After results release, apply for review or reconsideration if needed.

2. Queries

For any queries, please call the NZQA Contact Centre on 0800 697 296 or email examinations@nzqa.govt.nz.

3. 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](#) or to a local school folder (if using the old Provider Login submission portal).
- Ensuring candidate work is submitted to NZQA via the [MyNZQA School Portal](#) or the old [Secure Provider login](#) (old portal).
- Follow the Late Submission process if required.

If issues occur, please contact NZQA on 0800 697 296 (NZQA Contact Centre) or contact your School Relationship Manager.

4. Assessment process overview

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 and follow the Assessment Specifications, which can be found on the NZQA website: <https://www.nzqa.govt.nz/ncea/subjects/>

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 (or the school for standards via the secure portal).

By the submission deadline, the Principal's Nominee:

- checks that candidate submissions have been accurately uploaded to the online portal (or the school for standards via the secure portal).
- submits to NZQA all candidate submissions for marking, via the Digital submissions link from the MyNZQA School Portal or secure Provider login.

5. Candidate submissions

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

For the standards in the [MyNZQA Portal submission list](#), the candidate can upload their submission themselves through their [Learner portal](#) by following the instructions in the [Digital submissions guide for students](#).

For the standards in the [Secure Provider Login submission list](#), the Principal's Nominee must upload the candidate submissions through the [Secure Provider login](#) (old portal).

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 work 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 (below).

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

6. Digital submission resources

To submit candidate work through the new Portal, 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](#)
- [Guide for using the old Secure Provider Login portal](#)

7. Late submissions

Late upload of candidate submissions, **after 5pm Wednesday 29 October 2025** (except for Level 1 Visual Arts, which has a deadline of 22 October) can only be made if:

- an email is sent to 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 candidate has not worked on the submission after the end of the submission 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 – Subject Standard Number*'.

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

Once the entry is processed, the Principal's Nominee can upload the candidate's work for a late submission through the digital submission portal.