

# Digital submissions guide for schools

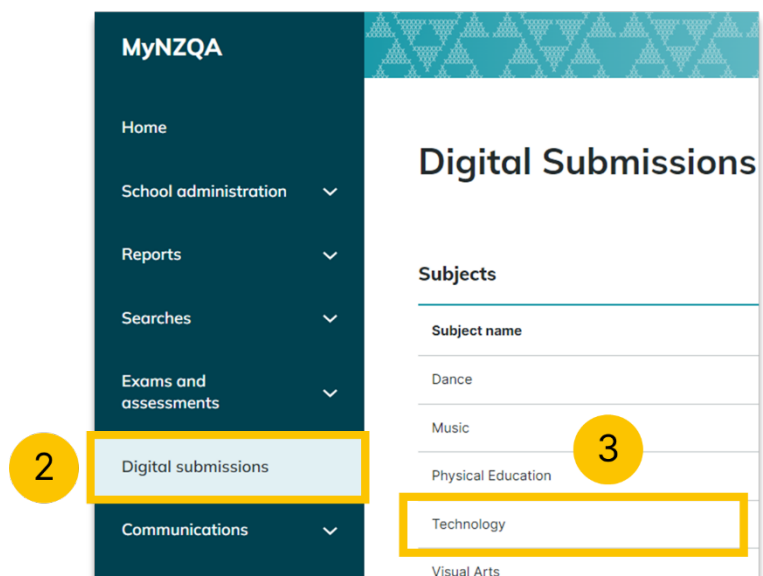
## In this guide:

- Getting started & finding standards
- Checking students are uploading files
- Status
- File types & naming
- Uploading files for students
- Reviewing uploaded files
- Removing files
- Changing the status back to Open
- Indicating which students are not submitting
- Submitting student files for marking
- Changing submitted status & late submissions
- Troubleshooting

## Getting started & finding standards

Start by finding a particular standard:

1. Log in to the MyNZQA school portal from the NZQA website: **www2.nzqa.govt.nz**
2. Click **Digital submissions** from the side menu.
3. Select a standard's **subject** and you will see a list of all the digitally submitted standards for that subject.



**TIP:** At the top of the page, you'll find a trail of digital links called 'breadcrumbs'. Click on them to navigate backwards.

[Digital Submissions Home](#) > [Technology](#) > 91899

## Checking students are uploading files

Go to a subject's list of standards:

1. Click on the **standard** you want to view.
2. Look at the columns:
  - **Files uploaded** – the number of files each student has uploaded.
  - **File types** – what types of files they have uploaded.
  - **Status**.

Subjects > Technology

Standard number ↓	Standard name	Level	Submissions	NZQA close date	View
91886	Demonstrate understanding of human computer interaction	1	0 / 95	27 Oct 2023	>
91898	Demonstrate understanding of a computer science concept	2	0 / 53	27 Oct 2023	>
91899	Present a summary of developing a digital outcome	2	0 / 35	27 Oct 2023	>
91908	Analyse an area of computer science	3	0 / 53	25 Oct 2023	>

Students enrolled: 35 | Total submissions: 0 out of 35

Submit students for marking | Mark students as not submitting

Student name ↓	NSN	Files uploaded	File types	Status ?	View/Manage >
Apple, Alice	120000023	0		Open	>
Berry, Ben	120000006	1	DOCX	Reviewed	>
Melon, Mandy	150000032	2	DOCX, PDF	Ready for review	>
Pear, Peter	120000081	0		Open	>

**IMPORTANT:** The NZQA close date is the school's deadline to submit materials to NZQA. Set an earlier date for students to upload their files, ensuring teachers have time to review files and submit by the NZQA close date.

## Status

These are the statuses you could see:

- **Open** – When schools are ready, students or teachers can upload files to this standard. Students or teachers can also remove files.
- **Ready for review** – Students have indicated their files are ready for a teacher to review. Students will not be able to make any changes.
- **Reviewed** – The files have been checked by a teacher to ensure they are correct.
- **Submitted** – The teacher or Principal's Nominee has sent the files to the markers.
- **Not submitting** – The student will not be submitting files for this standard.
- **File error** – The system has detected a virus or potential virus after scanning the file. You will need to remove the file causing the problem.
- **Closed: Submitted** – The closure date has passed, and the student's files have been submitted.
- **Closed: Not submitted** – The closure date for this standard has passed and nothing was submitted to the markers.
- **Closed: Not submitting** – The student was marked as not submitting and the closure date has passed.

## File types & naming

You don't need to worry about students using specific filename conventions. File names should be kept short and describe what the file is. By uploading to Digital submissions, information about the student's NSN, schools MoE Number, and standard is automatically added to the files.

**IMPORTANT:** File names should not include the student's full name. This is to ensure student's work remains anonymous to the markers.

On the standard's page, you will see what file types are accepted for that standard.

### Requirements for digital submission uploads

NZQA close date: 27 Oct 2023 🕒 59 days

File type: PDF, DOCX, DOC, PPTX, PPT, XLSX, XLS, MP3, WMA, AVI, MP4, M4V, MOV, WEBM, JPEG, JPG, DWG, DXF, IGS, MTS

Other details: Each file should be no more than 5GB in size.

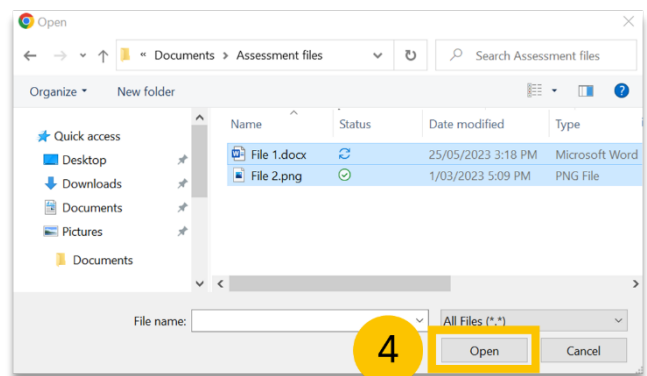
You can only upload the file types that are accepted for the standard and you cannot upload the same file twice.

## Uploading files for students

At times there may be a need for teachers to upload files for students. To do this:

1. Go to the **standard**.
2. Select the **student** whose files you want to upload.
3. Click **Upload files**.
4. Select the files from your computer and click **Open**.
5. A pop-up will show the download progress. Click the **X** to close.

You can also **drag and drop** the files into the files area.



**TIP:** To select multiple individual files, hold down **CTRL** on the keyboard (or **Command/⌘** on a Mac) and click each file you want to select. To select the range of files, hold down **SHIFT** and click on the first and last file.

## Reviewing uploaded files

It's important that files are checked by a teacher before they are submitted for marking. You should check that the files are for the correct standard and the student's own work. Also check the student's full name hasn't been included in the file's name.

To view the files that have been uploaded:

1. Go to the **standard**.
2. Click on the **student's name** whose files you want to check.
3. Click **View/Download** for each file.
4. Each file will download to your computer's Downloads folder. Open and check all the files.
5. To help keep track of which students have been checked you can change the status to **Reviewed**.

File name	Size		
Video file.mp4	10.09 MB	<a href="#">View / Download</a>	<a href="#">Remove</a>
Assessment file 1.pdf	863.51 kB	<b>3</b> <a href="#">View / Download</a>	<a href="#">Remove</a>
Assessment file 2.pdf	31.99 kB	<a href="#">View / Download</a>	<a href="#">Remove</a>
		<b>5</b> <a href="#">Mark as reviewed</a>	<a href="#">Submit for marking</a>

### If an incorrect file has been uploaded:

Remove the file, change the status to **Open**, and ask the student to upload the correct one.

### If the student's full name is included in the file name:

Remove the file, change the status to **Open**, and ask the student to rename then upload the file, so it doesn't include their full name.

### If you suspect the file isn't the student's own work:

The files are still submitted, but follow the process to report a possible breach. You can find guidance and an incident form on Te Aka in the Key guidance and resources section:

<https://www2.nzqa.govt.nz/ncea/understanding-ncea/te-aka/key-guidance-and-resources/>

**NOTE:** When you are reviewing files, make sure the status is **Ready for review**.

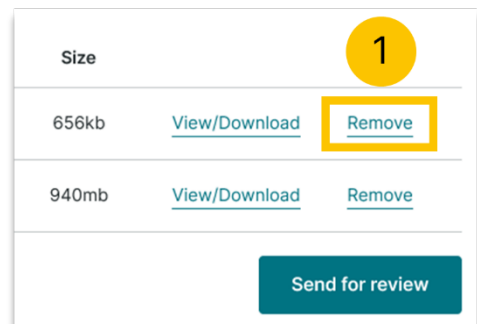
This ensures students can't make changes while you review the files.

## Removing files

If an incorrect file has been uploaded or the student has included their full name, you will need to remove it:

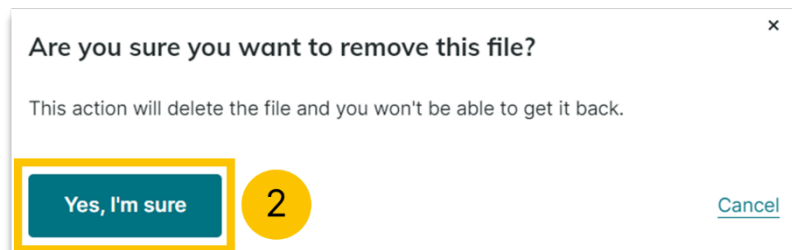
1. Go to the standard and click **Remove**.
2. Confirm you want to delete the file by clicking the **Yes, I'm sure** button.

You can only delete files that have an **Open** or **Ready for Review** status.



Size		
656kb	<a href="#">View/Download</a>	<a href="#">Remove</a>
940mb	<a href="#">View/Download</a>	<a href="#">Remove</a>

[Send for review](#)



Are you sure you want to remove this file?

This action will delete the file and you won't be able to get it back.

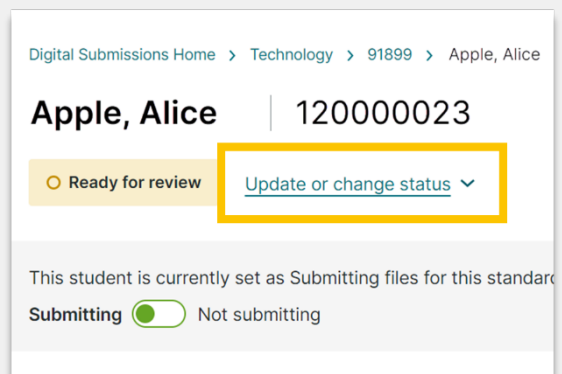
[Yes, I'm sure](#) [Cancel](#)

## Changing the status back to Open

If you want a student to remove their own file and/or upload a new file, their status needs to be changed back to **Open**.

Click the **Update or change status** dropdown and select the **Open** status.

If the status is **Submitted**, only the Principal's Nominee will be able to change the status.



Digital Submissions Home > Technology > 91899 > Apple, Alice

**Apple, Alice** | 120000023

Ready for review [Update or change status](#) ▾

This student is currently set as Submitting files for this standard

**Submitting**   Not submitting

## Indicating which students are not submitting

There are two ways you can indicate which students are not submitting.

### From the Standard's page

You can change multiple students at a time from the standard's page:

1. Click the **Mark students as not submitting** button.
2. Click the **tick boxes** for the students whose files you want to indicate as not submitting.
3. When you're ready, click the **Mark as not submitting** button.

Their status will now display **Not submitting**.

The screenshot shows the 'Student information' page with 35 students enrolled and 0 submissions. A yellow box highlights the 'Mark students as not submitting' button (1). Below, a table lists students with checkboxes (2) for selection. At the bottom, a dark teal bar shows '2 selected' and a 'Mark as not submitting' button (3).

<input type="checkbox"/>	Student name ↓	NSN	Files uploaded	File types	Status ?	
<input checked="" type="checkbox"/>	Apple, Alice	120000023	0		Open	<a href="#">View/Manage</a> >
<input type="checkbox"/>	Berry, Ben	120000006	1	DOCX	Reviewed	<a href="#">View/Manage</a> >
<input type="checkbox"/>	Melon, Mandy	150000032	2	PDF	Reviewed	<a href="#">View/Manage</a> >
<input checked="" type="checkbox"/>	Pear, Peter	120000081	0		Open	<a href="#">View/Manage</a> >
<input type="checkbox"/>	Peach, Paula	150000077	1	MP4	Reviewed	<a href="#">View/Manage</a> >

**TIP:** You can sort by the columns by clicking on the column heading. You can also search for a student by using **CTRL + F** (or **Command/⌘ + F** on a Mac) and typing the student's name. Names that match your typing are highlighted on the page.

### From the individual's page

You can indicate a student isn't submitting from the individual's page:

1. Select a **student** from the standard's page.
2. Click the toggle to change it to **Not submitting**.

Their status will now display **Not submitting**.

The screenshot shows the individual page for 'Lemon, Liz' (NSN: 140000011). The status is 'Reviewed'. A toggle switch is shown in the 'Not submitting' position (2).

## Submitting student files for marking

There are two ways you can submit.

### From the Standard's page

You can submit multiple students at a time from the standard's page:

1. Click the **Submit selected for marking** button.
2. Click the **tick boxes** for the students whose files you want to submit.
3. When you're ready, click the **Submit for marking** button.

The screenshot shows a 'Student information' panel at the top right with 'Students enrolled: 31' and 'Total submissions: 0 out of 31'. It contains two buttons: 'Submit selected for marking' (highlighted with a yellow box and a '1' in a yellow circle) and 'Mark as not submitting'. Below this is a table of students with columns for 'Student name', 'NSN', 'Files uploaded', 'File types', and 'Status'. A yellow box highlights the 'Student name' column, and a '2' in a yellow circle is next to it. The table lists five students: Apple, Alice (Not submitting); Berry, Ben (Reviewed); Melon, Mandy (Reviewed); Pear, Peter (Not submitting); and Peach, Paula (Reviewed). At the bottom, a dark teal bar shows 'Select students to be submitted 3 selected Clear' and a 'Submit students for marking' button (highlighted with a yellow box and a '3' in a yellow circle) next to a 'Cancel' button.

<input type="checkbox"/> Student name ↓	NSN	Files uploaded	File types	Status
<input type="checkbox"/> Apple, Alice	120000023	0		Not submitting
<input checked="" type="checkbox"/> Berry, Ben	120000006	1	DOCX	Reviewed
<input checked="" type="checkbox"/> Melon, Mandy	150000032	2	PDF	Reviewed
<input type="checkbox"/> Pear, Peter	120000081	0		Not submitting
<input checked="" type="checkbox"/> Peach, Paula	150000077	1	MP4	Reviewed

**TIP:** Use the tick box at the top of the **Student name** column to select all the students.

### From the individual's page

You can submit for an individual student from the individual's page:

1. From the standard's page, click on the **student**.
2. Click the **Submit for marking** button.

The screenshot shows the individual student page for 'Melon, Mandy' (NSN: 150000032). The status is 'Reviewed' with an 'Update or change status' dropdown. A message states: 'This student is currently set as Submitting files for this standard. You can change this below: Submitting (selected) Not submitting'. Below is a table of files:

File name	Size	
Assessment file 1.pdf	863.51 kB	<a href="#">View / Download</a>
Assessment file 2.pdf	31.99 kB	<a href="#">View / Download</a>

At the bottom right, there is a 'Submit for marking' button (highlighted with a yellow box and a '2' in a yellow circle).

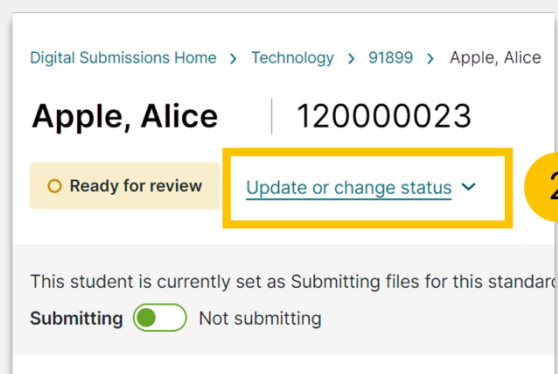
## Changing submitted status & late submissions

Someone at your school (usually the Principal's Nominee) will have a level of security access to the system which will give them the ability to change a submitted status or make late submissions.

### Change submitted status

Once the status is submitted, any changes will need to be made by the Principal's Nominee. Status can be changed from an individual student's page from within the standard:

1. From the standard's page, click on the **student**.
2. Click the **Update or change status** dropdown.
3. Choose the status.

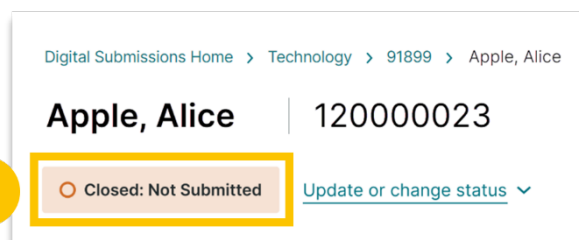


### Late submissions

Once the NZQA close date has passed, late submissions can still be made.

The Principal's Nominee will be able to upload files and make a late submission when the status is **Closed: Not Submitted**.

1. From the standard's page, click on the **student**.
2. If needed, change the status by clicking the **Update or change status** dropdown and selecting the **Closed: Not Submitted** status.
3. Upload the files.
4. Click **Submit late submission**.



The Principal's Nominee will also need to follow the usual late submission process to ensure the student's work is marked. Refer to the standard's submission instructions for more information.





## Troubleshooting

### Can I view only the students in my class?

You will see all students at the school who are enrolled in the standard. There is not a way to only see the students in a particular class.

### What should I do if the wrong files have been submitted to NZQA?

Contact your Principal's Nominee (PN), who will be able to change the submission's status to either:

- **Open** – allowing the student to upload the correct files.
- **Ready for Review** – allowing the teacher to upload the correct files.

### Should we use the Reviewed status?

Using the Review status is optional. You can submit files that have a Ready for review status. However, it's recommended that you use the Review status as part of an assurance process.

It's important that all files are checked by a teacher before they are submitted for marking. Each file should be checked, ensuring the correct files have been uploaded and it is the student's own work. Also check the student's full name hasn't been included in the file's name.

Changing the status to Reviewed allows you to keep track of which files have been checked.

When schools have large numbers of students entered in a standard, it's recommended the Reviewed status is used to help manage submissions.

### Why can't I see a particular subject or standard?

If you cannot see a subject or standard, it means there are no students currently enrolled in that Digital Submission standard or subject.

A standard will only appear if your school has at least one student entry in that standard (where the entry hasn't been withdrawn).

A subject will only appear if there is at least one entry in a Digital Submission standard in that Subject for this academic year.

You should check that all the entries for the missing standard have been sent to NZQA.

### Is there a place I can go to see all the standards a student is enrolled in?

A way to see a list of standards/submissions for a single student is not available. The view is based on students within a standard.