

# Digital submissions guide for students

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## Finding digital submissions

Start by going to the list of digitally submitted standards you have been entered for:

1. Go to the NZQA website: [www2.nzqa.govt.nz](http://www2.nzqa.govt.nz)
2. Click the **Login** button.
3. Scroll down the page. Under **View your results and progress**, select **Learner log in**.
4. Type in your Email or Username, Password, then click **Sign In**.
5. Select **External assessments** from the side menu.
6. Select **Digital submissions / Kete manarua** from the list of options.

On the Digital Submissions page, you can see all the digitally submitted standards you have been entered for. You can also see the standard's level, status and NZQA close date.

The screenshot shows the NZQA website interface. On the left, a box titled 'View your results and progress' contains a 'Learner log in' button, which is highlighted with a yellow circle and the number 3. Below this button is a link to 'Create or activate account'. On the right, a dark teal sidebar menu is shown. The 'External assessments' option is highlighted with a yellow circle and the number 5. Below it, the 'Digital submissions / Kete manarua' option is highlighted with a yellow circle and the number 6. The top of the sidebar shows 'MyNZQA' and a 'Login' button with a user icon and a dropdown arrow.

**IMPORTANT:** The NZQA close date is the school's deadline to submit materials to NZQA. Check with your teacher to find out when they require you to upload files, which will be earlier than this date. This is to ensure they have time to review files and submit by the NZQA close date.

## Uploading files for marking

You can only upload files to standards that have an Open status.

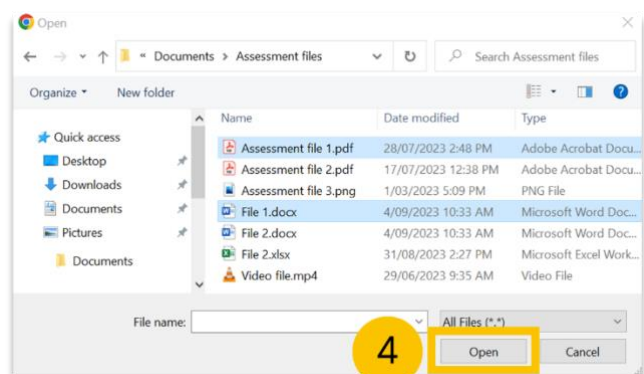
To upload files to a standard:

1. Check the status for the standard is **Open**.
2. Click anywhere in the row for the **standard**.

Standard number	Standard name	Level	Status ?	NZQA close date	View
91898	Demonstrate understanding of a computer science concept	2	<input type="radio"/> Open	27 Oct 2023	>
91899	Present a summary of developing a digital outcome	2	<input type="radio"/> Open	27 Oct 2023	>
91320	Produce a systematic body of work that shows understanding of art making conventions and ideas within design	2	<input checked="" type="radio"/> Sent for review	27 Oct 2023	>

3. Within the standard, click **Upload files**.  
(You can also drag and drop the files into the files area.)
4. Select the files from your computer and click **Open**.

**NOTE:** The file name should be kept short and describe what the file is. **Do not include your name in the file name or in the document.** Your file should also not include any links to outside resources (e.g. Google Drive, YouTube, Dropbox, etc.)



**TIP:** To select multiple individual files, hold down **CTRL** (or **Command/⌘** on a Mac) on the keyboard 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.

5. A pop-up will show the upload progress. Click the **X** to close.
6. When you are ready, and have correctly uploaded all the required files, click **Send for review**.



File name	Size		
Assessment file 1.pdf	863.51 kB	<a href="#">View / Download</a>	<a href="#">Remove</a>
File 1.docx	1.1 MB	<a href="#">View / Download</a>	<a href="#">Remove</a>

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Send for review

7. Click **Send** to confirm the files are authentic and your own work, and you are ready to send them for review.

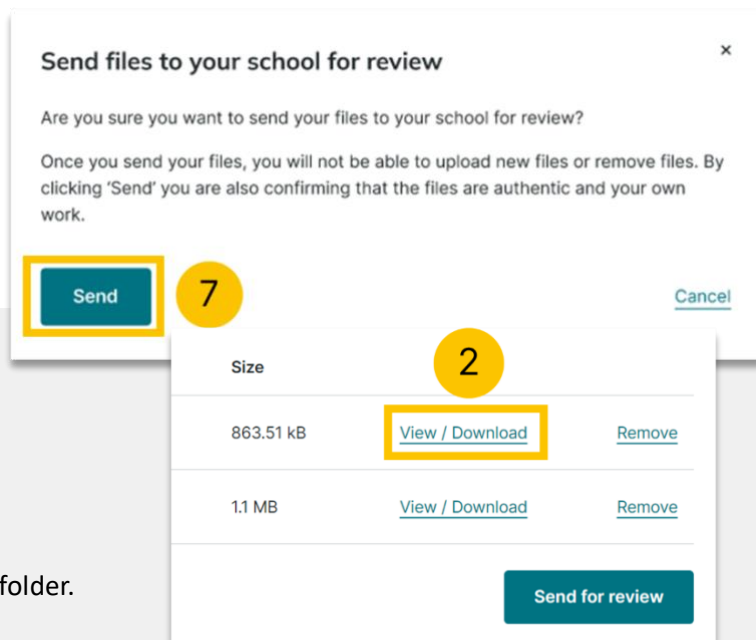
**NOTE:** Once you click **Send**, you cannot upload or remove files for this standard. You can click **Cancel** if you are not ready.

## Viewing or removing files

You can download and view your files at any time:

1. Go to the page for the standard.
2. Click **View/Download**.

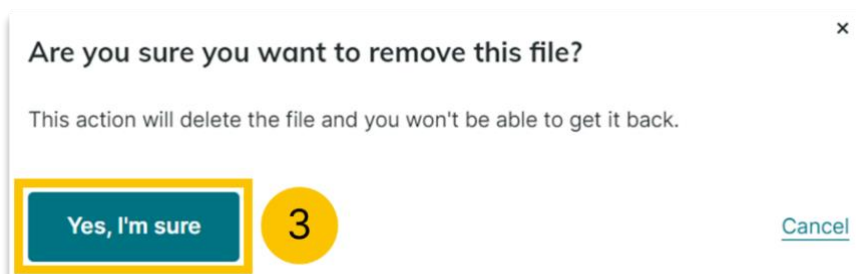
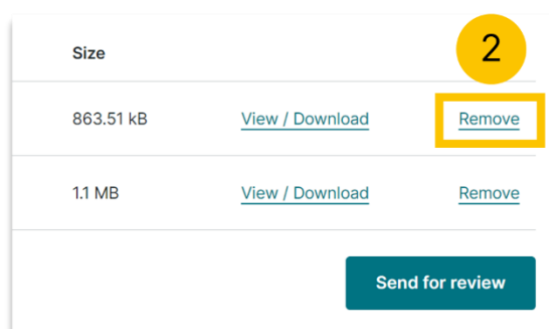
The file will download to your computer's Downloads folder. Open the file to view it.



You can only delete files that haven't been sent for review:

1. Go to the page for the standard.
2. Click **Remove**.
3. Confirm you want to delete the file by clicking the **Yes, I'm sure** button.

Once files have been sent for review, the Remove option will no longer be visible.



## What happens next?

The teacher will check the files you have uploaded are correct. Once they have checked the files, they will change the status to **Reviewed**. When your school is ready, they will submit the files to NZQA for marking and the status will change to **Submitted**.

Sometimes, the files will be submitted straight after being checked, which will skip the **Review** status.

## Status

These are the statuses you could see:

- **Open** – When you are ready, you can upload files to these standards. You can also remove files.
- **Sent for review** – You have sent these files to your teacher for review. You cannot remove or add any new files.
- **Reviewed** – The teacher has checked the files are correct.
- **Submitted** – The teacher or school has sent the files to the NZQA markers.
- **Not submitting** – You will not be submitting files for this standard. Talk to your teacher if this is a mistake.
- **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 files have been submitted.
- **Closed: Not submitted** – The closure date for this standard has passed and nothing was submitted to the NZQA markers. Talk to your teacher if this is a mistake.
- **Closed: Not submitting** – Marked as not submitting and the closure date has passed.

## Troubleshooting

### What should I do if I've uploaded the wrong files and sent them for review?

Contact your teacher. If it's before the close date, your teacher or someone at the school will be able to remove the files and allow you to upload the correct ones.

### What file types can I upload?

Please check the [Assessment Specifications](#) with your teacher for the required file types for you to upload.

### What happens if I've missed the NZQA close date?

In certain circumstances late submissions can be made for a short time after the NZQA close date. Talk to your teacher if this is something you need to know more about.

### Why can't I see the standard I need to upload files for?

You will only see standards that you are currently entered in. Please note that only some standards allow digital submissions. Talk to your teacher if you think you should be able to see the standard.