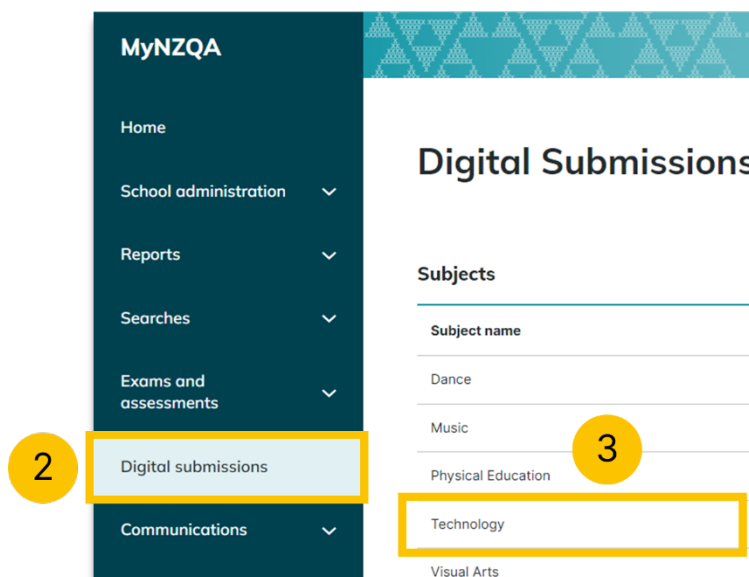# He puka aratohu
te kete manarua mō ngā kura

Kei te puka aratohu nei:

- Te tīmatatanga me te rapu paerewa
- Te aroturuki ākonga e tukuatu kōnae ana
- Te mana o te kōnae
- Te momo kōnae me te whakaingoa kōnae
- Te tukuatu kōnae mō ngā ākonga
- Te arotake kōnae kua tukuatu
- Te muku kōnae

- Te panoni i te mana o te kōnae ki te Open
- Te tohu i ngā ākonga kāore e tāpae kōnae ana
- Te tāpae kōnae ākonga ki te whai māka
- Te panoni tāpaetanga me ngā tāpaetanga tōmuri
- Te raparongoā

Te tīmatatanga me te rapu paerewa

Tīmatahia mai mā te rapu haere i te paerewa e aro atu ana:

1. Takiuru atu ki te pae **MyNZQA** mō ngā kura, kei te paetuku matua o NZQA: **www2.nzqa.govt.nz**

2. Pēhia nei te **Digital submissions** i te rārangi tono ki tahaki.

3. Kōwhiria anō tētahi marau kātahi ka taka iho mai he rārangi o ngā paerewa aromatawai matihiko katoa mō taua marau.

HEI AKIAKI: Kei runga i te whārangi, he kōhinga hononga matihiko e kīia nei he 'breadcrumbs'. Pehia ēnei kia hoki whakamuri.

Digital Submissions Home › Technology › 91899

Te aroturuki ākonga e tukuatu kōnae ana

Haere ki te rārangi paerewa o te marau:

1. Pēhia nei te paerewa e hiahia ana ki te tirotiro.
2. Tirohia ngā tīwae:
   - **Files uploaded** – ko te nama kōnae o ia ākonga kua tukuatu.
   - **File types** – ko te momo o ngā kōnae kua tukuatu.
   - **Status -** ko te mana o ngā kōnae.

KIA MAUMAHARA: Ko te NZQA close date te rā aukatinga ki ngā kura kia tāpae mahi aromatawai ki a NZQA. Me tōmua kē te rā aukatinga ki ngā ākonga kia whai wā ngā kaiako ki te arotake me te tāpae kōnae i mua i te NZQA close date.

Te mana o te kōnae

Ka kitea pea e koe ēnei momo tauira mō te mana o te kōnae:

- **Open** – Hei te wā e rite ana ngā kura, e āhei ana ngā ākonga, ngā kaiako rānei ki te tukuatu kōnae ki tēnei paerewa. E āhei hoki ana ngā ākonga, ngā kaiako rānei ki te muku kōnae.

- **Ready for review** – E tohua ana ngā ākonga kua rite ā rātou kōnae ki te whai arotakenga a te kaiako. Kāore e āhei ana te ākonga ki te panoni i ngā mahi.

- **Reviewed** – E tohua ana ngā kaiako kua arotakengia te tika o ngā kōnae.

- **Submitted** – E tohua ana te kaiako, te Tautapa Tumuaki rānei, kua tāpaetia ngā kōnae ki ngā kaimāka.

- **Not submitting** – E tohua ana i ngā ākonga kāore e tāpae kōnae ana mō tēnei paerewa.

- **File error** – E tohua ana te pūnaha matawai kōnae i te mate, i te matapae mate rānei o te kōnae. Me muku i te kōnae kia tika ai.

- **Closed: Submitted** – E tohua ana, kua pāhemo te rā aukatinga, ā, kua tāpaetia te kōnae a te ākonga.

- **Closed: Not submitted** - E tohua ana, kua pāhemo te rā aukatinga, ā, kāore he kōnae kua tāpaetia ki ngā kaimāka.

- **Closed: Not submitting** - E tohua ana i te ākonga kāore i tāpaetia kōnae mai, ā, kua pāhemo hoki te rā aukatinga.

Te momo kōnae me te whakaingoa kōnae

Mō te whakaingoa kōnae, kaua e maharahara ki ngā ingoa whāiti ka whakamahia e ngā ākonga. Me poto noa ngā ingoa, ā, me paku whakamārama hoki e ai ki te kōnae. Mā te tukuatu i ngā tāpaetanga matihiko, ka kitea hoki ngā kōrero whaiaro o te ākonga pēnei i te NSN, te nama MoE o te kura, ka mutu, ka āpiti aunoa hoki te paerewa ki te kōnae.

KIA MAUMAHARA: Kaua e whakaingoa kōnae ki ngā ingoa katoa o te ākonga. E tika ana kia noho muna ngā mahi a te ākonga ki ngā kaimāka.

Hei te whārangi o ngā paerewa, ka kitea e koe ngā momo kōnae katoa e tika ana mō taua paerewa.

Requirements for digital submission uploads

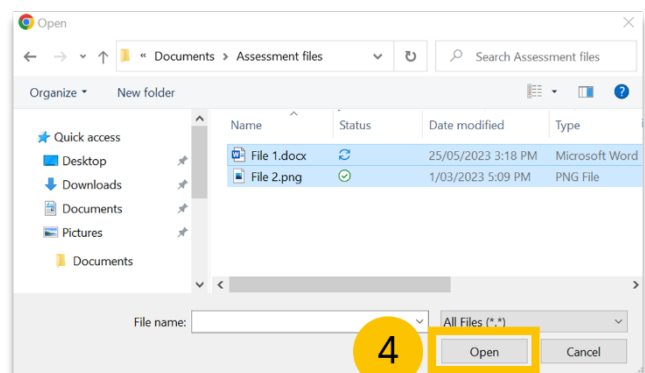|	
NZQA close date:	27 Oct 2023 ⏱ 59 days
File type:	PDF, DOCX, DOC, PPTX, PPT, XLSX, XLS, MP3, WMA, AVI, MP4, M4V, MOV, WEBM, JPEG, JPG, DWG, DXF, IGS, MTS
Other details:	Each file should be no more than 5GB in size.

E āhei noa ana ki te tukuatu i ngā momo kōnae e whakaaetia ana mō te paerewa, ā, kāore hoki e āhei ana ki te tukuatu tārua nei i te kōnae kotahi.

Te tukuatu kōnae mō ngā ākonga

He wā tōna ka tukuatu kōnae te kaiako mō ngā ākonga. Ki te pēnei me:

1. Haere ki te paerewa.

2. Kōwhiri i te ākonga e tika ana kia tukuatu i āna kōnae

3. Pēhi i te **Upload files**.

4. Kōwhiria ngā kōnae i tō rorohiko ake kātahi ka pēhi i te **Open**.

5. Ka puta mai he mata iti e whakaatu ana i te mahi tukuatu. Pēhia te **X** kia kapi ai te mata iti.

E taea ana te tō me te whakataka kōnae ki te wāhanga kōnae kua muramura nei.

HEI AKIAKI: Kia kōwhiri i ngā kōnae takitini, pēhia roa nei te **CTRL** kei te papa patopato (te **Command/⌘** rānei i te Mac) kātahi ka pēhi i ia kōnae e hiahia ana. Kia kōwhiri i te rārangi whānui o ngā kōnae, pēhia roa nei te **SHIFT**, kātahi ka pēhi hoki i te kōnae tuatahi me te kōnae whakamutunga.

Te arotake kōnae kua tukuatu

E tika ana ka tirohia ngā kōnae katoa e te kaiako i mua i te tāpaetanga kia whai māka. Me hōmiromiro i te tika o ngā kōnae ki te paerewa, i te hāponotanga hoki o ngā mahi a te ākonga. Me āta titiro hoki ki te ingoa o te kōnae, ā, kāore ia e whakaatu ana i te ingoa tūturu o te ākonga. Kia kite ai ngā kōnae kua tukuatu me:

1. Haere ki te paerewa.

2. Pēhi i te ingoa ākonga o ngā kōnae e hiahia ana.

3. Pēhia i te **View/Download** mō ia kōnae.

4. Ka tikiake ngā kōnae ki te kōpaki Tikiake hei tō rorohiko. Whakatūwherahia, ā, tirohia ngā kōnae katoa.

5. Hei āwhina ki te aroturuki ākonga kua tirohia, panonihia te mana o te kōnae ki te tohu **Reviewed**.

File name	Size		
Video file.mp4	10.09 MB	View / Download	Remove
Assessment file 1.pdf	863.51 kB	View / Download	Remove
Assessment file 2.pdf	31.99 kB	View / Download	Remove
		Mark as reviewed	Submit for marking

Ki te tukuatu i te kōnae hē:
Mukua te kōnae, panonihia tōna mana ki te Open, ā, tonohia te ākonga kia tukuatu i te kōnae tika.

Ki te hē hoki te ingoa o te kōnae, arā e whakaaturia ana ngā ingoa katoa o te ākonga:
Mukua te kōnae, panonihia tōna mana ki te Open, ā, tonohia te ākonga kia whakaingoa anō i te kōnae kia muna kē tōna ingoa tūturu.

Ki te whakapae koe kāore e hāpono ana te mahi a te ākonga:
Ka tāpae tonu i te kōnae engari me whai hoki i ngā tukanga tika mō te tūhura hara. He aratohu me he pepa tono kei Te Aka kei te wāhanga Key guidance and resources:
https://www2.nzqa.govt.nz/ncea/understanding-ncea/te-aka/key-guidance-and-resources/

KIA MAUMAHARA: I a koe e arotake kōnae ana, me whiri i te mana 'Ready for review'. Kāore e āhei ana ngā ākonga ki te panoni i ngā kōnae.

Te muku kōnae

Mēnā kua tukuatu i tētahi kōnae hē, kua kitea rānei te ingoa tūturu o te ākonga, me muku i te kōnae:

1. Haere ki te paerewa, ā, pēhia te **Remove**.
2. Me whakatau koe kia muku i te kōnae mā te pēhi i te **Yes, I'm sure**.

E āhei noa ana koe ki te muku kōnae kua tohua ki te **Open** ki te **Ready for Review status** rānei.

Te panoni i te mana o te kōnae ki te Open

Ki te hiahia te ākonga ki te muku i tāna ake kōnae, ki te tukuatu kōnae hou rānei, me panoni te mana kua tohua ki te **Open**.

Pēhia te pouaka takaiho **Update or change status** kātahi ka kōwhiri i te mana **Open**.

Mēnā kua tohua te mana ki te **Submitted**, kei te Tautapa Tumuaki anake te āheinga ki te panoni i te mana.

Te whakaatu i ngā ākonga kāore e tāpae kōnae ana

E rua ngā huarahi e taea ai te tohu ākonga kāore e tāpae mahi ana.

Hei te whārangi paerewa

E āhei ana te tohu i ngā ākonga tokomaha kei te whārangi paerewa:

1. Pēhia te pātene **Mark students as not submitting**.

2. Pēhia nei ngā pouaka tohu ki te whiriwhiri ākonga kāore e tāpae mahi ana.

3. Hei te wā e rite ana koe, pēhia te pātene: **Mark as not submitting**.

Ka tohua ā rātou mana ki te **Not submitting**.

Student information

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

Submit students for marking | Mark students as not submitting — **1**

Student information

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

	Student name ↓	NSN	Files uploaded	File types	Status ❓	
☑	Apple, Alice	120000023	0		○ Open	View/Manage ＞
☐	Berry, Ben	120000006	1	DOCX	◉ Reviewed	View/Manage ＞
☐	Melon, Mandy	150000032	2	PDF	◉ Reviewed	View/Manage ＞
☑	Pear, Peter	120000081	0		○ Open	View/Manage ＞
☐	Peach, Paula	150000077	1	MP4	◉ Reviewed	View/Manage ＞

2 (indicating checkboxes column)

Select students to mark as not submitting   2 selected   Clear   **3**   Mark as not submitting   ✕ Cancel

HEI AKIAKI: Kia kōwhiri i ngā kōnae takitini, pēhia roa nei te CTRL+F kei te papa patopato (te Command/⌘+F rānei i te Mac) kātahi ka pēhi i ia kōnae e hiahia ana. Kia kōwhiri i te rārangi whānui o ngā kōnae, pēhia roa nei te SHIFT, kātahi ka pēhi hoki i te kōnae tuatahi me te kōnae whakamutunga.

Hei te whārangi takitahi

E taea ana te tohu ākonga kāore e tāpae mahi ana i te whārangi takitahi:

1. Kōwhiria he ākonga i te whārangi paerewa.

2. Pēhia te pātene kia tohua ki te **Not submitting**.

Ka tohua te mana o te kōnae ki te **Not submitting**.

Digital Submissions Home ＞ Technology ＞ 91899 ＞ Lemon, Liz

Lemon, Liz | 140000011

◉ Reviewed   Update or change status ⌄

This student is currently set as Submitting files for this standard. You can change this below:

Submitting 🟢 Not submitting   **2**

Te tāpae kōnae ākonga ki te whai māka

E rua ngā huarahi e taea ai te tāpae mahi.

Hei te whārangi paerewa

E āhei ana ki te tāpae mahi a ngā ākonga tokomaha hei te whārangi paerewa:

1. Pēhia te pātene **Submit selected for marking**.

2. Pēhia ngā pouaka tohu o ngā kōnae ākonga e hiahia ana ki te tāpae.

3. Hei te wā e rite ana koe, pēhia te pātene: **Submit for marking**.

HEI AKIAKI: Whakamahia te pouaka tohu kei runga i te tīwae Ingoa Ākonga, kia whiriwhiri i ngā ākonga katoa.

Hei te whārangi takitahi

E taea ana e koe te tāpae kōnae mō te takitahi hei te whārangi takitahi:

1. Hei te whārangi paerewa, pēhia te ingoa o te ākonga.

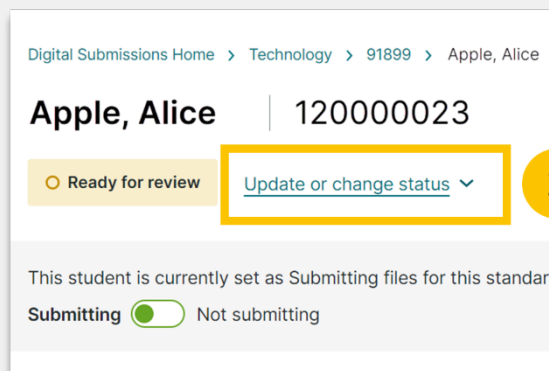2. Pēhia te pātene **Submit for marking**.

Te tukuatu kōnae tōmuri me te panoni i te mana o te kōnae

He tautono tarawharau kei tō kura, ā, kei te kaiako, kei te Tautapa Tumuaki (i te nuinga o te wā) rānei te tikanga ki te whātoro atu kia panoni i te mana o te kōnae, ki te tukuatu kōnae tōmuri rānei.

Te panoni i te mana kua tohua ki te Submitted

Hei te wā kua tohua te mana o te kōnae ki te Submitted, ko te Tautapa Tumuaki anake e taea ana te mahi panoni. E āhei tonua ana te panoni mana mai i te whārangi ake a te ākonga, nō roto mai anō hoki i te paerewa:

1. Hei te whārangi paerewa, pēhia te ingoa o te ākonga.

2. Pēhia te rārangi takaiho **Update or change status**.
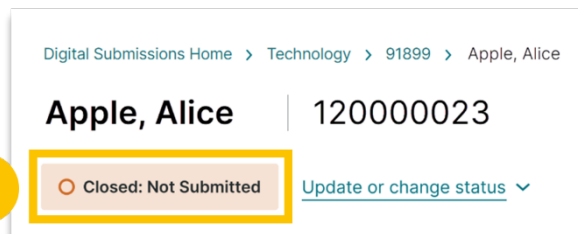
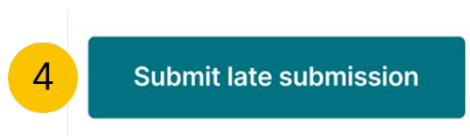3. Kōwhiria te mana.

Ngā tāpaetanga tōmuri

Pāhemo ana te NZQA close date, taea tonutia te tuku tāpaetanga mai.

E taea ana e te Tautapa Tumuaki te tukuatu me te tuku tāpae tōmuri atu me he **Closed:Not Submitted** te mana.

1. Hei te whārangi paerewa, pēhia te ingoa o te ākonga.

2. Pēhia te rārangi takaiho **Update or change status**, mēnā ka hiahia te panoni mana ki te **Closed: Not Submitted.**

3. Tukuatu ngā kōnae.

4. Pēhia te **Submit late submission**.

Me whai hoki te Tautapa Tumuaki i te tukanga tāpaenga tūreiti kia mātua whakarite te māka o ngā mahi o ngā ākonga. Tirohia ngā tohutohu tāpaenga paerewa mō ētahi atu kōrero.

Te raparongoā

E taea ana e au te tiro ki aku ake ākonga?

Ka kitea e koe ngā ākonga katoa o te kura kua uru atu ki te paerewa. Kāore e taea ana te kite tuari noa i tētahi akomanga.

Ka ahatia mēnā kua hē ngā kōnae kua tukuatu, kua tāpaetia hoki ki a NZQA?

Whakapā atu ki tō Tautapa Tumuaki, māna anake e taea ai te whakapanoni i te mana o te kōnae ki te:

- **Open** – kia wātea ai ngā ākonga ki te tukuatu i ngā kōnae tika.
- **Ready for Review** – kia wātea ai ngā kaiako ki te tukuatu i ngā kōnae tika.

Me whakamahi i te mana arotake?

He kōwhiringa kē te whakamahi i te Mana Arotake. Ko tāna, he tautoko anō i a koe ki te aroturuki tika i ngā kōnae ākonga. E taea tonu ana te tāpae kōnae kua tohua ki te Ready for review.

He mea nui ki te kāiako te hōmiromiro kōnae i mua i te tāpaetanga ki te whai māka. Me āta titiro ki ia kōnae, ki te tika o te kōnae kua tukuatu, ki te hāpono hoki o te mahi, tae atu rā ki te ingoa muna kua whakamahia e te ākonga.

Mā te panoni i te mana ki te tohu Arotake e āhei ana koe ki te whakaraupapa haere i ngā kōnae kua hōmiromirotia.

Mēnā e rahi ana te nama ākonga kua uru atu ki te paerewa, he mea āwhina anō te mana Arotake hei whakahaere, hei whakaraupapa tāpaetanga.

He aha te take, kāore e kitea ana tētahi marau, tētahi paerewa rānei?

Mēnā kāore e kitea ana tētahi marau, tētahi paerewa, he tohu tēnā kāore he ākonga e tāpae aromatawai matihiko ana mō taua marau, mō taua paerewa rānei.

Ka kitea noatia te paerewa me he urunga ākonga nā tō kura ki taua paerewa (kāore anō taua urunga ākonga kia tango mai).

Ka kitea noatia te marau me he urunga ākonga nā tō kura kua tāpaetia ā-matihiko nei ki taua marau i tēnei tau tonu.

Me tuku atu ngā urunga ākonga katoa mō te paerewa e ngaro ana ki a NZQA.

Me haere au ki hea kia kite atu ai ngā paerewa katoa kua uru atu tētahi ākonga?

Kāore e taea ana te kite tuari noa i ngā paerewa katoa o tētahi ākonga. He tirohanga ā-paerewa kē tēnei, arā te nama ākonga kua uru atu ki te paerewa.