



Online Digital Submission Quick User Guide

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NZQA

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New Zealand Qualifications Authority



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Overview

This quick guide is for uploading student files to NZQA, using the Digital Submission Upload option in the Provider Login.

The steps to submit a digital file to NZQA are:

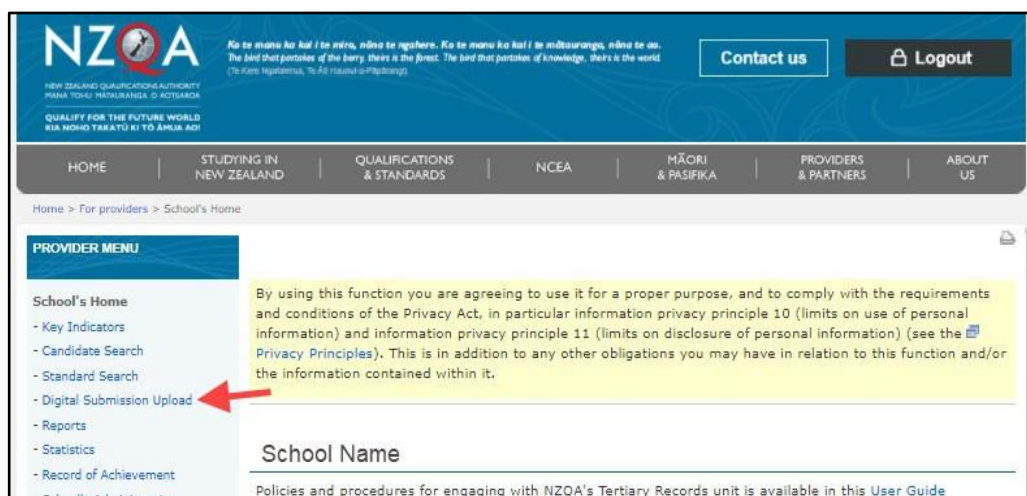
1. Open the digital submission upload web page.
2. Open the file submission page for the standard you want to submit files to.
3. Add the files by selecting or drag and drop.
4. Upload the files.

A more comprehensive guide is available on the NZQA website.

NZQA Digital Submission Upload web page

To get to the digital submission web page:

1. On the [NZQA website](#), click Login on the top right.
2. Under **Manage your organisation**, click **Provider log in**.
3. On the right **Useful links** menu, click **Old portal home page (Providers login)**.
4. Click **Digital Submission Upload**



Subject accepts digital submission

Subjects will only appear in the **Standard search screen** list if:

- your school has entries in a subject's standard for the academic year and
- a subject's standard accepts digital submission files for external assessment.

Standard Search - School Name - 2022

Showing Standards allowing upload only

Entries data is available for 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020

Search by Standard Number: **Search**

Subject	Entries
Te Ao Haka	66
Technology	48
Visual Arts	100

3 subjects were found.

Note: If a subject is not listed, check if submissions need to be done through the new submissions tool. ([Click here](#))

Standard requires digital submission

From the subject's page you can navigate to the standards page by either:

- entering the standard number in the search function
- clicking through the subject link.

The subject's standard list shows standards if:

- your school has entries in the standard for the academic year and
- the standard accepts digital submission files for external assessment.

Te Ao Haka Standards - School Name - 2022

Code	Assessed	Level 1 Standards	Candidates
91976	Internal	Demonstrate understanding of key features of Te Ao Haka	4
91977	Internal	Perform an item from a Te Ao Haka discipline	6
91978	External	Demonstrate understanding of categories within a Te Ao Haka discipline	5
91979	External	Demonstrate understanding of elements within a Te Ao Haka performance	4

Code	Assessed	Level 2 Standards	Candidates
91980	Internal	Explore elements to create a section of a Te Ao Haka item	6
91981	Internal	Perform a Te Ao Haka item to respond to a local kaupapa	6
91982	External	Compare a Te Ao Haka performance and one other performance	6
91983	External	Respond to a Te Ao Haka performance	6

Code	Assessed	Level 3 Standards	Candidates
91984	Internal	Reflect on a personal learning journey in a discipline of Te Ao Haka	7
91985	Internal	Perform three categories within a discipline of Te Ao Haka	7
91986	External	Perform two Te Ao Haka disciplines	9

11 standards were found.

Standard page

The standard page shows all the learners entered in the standard at your school.

If you click on the blue links under the student's names you will see details of previously loaded files for that student, and can submit files for the individual student.

Candidates Entered in 91979 - School Name - 2022

Standard: 91979
Subject: Te Ao Haka
Title: Demonstrate understanding of elements within a Te Ao Haka performance
Assessment: External

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

Candidate Name	NSN	Version	Result Date	Credits	Consent to	Ext	Ext	Course
			Complete	Achieved	Assess	Org	Loc	
Bains, Shannon	123456789	1						Level One Māori Performing Arts
Harnish, Buasorn	234567890	1						Level One Māori Performing Arts
Marr, Ko-Taio	345678901	1						Level One Māori Performing Arts
Vaipulu, Mario	456789012	1						Level One Māori Performing Arts

4 candidates enrolled at this school were found.

File naming

The file name of a file you are uploading must follow a strict naming convention so the file can be matched to the correct student.

NZQA's file naming convention is:

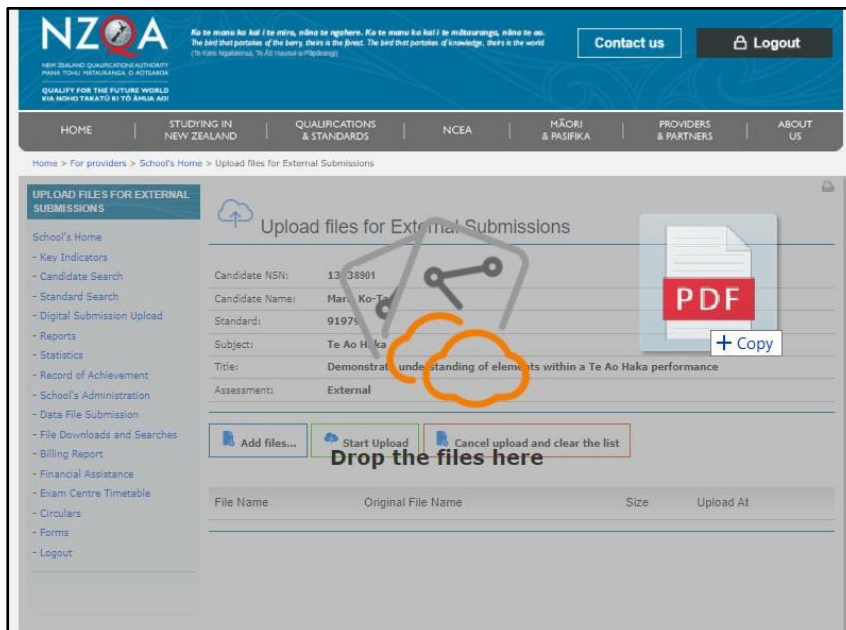
[School No]-[NSN]-[Standard No].[extension]

Example: 0045-345678912-91979.pdf

Note: The school number must be padded with leading zeros to 4 digits. For example, 2123, 0023, 0004.

Adding files by drag and drop

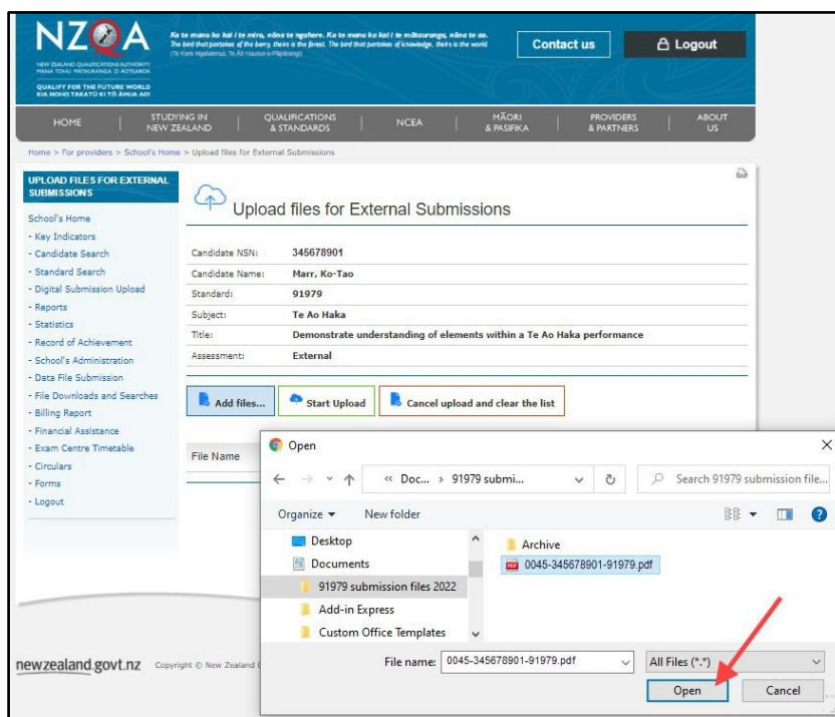
You can drag the files from your local drive by selecting them in your file browser and dragging them on to the webpage area anywhere below the title bar.



Adding files through 'Add files' button

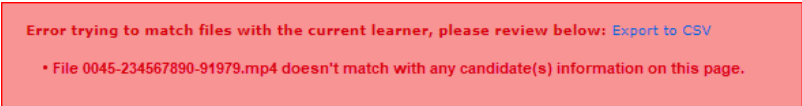
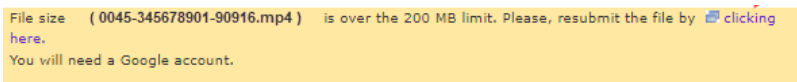
To add the files through a file browser, click **Add files**.

Navigate to your local drive, select the file(s) and click **Open**.



Reviewing messages

After adding the file, any messages and actions required will appear below and next actions will be:

If...	Then...
files cannot be matched to a student entry	<p>an error message will display in the message panel.</p>  <p>Note:</p> <ul style="list-style-type: none"> • Check your student has an entry, you may need to submit a new datafile to NZQA to update entries. • Check your filename meets the file naming convention exactly.
files can be matched to more than one student entered	<p>an error message will display in the message panel.</p> <p>An example would be using a student's name only in the filenames and two students of the same name are entered in a standard.</p> <p>Note: Correct the error from the information on the submission page. For example, include the correct NSN in the file name.</p>
files are not a permitted file type for this standard	<p>an error message displays under the student's name.</p> <p>Note: Check for the allowable file types in the Assessment Specification for the standard on the standard's subject page on the NZQA website. (https://www.nzqa.govt.nz/ncea/subjects/).</p>
files are over 200MB	<p>a message displays under the student's name with a link to load the file by Google form.</p>  <p>Click on the link and follow the instructions to submit the file.</p> <p>Files uploaded through the Google form will not show against the Standard entry page, but NZQA will receive the information that the file has been uploaded through the Google form.</p>
file is successfully matched to an entry and the correct type	<p>the file will show with a message 'ready to upload'.</p> <p>Note:</p> <ul style="list-style-type: none"> • Click the Start Upload to complete the upload of the file(s). • The file is not submitted until you have uploaded it.

You can click **Cancel upload and clear the list** to clear all errors and cancel the files listed as ready to upload. This will only cancel the errors and files showing as 'ready to upload'.

It will not cancel any files that have been successfully uploaded.


Upload file

After clicking **Start Upload**, the added file will be uploaded and if successful a message will display as 'File uploaded successfully'.

File Name	Original File Name	Size	Upload At
File uploaded successfully.			

Click the browser refresh button (↻) to view an updated list of the files uploaded.

The standard list will show the file counts against each student entered.



Candidates Entered in 91979 - School Name - 2022

Standard: **91979**

Subject: **Te Ao Haka**

Title: **Demonstrate understanding of elements within a Te Ao Haka performance**

Assessment: **External**

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

Candidate Name	NSN	Version	Result Date	Credits Complete	Consent to Achieved Assess	Ext Org	Ext Loc	Course
Bains, Shannon	123456789							Level One Māori Performing Arts
1 file uploaded.								
Harnish, Buasorn	234567890							Level One Māori Performing Arts
1 file uploaded								
Marr, Ko-Tao	345678901							Level One Māori Performing Arts
1 file uploaded								
Vaipulu, Mario	456789012							Level One Māori Performing Arts
1 file uploaded.								

4 candidates enrolled at this school were found.

The individual student's standard entry page will show the file name and time of upload.

File Name	Original File Name	Size	Upload At
0045-345678901-91979.pdf	0045-345678901-91979.pdf	30 KB	7/04/2022 2:29:41 PM

A file named with the incorrect naming convention will not be accepted and must be renamed with the recommended format: **[School No]-[NSN]-[Standard No].[extension]**.

Replacing a submitted file

The ability to replace a file is dependent on the settings for the standard.

If...	Then...
a standard does not permit multiple file submissions per student	a new submitted file will replace the existing file.
a standard permits multiple files of different types per student	a new submitted file will replace an existing file if the new file is the same file type as an existing file. If you want to replace a previously submitted file that is a different type contact the contact the NZQA call centre to request a submitted file be removed.
a standard permits multiple files of the same type per student	a new submitted file will show as an additional file in the student's entry page. If you do not want the previous submitted file to be assessed, contact the NZQA call centre to request a submitted file be removed.

Need help?

If you need assistance, there is a full length user guide available on the [NZQA website](#).

If you cannot find the answer in the user guide, contact the NZQA call centre on 0800 222 230 or via email desadmin@nzqa.govt.nz