



# Online Digital Submission User Guide

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# NZQA

Mana Tohu Mātauranga o Aotearoa  
New Zealand Qualifications Authority



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# Introduction

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**Audience** This guide is for anyone who uploads student files to NZQA, using the Digital Submission Upload option in the Provider Login.

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**Topics** This document has the following topics:

Topic
<a href="#">Before you begin</a>
<a href="#">Steps to submit a digital file to NZQA</a>
<a href="#">Step 1: Go to the digital submission page for the standard</a>
<a href="#">Step 2: Check filename is correct for the student</a>
<a href="#">Step 3: Select file(s) for upload</a>
<a href="#">Step 4: Review any file matching error messages</a>
<a href="#">Step 5: Upload the files</a>
<a href="#">Step 6: Upload student files over 200MB</a>
<a href="#">Replace student files</a>
<a href="#">Submit additional student files</a>
<a href="#">Deleting student files</a>

## Before you begin

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**Student entered** You can only upload files for students with an entry submitted to NZQA for that standard.

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**File type** Some standards have limited permitted submission file types.  
The file types accepted for a standard are listed in the Assessment Specifications for that standard.  
The standard's Assessment Specification can be found on the NZQA website:  
NCEA standard: <https://www.nzqa.govt.nz/ncea/subjects/> (*under the standard's subject page*)  
NZ Scholarship standard: <https://www.nzqa.govt.nz/qualifications-standards/awards/new-zealand-scholarship/scholarship-subjects/>.

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**File name** To link an uploaded file to the correct student's entry, the file name must include the student's NSN and/or name in a specific format.

NZQA's preferred 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.

Other permitted file naming conventions are covered in [Step 2: Check filename is correct for the student](#).

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## Steps to submit a digital file to NZQA

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### Upload options

There are two NZQA web pages available for uploading student files:

- The standard entries page allows multiple students' files for that standard to be uploaded at a time.
- From the standard entries page, an individual student can be selected to open their specific entry page which will only allow that student's file(s) for the standard to be uploaded.

The methods of adding the files, the file requirements and the error messages are the same for both options.

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### Main steps

These are the main steps to submit a digital file to NZQA.

Step	Action
1	<a href="#">Go to the digital submission page for the standard</a>
2	<a href="#">Check filename is correct for the student</a>
3	<a href="#">Select file(s) for upload</a>
4	<a href="#">Review any file matching error messages</a>
5	<a href="#">Upload the files</a>
6	<a href="#">Upload student files over 200MB</a>

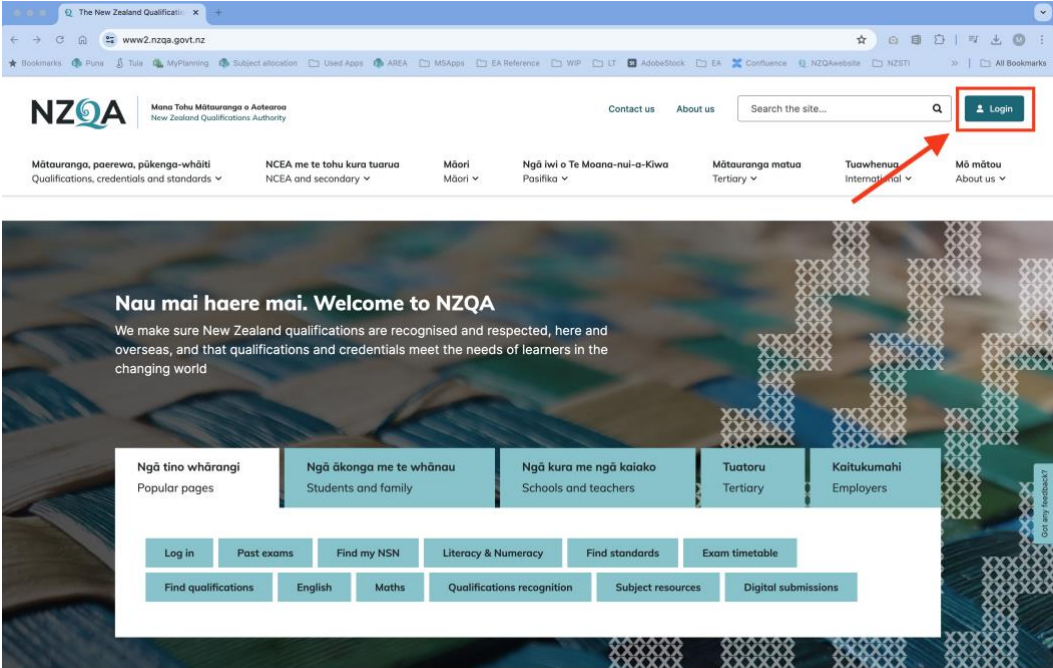
### Optional actions

These are additional optional actions, after you have submitted a digital file to NZQA.

- [Replace student files](#)
- [Submit additional student files](#)
- [Delete student files](#)

## Step 1: Go to the digital submission page for the standard

**Steps** Follow the steps below to go to the digital submission page for the standard.

Step	Action
1	<p>Open one of these browsers:</p> <ul style="list-style-type: none"> <li>• Chrome</li> <li>• Firefox</li> <li>• Microsoft Edge</li> </ul>
2	<p>Access the <a href="https://www.nzqa.govt.nz">NZQA website</a>.</p> <p>Click <b>Login</b> and under <b>Manage your organisation online</b>, click <b>Provider log in</b>.</p>  <p>The screenshot shows the NZQA website homepage. At the top right, there is a search bar and a 'Login' button highlighted with a red box. Below the navigation menu, there is a main heading 'Nau mai haere mai. Welcome to NZQA' and a sub-heading 'We make sure New Zealand qualifications are recognised and respected, here and overseas, and that qualifications and credentials meet the needs of learners in the changing world'. Below this, there are several menu items: 'Ngā tino whārangi', 'Ngā ākonga me te whānau', 'Ngā kura me ngā kaiako', 'Tuatoru', and 'Kaitukumahi'. At the bottom, there is a row of buttons including 'Log in', 'Past exams', 'Find my NSN', 'Literacy &amp; Numeracy', 'Find standards', 'Exam timetable', 'Find qualifications', 'English', 'Maths', 'Qualifications recognition', 'Subject resources', and 'Digital submissions'.</p>



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On the right **Useful links** menu, click **Old portal home page (Providers login)**.  
Click **Digital Submission Upload** from either the:

- **School's Home** menu on the left side of the screen
- **General Security Features** on the main part of the screen.

**Result:** For the current academic year, a list of the subjects that have entries from your school and accept digital submission files displays.

The screenshot shows the NZQA provider portal interface. On the left, there is a 'PROVIDER MENU' with various options. The 'Digital Submission Upload' link is highlighted with a red box and a red arrow. The main content area features a yellow warning box for tertiary providers, a 'Status of Submission Data' section with file creation and processing dates, and a 'General Security Features' section. The 'Digital Submission Upload' link is also highlighted in this section with a red box and a red arrow. Other sections include 'Moderation' and 'Education Sector Login (ESL)'.

**Note:**

1. The list also shows the number of standard entries there are for each subject.
2. If a subject is not listed here, please go to the new portal and select Digital submissions / Kete Manarua.

## 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:

Subject	Entries
<a href="#">Te Ao Haka</a>	66
<a href="#">Technology</a>	48
<a href="#">Visual Arts</a>	100

3 subjects were found.



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Determine your next step.

If you...	Then...
know the standard number you want to upload submission files to	go to <a href="#">Step 5</a>
don't know the standard number you want to upload submission files to	go to <a href="#">Step 6</a>

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If you know the standard number, then enter it in the **Search by Standard Number** field and click **Search**.

**Result:** Students entered in the standard display

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 Stan:

Candidates Entered in 91979 - School Name - 2022

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

3 subjects were

[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	1						Level One Māori Performing Arts
Harnish, Buasorn	234567890	1						Level One Māori Performing Arts
Marr, Ko-Tao	345678901	1						Level One Māori Performing Arts
Valpulu, Marlo	456789012	1						Level One Māori Performing Arts

4 candidates enrolled at this school were found.

6

If you do not know the standard number, click the subject in the list that contains the standard that you want to upload files to.

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.

**Result:** Subject's standards where digital submissions are accepted display.

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.

**Note:** The **Candidates** column shows how many of your students are entered in the standard.

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Click the standard you want to upload files to.

**Result:** Students entered in the standard display.

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

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-Tao	345678901	1						Level One Māori Performing Arts
Vaipulu, Mario	456789012	1						Level One Māori Performing Arts

4 candidates enrolled at this school were found.

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Review the list of students with entries for the selected standard.

Determine your next step.

If...	Then...
the student is not listed	the PN must submit an updated data file to NZQA to create an entry
you would like to upload files for one specific student	go to <a href="#">Step 9</a> , then continue to <a href="#">Step 2: Check filename is correct for the student</a> section
you would like to upload files for one or more entered students	go to <a href="#">Step 2: Check filename is correct for the student</a> section

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Click on a link directly below the student's name to load the files against one specific student only.

**Note:** The link will be:

- **Upload File** if no files have been uploaded

- **n file uploaded** if files have been previously successfully loaded.

**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 Achieved	Consent to Assess	Ext Org	Ext Loc	Course
Bains, Shannon 1 file uploaded	123456789	1						Level One Māori Performing Arts
Harnish, Buasorn 1 file uploaded	234567890	1						Level One Māori Performing Arts
Marr, Ko-Tao Upload File	345678901	1						Level One Māori Performing Arts
Valpulu, Mario 1 file uploaded	3789012	1						Level One Māori Performing Arts

4 candidates enrolled at this school were found.

**Result:** The Upload files for External Submissions page displays.

**Upload files for External Submissions**

Candidate NSN: **345678901**  
 Candidate Name: **Marr, Ko-Tao**  
 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**

File Name	Original File Name	Size	Upload At
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## Step 2: Check filename is correct for the student

**Introduction** You need to check that the filename is correct for the file that you want to upload.

A correct file name will successfully link to the student entry, in preparation for upload.

An incorrect filename will return an error and will not be uploaded to NZQA.

**File naming convention** You must use one of these file naming conventions for the student's file:

File naming convention	Example
[School No]-[NSN]-[Standard No].[extension] <i>* preferred convention</i>	0045-456729012-91979.pdf
[NSN].[extension]	456729012.mp3
[Surname]-[First name].[extension]	Marshall-James.mp3
[NSN]-[Surname]-[First name].[extension]	456729012-Marshall-James.mp3

**School number** The school number is your school's Ministry of Education (MoE) number.

If you use your school number in the file name it must be padded with leading zeros to make it 4 digits long. **Example:** 0123, 0023, 0004.

**Student name must match exactly** If you use a file naming convention that includes the student's name, then the student name must **exactly** match the name and case displayed in the student entry. It must also match any spaces shown within the name in student entry.

Example:

Student entry name shown as...	Acceptable file name
Foster, Sasha	Foster-Sasha.mp4
CESARIO PIOTTO, May	CESARIO PIOTTO-May.mov
De Hoedt Norgrove, Sheree	De Hoedt Norgrove-Sheree.avi
Smith-Long, Jane	Smith-Long-Jane.mts
McCollum, Amy	McCollum-Amy.pdf
Smith, T'reik	Smith-T'reik.pdf
MacDonald, KUSHLA	MacDonald-KUSHLA.mp4

## Step 3: Select file(s) for upload

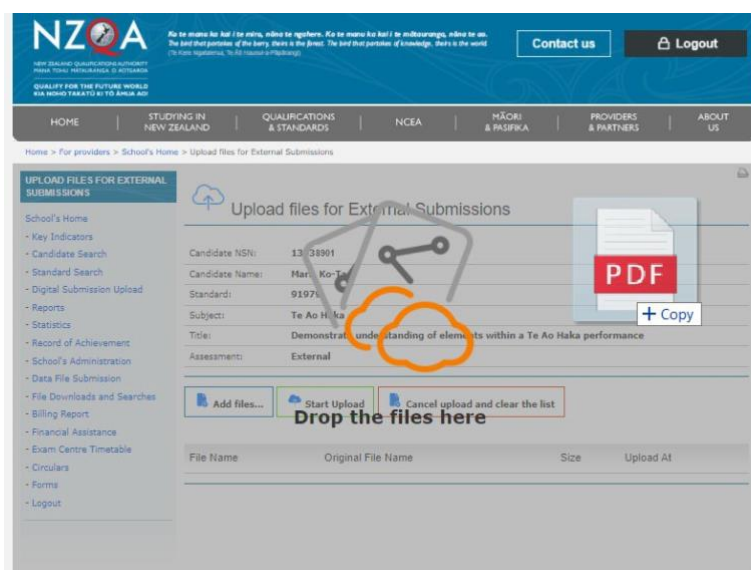
**Selecting Files** Check that the file(s) being uploaded are for the correct standard. There are two ways to add files for upload:

- Files can be selected by dragging files on to the webpage
- Files can be selected by clicking the **Add files** button.

**Adding files by drag and drop** To drag the files, open your local drive with your file browser and select the file(s) to load.

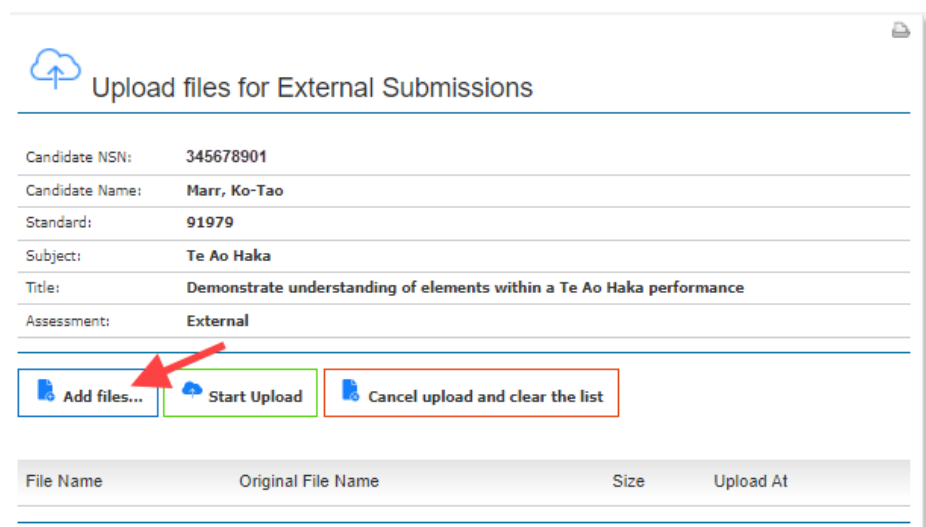
Drag the files on to the webpage area anywhere below the title bar.

When the icon changes to a loading symbol then you are in the right place to drop the file(s).



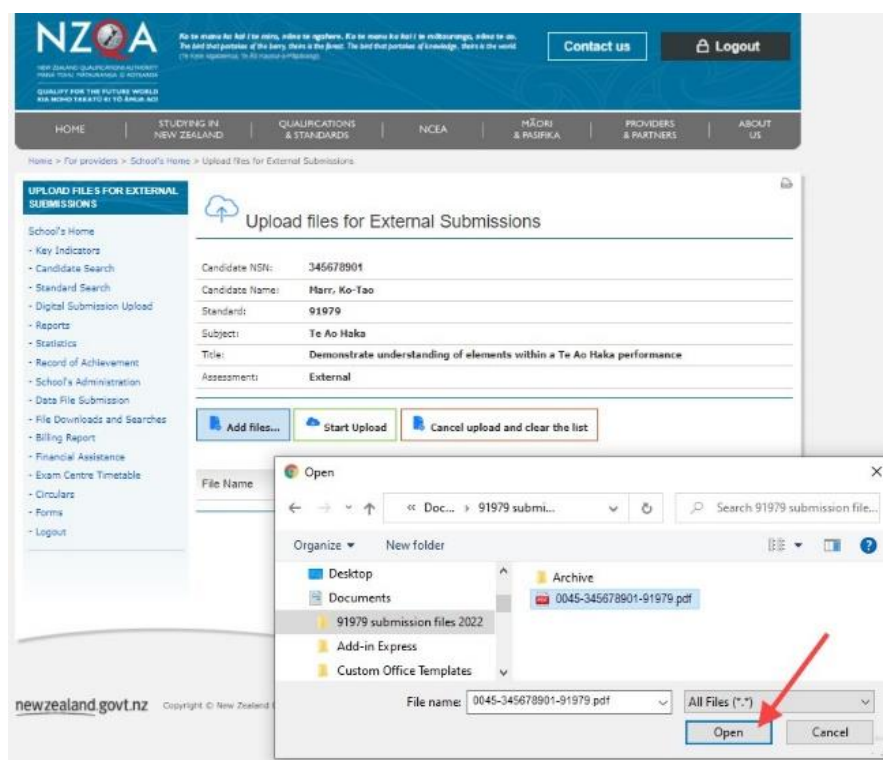
**Adding files through 'Add files' button**

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



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



**Note:** You can also drag and drop the files across instead of clicking **Open**

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### Selecting multiple files in the file browser

In the file browser you can select multiple consecutive files by holding down the Shift key and selecting the first file of interest and the last file of interest in the file list in the file browser window.

You can select multiple non-consecutive files by holding down the Ctrl key and selecting individual files of interest from the file list in the file browser window.

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**Review messages after adding files**

The result of adding the file(s) by dragging files on to the webpage or by clicking the **Add files** button will be the same.

The result will be:

If...	Then...
files cannot be matched to a student entry	an error message will display in the message panel.
files can be matched to more than one student entered	an error message will display in the message panel. An example would be using names only in the filenames and two students of the same name are entered in a standard.
files are not a permitted file type for this standard	an error message displays under the student's name.
files are over 200MB	a message displays under the student's name with a link to load the file by google form.
file is successfully matched to an entry and the correct type	the file will show with a message 'ready to upload'

Error messages for file naming errors or the incorrect file type can be downloaded.

You have the option to cancel the upload and correct the cause of the error then reload the student file(s) or continue with the upload of 'ready to upload' files.

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**Next action for a message**

Use the table below to see what to do next:

If...	Then...
files matching student entry errors	go to the section <a href="#">Step 4: Review any file matching error messages.</a>
files matching more than one entry	go to the section <a href="#">Step 4: Review any file matching error messages.</a>
files are not a permitted type	check the Assessment Specification for the standard on the standard's subject page on the NZQA website. ( <a href="https://www.nzqa.govt.nz/ncea/subjects/">https://www.nzqa.govt.nz/ncea/subjects/</a> ).
files that are larger than 200MB	go to the section <a href="#">Step 6: Upload student files over 200MB.</a>
files ready to upload	go to the section <a href="#">Step 5: Upload the files.</a>

**Note:** You can click **Cancel upload and clear the list** to clear all errors and cancel the files listed as ready to upload.

## Step 4: Review any file matching error messages

### Introduction

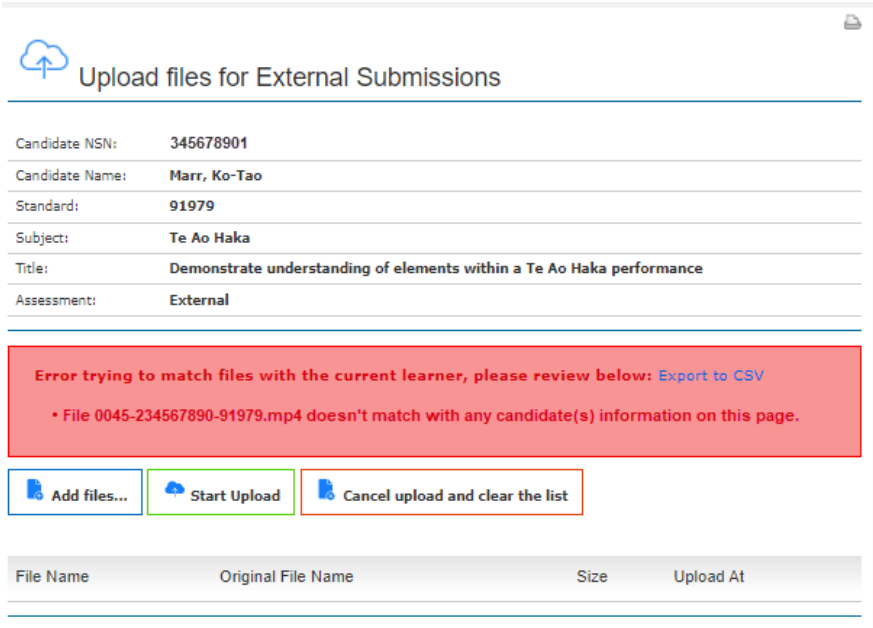
File matching error messages are the same whether files are loaded to the page listing all entries to the standard or the page for an individual student's entry to the standard.

The error message includes the name of the file that triggered the error.

### File matching error

If there are errors encountered during the file upload with the file name(s) or matching the file to a student entry, the message panel will identify the file(s) that contain the error and a brief description of the validation error.

#### Example errors are:



The screenshot shows a web interface for uploading files for external submissions. At the top, there is a cloud icon and the title 'Upload files for External Submissions'. Below this, a form displays candidate information: Candidate NSN: 345678901, Candidate Name: Marr, Ko-Tao, Standard: 91979, Subject: Te Ao Haka, Title: Demonstrate understanding of elements within a Te Ao Haka performance, and Assessment: External. A red error message box states: 'Error trying to match files with the current learner, please review below: [Export to CSV](#). • File 0045-234567890-91979.mp4 doesn't match with any candidate(s) information on this page.' Below the error message are three buttons: 'Add files...', 'Start Upload', and 'Cancel upload and clear the list'. At the bottom, there is a table header with columns: File Name, Original File Name, Size, and Upload At.

- File [filename] doesn't match with any candidate(s) information on this page.
- There are 2 candidates with information matching this file. Please rename the file to make it unique. E.g. include NSN.

Go to the section [Step 2: Check filename is correct for the student](#) to see examples of the correct use of student names in the file names.

If you are uploading a class and at this point notice the entry is missing for one file, then the school PN must add a standard entry for the missing student.

## Exporting the file matching error(s)

To export the list of errors, click **Export to CSV**.

Upload files for External Submissions

Candidate NSN: 345678901  
Candidate Name: Marr, Ko-Tao  
Standard: 91979  
Subject: Te Ao Haka  
Title: Demonstrate understanding of elements within a Te Ao Haka performance  
Assessment: External

Error trying to match files with the current learner, please review below: [Export to CSV](#)  
• File 0045-234567890-91979.mp4 doesn't match with any candidate(s) information on this page.

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

File Name	Original File Name	Size	Upload At
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### Result:

	A	B	C	D	E	F	G	H	I	J	
1	Digital Submissions Upload Error Messages										
2	File	345678901-KoTao-Marr.pdf	doesn't match with any candidate(s) information on this page.								
3											
4											

**Note:** This function is useful when there are several errors displayed, as the error messages will disappear when the upload page is refreshed.

## Step 5: Upload the files

### Files are ready to upload

For files that show as 'ready to upload', you must complete the process by uploading the files.

Upload files for External Submissions

Candidate NSN: 345678901  
 Candidate Name: Marr, Ko-Tao  
 Standard: 91979  
 Subject: Te Ao Haka  
 Title: Demonstrate understanding of elements within a Te Ao Haka performance  
 Assessment: External

Buttons: Add files... Start Upload Cancel upload and clear the list

File Name	Original File Name	Size	Upload At
File "0045-345678901-91979.pdf" is ready to upload.			

### Steps

Follow the steps below to complete the file(s) upload.

Step	Action								
1	<p>Click <b>Start Upload</b></p> <p>Upload files for External Submissions</p> <p>Candidate NSN: 345678901          Candidate Name: Marr, Ko-Tao          Standard: 91979          Subject: Te Ao Haka          Title: Demonstrate understanding of elements within a Te Ao Haka performance          Assessment: External</p> <p>Buttons: Add files... Start Upload Cancel upload and clear the list</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Original File Name</th> <th>Size</th> <th>Upload At</th> </tr> </thead> <tbody> <tr> <td colspan="4">File "0045-345678901-91979.pdf" is ready to upload.</td> </tr> </tbody> </table>	File Name	Original File Name	Size	Upload At	File "0045-345678901-91979.pdf" is ready to upload.			
File Name	Original File Name	Size	Upload At						
File "0045-345678901-91979.pdf" is ready to upload.									

**Result:** The file(s) will progress through 3 stages:

1 The Uploading file progress bar displays:

File Name	Original File Name	Size	Upload At
Uploading file ...			

2 The Analysing file message displays:

File Name	Original File Name	Size	Upload At
Analysing file ...			

3 The File uploaded successfully message displays:

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

**Note:** If the file upload encountered issues during the upload, then a message displays:

**Upload failed.**  
Please, refresh the page and try again for this file. If the error persists, contact our Contact Centre.

Follow the instructions and reattempt the upload, before contacting the NZQA Contact Centre on 0800 697 296.

2

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

Upload files for External Submissions

Candidate NSN: 345678901  
Candidate Name: Marr, Ko-Tao  
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

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

**Note:** If you used a filename that was not the recommended naming convention, the file will be given a system file name in the recommended format with your school number, the student's NSN and the standard number.

## Step 6: Upload student files over 200MB

**Files over 200MB** If a file being uploaded is over 200MB, a message will direct you to submit the file via a link which opens a Google form.

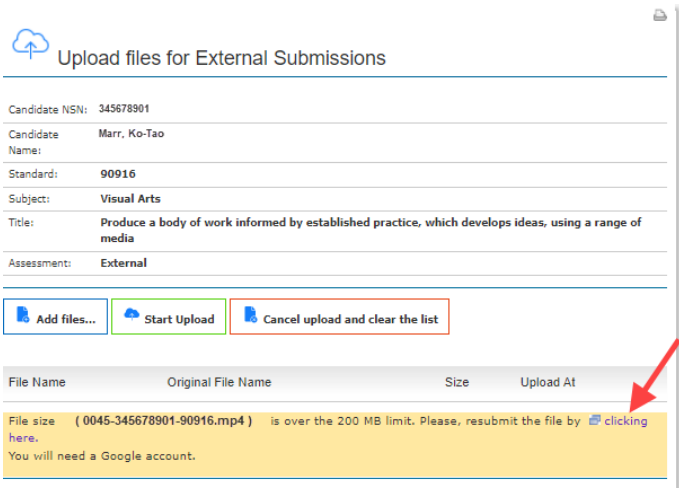
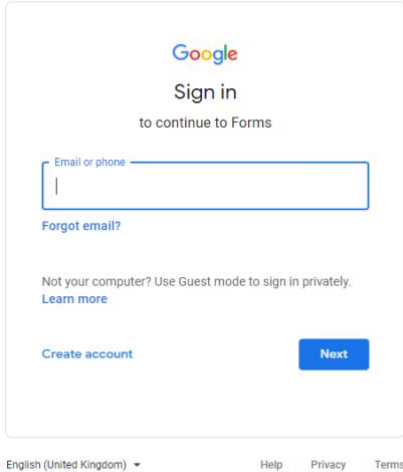
The Google form will prompt you for the information required by NZQA staff to process the file.

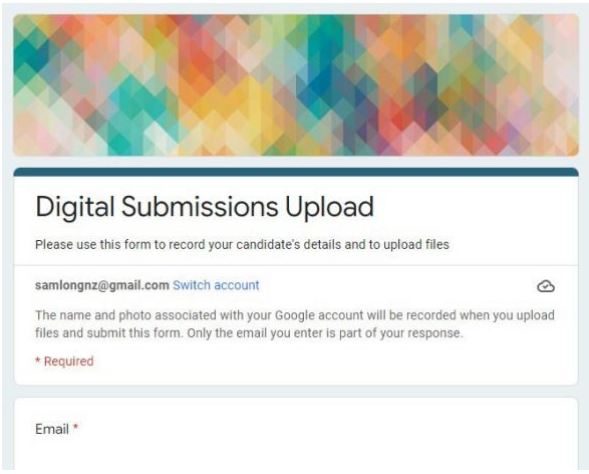
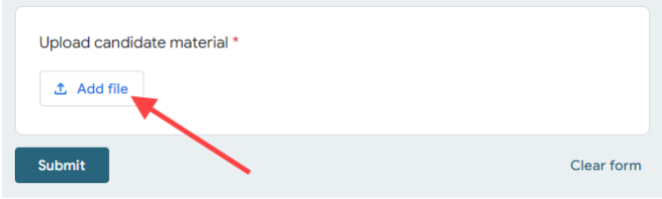
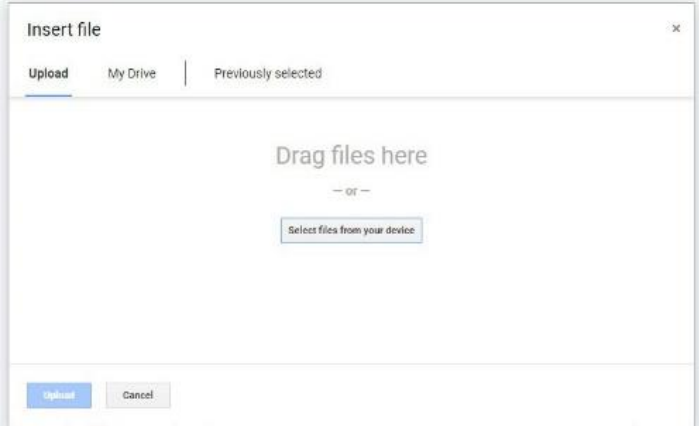
Large files are processed separately to minimise security risk to NZQA.

**Google account** To load a submission file via a Google form you must have a Google account. If you do not have a Google account, then you can create one from the link on the Google login screen or refer to the Google online instructions on how to create an account

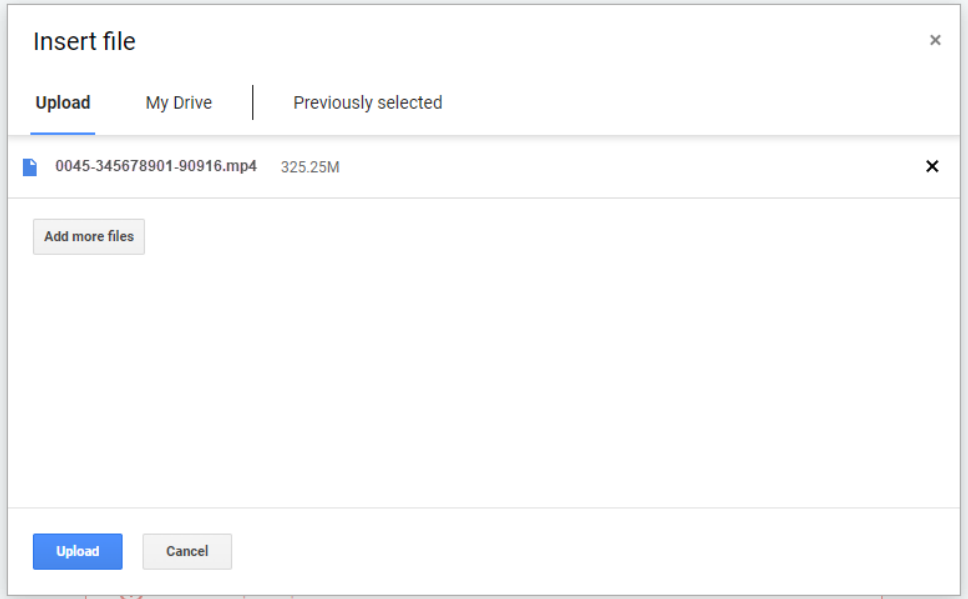
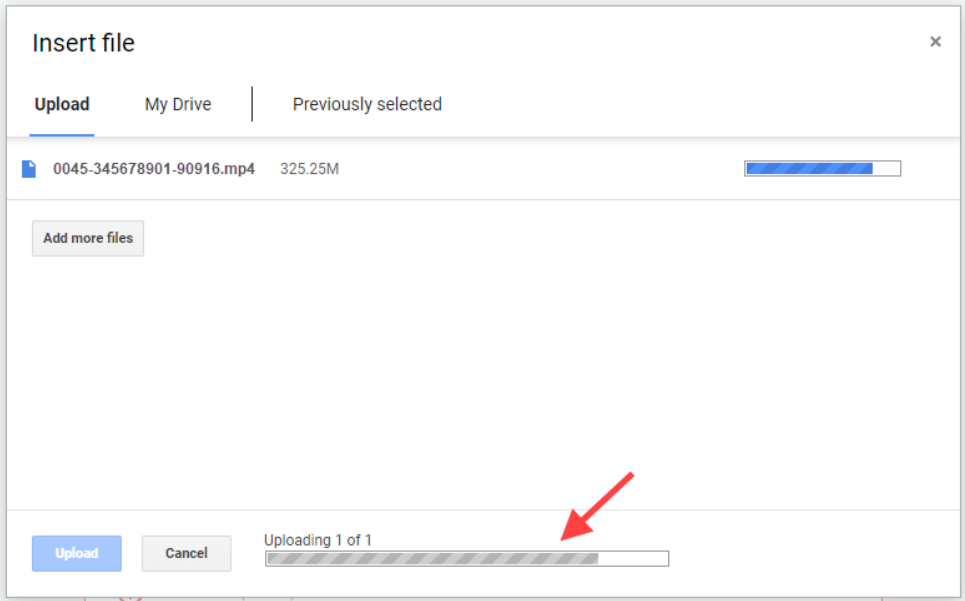
([https://support.google.com/accounts/answer/27441?hl=en&ref\\_topic=3382296](https://support.google.com/accounts/answer/27441?hl=en&ref_topic=3382296)).

**Steps** Follow the steps below to upload the file using a Google form.

Step	Action
1	<p>From the file size message, click on the <b>clicking here</b> link to open the Google form.</p>  <p><b>Result:</b> The Google login screen is displayed.</p> 

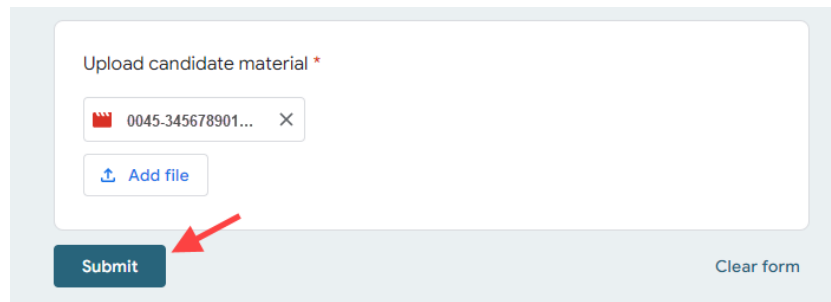
<p>2</p>	<p>Log in with your Google credentials or select the <b>Create account</b> link and follow the Google prompts to create a new Google account.</p> <p><b>Result:</b> A Google form is displayed.</p> 
<p>3</p>	<p>Complete the form. You will need to fill in:</p> <ul style="list-style-type: none"> <li>● an email address that we can contact you on</li> <li>● your School's name</li> <li>● your School's MoE ID (School number)</li> <li>● the student's name</li> <li>● the student's NSN</li> <li>● the standard number.</li> </ul>
<p>4</p>	<p>To upload the files, click the <b>Add File</b> link</p>  <p><b>Result:</b> A popup window is displayed.</p> 



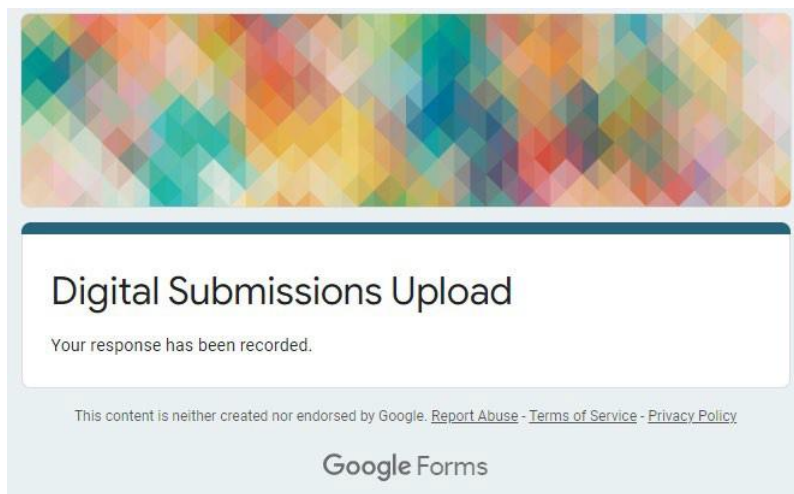
<p><b>5</b></p>	<p>You can drag the files into the popup window or click <b>Select files from your device</b> to use a file explorer to find the student's file.</p> <p><b>Result:</b> The file will show in the window.</p> 
<p><b>6</b></p>	<p>Click the <b>Upload</b> button to upload the selected file.</p> <p><b>Result:</b> The progress bar will display the uploading progress.</p> 
<p><b>7</b></p>	<p>When the file has completed uploading the popup window will close and return you to the main form.</p>

8

Click the **Submit** button to complete the submission process.



**Result:** A message will display that your Digital Submission Upload response has been recorded.



9

**Close** the tab.

This completes the process.

**Note:** The uploaded file will not show on the Standard entry page, but NZQA will receive the information that the file has been uploaded through the Google form.

## Replace student files

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**Deadline for replacement submission** The date of file submission is recorded by the system at the time of upload. All files, whether first submissions or replacements must be submitted by the submission deadline date.

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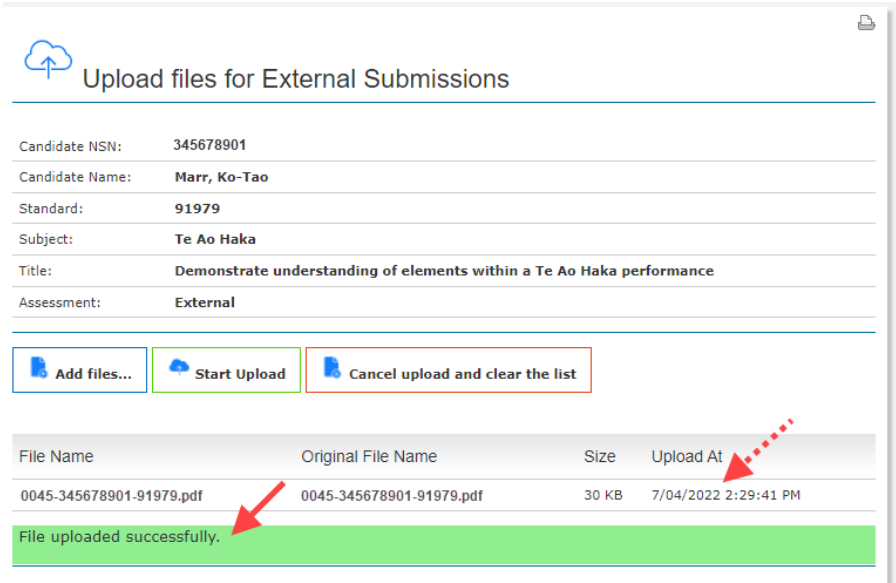
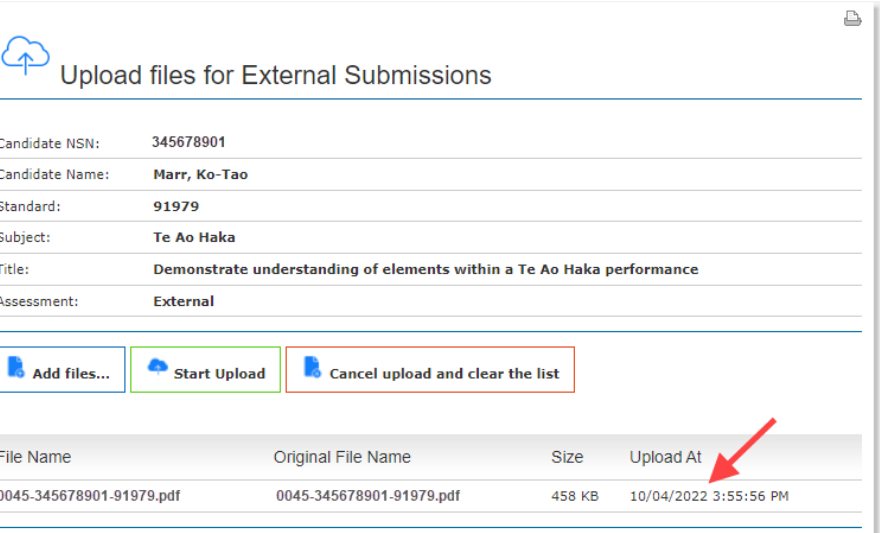
**Replacing files** The ability to replace a file is dependent on the settings for the standard.

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 see the <a href="#">Delete student files</a> section for who to contact for assistance.
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 see the <a href="#">Delete student files</a> section for who to contact for assistance.

**Steps**

Follow the steps below to replace a file and confirm the replacement file has been uploaded successfully.

**Note:** For this example, a standard that does not permit multiple files is used.

Step	Action								
<p><b>1</b></p>	<p>To submit a replacement file for a student with an existing submitted file, follow <a href="#">Steps 1 to 6</a> of submitting a file, with the new file.</p> <p><b>Result:</b> The file submission web page must show the message <b>File uploaded successfully</b>.</p> <p><b>Note:</b> At this stage the existing file will also show.</p>  <p>The screenshot shows the 'Upload files for External Submissions' page. It includes a form with the following details:</p> <ul style="list-style-type: none"> <li>Candidate NSN: 345678901</li> <li>Candidate Name: Marr, Ko-Tao</li> <li>Standard: 91979</li> <li>Subject: Te Ao Haka</li> <li>Title: Demonstrate understanding of elements within a Te Ao Haka performance</li> <li>Assessment: External</li> </ul> <p>Below the form are three buttons: 'Add files...', 'Start Upload', and 'Cancel upload and clear the list'. A table below the buttons shows the following file details:</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Original File Name</th> <th>Size</th> <th>Upload At</th> </tr> </thead> <tbody> <tr> <td>0045-345678901-91979.pdf</td> <td>0045-345678901-91979.pdf</td> <td>30 KB</td> <td>7/04/2022 2:29:41 PM</td> </tr> </tbody> </table> <p>A green message bar at the bottom of the table area says 'File uploaded successfully.' A red arrow points to this message, and another red arrow points to the 'Upload At' column header.</p>	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
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						
<p><b>2</b></p>	<p>Click refresh on your browser to view the new file details.</p> <p><b>Result:</b> For standards not permitting multiple file uploads, only one file shows with an upload date of the most recent file upload:</p>  <p>The screenshot shows the 'Upload files for External Submissions' page after a refresh. The form details are the same as in the previous screenshot. The table below the buttons now shows the following file details:</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Original File Name</th> <th>Size</th> <th>Upload At</th> </tr> </thead> <tbody> <tr> <td>0045-345678901-91979.pdf</td> <td>0045-345678901-91979.pdf</td> <td>458 KB</td> <td>10/04/2022 3:55:56 PM</td> </tr> </tbody> </table> <p>A red arrow points to the 'Upload At' column header.</p>	File Name	Original File Name	Size	Upload At	0045-345678901-91979.pdf	0045-345678901-91979.pdf	458 KB	10/04/2022 3:55:56 PM
File Name	Original File Name	Size	Upload At						
0045-345678901-91979.pdf	0045-345678901-91979.pdf	458 KB	10/04/2022 3:55:56 PM						

## Submit additional student files

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**Deadline for completing submission** The date of file submission is recorded by the system at the time of upload. All files, whether first submissions or additional files must be submitted by the submission deadline date.

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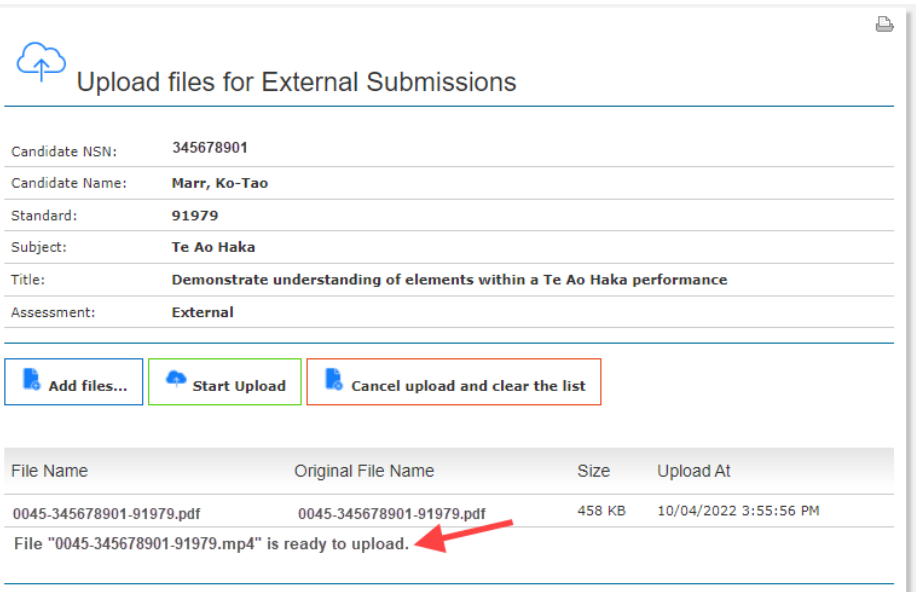
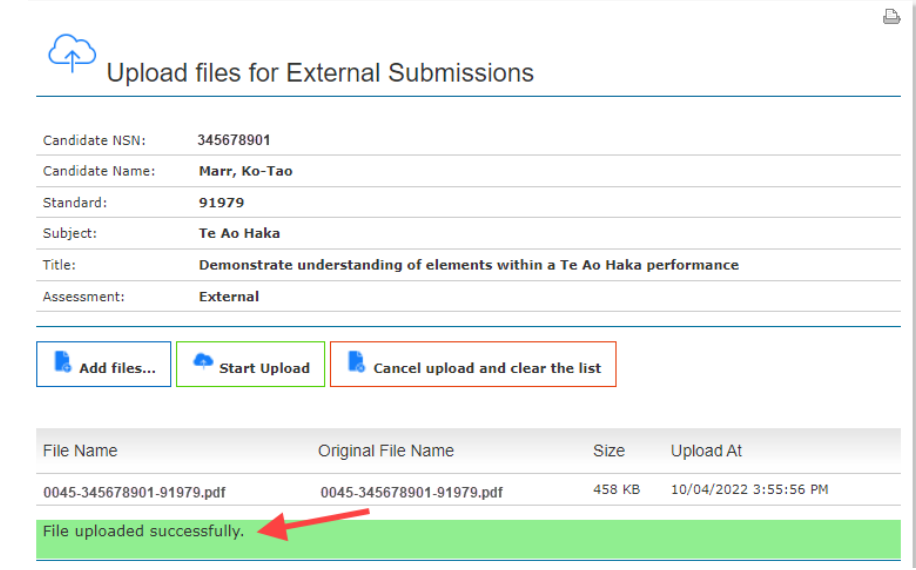
**Multiple files permitted** You can only submit multiple file(s) for an individual student if the standard permits multiple submission file types. The ability to add multiple files is dependent on the settings for the standard.

If a standard...	Then...
does not permit multiple file submissions per student	there can only be one file against a student's entry at any one time. Therefore, a new submission file will overwrite an existing file.
permits multiple files of different types per student	there can only be one file per permitted file type against a student's entry at any one time. Therefore, a new submission file will replace an existing file if it is of the same file type. If you want to replace a previously submitted file that is a different type see the <a href="#">Delete student files</a> section for who to contact for assistance.
permits multiple files of the same type per student	there can be multiple files of the same type against a student's entry at any time. Therefore, a new submission file will load as an additional file to the existing submitted files in the student's entry page. If you do not want a previously submitted file to be assessed see the <a href="#">Delete student files</a> section for who to contact for assistance.

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**Steps** Follow the steps below to submit additional files and confirm it has been uploaded successfully.

**Note:** For this example, a standard that permits multiple files for different file types is used.

Steps	Action
<p>1</p>	<p>To submit additional file(s) for a student with an existing submitted file, follow the <a href="#">Steps 1 to 6</a> of submitting a file, with the new file.</p> <p><b>Result:</b> The file will show as ready to upload and is a different file type.</p> 
<p>2</p>	<p>Click <b>Start Upload</b> button.</p> <p><b>Result:</b> The file submission web page must show the message “File uploaded successfully”.</p> 

3

Click refresh on your browser to view the new file details.

**Result:** Both the existing file and the new file will show as loaded.

Upload files for External Submissions

Candidate NSN: 345678901  
Candidate Name: Marr, Ko-Tao  
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

File Name	Original File Name	Size	Upload At
0045-345678901-91979.pdf	0045-345678901-91979.pdf	458 KB	10/04/2022 3:55:56 PM
0045-345678901-91979.mp4	0045-345678901-91979.mp4	14 MB	10/04/2022 4:48:53 PM

4

On the Candidates Entered in the standard page the file count has increased.

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-Tao	345678901	1	2 files uploaded.					Level One Māori Performing Arts
Vaipulu, Mario	456789012	1	1 file uploaded.					Level One Māori Performing Arts

4 candidates enrolled at this school were found.



## Delete student files

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### **Deleting student files**

There is no current functionality for schools to delete submitted files.

To have a submitted file deleted, the PN must contact NZQA to request the file be removed.

If it is after the submission deadline, then an explanation must be given.

Contact the NZQA call centre or email [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz).

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