Submissions Quick Reference Guide
Summary of important information and support available for the submission of assessments through the MyNZQA Portal

Resources for Candidates

Create a MyNZQA Learner account	Candidates new to NCEA must create a MyNZQA Learner account on NZQA's website. Candidates can create an account by clicking 'Login' on the top right of any NZQA page and then clicking the 'Create or activate account' button. This should be done well before the submission of the assessment. If the candidate already has an account, they should use their username and password to log in. If they have forgotten their password or have changed school, they should contact NZQA (0800 697 296).	Create or activate account MyNZQA Learner Portal
Access assessment task	Candidates are given most subject assessment tasks by their school from the first week of Term 3.	Principal's Nominee to download and share with teachers to use

Resources for Teachers

Assessment Timetable	The assessment timetable is available on the NZQA website. Included are the standards, assessment events and assessment methods.	2025 Assessment Timetables
Assessment Specifications	Teachers must understand and comply with the Assessment Specifications, which can be found on each subject's page on the NZQA website.	NZQA Subject Resources NZ Scholarship Resources
Data Entries	Entries for the submissions must be flagged as 'DS' (Digital Submission) in your data file. Late Entries - schools must submit an updated data file to NZQA and follow the late entries process.	Queries or issues? Email: schools@nzqa.govt.nz
Breaches	Please refer to the NZQA Breaches of external assessment rules webpage for more information or contact your NZQA School Relationship Manager.	Breaches of external assessment rules
Derived Grade	Please refer to the NZQA Derived Grades webpages for more information or contact your NZQA School Relationship Manager.	Derived Grades information
Special Assessment Conditions (SAC)	General information about SAC on the NZQA website.	SAC information Email sac@nzqa.govt.nz
Submission Instructions	For more detailed information, refer to the Digital Submission instructions for submissions being uploaded through the new MyNZQA Portal and/or the old portal.	Digital submission using the MyNZQA Portal Digital Submission using the old secure provider login Digital submission instructions for external assessments
Late Submissions	Late submission of candidate work must be approved by NZQA. Requests to be sent via email, and submissions to be submitted upon approval from NZQA.	Email examinations@nzqa.govt.nz
Queries	All queries relating to the assessments and supporting resources should be referred to the Examinations team.	Email examinations@nzqa.govt.nz

NZQA Contact Centre
Call 0800 697 296 for assistance