

Instructions for the management of Level 1 Submitted Assessments

These Instructions for the management of Level 1 Submitted Assessments are to support teachers to ensure fair, equitable, and authentic external assessment.

Teachers must read and follow:

- the Assessment Specifications for each standard including the conditions of assessment and submission requirements
- the [Process Guidelines for Level 1 Kete Manarua and Submitted External Assessments](#)
- the school's established processes for managing assessments.

Before the assessment

Candidates must be made aware of, and follow, the conditions of assessment and submission requirements for each individual assessment of a standard.

Teachers must inform candidates that:

- they are not allowed to share or discuss the tasks with anybody else, inside or outside school
- their teachers are required to supervise, monitor, and review the work submitted and if necessary, notify NZQA of a [possible breach of external assessment](#)
- it is expected that they do not access the internet while they are completing their assessment, unless it is explicitly allowed in the assessment specifications or task
- assessment materials must be left in the assessment room at the end of the session(s).

During the assessment

Teachers:

- are required to supervise, monitor, and support the conditions of assessment for each individual assessment of a standard
- must not provide templates, scaffolding for answers, or feedback during the assessment period and will limit involvement to what is explicitly stated within the assessment specifications
- should remind candidates of any specific guidelines regarding the recommended length of response, required file types, and format.

Please read the following out to candidates at the start of the assessment period

- ✓ *You are required to develop and submit material that is wholly your own. Do not use chatbots, generative AI or other tools that can automatically generate content.*
- ✓ *Where appropriately incorporated into a response, material from other sources must be acknowledged.*
- ✓ *You are not to receive guidance, scaffolding, instruction, assistance, or assessment conditions beyond what is specified as permissible in the Assessment Specifications.*
- ✓ *Your submission should be clear, legible, and follow recommended formatting.*
- ✓ *Do not include your full name within your assessment or file name, so that your identity is unknown to the marker.*
- ✓ *If I cannot verify that the assessment submitted is your authentic work, I am required to notify NZQA of a possible Candidate Breach of External Assessment.*

Where a NZQA assessment task is provided, read the cover page and follow the instructions.

After the Assessment

Completed assessments must be submitted through the MyNZQA portal at the end of the assessment period. Teachers must check in the MyNZQA portal:

- for every candidate that is submitting, that all the correct files have been submitted and there are no full names in the filenames / documents
- that they have verified the authenticity of the candidate work
- that the status is either **Submitted** or **Not submitting** for all candidates before the NZQA Final date of 30 October 2024 (L1 Visual Art Verification is 23 October).

Candidates should not have access to their work after the end of the assessment period. A secure copy of student work, be it digital or physical, should be stored by the school until the end of the Reconsiderations and Reviews period in February the following year.

Once the NZQA close date has passed, late submissions can only be made by the Principal's Nominee following the Late Submission process.