



2024 Digital External Assessment Submission Instructions for NZ Scholarship Languages

These instructions apply to the submission of digital recordings for NZ Scholarship assessments in Chinese, French, German, Japanese, Samoan, Spanish, Te Reo Māori, and Te Reo Rangatira

20 July 2024 v1

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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Section 1: Information for Principal's Nominee

1. Key dates

Date 2024	NZ Scholarship Languages
26 August	Deadline to submit entries to NZQA for externally assessed standards for candidates to receive personalised exam materials.
6 - 28 November	NZ Scholarship languages examinations.
February 2025	Candidates can view results online, following NZ Scholarship results release.

2. Assessment information

The assessments covered in these instructions are as follows:

Session	Standard	Assessment date
Scholarship German	93006	6-Nov-24
Scholarship French	93004	7-Nov-24
Scholarship Samoan	93010	11-Nov-24
Scholarship Te Reo Rangatira	93009	19-Nov-24
Scholarship Te Reo Māori	93003	26-Nov-24
Scholarship Japanese	93002	27-Nov-24
Scholarship Chinese	93005	28-Nov-24
Scholarship Spanish	93007	28-Nov-24

3. Candidate entries

For candidates to receive personalised exam materials, the deadline for schools to submit an entry file to NZQA with all candidate entries for NZ Scholarship Languages is 26 August 2024.

If schools have missed the deadline, a data entry file must be submitted to NZQA, and the late entry process followed. Candidate recordings cannot be uploaded if an entry has not been created.

If you experience any issues submitting your entry file, please contact the NZQA Data Management & Learner Records team on 0800 697 296 or schools@nzqa.govt.nz

4. Mode of assessment

The mode of assessment for the NZ Scholarship Languages speaking component is by digital submission only. Teachers, Principal's Nominees and candidates are expected to be familiar with the current [Assessment Specifications](#) for each language subject.

5. Authenticity

The recording of the spoken response takes place in the recording room in the presence of a supervisor.

The supervisor will confirm that the candidate's national student number (NSN) is correct at the beginning of the recording.

6. Managing possible authenticity breaches

The recording of a response in the Speaking Section may constitute a breach if candidates bring their written responses from section one of the examination into the recording room with them.

This can be detected by markers and the [breaches of the examination rules](#) process is then used by NZQA.

7. Preparing digital submissions

The candidate recordings must be either in mp3 or mp4 format.

The Exam Centre Manager (ECM) or supervisor will either save the recording to the agreed drive or give the recording devices containing the candidate performances to the Exam Centre's Principal's Nominee (PN).

The Principal's Nominee is responsible for uploading the recordings to their [Provider login](#). Schools must upload their submissions within 24 hours of the examination being conducted.

To submit recordings digitally, the PN will need to be familiar with the submission process:

- [Online Digital Submission User Guide](#)
- [Online Digital Submission Quick User Guide](#)

8. File naming conventions

Use the following file naming convention when saving the file prior to the upload.

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

Example: 0045-345678912-91979.mp4

By using the file naming convention specified, this ensures the uploaded file is linked to the correct candidate's entry. It is important the file name includes the candidate's NSN. A candidate's NSN is nine digits long and should **not** be padded with a 0 in front.

Note: The school number must be padded with leading zeros to 4 digits. For example, 0004, 0023, 0123.

You will need to complete a Google form when uploading any candidate work over 200MB. To complete the form, schools will need to have a Google account.

Detailed instructions about the upload process are available in the '[Online Digital Submission User Guide](#)'.

For assistance during the submission process:

- Email examinations@nzqa.govt.nz with the subject line '**NZ Scholarship <Language Standard>**'
- Phone 0800 697 296 (NZQA Contact Centre) and ask for the External Assessment team.

9. Reviews and reconsiderations

Information about the review and reconsideration process can be found on the NZQA website: [NZ Scholarship reviews and reconsiderations](#)

10. Enquiries

Refer any enquiries relating to these NZ Scholarship languages instructions to examinations@nzqa.govt.nz or 0800 697 296.

11. Other information

- The organisation of files in the school's local submission folder(s) is managed by schools.
- It is recommended schools check that all expected uploads have occurred.
- It is recommended that schools keep a secure copy of the candidate's submission until the end of March 2025.
- NZQA will store a copy of the submissions and marked files for security and reference purposes.
- NZQA will delete the candidate's submission and marked files after 30 June 2025.