



2025 External Assessment Instructions for NZ Scholarship Languages Digital Submissions

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

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NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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1. Key dates

Date 2025	Tasks
1 Sept	Deadline to submit entries to NZQA for externally assessed standards for candidates to receive personalised exam materials.
6 - 28 Nov	NZ Scholarship languages examinations.
Feb 2026	Candidates can view results online, following NZ Scholarship results release.

2. Assessment information

The assessments covered in these instructions are as follows:

Assessment date	Session	Standard	Assessment Specifications
6-Nov-25	Scholarship French	93004	French assessment specs
10-Nov-25	Scholarship Samoan	93010	Samoan assessment specs
18-Nov-25	Scholarship Te Reo Rangatira	93009	Te Reo Rangatira assessment specs
20-Nov-25	Scholarship Chinese	93005	Chinese assessment specs
21-Nov-25	Scholarship Spanish	93007	Spanish assessment specs
25-Nov-25	Scholarship Te Reo Māori	93003	Te Reo Māori assessment specs
26-Nov-25	Scholarship Japanese	93002	Japanese assessment specs
28-Nov-25	Scholarship German	93006	German assessment specs

3. Assessment authenticity

The mode of assessment for the **speaking** component for NZ Scholarship Languages 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.

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.

4. Digital submissions

The candidate recording 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.

The Principal's Nominee (PN) is responsible for uploading the recordings through their old [Provider login](#).

Schools must upload their submissions within 24 hours of the examination being conducted. If the candidate has sat the assessment at a different school, the PN must email the school of enrolment (and cc NZQA) for them to upload against their entries.

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](#)

Other information:

- The organisation of files in the school's local submission folder(s) is managed by schools.
- It is recommended schools check that confirmation of all expected uploads is showing for all candidate submissions.
- Schools must keep a secure copy of the candidate's submission until the end of March 2026.
- 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 2026.

For assistance during the submission process or enquiries relating to these instructions:

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

5. 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](#)'.