



2025 External Assessment Instructions for NZ Scholarship Dance Digital Submissions

*Principal's Nominees and teachers should read these instructions before
beginning to process candidate portfolios for submission to NZQA*

16 May 2025 v1

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



Table of Contents

1.	Key dates.....	3
2.	Mode of assessment	3
3.	Digital submissions.....	3
4.	Preparing individual submissions.....	4
5.	File naming conventions	4
6.	Late submissions	4
7.	Completing attendance rolls	5
8.	Other information:.....	6

1. Key dates

Date 2025	NZ Scholarship Dance
16 May	Submission instructions available to schools through the NZQA website .
1 Sept	Deadline to submit entries to NZQA for externally assessed standards for candidates to receive personalised exam materials.
21 - 28 Oct	Schools prepare candidate portfolios for online submission. Schools complete the online attendance rolls for submissions.
29 Oct	Schools submit the uploaded portfolios to NZQA by 5.00 pm.
7 Nov	Deadline for PN to submit the online attendance roll.

2. Mode of assessment

The mode of assessment for NZ Scholarship Dance is a portfolio comprising:

- TWO video files (MP4) showing the candidate's own choreography and performance
- ONE document file (PDF) containing written and visual evidence.

Teachers are expected to be familiar with the NZ Scholarship Dance [Assessment Specifications](#).

A candidate who has entered NZ Scholarship Dance should submit their work to their school, with appropriate evidence, as set out in the Assessment Specifications. The material will be assessed against the performance standard.

3. Digital submissions

Schools must retain copies of all submissions sent to NZQA.

All candidate portfolios for NZ Scholarship Dance are now required to be digitally submitted to NZQA via the [Provider login](#) by 5.00 pm **Wednesday 29 October 2025**.

Schools must retain copies of all submissions sent to NZQA.

To submit portfolios digitally, the school will need to be familiar with accessing and submitting work through their secure Provider login. The below two guides are for submission using the old portal.

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

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

- Email examinations@nzqa.govt.nz and in the subject line, type '**NZ Scholarship Dance**'
- Phone 0800 697 296 (NZQA Contact Centre).

4. Preparing individual submissions

Prior to the upload of candidate submissions to NZQA, candidates and teachers must strictly adhere to the 2025 NZ Scholarship Dance [Assessment Specifications](#).

The two recordings will be produced as MP4 files:

- one video file must be a recording of a complete dance work (2–5 minutes in duration) entirely **choreographed by the candidate**
- the other video file must be one or more recordings of dance **performed by the candidate** (2–5 minutes in duration)
- be recorded as one static camera long shot, front view with minimal editing.

The written and visual evidence will be submitted as a PDF, and include reflections on:

- **choreographic processes and products**, and
- **performance processes and products**.

Candidates and teachers are required to complete the NZ Scholarship Dance Portfolio Authenticity Form (available on the [NZQA NZ Scholarship Dance page](#)) for each candidate and upload alongside their portfolio. Both candidates and teachers must attest that the material presented for assessment is the candidate's own. NZQA may carry out authenticity checks.

NZ Scholarship Dance Portfolio Authenticity Form

The Authenticity Form ([available on the NZQA website](#)) must be completed by the candidate and school, and submitted as a separate PDF file alongside the NZ Scholarship portfolio files uploaded to NZQA.

5. File naming conventions

As NZ Scholarship Dance portfolios require four files, it is recommended a brief description is added in the file name.

For Example:

Choreography video	0045-456729012-93311(Choreography).mp4
Dance performance video	0045-456729012-93311(Performance).mp4
Written Reflections on Choreography and Performance	0045-456729012-93311(Reflections).pdf
Authenticity form	0045-456729012-93311(Authenticity).pdf

6. Late submissions

Late upload of candidate submissions (**after 29 October 2025**) can only be made if:

- an email is sent to examinations@nzqa.govt.nz, by the school's Principal or Principal's Nominee verifying that the late submission(s) was the result of an act of omission on the part of the school and that the candidate(s) has not worked on the submission after 29 October; and
- the email is sent prior to submitting the late work to NZQA.

Note: the subject line of the email will need to include '**Late submission – NZ Scholarship Dance**'.

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the work will not be able to be submitted, and schools will be required to send an entry file to NZQA.

NZQA will acknowledge the request and/or provide further instructions where applicable.

7. Completing attendance rolls

Accurate completion of the attendance roll is vital for the tracking, reconciling and recording candidates that did not submit work. Incorrect data will create issues for candidates and their results.

PNs must complete online attendance rolls from their secure Provider login by Friday, 7 November 2025.

Reports > Submitted Subject online attendance rolls

Submitted Subjects Attendance Roll -

Design and Visual Communication	
Level 2 Design and Visual Communication	31
Level 3 and Scholarships Design and Visual Communication	18
Scholarship Drama	
S-DRAM	8
Scholarship Music	
S-MUSI	18
Visual Arts	
L3-VISU	56

Scholarship Dance

No data found for the selected criteria. Please check your entries are up to date.

- **Choreography:** Use this column to indicate this aspect of the candidate's work has been uploaded
- **Performance:** Use this column to indicate this aspect of the candidate's work has been uploaded
- **Reflection:** Use this column to indicate this aspect of the candidate's work has been uploaded. The **Authenticity Form** must be included as part of the submission.
- **Candidate did not submit:** Use this if the candidate is **not** submitting any work for NZ Scholarship Dance 93311 but has an entry into the standard. These entries will be marked as Standard Not Attempted.
- **Portfolio submitted:** this column will auto-tick once the three assessment components have been ticked to indicate the candidate work has been uploaded to NZQA.

How to complete an online roll for NZ Scholarship Dance for Principal's Nominees

The screenshot shows the 'S-DANC - 2025 Provider Attendance Roll' page. The left sidebar contains a menu with options like 'School's Home', 'Return to MYNZQA (new portal)', 'Key Indicators', 'Candidate Search', 'Standard Search', 'Digital Submission Upload', 'Reports', 'Candidate Entries and Results', 'Candidates' Last Login', 'Consent to Assess', and 'Counts by Subject or Course Report'. The main content area includes instructions on the importance of accurate completion and a list of important information: Choreography, Performance, Reflection, Candidate did not submit, and Portfolio submitted. Below this is a table with columns for Candidate Name, NSN, Standard 93311, and Portfolio Submitted. The table has a row for 'Stan, Lino' with NSN '141108484'. The 'Standard 93311' column has sub-columns for 'Choreography', 'Performance', and 'Reflection', all of which are checked. The 'Candidate did not submit' checkbox is unchecked, and the 'Portfolio Submitted' checkbox is checked. At the bottom of the table are 'Save and Close' and 'Submit' buttons. Callouts provide additional guidance: 'The Learner has submitted to the school, their portfolio including each of the three components' points to the checked boxes in the 'Standard 93311' column; 'Candidate was entered for the standard but did not submit work for marking' points to the 'Candidate did not submit' checkbox; 'The PN has uploaded the Learners work to NZQA through the Provider login' points to the 'Portfolio Submitted' checkbox; 'Click Save and Close if you need to return later to complete the roll' points to the 'Save and Close' button; and 'Click submit when all Learner attendance information has been entered' points to the 'Submit' button.

Home > For providers > School's Home > Reports > S-DANC - 2025 Provider Attendance Roll

S-DANC - 2025 Provider Attendance Roll

Accurate completion of the attendance roll is vital for the tracking, reconciliation and recording of results. Incorrect data will create issues for candidates and their results.

Important information:

- **Choreography:** tick this box to indicate this component has been uploaded to NZQA
- **Performance:** tick this box to indicate this component has been uploaded to NZQA
- **Reflection:** tick this box to indicate this component has been uploaded to NZQA
- **Candidate did *not* submit:** tick this box if the candidate is not submitting any work to be marked for this standard.
- **Portfolio submitted:** this column will auto-tick once the three assessment components have been submitted to show the school has uploaded the candidates work.

Once you have completed the attendance roll, click **submit**.

Note: changes **cannot** be made to the roll once you submit. If you cannot complete the roll in one sitting, click **Save and Close** then come back and complete it at another time.

Contact NZQA Support Centre on 0800 697 296 if you experience any issues completing the roll.

Candidate Name	NSN	Standard 93311	Candidate did not submit	Portfolio Submitted
		Choreography Performance Reflection		
Stan, Lino	141108484	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Save and Close, Submit

Callouts:

- The Learner has submitted to the school, their portfolio including each of the three components
- Candidate was entered for the standard but did not submit work for marking
- The PN has uploaded the Learners work to NZQA through the Provider login
- Click Save and Close if you need to return later to complete the roll
- Click submit when all Learner attendance information has been entered

8. Other information:

- It is recommended schools check that all expected uploads have occurred.
- Schools must retain copies of each candidate's submitted work 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 candidates' submission and marked files after 30 June 2026.