



Digital External Assessment Submission Instructions for NZ Scholarship Languages 2023

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 Sept 2023 V1.0

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



Table of Contents

Section 1: Generic information for Principal’s Nominee	4
1. Key dates.....	4
2. Candidate entries.....	4
3. Mode of assessment.....	4
4. Authenticity	4
5. Managing possible authenticity breaches.....	4
6. Digital submissions	5
7. Reviews and reconsiderations	6
8. Enquiries.....	6
9. Other information	6

Section 1: Generic information for Principal's Nominee

1. Key dates

Date 2023	NZ Scholarship Languages
1 September	<ul style="list-style-type: none"> Final entry data sent to NZQA.
6 - 30 November	<ul style="list-style-type: none"> NZ Scholarship languages examinations.
February 2024	<ul style="list-style-type: none"> Candidates can view results online, following NZ Scholarship results release.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NZ Scholarship Languages to NZQA by 1 September.

If schools have missed the 1 September deadline, a data entry file must be submitted to NZQA. 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

3. Mode of assessment

The mode of assessment for NZ Scholarship Languages Speaking Assessment is by digital submission only.

Teachers and Principal's Nominees are expected to be familiar with the [Assessment Specifications](#) for the current year.

4. 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 examination.

5. 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.

6. Digital submissions

6.1 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.

The Principal's Nominee is responsible for uploading the recordings to NZQA using the *Digital Submission Upload* link.

6.2 File naming conventions

Use one of the following file naming conventions to upload candidate recordings to NZQA.

Any errors in the file name will result in failed transfer of files. An error message will be displayed showing the error type.

Candidate files must be saved using the one of the following naming conventions.

File naming convention	Example
[School No]-[NSN]-[Standard No].[extension] <i>* recommended convention</i>	0045-456729012-91979.pdf
[NSN].[extension]	456729012.mp3
[Surname]-[First name].[extension]	Marshall-James.mp3
[NSN]-[Surname]-[First name].[extension]	456729012-Marshall-James.mp3

When using a file naming convention that includes the candidate's name, the name must match the exact name displayed on the entries page. It must also match any spaces shown.

Examples:

Candidate entry name shown as..	Acceptable file name
Foster, Casey	Foster-Casey.mp4
CESARIO PIOTTO, May	CESARIO PIOTTO-May.mov
De Hoedt Norgrove, Sheree	De Hoedt Norgrove-Sheree.avi
Smith-Long, Jane	Smith-Long-Jane.mts
McCollum, Amy	McCollum-Amy.pdf
Smith, T'reik	Smith-T'reik.pdf
MacDonald, JANE	MacDonald-JANE.mp4

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. For instructions on how to create a Google account, please refer to the ['How to create a Google account guide'](#) available on NZQA subject page.

Detailed instructions about the upload process are available on the NZQA subject page – ['Online Digital Submission User Guide'](#).

For assistance during the submission process:

- Email assessment.servicecentre@nzqa.govt.nz and in the subject line, type 'NZ Scholarship <Language Standard>'
- Phone 0800 697 296 (NZQA Contact Centre).

7. Reviews and reconsiderations

If a candidate believes their score has been incorrectly entered, they may apply for a Review through their [NZQA Learner Login](#).

If a candidate believes their work has not been assessed correctly, they may apply for a Reconsideration through their [NZQA Learner Login](#). More information can be found on the [NZQA website](#).

NZQA will keep a copy of the marked file until the completion of the review or reconsideration process.

The review or reconsideration outcome will be reported to the candidate by email.

8. Enquiries

Please refer any enquiries relating to these instructions to:

School Relationship Manager

School Quality Assurance and Liaison

Telephone: 0800 697 296

Email: firstname.surname@nzqa.govt.nz

9. 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 2024.
- 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 2024.