

2025 External Assessment Instructions for NZ Scholarship Drama Digital Submissions

Submission instructions for digital recordings for NZ Scholarship Drama examination

16 May 2025 v1



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1. Key dates

Date 2025	NZ Scholarship Drama
16 May	Submission instructions available to schools through the NZQA website.
1 Sept	Deadline to submit entries to NZQA for externally assessed standards.
10 - 12 Nov	Candidates submit Annotated script PDF, and Cover page to the Principal's Nominee (PN).
13 Nov	 NZ Scholarship Drama external examination 9.30 am. Candidates complete the Authenticity Declaration Form after their performance and hand it to the Exam Centre Manager (ECM)/Supervisor to give to the PN. ECM/supervisor completes the attendance roll. ECM uploads/gives the digital portfolios to the PN. ECM hands a copy of the attendance roll to the PN.
13 - 14 Nov	 PN uploads and submits the 3 files (the Annotated Script PDF, Performance recording file and Authenticity Form) to NZQA by 5.00 pm, Friday 14 November. Principal's Nominee completes and submits the attendance roll online.

2. Authenticity

The recording takes place in the examination 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.

After the examination concludes, the candidate needs to sign the <u>Authenticity Declaration Form</u>. The <u>Authenticity Declaration Form</u> must be handed to the ECM/Supervisor for the Principal's Nominee to upload digitally as part of the submission.

From 2025, the hard copy annotated scripts for Parts 1 and 2 are to be submitted digitally; see below <u>Section 3 Annotated Scripts</u> for more information.

For more information and to download the Authenticity Declaration form, <u>refer to the NZQA</u> website.

Candidates are not allowed the use of chatbots, Generative AI, paraphrasing tools, or any other resources that can automatically generate content as part of the candidate's submission of work.

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3. Annotated scripts

Annotated scripts are now submitted digitally.

Each candidate is required to submit their annotated scripts for Parts 1 and 2 as a **single PDF file** to the Principal's Nominee. To ensure anonymity during marking, the annotated script PDF file must not include the candidate's name.

The information below must appear on the first page of the PDF file.

Candidate's NSN			
Part One: Text-based performance			
Title of play			
Playwright			
Character / role			
Part Two: Self-devised performance			
Title of piece			

You can download a Word cover page template with the above information <u>from the NZQA</u> <u>website</u>.

4. Digital submissions

Schools must retain copies of all submissions sent to NZQA.

All candidate portfolios for NZ Scholarship Drama are now required to be digitally submitted to NZQA via Provider login by 5.00 pm **Thursday 13 November 2025**.

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 Drama'
- Phone 0800 697 296 (NZQA Contact Centre).

5. Late submissions

Late upload of candidate submissions (after 13 November) 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
- the email is sent prior to submitting the work to NZQA.

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

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the school will be required to submit an entry file to NZQA.

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

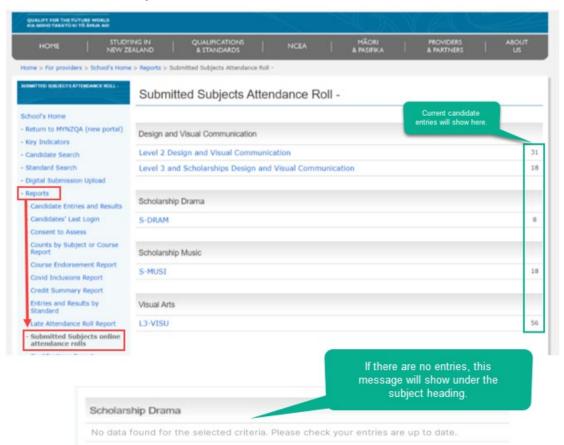
6. Completing attendance rolls

Accurate completion of the online attendance roll is vital for tracking, reconciling and recording absent candidates. Incorrect data will create issues for candidate results.

Exam Centre Managers will complete the attendance roll during the exam session and then hand the roll to the Principal's Nominee (PN) for entering online, when the PN collates and uploads the performance files.

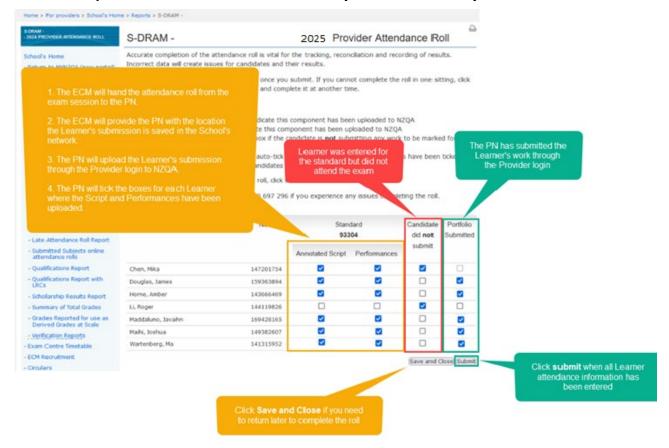
The Principal's Nominee must enter the online attendance rolls from their secure Provider login.

Reports > Submitted Subject online attendance rolls



- **Performance**: Use this column to indicate this aspect of the candidate's work has been uploaded.
- Annotated scripts and Cover page: 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 Drama 93304 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 two assessment components have been ticked to indicate the candidate work has been uploaded to NZQA.

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



7. 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 candidates' 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 candidates' submission and marked files after 30 June 2026.