



2025 External Assessment Instructions for NZ Scholarship Drama Digital Submissions

*Submission instructions for digital recordings for NZ Scholarship Drama
examination*

16 May 2025 v1

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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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. <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 [Authenticity Declaration Form](#). The [Authenticity Declaration Form](#) 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 [Section 3 Annotated Scripts](#) for more information.

For more information and to download the Authenticity Declaration form, [refer to the NZQA 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.

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 [from the NZQA website](#).

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

Home > For providers > School's Home > Reports > Submitted Subjects Attendance Roll -

SUBMITTED SUBJECTS ATTENDANCE ROLL -

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
- Counts by Subject or Course Report
- Course Endorsement Report
- Covid Inclusions Report
- Credit Summary Report
- Entries and Results by Standard
- Late Attendance Roll Report
- **Submitted Subjects online attendance rolls**

Submitted Subjects Attendance Roll -

Current candidate entries will show here.

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

If there are no entries, this message will show under the subject heading.

Scholarship Drama

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

- **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:

S-DRAM - 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.

once you submit. If you cannot complete the roll in one sitting, click and complete it at another time.

indicate this component has been uploaded to NZQA. If this component has been uploaded to NZQA, the box if the candidate is **not** submitting any work to be marked for auto-tick candidates have been ticked. If you experience any issues completing the roll, click 697 296.

1. The ECM will hand the attendance roll from the exam session to the PN.

2. The ECM will provide the PN with the location the Learner's submission is saved in the School's network.

3. The PN will upload the Learner's submission through the Provider login to NZQA.

4. The PN will tick the boxes for each Learner where the Script and Performances have been uploaded.

Learner was entered for the standard but did not attend the exam

The PN has submitted the Learner's work through the Provider login

		Standard 93304	Candidate did not submit	Portfolio Submitted
		Annotated Script	Performances	
Chen, Mika	147201754	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Douglas, James	159363894	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Horne, Amber	143666469	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Li, Roger	144119826	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maddaluno, Javahn	169428165	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maihi, Joshua	149382607	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wartenberg, Ma	141315952	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save and Close Submit

Click Save and Close if you need to return later to complete the roll

Click submit when all Learner attendance information has been entered

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.