



# 2026 External Assessment Instructions for NZ Scholarship Drama Digital Submissions

Submission instructions for digital recordings for NZ Scholarship Drama  
examination

25 May 2026 v1

# NZQA

Mana Tohu Mātauranga o Aotearoa  
New Zealand Qualifications Authority



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## 1. Key dates

Date 2026	NZ Scholarship Drama
25 May	Submission instructions available to schools through the <a href="#">NZQA website</a> .
23 - 24 Nov	Candidates submit Annotated Script Cover page to the Principal's Nominee (PN).
25 Nov	<b>NZ Scholarship Drama external examination 2:00pm.</b> <ul style="list-style-type: none"><li>• Candidates complete the Authenticity Declaration Form after their performance and hand it to the Exam Centre Manager (ECM)/Supervisor to give to the PN.</li><li>• ECM/supervisor completes the paper attendance roll.</li><li>• ECM hands a copy of the paper attendance roll to the PN to complete online.</li><li>• ECM/supervisor provides the PN with the digital files (performance recording).</li><li>• PN checks that three files have been provided by the candidate and are named correctly using the file naming conventions.</li></ul>
26 Nov	<b>NZ Scholarship Drama Submissions due by 5:00pm</b> <ul style="list-style-type: none"><li>• PN uploads and submits the three files (the Annotated Script with Cover Page, Performance recording file and the Authenticity Declaration) to NZQA by <b>5.00 pm, Thursday 26 November</b>.</li><li>• Principal's Nominee completes and submits the attendance roll online.</li></ul>

## 2. Authenticity

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The recording takes place in the [examination room](#) in the presence of a supervisor.

The supervisor will use the attendance roll to confirm each candidate's National Student Number (NSN) and will get ready to record the performance component of the exam.

After the examination concludes, the candidate must 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.

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

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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	
<b>Part One: Text-based performance</b>	
Title of play	
Playwright	
Character / role	
<b>Part Two: Self-devised performance</b>	
Title of piece	

You can download a Word cover page template with the above information [from the NZQA website](#).

## 4. Digital submissions

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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 this Google [form](#).

Please follow the prompts and submit by **5:00pm Thursday 26 November 2026**.

### Submission Requirements

The recording of the performances in Parts 1, 2 and 3 must be submitted as a single video file. The Annotated Script for Part 1 and 2 must be submitted as a single document file as a PDF.

**Permitted file types for submission:**

Performance recording for Parts 1, 2 and 3	AVI, M4V, MP4, MOV, WEBM
Annotated Scripts	PDF
Authenticity Declaration	PDF

**File naming convention:**

The file name of the performance recording must follow a strict naming convention.

NZQA's preferred file naming convention is:

**[School No]-[NSN]-[Standard No]-[Description].[extension]**

For example:

0003-123456789-93304-Performance.mp4

0003-123456789-93304-Script.pdf

0003-123456789-93304-Authenticity.pdf

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

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

## 5. Late submissions

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Late upload of candidate submissions (**after 26 November**) can only be made if:

- an email is sent to [examinations@nzqa.govt.nz](mailto: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 to NZQA.

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

## 6. Completing attendance rolls

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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 on 26 November 2026.

**How to complete the online attendance roll:**

- Login to the Provider Login (old portal)
- On the left-hand side of the screen, click **Reports**
- Click **Submitted Subjects online attendance roll**
- Select the subject link – Scholarship Drama (S-DRAM)
- A display of candidate’s names who have been entered will appear
- Tick the appropriate boxes:
  - **Performance:** Use this column to indicate this aspect of the candidate’s work has been uploaded.
  - **Annotated Scripts 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 three assessment components have been ticked to indicate the candidate work has been uploaded to NZQA.

The screenshot shows the 'S-DRAM - 2026 Provider Attendance Roll' page. On the left, a navigation menu has 'Reports' and 'Submitted Subjects online attendance rolls' highlighted with red boxes. The main content area includes instructions and a table of candidates. Annotations with arrows point to specific parts of the interface:

- A green box with a numbered list (1-4) explains the process from exam session to final submission.
- A yellow box points to the 'Candidate did not submit' column, stating 'Candidate was entered for the standard but did not attend the exam.'
- A red box points to the 'Submit' button, stating 'The PN submitted the Candidate's work to NZQA.'
- A blue box points to the 'Save and Close' button, stating 'Click Save and Close if you need to return later to complete the roll.'
- Another red box points to the 'Submit' button, stating 'Click Submit when all Candidate attendance information has been entered.'

Candidate Name	PN	Standard 93304	Annotated Script	Performances	Candidate did not submit	Portfolio Submitted
Candidate A	123456789		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate B	100000001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate C	100000002		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

When trying to submit the attendance roll and no entries have been made, the message below will appear. Please check your entries, and if they are missing submit entries.

The screenshot shows the 'Submitted Subjects Attendance Roll' page. The left sidebar has 'Reports' and 'Submitted Subjects online attendance rolls' highlighted with red boxes. The main content area shows a table with subject names and candidate counts. A green callout points to the 'Design and Visual Communication' section, stating 'Current candidate entries will show here.' Another green callout points to the 'Scholarship Drama' section, stating 'If there are no entries, this message will show under the subject heading.' Below this, a message reads: 'No data found for the selected criteria. Please check your entries are up to date.'

Subject	Candidate Count
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

## 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 2027.
- 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 2027.