



2024 External Assessment Digital Submission Instructions for NZ Scholarship Music

Principal's Nominees and Teachers should read these instructions before beginning to process candidate portfolio for submission to NZQA

26 August 2024 v2

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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Section 1: Information for Principal's Nominee

1. Key dates

Date 2024	NZ Scholarship Music
22 July	Administration and Submission Instructions available to schools through the NZQA website.
26 August	Deadline to submit entries to NZQA for externally assessed standards for candidates to receive personalised exam materials.
21 - 29 October	<ul style="list-style-type: none"> Schools prepare candidate portfolios for online submission. Schools complete the online attendance rolls for submissions.
30 October	Schools submit the uploaded portfolios to NZQA by 5.00 pm.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NZ Scholarship Music to NZQA by **26 August 2024**. Candidate entries must be flagged as DS (Digital Submission).

If schools have missed the deadline, a data entry file must be submitted to NZQA. Candidate portfolios cannot be submitted if an entry has not been created.

If you experience any issues submitting your entry file, please contact the NZQA Data Management and Learner Records team on 0800 697 296 or schools@nzqa.govt.nz

3. Authenticity declaration

Schools are required to complete a NZ Scholarship Music Portfolio Authenticity Form (available on the [NZQA NZ Scholarship Music webpage](#)) for each candidate and upload this with the PDF of their written reflection.

NZQA may carry out authenticity checks.

4. Managing possible authenticity breaches

By sending work to NZQA, candidates are confirming it is authentic and their own. If, when following the school's authentication process, a teacher has formed an opinion that candidate work may not be authentic, and the candidate continues with the submission, the teacher and the Principal's Nominee must:

- inform candidates of the [Possible breach process](#)
- download and complete the [Possible breach form](#). The candidate may be asked to respond to this form as part of any NZQA initiated breach investigation; it is a public document.
- download the Authenticity Declaration
- ask the candidate to sign the Authenticity Declaration
- email the Possible breach form and the candidate Authenticity Declaration to breaches@nzqa.govt.nz
- complete the process well before the submission date.

NZQA will initiate an investigation once the school's report is received.

5. Late submissions

Late submissions (**after 30 October 2024**) can only be made if:

- An email is sent to examinations@nzqa.govt.nz by the school 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 candidates have not worked on the submission after 30 October, and
- The email is sent prior to submitting the work to NZQA.

The email should contain the reason for the lateness of the submission, a guarantee that work has not been changed or altered after 30 October, and an indication when the material will be submitted.

The subject line in the email should include 'Late submission – [Level X subject].

Please check the candidates are entered for the standard to be submitted. If there are no current entries, schools will be required to submit an updated entry file to NZQA.

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

6. Reviews and reconsiderations

Information about the review and reconsideration process can be found on the NZQA website: [NZ Scholarship reviews and reconsiderations](#)

7. Enquiries

Please refer any enquiries relating to these instructions to the Examinations team on 0800 697 296 or email: examinations@nzqa.govt.nz

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 2025.
- It is recommended that the candidate keeps a personal copy of their submission until the end of March 2025.
- 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 2025.

Section 2: Information for the Music teacher

9. Mode of assessment

The mode of assessment for NZ Scholarship Music is a digital submission.

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

Each candidate will submit TWO files to their school:

1. Portfolio – ONE of: Performance (P) OR Composition (C) OR Musicology (M).
2. Critical Reflection (R) - supporting the chosen portfolio (must include the [authenticity statement](#), and scores if applicable).

10. Digital submissions

Schools submitting digital portfolios will need to be uploaded through the secure Provider login by **5.00 pm Wednesday 30 October 2024**.

Schools must retain copies of all submissions sent to NZQA.

To submit portfolios digitally, the school will need to be familiar with submitting work through their secure Provider login.

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

For assistance during the submission process:

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

11. Preparing individual submissions

Prior to the upload of candidate submissions to NZQA, the following must be strictly adhered to:

The performance portfolio:

This must include:

- (a) A video recording of up to 15 minutes of the candidate performing music from one or two of the following options:
 - their performance as a featured soloist of a significant work or programme of works
 - group performance
 - performance on a second instrument
 - If available, a copy of the score of the works performed should be supplied with the recording.

The performance must:

- be a continuous and unedited recording made at a particular performance event
- be no more than 15 minutes in duration (include pauses between items)
- take place in front of an audience

- be recorded by a stationary camera, and the sound recording should be of the highest-possible fidelity.

(b) A critical reflective analysis of the work.

The composition portfolio:

This must include:

(a) The score and audio recording of a significant work or a selection of shorter works composed by the candidate.

The recording:

- may comprise of any combination of live performance or computer realisation of the work(s)
- must be no more than 15 minutes in duration
- may include one arrangement or re-composition (not more than 5 minutes in duration).

(a) A critical reflective analysis of the work.

The musicology portfolio

This must include:

(a) A comprehensive study, along with an annotated score, of a substantial musical work. This may be in the form of an essay of no longer than 3000 words, or a video seminar (no longer than 15 minutes in duration), and must include:

- an examination of FIVE musical elements deemed by the candidate to be most significant
- a critical discussion outlining the musical contribution of each element in relation to the success and/or effectiveness of the work.

(b) A critical reflective analysis of the work.

Authenticity Declaration

The school and candidate must complete a NZ Scholarship Music Scholarship Authenticity Declaration for each candidate. The Authenticity Declaration can be downloaded from the [NZ Scholarship Music webpage](#).

12. File formats

Evidence must be submitted as shown in the table below:

Submission	File format	Maximum file size
Performance portfolio (P)	MP4	1GB
Composition portfolio (C)	MP3	1GB
Musicology portfolio (M)	.docx	15MB
Critical Reflection (R)	.pdf	15MB

Please adhere to the guidelines for file sizes and ensure videos and sound files are within this size limit. Large video and audio files must be compressed. This will significantly reduce the time it takes to upload the files. **Files over the limit may not upload successfully, so markers may not be able to access material to mark.**

13. Completing attendance rolls

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

Schools are to complete online attendance rolls from their secure Provider login.

Reports > Submitted Subjects 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 Drama

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

- **Performance:** Tick this column to indicate the candidate has submitted a NZ Scholarship Performance piece of work.
- **Composition:** Tick this column to indicate the candidate has submitted a NZ Scholarship Composition piece of work.
- **Musicology:** Tick this column to indicate the candidate has submitted a NZ Scholarship Composition piece of work.
- **Reflection:** Tick this column to indicate the written reflection aspect of the candidate's work has been submitted.
- **Candidate did not submit:** Use this if the candidate is **not** submitting any work for NZ Scholarship Music 93305 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 Scholarship Music:

Home > For providers > School's Home > Reports > S-MUSI - 1024 Provider Attendance Roll

S-MUSI - 2024 PROVIDER 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

S-MUSI - - 2024 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.

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

Important information:

One of Performance, Composition or Musicology needs to be selected along with the compulsory Reflection for a complete submission.

- Performance:** tick this box to indicate the candidate submitted this component as part of their portfolio which has been uploaded to NZQA.
- Composition:** tick this box to indicate the candidate submitted this component as part of their portfolio which has been uploaded to NZQA.
- Musicology:** tick this box to indicate the candidate submitted this component as part of their portfolio which 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 when one of the assessment components (Performance, Composition or Musicology), **plus** the Reflection has been ticked to show the school has uploaded the candidates work.

Once you have completed the attendance roll, click **Save and Close** or **Submit** to complete the roll.

NSN	Standard	Performance	Composition	Musicology	Reflection	Candidate did not submit	Portfolio Submitted
	93305						
Davidson-Betham, Mohamed 143147941		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Righton, Crichton 155578940		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tai-Weimar, Tasha 155325913		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Woodgate-Jackson, Anton 141445979		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save and Close Submit

Select one of the portfolio types dependent on the learners submission.

Reflection is a compulsory part of the submission

The Learners work has been uploaded to NZQA through the Provider Login

Once all Learner submission information has been entered, click Submit

Learner was entered but did not submit work for marking

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