



## 2025 External Assessment Instructions for NZ Scholarship Music Digital Submissions

*Principal's Nominees and teachers should read these instructions before  
beginning to process candidate portfolios for submission to NZQA*

16 May 2025 v1

# NZQA

Mana Tohu Mātauranga o Aotearoa  
New Zealand Qualifications Authority



## Table of Contents

---

1.	Key dates.....	3
2.	Mode of assessment .....	3
3.	Digital submissions .....	3
4.	Preparing individual submissions.....	4
5.	File formats.....	5
6.	Late submissions .....	5
7.	Completing attendance rolls .....	5

## 1. Key dates

Date 2025	NZ Scholarship Music 93305
16 May	Submission Instructions available to schools via the subjects pages on the NZQA website.
1 September	Deadline to submit entries to NZQA for externally assessed standards.
21 - 28 October	<ul style="list-style-type: none"> <li>Schools prepare candidate portfolios for online submission.</li> <li>Schools complete the online attendance rolls for submissions.</li> </ul>
29 October	Schools submit the uploaded portfolios to NZQA by 5.00 pm.
7 November	Deadline for PN to submit the completed online attendance roll.

## 2. Mode of assessment

The mode of assessment for NZ Scholarship Music 93305 is a digital submission.

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

Each candidate will submit TWO files to their school:

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

## 3. Digital submissions

Schools submitting digital portfolios will need to upload files via the old secure Provider login links by **5.00 pm Wednesday 29 October 2025**.

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 or queries relating to these instructions:

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

### Other information:

- It is recommended schools check that all expected uploads have occurred.
  - Each candidate should submit a portfolio (**one** of Performance OR Composition OR Musicology) **AND** a written Reflection with the signed Authenticity Declaration included, and scores, if applicable.
- Schools must retain copies of each candidate's submitted work until the end of March 2026.
- It is recommended that the candidate keeps a personal copy of their 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.

## 4. 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 as a featured soloist of a significant work or programme of works.

In addition, the performance may include one or both of the following:

- 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). Markers will not watch the performance past the maximum 15 minutes length
- 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 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).

- (b) 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.

Schools are required to complete a NZ Scholarship Music Scholarship Authenticity Declaration for each candidate and upload this along with the submission files. NZQA may carry out authenticity checks.

The Authenticity Declaration can be downloaded from the [NZ Scholarship Music webpage](#).

**Detailed information can be found in the [NZ Scholarship Music Assessment Specifications](#).**

## 5. 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.**

## 6. Late submissions

---

Late upload of candidate submissions (**after 29 October 2025**) 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 that the candidate(s) has not worked on the submission after 29 October; and
- the email is sent prior to submitting the late work to NZQA.

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

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the work will not be able to be submitted, and schools will be required to submit an entry file to NZQA.

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

## 7. Completing attendance rolls

---

Accurate completion of the online roll is vital for tracking, reconciliation and recording candidates that did not submit work. Incorrect data may create issues for candidate results.

The Principal's Nominee must complete online attendance rolls from their secure Provider login by Friday 7 November 2025.

## Reports > Submitted Subjects online attendance rolls

**NZQA**  
NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MATAURANGA O AOTEAROA  
QUALIFY FOR THE FUTURE WORLD  
KIA NOHO TAKATŪ KI TŌ AMŪA AO!

Ko te manu ka kai i te miru, nāna te ngahere. Ko te manu ka kai i te mātāuranga, nāna te ao.  
(The bird that partakes of the berry, she is the forest. The bird that partakes of knowledge, she is the world.)  
(Te Kaiti Ngākau, Te Ari Haurua-o-Pipirangi)

[Contact us](#) [Logout](#)

[HOME](#) | [QUALIFICATIONS & STANDARDS](#) | [NCEA](#) | [MĀORI & PASIFIKA](#) | [PROVIDERS & PARTNERS](#) | [INTERNATIONAL](#) | [ABOUT US](#)

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
  - Candidate Account Register
  - Consent to Assess
  - Counts by Subject or Course Report
  - Course Endorsement Report
  - Student Feedback Reports: (Literacy Writing/Literacy Reading/Numeracy)
  - Covid Inclusions Report
  - Credit Summary Report
  - Entries and Results by Standard
  - Late Attendance Roll Report
  - **Submitted Subjects online attendance rolls**
  - Qualifications Report
  - Qualifications Report with LRCs
  - Scholarship Results Report

**Submitted Subjects Attendance Roll**

Subject	Count	Submitted
<b>Design and Visual Communication</b>		
Level 2 Design and Visual Communication	14	
Level 3 and Scholarship Design and Visual Communication	4	
<b>Scholarship Dance</b>		
S-DANC	5	
<b>Scholarship Drama</b>		
S-DRAM	8	
<b>Scholarship Music</b>		
S-MUSI	1	
<b>Visual Arts</b>		
L3-VISU	28	
Scholarship	6	

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

Scholarship Music

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 (including the authenticity declaration).
- **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
- Verification Reports
- Derived Grade Profile
- Statistics
- Record of Achievement
- School's Administration
- Data File Submission
- File Downloads and Searches
- Billino Report

**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 93305

	NSN	Performance	Composition	Musicology	Reflection	Candidate did not submit	Portfolio Submitted
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.