



2026 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

21 May 2026 v1

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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1. Key dates and tasks for schools

Candidate:	Mar	Sept-Oct			Feb
	<input type="checkbox"/> Prepare work for submission	<input type="checkbox"/> Checks file naming conventions and formats. <input type="checkbox"/> Submit completed work to the school by the deadline			<input type="checkbox"/> Results release
Teacher:			28 Oct		
			<input type="checkbox"/> Scholarship Music submissions due to NZQA.		
Principal's Nominee:		By 26 Oct	28 Oct:		
		<input type="checkbox"/> Ensure all entries have been made. The submission link will not appear for candidates unless an entry is made.	<input type="checkbox"/> Scholarship Music submissions due to NZQA. <input type="checkbox"/> Upload candidate submission via the Google form link to NZQA by 5:00pm. <input type="checkbox"/> Completes the online attendance roll.		
NZQA:			29 Oct onwards	9 Nov	Feb
			<input type="checkbox"/> Contact schools who have not submitted submissions or attendance rolls.	<input type="checkbox"/> Follow up with schools who have not submitted the attendance rolls.	<input type="checkbox"/> Results release

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:

1. Portfolio – ONE of: Performance (P) OR Composition (C) OR Musicology (M).
2. 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 this Google form [link](#) and follow the prompts by **5.00 pm Wednesday 28 October 2026**.

Please note: To load a submission file using the Google form, you must have a Google account. If you do not have a Google account, you can create one using this [link](#).

Schools must retain copies of all submissions sent to NZQA.

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 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.
- It is recommended that any written material contains the candidate's National Student Number (NSN) in the header.
- Performance candidates must clearly indicate their NSN at the beginning of the performance
- Candidates are not identified by name or in the file name.
- Schools must retain copies of each candidate's submitted work until the end of March 2027.
- It is recommended that the candidate keeps a personal copy of their 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.

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 and naming conventions

Evidence must be submitted as shown in the table below:

Submission	File format	Maximum file size
Performance portfolio (P)	MP4	5GB
Composition portfolio (C)	MP3	5GB
Musicology portfolio (M)	.docx	15MB
Critical Reflection (R)	.pdf	15MB
Authenticity Declaration form (D)	.pdf	15MB

Please adhere to the guidelines for file sizes and ensure videos and sound files are within this size limit. **Files over the limit may not upload successfully, so markers may not be able to access material to mark.**

File naming conventions:

The file naming convention must follow a strict naming convention. NZQA's file naming convention is: **[School No]-[NSN]-[Standard No]-[Description].[extension]**

Note: The school number must be padded with leading zeros to 4 digits. For example, 0123, 0023, 0004.

For example:

Performance portfolio (P)	0003-123456789-93305-Performance.MP4
Composition portfolio (C)	0003-123456789-93305-Composition.MP3
Musicology portfolio (M)	0003-123456789-93305-Musicology.docx
Critical Reflection (R)	0003-123456789-93305-Reflection.pdf
Authenticity Declaration form (D)	0003-123456789-93305-Authenticity.pdf

6. Late submissions

Late upload of candidate submissions (**after 28 October 2026**) 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 that the candidate(s) has not worked on the submission after 28 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 6 November 2026.

Submitted Subjects Attendance Roll - 2026

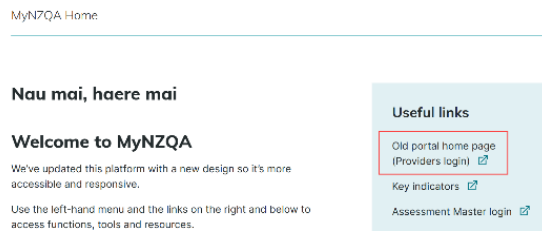
Subject	Count Submitted
Design and Visual Communication	
Level 1 Design and Visual Communication	26
Level 2 Design and Visual Communication	20
Level 3 and Scholarship Design and Visual Communication	15
Scholarship Dance	
No data found for the selected criteria. Please check your entries are up to date.	
Scholarship Drama	
No data found for the selected criteria. Please check your entries are up to date.	
Scholarship Music	
S-MUSI	1

Scholarship Music

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

How to complete an online roll for Scholarship Music:

- Log on to your [School Portal](#)
- Click on the old portal home page link



- On the left-hand side of the screen, click **Reports**
- Click **Submitted Subjects online attendance roll**
- Select the subject link – Scholarship Music (S-MUSI)
- A list of candidates who have been entered will appear if an entry has been made
- Tick the appropriate boxes:

- **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.
- Click **Submit** when all candidates' attendance has been entered.

Home > For providers > School's Home > Reports > - 2026 Provider Attendance Roll

S-MUSI - 2026 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 the two assessment components (Performance, Composition or Musicology), plus the Reflection has been submitted and the candidate has uploaded the work to NZQA.

Once you have completed the roll, click **Submit** to submit the roll. If you need to return later to complete the roll, click **Save and Close**.

Contact us on 06 977 296 if you experience any issues completing the roll.

Candidate Name	Standard 93305	Performance	Composition	Musicology	Reflection	Candidate did not submit	Portfolio Submitted
Candidate A	100000001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate B	100000002	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate C	100000003	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate D	100000004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save and Close Submit