



## 2026 External Assessment Instructions for NZ Scholarship Languages Digital Submissions

These instructions apply to the submission of digital recordings for NZ Scholarship assessments in Chinese, French, German, Japanese, Samoan, Spanish, Te Reo Māori, and Te Reo Rangatira

29 May 2026 v1

# NZQA

Mana Tohu Mātauranga o Aotearoa  
New Zealand Qualifications Authority



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## 1. Key dates

| Date 2026    | Tasks  |
|--------------|--|
| 10-11 Nov    | Ensure all entries have been made. The submission link will not appear for candidates unless an entry is made. |
| 12 Nov-4 Dec | NZ Scholarship languages examinations.   |
| Feb 2027     | Candidates can view results online, following NZ Scholarship results release.                                  |

## 2. Assessment information

The assessments covered in these instructions are as follows:

| Assessment date | Session                                 | Assessment Method | Standard | Assessment Specifications                                    |
|-----------------|---|-------------------|----------|--|
| 12-Nov-26       | Scholarship French                      | Paper only        | 93004    | <a href="#">French assessment specs</a>                      |
| 16-Nov-26       | Scholarship Samoan                      | Paper only        | 93010    | <a href="#">Samoan assessment specs</a>                      |
| 24 Nov 26       | Scholarship/Te Hiranga Te Reo Rangatira | Digital and Paper | 93009    | <a href="#">Te Hiranga Te Reo Rangatira assessment specs</a> |
| 26-Nov-26       | Scholarship Chinese                     | Paper only        | 93005    | <a href="#">Chinese assessment specs</a>                     |
| 27-Nov-26       | Scholarship Spanish                     | Paper only        | 93007    | <a href="#">Spanish assessment specs</a>                     |
| 1 Dec 26        | Scholarship/Te Hiranga Te Reo Māori     | Digital and Paper | 93009    | <a href="#">Te Reo Māori assessment specs</a>                |
| 2-Dec-26        | Scholarship Japanese                    | Paper only        | 93002    | <a href="#">Japanese assessment specs</a>                    |
| 4-Dec-26        | Scholarship German                      | Paper only        | 93006    | <a href="#">German assessment specs</a>                      |

## 3. Mode of Submission

The mode of submission for the **speaking** component for NZ Scholarship Languages is by **digital submission only**. Teachers, Principal's Nominees and candidates are expected to be familiar with the current Assessment Specifications for each language subject.

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

Candidates are not to take any resources, or written notes to the recording room.

The recording of the spoken response takes place in the recording room in the presence of a supervisor.

## 4. Digital submissions

The candidate recording must be either in mp3 or mp4 format.

The Exam Centre Manager (ECM) or supervisor will either save the recording to the agreed drive or give the recording devices containing the candidate recording to the Exam Centre's Principal's Nominee.

The Principal's Nominee (PN) is responsible for uploading the recordings through their old [Provider log in](#) (for recordings smaller than 200mb) or alternatively submitting via the Google form [link](#) (for files larger than 200mb).

Schools who are submitting directly using the Google form link will need to have a Google account.

Schools must upload their submissions within 24 hours of the examination being conducted.

To submit recordings digitally, the PN will need to be familiar with the submission process:

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

### For quick reference: Step by step process for uploading the speaking component for Scholarship Languages to the Provider Log in (old portal):

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

Nau mai, haere mai

#### Welcome to MyNZQA

We've updated this platform with a new design so it's more accessible and responsive.

Use the left-hand menu and the links on the right and below to access functions, tools and resources.

[Give us feedback on the new MyNZQA portal](#)

[Looking for past Literacy and Numeracy assessments?](#)

#### Useful links

[Old portal home page \(Providers login\)](#)

[Key indicators](#)

[Assessment Master login](#)

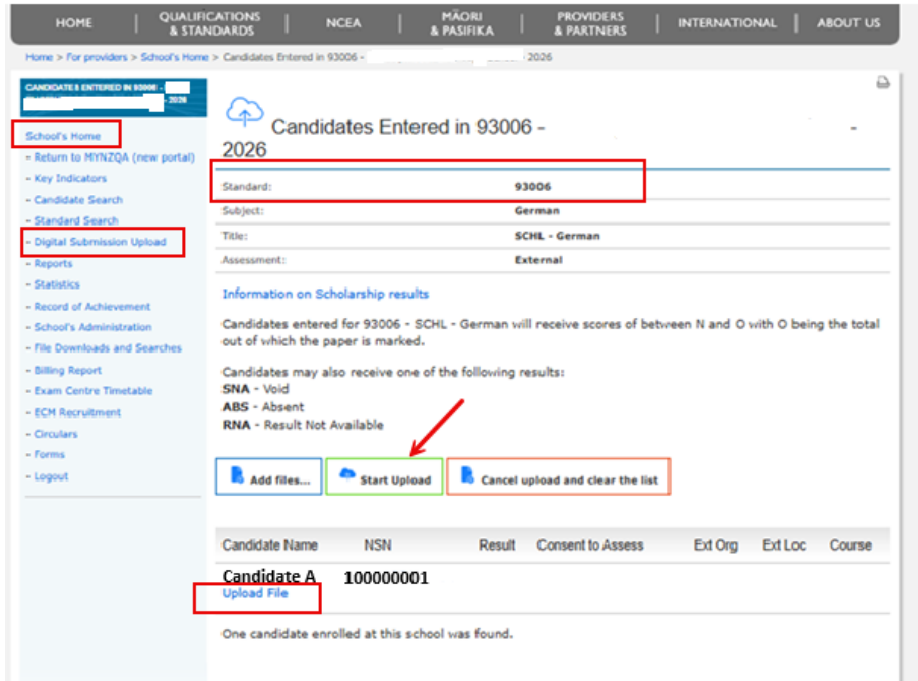
[National secondary exam timetable](#)

- On the left-hand side of the screen, locate the **Digital Submission Upload** link
- Select the language e.g German`

The screenshot shows the MyNZQA Standard Search interface for the year 2026. The left-hand navigation menu is visible, with 'Digital Submission Upload' highlighted by a red box. The main content area displays a table of standards allowing upload, with 'German' highlighted in a red box. The table shows 5 subjects were found.

| Subject      | Entries |
|--------------|---------|
| Core Generic | 353     |
| Dance        | 12      |
| German       | 1       |
| Music        | 4       |
| Visual Arts  | 189     |

- Click on the standard you want to upload to
- This will display the candidate names if they have entries created
- Click on a link directly under the candidate's name to load the files against one specific candidate

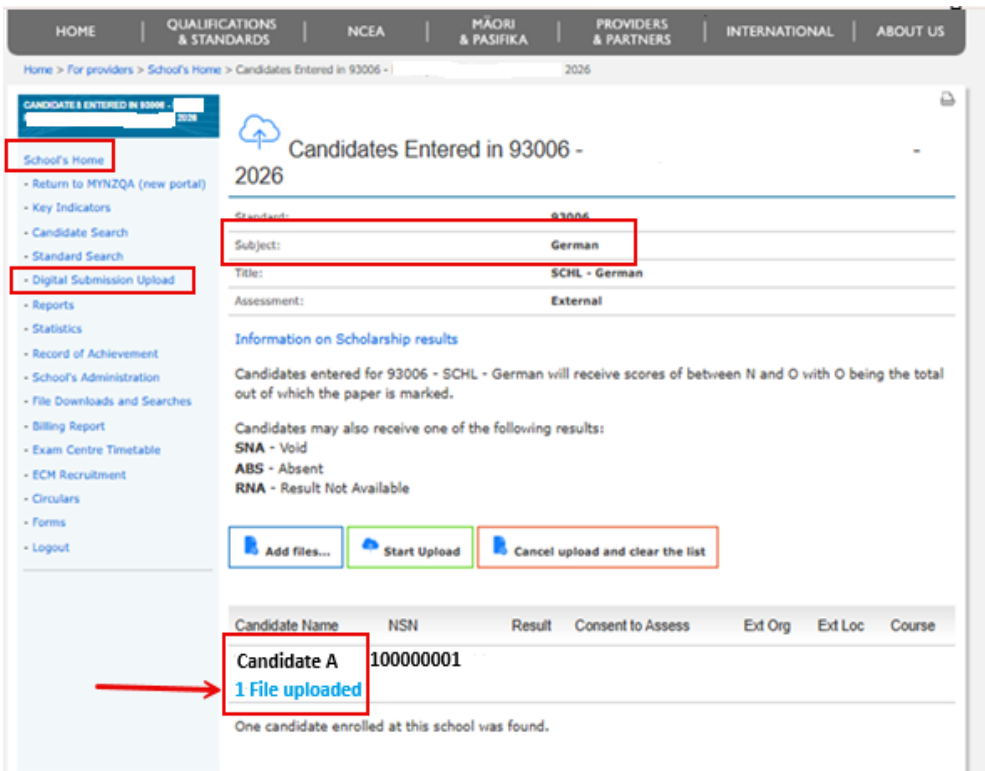


- Click the **Start Upload** button when a file is ready for upload

Note: the link will be:

- **Upload file** if no files have been uploaded

If a file has been successfully uploaded, it will display 1 file uploaded.



## 5. File naming conventions

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Use the following file naming convention when saving the file prior to the upload.

**[4-digit School No]-[NSN]-[Standard No].[extension]**

Example: 0045-345678912-93006.mp4

By using the file naming convention specified, this ensures the uploaded file is linked to the correct candidate's entry. It is important the file name includes the candidate's NSN. A candidate's NSN is nine digits long and should **not** be padded with a 0 in front.

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

Detailed instructions about the upload process are available in the '[Online Digital Submission User Guide](#)'.

### Other information:

- The organisation of files in the school's local submission folder(s) is managed by schools.
- It is recommended schools check that confirmation of all expected uploads is showing for all candidate submissions.
- Schools must keep a secure copy of the candidate's 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 candidate's submission and marked files after 30 June 2027.

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

Please email [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz) with the subject line '**NZ Scholarship <Language Standard Number>**' or

Phone 0800 697 296 (NZQA Contact Centre) and ask for the External Assessment team.