External Assessment Submission Instructions for NCEA Level 3 and NZ Scholarship Visual Arts 2023

Principal's Nominees and Teachers should read these instructions before beginning to process candidate portfolios/workbooks for submission to NZQA.

21 June 2023 V1.0

NZQA
Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

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Section 1: Generic information for Principal's Nominee

1. Key dates

Date 2023	Level 3 and NZ Scholarship Visual Arts
1 September	• Final entry data sent to NZQA.
10 - 13 October	• Schools receive NCEA Level 3 and NZ Scholarship Visual Arts materials. • Phone the Visual Arts Business Liaison Officer on 0800 697 296 if materials have not arrived by 13 October, or if there are insufficient or missing materials.
9 November	• **NCEA Level 3 and NZ Scholarship submission/collection.** • Online applications for Level 3 derived grades to be made by 5.00 pm.
10 November	• Complete and submit Level 3 and NZ Scholarship attendance rolls through the NZQA School's Provider Login - *Reports*.
Before end of December	• Portfolios and workbooks returned to candidates. • If selected for the Top Art exhibition, the portfolios and workbooks will be retained by NZQA. Candidates will be notified of this following results release.
January 2024	• NCEA candidates can view their results and performance summary cards online, following NCEA results release.
February 2024	• NZ Scholarship candidates can view their results and performance summary cards online via their NZQA Learner Login, following NZ Scholarship results release.
End of June 2024	• All unclaimed portfolios and workbooks returned to NZQA will be destroyed.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NCEA Level 3 and NZ Scholarship Visual Arts to NZQA by 1 September. Candidates submitting digitally (**Moving Image portfolios only**) must be flagged as DS (Digital Submission).

If schools have missed the 1 September 2023 deadline, a data entry file must be submitted to NZQA. Candidates' moving image portfolios cannot be submitted digitally if an entry has not been created.

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

3. Derived grades

NCEA

A derived grade may be applied for by a candidate who, after 1 October, has suffered a temporary impairment including a physical injury or an emotional trauma, which has seriously impaired the candidate's preparation for submission.

The absence or impairment for the candidate must comply with NZQA's Derived Grade guidelines.

A candidate seeking a derived grade applies to NZQA through the school by completing the relevant sections of the derived grade application form.

The school submits a derived grade based on an assessment of the standard-specific evidence demonstrated by the candidate in the portfolio and other work. **There must be sufficient evidence available to confirm the candidate is performing at the level of the grade reported.**

Candidates must submit their portfolio of evidence as per the assessment specifications, regardless of the level of completion. The school must send the portfolio to NZQA along with the submissions from its other candidates.

A derived grade is **not available** where a candidate does not submit a portfolio.

NZ Scholarship Visual Arts
There is no derived grade process for NZ Scholarship.

4. Managing possible authenticity breaches

The submission of a portfolio by a candidate is regarded as testimony that the work is the candidate's own. If, when following the school's authentication process, a teacher has formed an opinion that the 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 Authenticity Breach process
- download and complete the Possible Authenticity Breach Form. The candidate will be asked to respond to this form as part of any NZQA initiated breach investigation; it is a public document
- email the Possible Authenticity Breach Form 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.

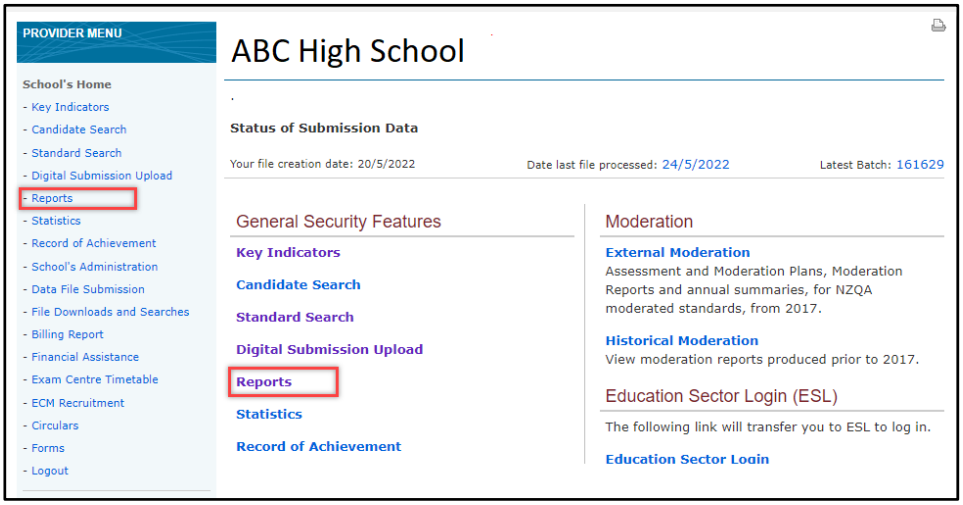
5. Completing attendance rolls

All schools are required to complete and submit attendance rolls for candidates who are entered for any external Level 3 or NZ Scholarship standards. Accurate completion of the attendance rolls is important, incorrect data may create issues for results capture. Please follow the process below when completing the rolls.

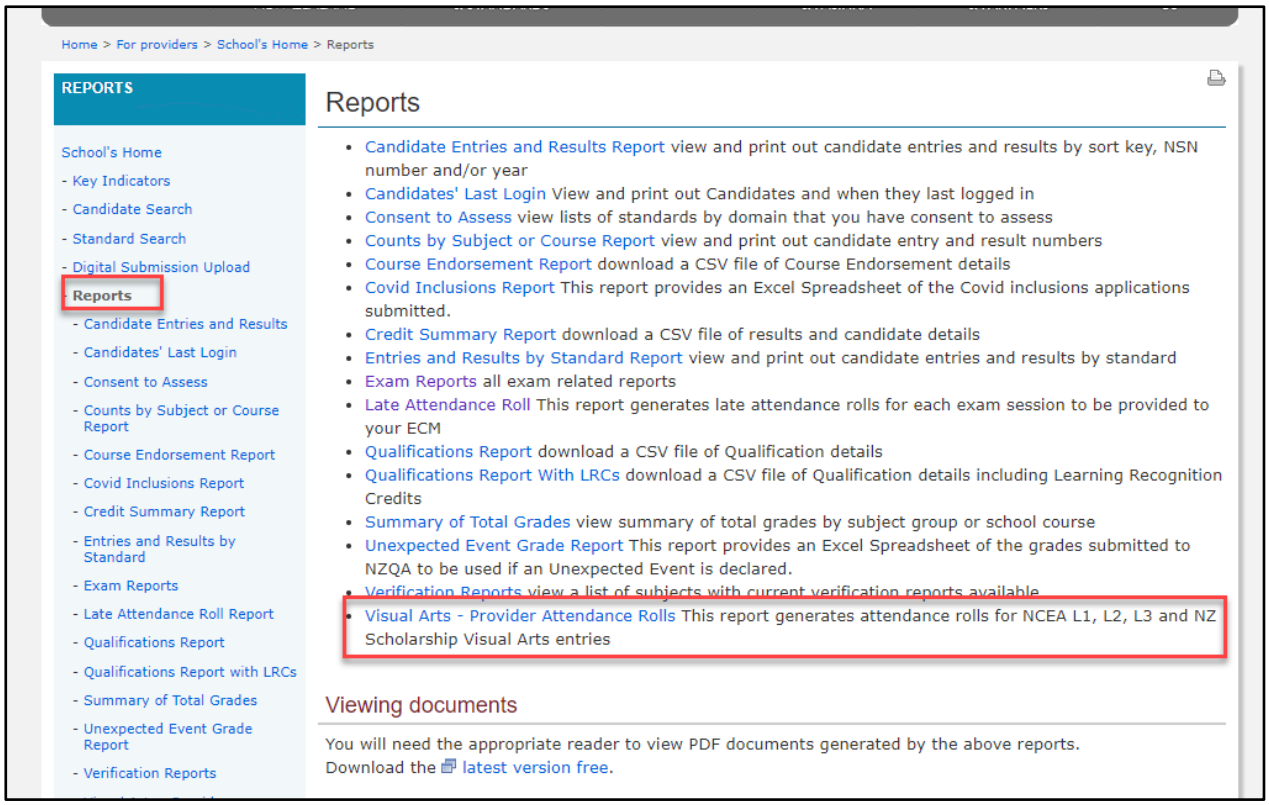
Attendance rolls must be completed by 10 November.

The Principal's Nominee must:

1. Log into the NZQA Schools' Provider Login
2. Click *Reports* from either *School's Home* or *General Security Features*.

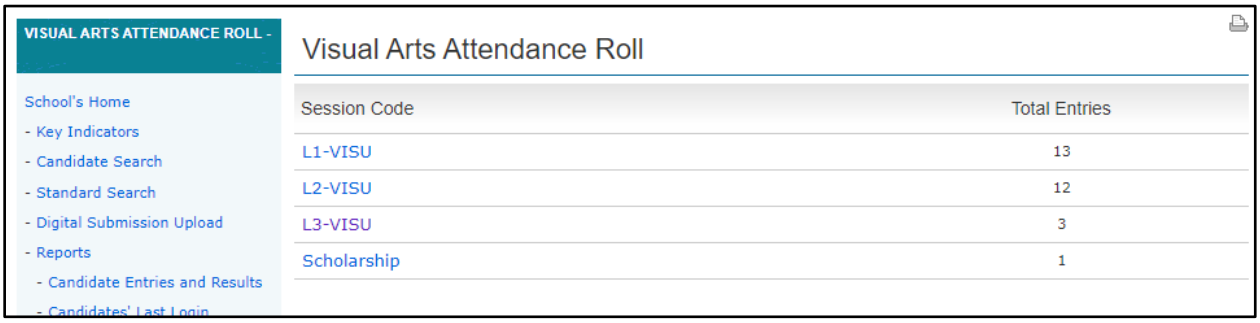


3. Click Visual Arts – Provider Attendance Rolls



4. Click the level required. *For example: L3-VISU*.

5. Complete the roll by:

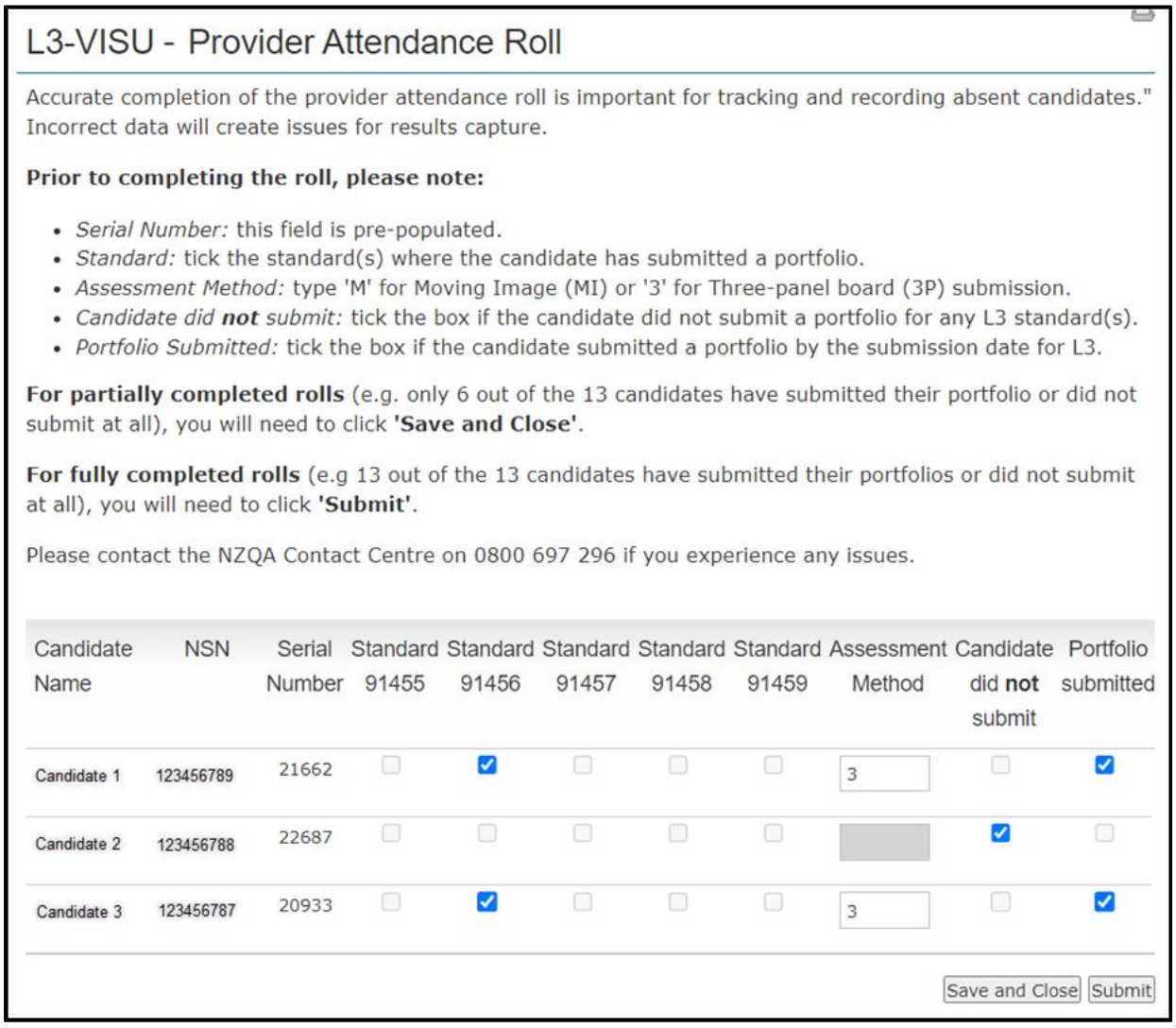


   a. ticking each standard where the candidate has submitted a portfolio

   b. typing either an '*M'* for Moving Image (MI) or a '*3'* for Three-panel board (3P) submission

   c. ticking the '*Candidate did **not** submit'* box if the candidate did not submit for any of the standards listed

d. ticking the '*Portfolio submitted'* box if the candidate has submitted a portfolio by the submission date.



L3-VISU - Provider Attendance Roll

Accurate completion of the provider attendance roll is important for tracking and recording absent candidates." Incorrect data will create issues for results capture.

Prior to completing the roll, please note:

- *Serial Number:* this field is pre-populated.
- *Standard:* tick the standard(s) where the candidate has submitted a portfolio.
- *Assessment Method:* type 'M' for Moving Image (MI) or '3' for Three-panel board (3P) submission.
- *Candidate did **not** submit:* tick the box if the candidate did not submit a portfolio for any L3 standard(s).
- *Portfolio Submitted:* tick the box if the candidate submitted a portfolio by the submission date for L3.

For partially completed rolls (e.g. only 6 out of the 13 candidates have submitted their portfolio or did not submit at all), you will need to click **'Save and Close'**.

For fully completed rolls (e.g 13 out of the 13 candidates have submitted their portfolios or did not submit at all), you will need to click **'Submit'**.

Please contact the NZQA Contact Centre on 0800 697 296 if you experience any issues.

Candidate Name	NSN	Serial Number	Standard 91455	Standard 91456	Standard 91457	Standard 91458	Standard 91459	Assessment Method	Candidate did **not** submit	Portfolio submitted
Candidate 1	123456789	21662	☐	☑	☐	☐	☐	3	☐	☑
Candidate 2	123456788	22687	☐	☐	☐	☐	☐		☑	☐
Candidate 3	123456787	20933	☐	☑	☐	☐	☐	3	☐	☑

Save and Close | Submit

6. For partial completed roll (e.g. only 2 of the 3 candidates have submitted their portfolios and awaiting the third), schools will need to click 'Save and Close'. If selected, you can edit the page at a later time/date.
7. For fully completed rolls (e.g. 3 out of the 3 candidates have submitted their portfolios or did not submit at all), you will need to click 'Submit'. The following message is displayed once you have confirm completing the roll.

Thank you for submitting your attendance roll.

Please note that once the 'Submit' button is selected, you will not be able to edit the page. If changes need to be made after the 'Submit' button has been selected, please email examinations@nzqa.govt.nz with the changes required.

Note: the subject line of the email will need to include 'Attendance Roll – Visual Arts <Level> <Standard>' e.g., *Attendance Roll – Visual Arts Level 3 91455'*

6. Portfolio format requirements

Level 3 and NZ Scholarship Visual Arts portfolios may be submitted either as a three-panel portfolio board or as a moving image portfolio. For NZ Scholarship, a physical workbook is also required.

The body of work for the moving image portfolio should represent a similar amount of work as for the three-panel portfolio board. The moving image submission should not be merely a digital representation of the three-panel portfolio board.

More information on specific format requirements can be found in the Assessment Specifications.

7. Authentication of candidate work

Candidates are required to sign the Visual Arts Level 3 and Scholarship Authenticity Declaration to stipulate that the work is their own. Schools are required to report to NZQA if they have concerns that any portfolio entered is not the candidate's own. If a school cannot authenticate a candidate's work, they should follow the process for possible authenticity breaches.

Completed and signed Visual Arts Level 3 and Scholarship Authenticity Declarations are to be attached (with sticky tape or glue) to the left panel on the outside of each candidate's portfolio, prior to submission to NZQA.

Schools who submit work without an authenticity declaration will be contacted by NZQA.

8. Materials for late entries

NZQA will only provide materials for entries made by 1 September. If schools have missed this deadline and need to make late entries, schools will need to submit a data entry file to NZQA, and follow the instructions below to produce temporary labels for each candidate's portfolio:

The **temporary labels** must include:

For **outside** of portfolio board:	• National Student Number (NSN) • candidate name and return address for portfolio • field name, e.g., Photography • standard number • large 'S' to denote NZ Scholarship, if relevant.
For **inside** of portfolio:	• field name, e.g., Photography • standard number.
For **front cover** of NZ Scholarship **workbook**:	• field name and standard number • National Student Number (NSN) • large 'S' to denote NZ Scholarship.

Temporary labels for moving image submissions are not required.

Do not attempt to create bar codes on any temporary labels. NZQA will generate new barcoded labels at the marking venue.

9. Late submissions

Late candidate submissions (**after 9 November**) 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 9 November; 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 – Visual Arts Level Standard'**.

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

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

10. Submitting moving image portfolios

Candidates submitting a moving image portfolio will still receive personalised/barcoded labels but these are not required for submissions made digitally.

Further instructions on how schools must submit moving image portfolios to NZQA will be available by the end of August from the NCEA Subject Resource – *Digital Submissions* page. If teachers are unsure about whether their school is submitting work digitally, please discuss with the Head of Department or Principal's Nominee.

The Visual Arts Level 3 and Scholarship Authenticity Declaration should be included electronically prior to the upload.

Schools must retain copies of all moving image submissions sent to NZQA.

The Assessment Specifications for 2023 govern this submission process with the details added below.

11. Preparing portfolios for collection

Packing materials
Schools are required to supply their own packaging materials for Level 3 and NZ Scholarship submissions.

Addressing of portfolio submissions for dispatch
Packed portfolio submissions are to be addressed as follows:

NZQA
C/ - Lower Hutt Badminton Hall
25 Vogel Street
Naenae
LOWER HUTT 5011

12. Courier arrangements for the submission/collection date

Schools are responsible for making courier arrangements for the collection of their NCEA Level 3 and NZ Scholarship submissions on the nominated collection date (see below). They may use any courier company.

NZQA does not supply pre-paid courier tickets/bags, nor reimburse schools for the cost to deliver NCEA Level 3 and NZ Scholarship submissions to NZQA.

If your school does not have an existing account with NZ Post or NZ Couriers, please create one and ensure a pick-up has been arranged for **Thursday 9 November 2023** in advance.

Courier company	Information
NZ Post	https://www.nzpost.co.nz/tools/rate-finder/sending-nz/parcels
New Zealand Couriers	https://www.nzcouriers.co.nz/nzc/Booking

13. Submission/collection date requirements

All portfolios and NZ Scholarship workbooks must be uplifted on the submission date (below), by the courier company the school is using. It is the school's responsibility to arrange a pickup time and contact the courier company if portfolios are not collected on this day.

Candidates or caregivers may not deliver their own portfolios. Portfolios must be submitted by the school.

2023 school submission/collection dates	
Level 3	Thursday 9 November 2023
NZ Scholarship	Thursday 9 November 2023

14. Return of marked portfolios to candidates

Following marking, Level 3 and NZ Scholarship portfolios will be returned to the candidate's New Zealand address that was provided to NZQA in September 2023. Unless selected for the Top Art exhibition, all correctly addressed portfolios should have been returned by Christmas. If they have not, candidates must contact the Visual Arts Business Liaison Officer on 0800 697 296. Portfolios are dispatched progressively by field, once marked.

Portfolios and workbooks returned to NZQA because of an incorrect address will be destroyed after June 2024. Please ensure that the personalised candidate label provided contains the correct return address. **If not, cover the incorrect address with a sticky label and clearly write on the correct address.**

Performance summary cards will be available for candidates to view via their NZQA Learner Login following the release of NZ Scholarship results in 2024.

Moving Image submissions for Level 3 and NZ Scholarship will not be returned.

15. Review and reconsideration process

Information about the review and reconsideration process for Level 3 and NZ Scholarship Visual Arts will be published on the NZQA website in January 2024.

16. Enquiries

Please refer any enquiries relating to these instructions to:

Kate Campion
National Assessment Facilitator
External Assessment
04 463 3387
kate.campion@nzqa.govt.nz

Visual Arts Business Liaison Officer
Operations and Logistics
0800 697 296
examinations@nzqa.govt.nz

17. Other information

- The organisation of files in the school's local submission folder(s) is managed by schools.
- It is recommended four photographs are taken of each candidate submission by the school: one for each board and one of the entire folio. These must be securely stored until the completion of the reviews and reconsiderations process.
- It is recommended schools check that all expected uploads (of moving image portfolios) have occurred.
- It is recommended that schools keep a secure copy of candidate moving image portfolios until the end of March 2024.
- It is recommended that the candidate keeps a personal copy of their moving image portfolio until the end of March 2024.
- NZQA will store a copy of the moving image portfolio and marked files for security and reference purposes.
- NZQA will delete candidate moving image portfolios and marked files after 30 June 2024.

Section 2: Information for the Visual Arts teacher

18. Labelling and packaging of submissions

NZQA will supply schools with candidate personalised/barcoded labels and 5-digit serial code labels to attach to Level 3 and NZ Scholarship portfolio boards and workbooks for all entries received by 1 September.

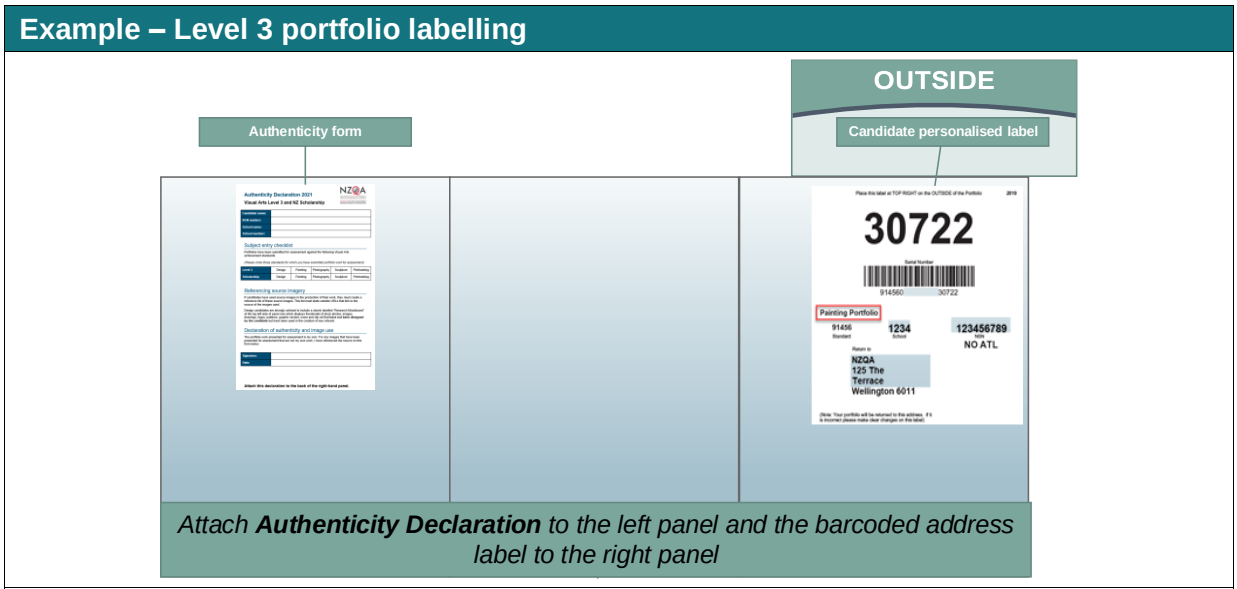
If these materials have not arrived at the school by Friday 13 October 2023, contact the Visual Arts Business Liaison Officer on 0800 697 296.

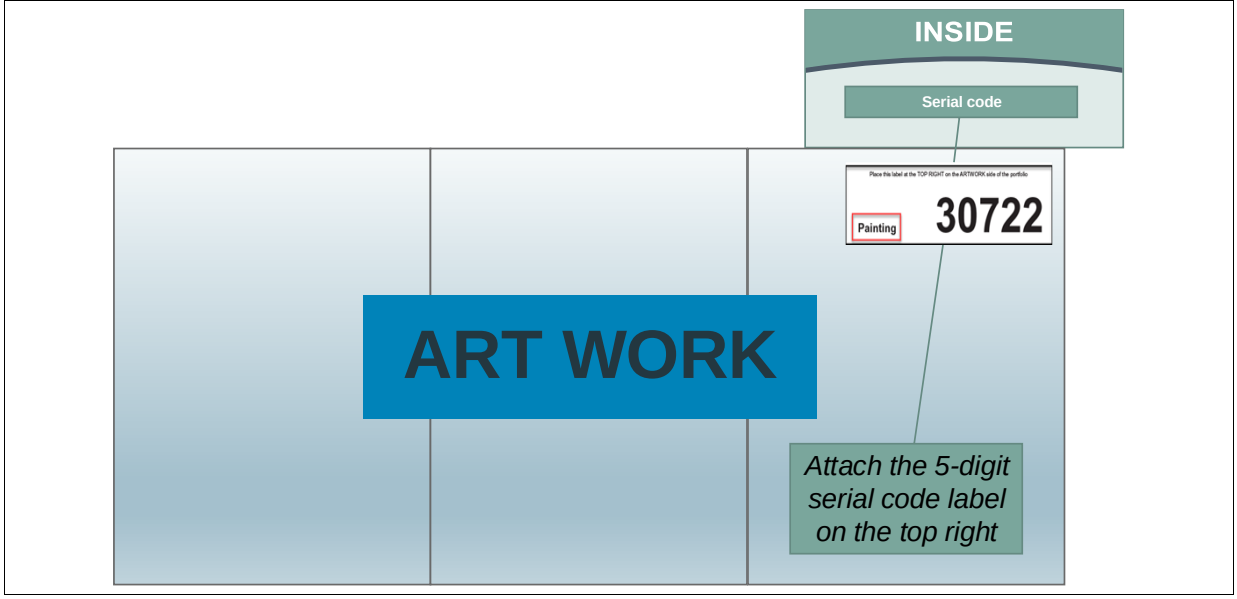
Placement of labels
Schools must check the correct labels are attached to each candidate's portfolio/workbook before the submission date.

Outside of portfolio: the address label must show the return address for the portfolio. If the printed address is incorrect, cover it with a sticky label and write the correct return address clearly on this.

Inside of portfolio (artwork side): the label must display the 5-digit serial code e.g. 30722.

Example – Level 3 portfolio labelling





If a candidate is entered for more than one NCEA Level 3 Visual Arts standard, ensure that the correct label is attached to the correct portfolio, and that the labels attached to the outside and inside of the portfolio are both for the same field as shown in the example above eg Painting.

Missing/temporary labels
If a label for a Level 3 and/or NZ Scholarship candidate has not arrived, schools should first check their entry file.

- If there is no entry, the school will need to refer to the instructions for Materials for late entries to produce temporary labels for these candidates' portfolios and submit a data file to NZQA to create the entry.
- If the entry was submitted before 1 September, contact the Visual Arts Business Liaison Officer on 0800 697 296.

19. Requirements for NZ Scholarship entries

Format
NZ Scholarship entries must include both a portfolio (portfolio board or moving image portfolio) and an A3 physical workbook. A candidate's submission that has been entered for Level 3 can also be entered for NZ Scholarship (in the same subject field) provided it is accompanied by a workbook.

Labelling requirements for NZ Scholarship portfolio boards
Labelling requirements for NZ Scholarship portfolio boards are identical to the labelling requirements of Level 3 portfolios, with the addition of a large S denoting Scholarship.
An additional serial code label will be supplied to schools to attach to each NZ Scholarship workbook, as shown.

Example – NZ Scholarship workbook labelling	
	Please note that, unlike the portfolios, there is only a single label to be affixed to the **front top right** of the **workbook cover**