



## 2025 External Assessment Instructions for NCEA Level 3 and NZ Scholarship Visual Arts Submissions

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

16 May 2025 v1

# NZQA

Mana Tohu Mātauranga o Aotearoa  
New Zealand Qualifications Authority



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## Section 1: Assessment Information

### 1. Key dates

Date 2025	Level 3 and NZ Scholarship Visual Arts
16 May	Administration and Submission instructions available to schools via the NZQA website.
1 Sep	Deadline to submit entries to NZQA for externally assessed standards for candidates to receive personalised exam materials.
13 - 17 Oct	Schools receive NCEA Level 3 and NZ Scholarship Visual Arts materials. <ul style="list-style-type: none"> <li>Phone the External Assessment team on 0800 697 296 if materials have not arrived by 17 October, or if there are insufficient or missing materials.</li> <li>Remember late entries will <b>not</b> receive personalised labels.</li> </ul>
6 Nov	<ul style="list-style-type: none"> <li>Send the NCEA Level 3 and NZ Scholarship submissions to NZQA.</li> <li>Online applications for Level 3 derived grades must be made by 5.00pm.</li> </ul>
6 - 11 Nov	Complete and submit online attendance rolls through the <a href="#">Provider log in</a> . See <a href="#">Completing Attendance Rolls</a> section.
Before end of Dec	Portfolios and workbooks returned direct to candidates. <ul style="list-style-type: none"> <li>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.</li> </ul>
Jan 2026	NCEA candidates can view their results online, following NCEA results release.
Feb 2026	NZ Scholarship candidates can view their results online, following NZ Scholarship results release.
End of Jun 2026	All unclaimed portfolios and workbooks returned to NZQA will be destroyed.

### 2. Portfolio format requirements

Level 3 and NZ Scholarship Visual Arts portfolios may be submitted either as a physical (previously known as three-panel portfolio board) or a digital (previously known as a moving image portfolio) submission. For NZ Scholarship, a physical workbook is also required. Sculpture 91459 and Scholarship Sculpture 93308 are digital only portfolios.

The body of work for the digital portfolio (moving image) should represent a similar amount of work as for the physical board (three-panel portfolio). 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 on the NZQA website: <https://www2.nzqa.govt.nz/ncea/subjects/visual-arts/>

### 3. Authentication of candidate work

Candidates are required to sign the NCEA Level 3 and NZ Scholarship Visual Arts Authenticity Declaration (available on the [NZQA Visual Arts subject page](#)) 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 of externally assessed standards.

Completed and signed Visual Arts Level 3 and Scholarship Authenticity Declarations are to be attached to the left-most panel on the outside of each candidate's portfolio, prior to submission to NZQA. Ensure the 2025 declaration is used.

### 4. Completing online attendance rolls

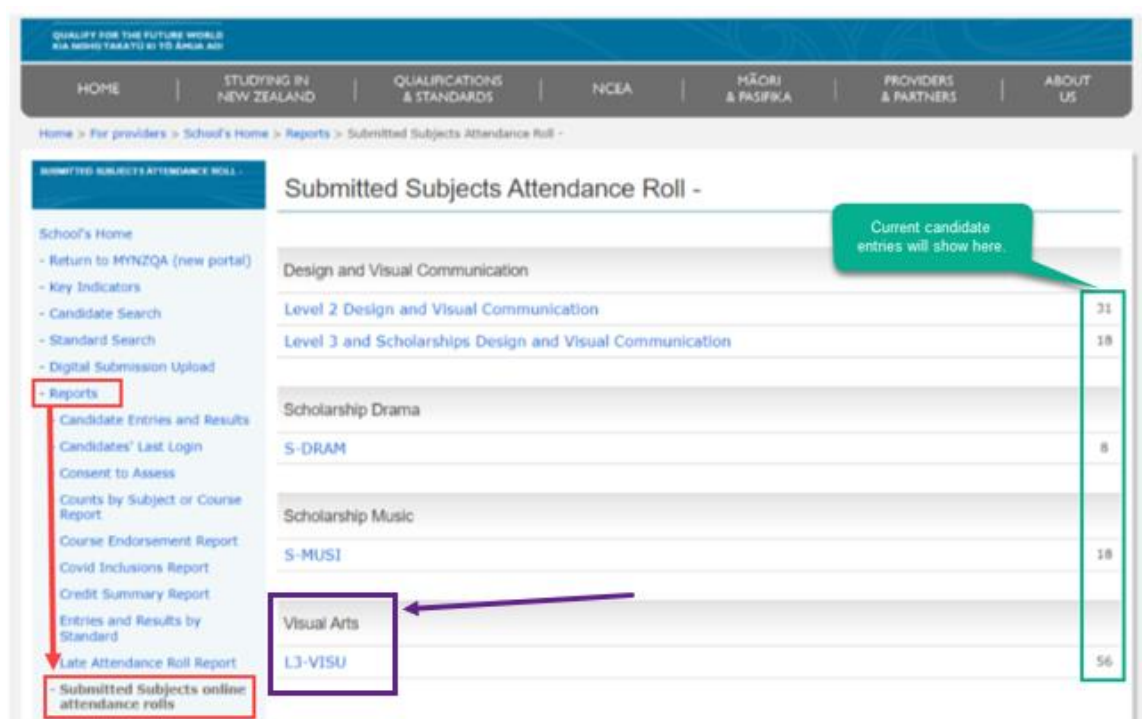
All schools are required to complete and submit attendance rolls for candidates who are entered for any external Level 3 or NZ Scholarship standard.

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 the online attendance rolls from their secure Provider login by 6 November 2025.**

**The Principal's Nominee must:**

1. Log into the [Provider login](#).
2. Click **Reports** then **Submitted Subjects online attendance rolls**



3. Click on the appropriate **Visual Arts** link to open the attendance roll (e.g. L3-VISU).



4. For each candidate tick the submission type for each standard where they have entries
  - a. D = Digital (refers to the previously named M - Moving Image)
  - b. P = Physical (refers to the previously named 3 – three panel board)
  - c. DNS = Did Not Submit.

The screenshot shows a table with columns for Candidate Name, NSN, Serial Number, and three sets of submission methods (D, P, DNS) for Standards 91455, 91456, and 91457. A purple callout box points to the standard columns, stating 'Each standard is in a column'. A green callout box points to the submission method checkboxes, stating 'Tick the appropriate box for each standard the candidate has entries for'.

Candidate Name	NSN	Serial Number	Standard 91455 Submission Method			Standard 91456 Submission Method			Standard 91457 Submission Method		
			D	P	DNS	D	P	DNS	D	P	DNS
Chen, Elma	140749496	20964	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dong, Yixiang	166647304	31022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gao, Xinyao	150083181	12021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haine, Lauren	139964529	40041	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Huang, Zhi	141214218	12171	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. **Partially completed rolls:** for any rolls where you have partially completed the submissions for candidates (e.g. 6 out of 13 candidates have submitted work so far), click **Save and Close**.
6. **Fully completed rolls:** once all the submission data has been entered, click **Submit** (e.g. 13 out of 13 candidates submitted or did not submit work).

If changes need to be made after the 'Submit' button has been selected, click the 'Edit' button, enter the corrected attendance information and re-submit the roll. You can edit a submitted roll up until the 12 December 2025.

## 5. Return of marked portfolios to candidates

Following marking, Level 3 and NZ Scholarship portfolios will be returned direct to the candidate's New Zealand address that was provided to NZQA in the 1 September 2025 data file. Unless selected for the Top Art exhibition, all correctly addressed portfolios should have been returned by January 2026. If they have not, candidates must contact the External Assessment team on 0800 697 296. Portfolios are dispatched by field, once marked.

For portfolios and workbooks returned to NZQA because of an incorrect or international address, NZQA will attempt to contact the candidate and/or school for the new address to forward the work to. If no response is received, the work will be destroyed after June 2026.

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 the correct NZ address.**

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

## 6. Other information for Painting and digital submissions

- If there are concerns the painting media have not completely cured, it is recommended those candidates:
  - a. place **plastic** between boards to limit potential damage
  - b. affix A3 images of completed boards to the back of the portfolio, **or**

c. substitute high resolution photographs for paintings.

- It is recommended schools take four photographs of each candidate's physical submission: one for each panel and one of the entire board. These must be securely stored by the school until the completion of the reviews and reconsiderations process in 2026.
- The naming and storage of moving image files in the school's computer drive is managed by schools and must not include the candidate's name. NZQA's required file naming convention is: [School No]-[NSN]-[Standard No].[extension] Example: 0045-345678912-91979.pdf
- It is recommended schools check that all expected uploads of moving image and sculpture digital portfolios have occurred.
- Schools must keep a secure copy of candidate moving image and sculpture digital portfolios until the end of March 2026.
- It is recommended that the candidate keeps a personal copy of their moving image or sculpture digital portfolio until the end of March 2026.
- NZQA will store a copy of the moving image and sculpture digital portfolio and marked files for security and reference purposes.
- NZQA will delete candidate moving image and sculpture digital portfolios and marked files after 30 June 2026.

## 7. Enquiries

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Please refer any enquiries relating to these instructions or the submission of work to:

Visual Arts Support  
External Assessment  
[examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz)

Kylie Merrick  
National Assessment Facilitator  
External Assessment  
04 463 3181  
[kylie.merrick@nzqa.govt.nz](mailto:kylie.merrick@nzqa.govt.nz)

## Section 2: Submitting portfolios

### 8. Submitting Moving Image portfolios (digital)

Candidates submitting a Moving Image portfolio will still receive personalised labels, these are **not required** for submissions made digitally.

Moving Image portfolios must be submitted through the **old** [Provider login](#) by 5.00 pm **Thursday 6 November 2025**. We recommend you upload digital files before the deadline to enable you to seek assistance if there are any upload issues.

Candidates and teachers are required to complete the [NCEA Level 3 and NZ Scholarship Visual Arts Authenticity Declaration](#) for each candidate, and upload it alongside their portfolio.

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

To submit moving image portfolios digitally, the school will need to be familiar with accessing and submitting work through the school's secure Provider log in.

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

### 9. Submitting Sculpture portfolios (digital)

Candidates submitting a digital Sculpture portfolio will still receive personalised labels, these are **not required** for submissions made digitally.

Candidates submitting a Sculpture portfolio must ensure that the file is a **single** PDF file only. See [11. Requirements for NZ Scholarship entries](#) for Sculpture Scholarship workbook information.

The file is a still image portfolio that replicates the work of a physical three-panel portfolio board. The high-resolution file must contain four pages as described below. It is recommended that 300-400 DPI is used.

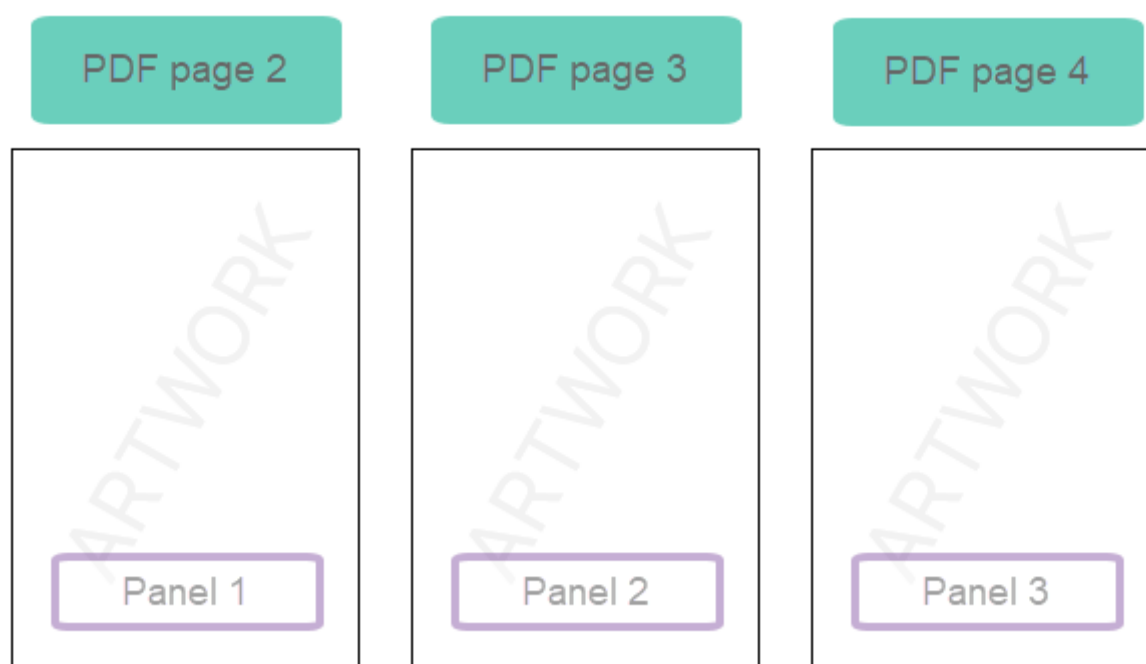
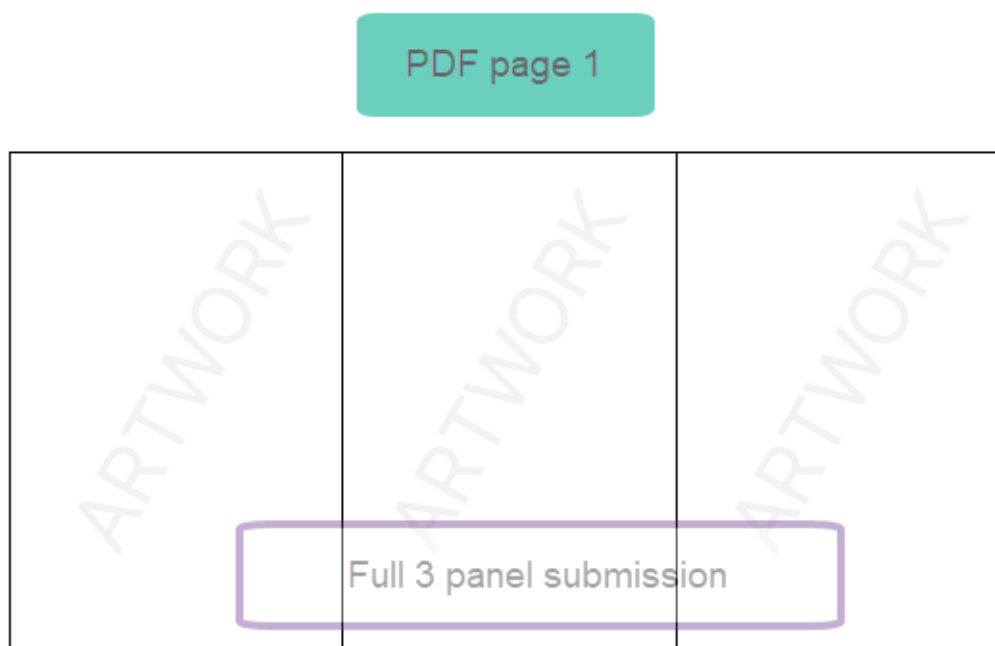
#### PDF photograph format

PDF file page	Layout	Panel	Size
Page 1	Landscape	Full 3 panel submission	1850 x 820 mm
Page 2	Portrait	Panel 1	610 x 820mm
Page 3	Portrait	Panel 2	610 x 820mm
Page 4	Portrait	Panel 3	610 x 820mm

Sculpture portfolios must be submitted through the **old** [Provider login](#) by 5.00 pm **Thursday 6 November 2025**. We recommend you upload digital files before the deadline to enable you to seek assistance if there are any upload issues.

Candidates and teachers are required to complete the [NCEA Level 3 and NZ Scholarship Visual Arts Authenticity Declaration](#) for each candidate and upload it alongside their portfolio.

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



## 10. Labelling and packaging of physical submissions

NZQA will supply schools with personalised candidate labels (barcoded with a 5-digit serial number) to attach to Level 3 and NZ Scholarship portfolio boards and workbooks for all entries received by 1 September 2025.

**If these materials have not arrived at the school by 3.30pm Friday 17 October 2025, contact the Visual Arts support 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.



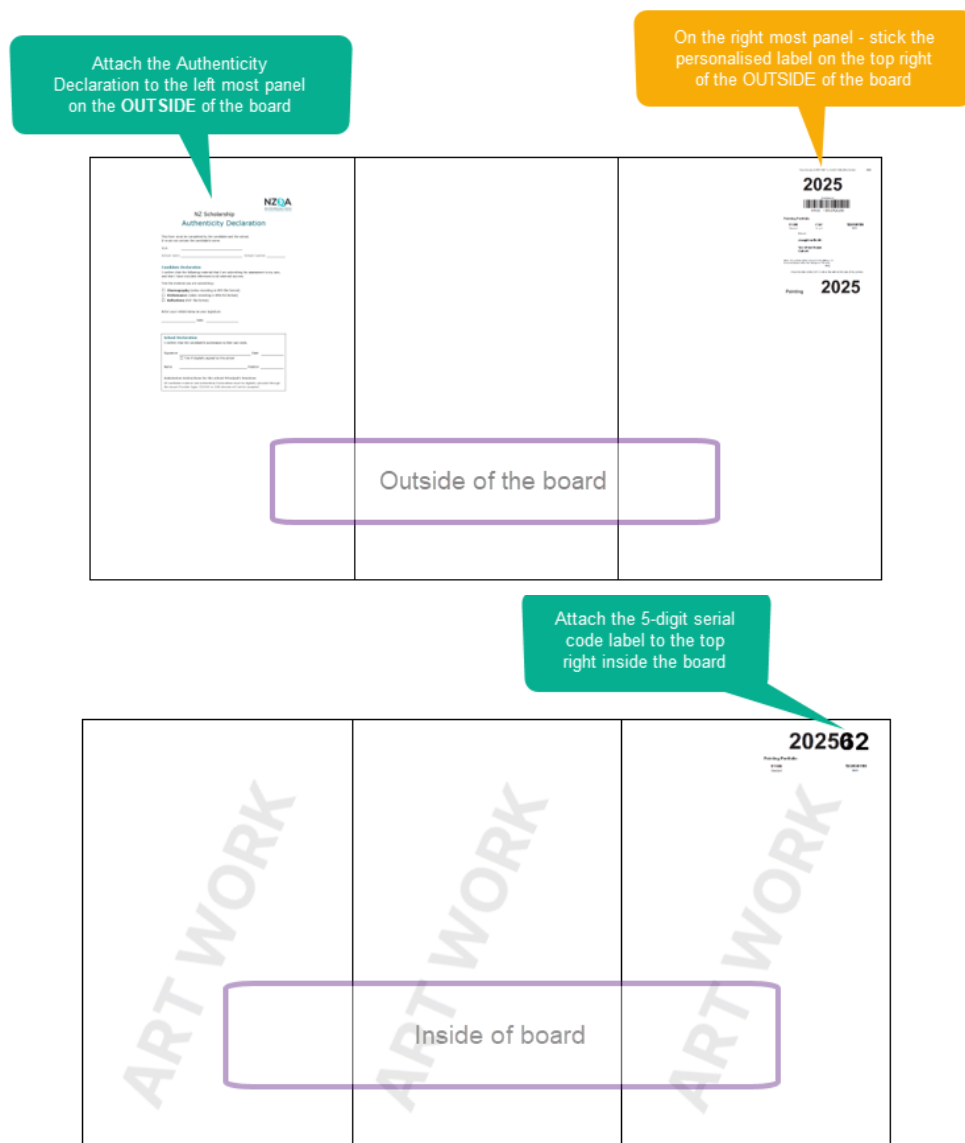
**Outside of portfolio:** the address label must show the return address for the portfolio. If the printed address is incorrect, cover it with a sticky label and write the correct return address clearly on this.

**Inside of portfolio (artwork side):** the label must display the 5-digit serial code. 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 e.g. 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 External Assessment team on 0800 697 296



## 11. Requirements for NZ Scholarship entries

### Format

NZ Scholarship entries must include both a portfolio (physical 3-panel board or digital moving image) and an A3 physical workbook.

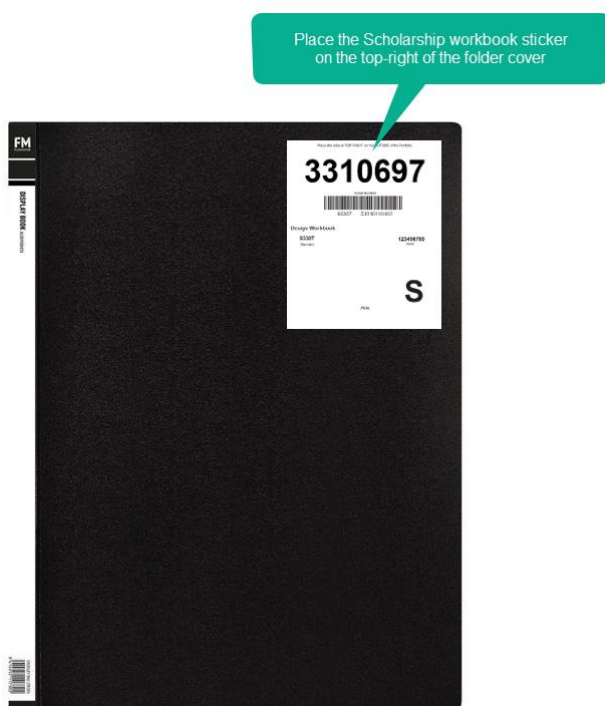
Candidates submitting a workbook for Sculpture 93308 will have a **single** PDF file that replicates the work of a physical workbook.

- Page 1 is to contain the personalised label information.
- Page 2 - 8 must be the workbook submission contents.

A Level 3 submission may also be entered for NZ Scholarship (in the same medium) if accompanied by a workbook.

### Labelling requirements for NZ Scholarship portfolio boards

NZ Scholarship portfolio boards follow the same labelling requirements as Level 3 portfolios, with an added 'S' to indicate a NZ Scholarship submission. Schools will receive an additional serial code sticker for each NZ Scholarship workbook, as shown.



If a candidate is no longer submitting work for NZ Scholarship, please cross out the large **S** on the personalised label attached to the front of the portfolio board.



## 12. Courier arrangements for submissions

Schools are responsible for making courier arrangements for the collection and delivery of the NCEA Level 3 and NZ Scholarship Visual Art submissions. You may use any courier company. It is the school's responsibility to arrange a collection 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.

**NZQA does not supply pre-paid courier tickets for the delivery of Level 3 and NZ Scholarship materials to the marking venue.**

The collection date for Level 3 and NZ Scholarship is: **Thursday 6 November 2025.**

Packed portfolio submissions are to be addressed to:

### **NZQA**

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




## 13. Materials for late entries

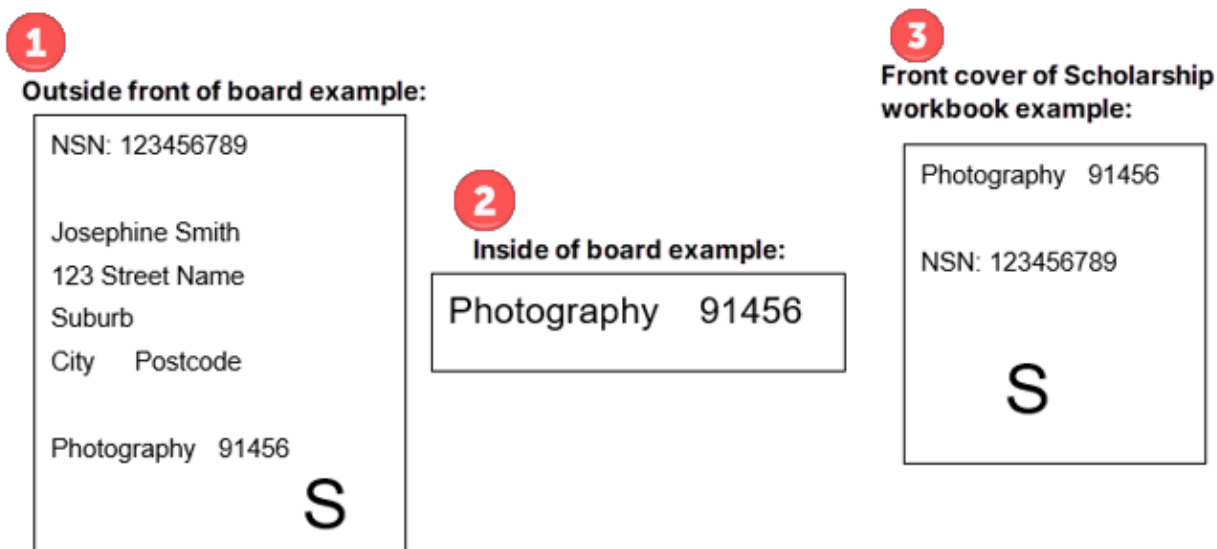
NZQA will only provide personalised materials for entries made by 1 September 2025. If schools have missed this deadline, late entries will need to be submitted by the school via a data entry file to NZQA.

Follow the instructions below to create temporary labels for each late entry candidate's portfolio.

- Temporary labels for Moving Image and Sculpture submissions are not required ([digital submission](#))
- Do not attempt to create bar codes. NZQA will generate barcoded labels once the portfolio has been received at the marking venue.

The temporary labels must include:

<b>Outside</b> of portfolio board: 	<ul style="list-style-type: none"> <li>• National Student Number (NSN)</li> <li>• candidate name and return address for portfolio</li> <li>• field name, e.g., Photography</li> <li>• standard number</li> <li>• large 'S' to denote NZ Scholarship, if relevant.</li> </ul>
<b>Inside</b> of portfolio: 	<ul style="list-style-type: none"> <li>• field name, e.g., Photography</li> <li>• standard number.</li> </ul>
<b>Front cover</b> of NZ Scholarship workbook: 	<ul style="list-style-type: none"> <li>• field name and standard number</li> <li>• National Student Number (NSN)</li> <li>• large 'S' to denote NZ Scholarship.</li> </ul>



## 14. Late submissions

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Late candidate submissions (**after 6 November**) 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 6 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**'.

**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.