

Te Marautanga o Aotearoa, New Zealand Curriculum (NZC) and Kaupapa Ako Māori

Process Guidelines for Level 1 Kete Manarua and Submitted External Assessments

Please refer to these guidelines for managing the assessment process for 2024 level 1 standards that are assessed through Kete Manarua or submission.

Level 1 Standards Assessed Through Kete Manarua or Submission

Te Marautanga o Aotearoa Level 1 Kete Manarua (Submitted External Assessments)

Wāhanga Ako	Te Paerewa
Tikanga ā-Iwi	92080 & 92081
Pāngarau	92067 & 92068
Hangarau	92054 & 92055
Pūtaiao	92071 & 92072
Hauora	92058 & 92059*
Ngā Mahi a Te Rēhia	92063* & 92064
Toi Ataata	92085* & 92086
Toi Puoro	92090* & 92091

* These standards also have a TAPā (online) option.

NZC Level 1 Submitted External Assessments

Subject	Standard
Agricultural and Horticultural Science	91931
Chemistry and Biology (Biology)	92022
Commerce	92031
Dance	91938 & 91939
Design and Visual Communication	92002 & 92003
Digital Technologies	92007
Drama	91942 & 91943
English	91926
Geography	91934
Health Studies	92011
History	92027

Subject	Standard
Materials and Processing Technology	92014 & 92015
Mathematics and Statistics	91946
Music	91950 & 91951
New Zealand Sign Language	92357 & 92358
Physical Education	92018 & 92019
Physics, Earth and Space Science (ESS)	92046
Religious Studies	91919
Science	91923
Social Studies	92051
Visual Arts	91914 & 91915

NZC Kaupapa Ako Māori Submitted External Assessments

Subject	Standard
Te Reo Māori (Level 1)	92095
Te Ao Haka (L1, 2, 3) Note: All Te Ao Haka standards also have TWO TAPā (online) options except 91986	91978 & 91979, 91982 & 91983, 91986 & 91987
Te Ao Haka Scholarship	93700

Before the Assessment

Schools and teaching staff must check the Assessment Specifications for specific assessment instructions for each standard. These may include whether and how resources may be provided, equipment, supervision, and further assessment conditions.

NZQA assessment tasks will be provided to schools digitally. They will be available for download in the school portal from term 3, week 1.

[Instructions on how to download non-end of year assessment PDFs](#)

[NZQA school portal login](#)

Candidates complete the task during normal lesson time (or the school-examinations) during a period determined by the teacher, and as stipulated in the Assessment Specifications for each standard. This is called the assessment period. It is NOT the expectation that normal class timetables are changed, yet this is at the discretion of the school.

Should a school print assessment tasks for candidates (optional), these must be kept securely until the assessment period begins. Teachers and Principal Nominees should refer to the Conditions of Assessment and the school's established process for managing external assessments.

Tasks may be shared electronically with candidates at the start of the assessment period but must be retained at school. Candidates are not allowed to share or discuss the tasks with anybody else, inside or outside school.

For Level 1 Mathematics 91946 stimulus material is provided to the candidates before the assessment period starts. This will be available from term 3, week 1 through the [School Portal](#)

and may be shared with the candidates between this point and the start of the assessment. For this standard the teacher is then permitted to unpack the stimulus material with the candidates in class. Candidates are allowed to bring the stimulus material with their own annotations into the assessment session.

During the Assessment

A summary of guidelines for respective standards are available in Appendix A.

Submitted external assessments are external summative assessments, so teachers must not provide templates, scaffolding for answers or feedback during the assessment period.

Unless explicitly stated in the Assessment Specifications or task, it is expected that candidates do not access the internet while they are completing their assessment.

Derived Grades are NOT available to candidates for these standards, and it is expected that schools will provide a fair opportunity for them to complete assessments if they are unavoidably absent during the assessment period.

[Derived grades for new achievement standards](#)

Conditions of Assessment

The use of chatbots, generative AI, paraphrasing tools, or other tools that can automatically generate content is not permitted and material generated by these tools should not be submitted as part of the candidate's work.

Authenticity

Teachers must closely supervise the process of evidence collection to ensure that candidates:

- do not copy from another person or source without appropriate acknowledgement
- do not receive guidance, scaffolding, instruction, assistance, or assessment conditions beyond what is specified as permissible in the Assessment Specifications.

Refer to information available on the NZQA website on authenticity.

[Authenticity processes for externally assessed standards.](#)

Where a teacher cannot verify that the assessment submitted is the authentic work of the candidate, they must notify NZQA of a possible Candidate Breach of External Assessment.

[Breaches of external assessment rules](#)

After the Assessment

Candidates submit their completed assessment files through the NZQA learner portal as soon as they have completed each assessment. The portal will open for submission from week 1 of term 3. Schools should not wait for the Submission Deadline of 30 October before work is submitted.


[NZQA learner portal login](#)

Student work must not be accessible to them after the end of the assessment period. A secure copy of student work, be it digital or physical, should be stored by the school until the end of the Review and Reconsiderations period in February the following year.

At the end of the assessment period teachers must check that all the correct files have been submitted, for every candidate, and confirm the Authenticity declaration in the digital submission tool. Appendix B outlines the permitted file types.

Appendix A: Summary of Guidelines

	91914 Visual Arts	91915 Visual Arts	91919 Religious Studies	91923 Science	91926 English	91931 Agricultural & Horticultural Science	91934 Geography	91938 Dance	91939 Dance	91942 Drama	91943 Drama	91946 Mathematics and Statistics	91950 Music	91951 Music	92002 Design & Visual Communication	92003 Design & Visual Communication	92007 Digital Technologies	92011 Health Studies	92014 Materials & Processing Technology	92015 Materials & Processing Technology	92018 Physical Education	92019 Physical Education	92022 Chemistry & Biology (Biology)	92027 History	92031 Commerce	92046 Physics, Earth & Space Science (ESS)	92051 Social Studies	92357 New Zealand Sign Language	92358 New Zealand Sign Language		
Provided by NZQA on the secure portal (term 3, week 1)																															
Task with prompts			>	>	>	>	>	>				>					>	>	>	>	>	>	>	>	>	>	>	>	>	>	
Stimulus												>																			
Assessment in response to Assessment Specifications available on NZQA Website	>	>							>	>	>		>	>	>	>															
During Assessment																															
Teachers may unpack the task with candidates *1	>	>	>						>	>	>		>	>	>	>					>	>									
Teachers invigilate only *2			>	>	>	>	>			>	>	>					>	>			>	>	>	>	>	>	>	>	>	>	
Teacher guidance allowed *3	>	>			>			>	>					>	>	>					>	>									
Materials allowed to be brought into the assessment. *4			>				>	>	>			>					>				>	>				>	>	>	>	>	
Materials may not be taken out of the assessment room *5			>	>	>	>	>	>	>			>					>	>	>	>	>	>	>	>	>	>	>	>	>	>	
Submitted by the candidate through the learner portal																															
Using generic submission instructions *6			>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	
Selection submitted for verification by School	>	>																													
Separate subject specific submission instructions available term 3, week 1	>	>																													

 These subjects do not provide a task. The candidates work on their submission using the Assessment Specifications for Guidance.

*1 Teachers are allowed to unpack the Assessment task with the students before they begin their reports.

*2 Teachers must invigilate the assessment to enable them to complete the Authenticity declaration when the work is submitted.

*3 Teachers' guidance is allowed as described in the Assessment Specifications. For example, assisting in the choice of a dance at the correct level before the assessment, sourcing materials etc.

*4 Specific materials are allowed to be brought into the assessment, as set out in the Assessment Specifications.

*5 Assessment materials (tasks, responses, resources etc) are not allowed to be accessed by candidates between lesson times during the assessment period. Assessment materials and responses are to be kept secure at school.

*6 Using generic submission instructions: [Using the new digital submissions tool: NZQA](#)

Appendix B: Permitted File Types

Refer also to Assessment Specifications of the standard.

Standard	91914	91915	91919	91923	91926	91931	91934	91938	91939	91942	91943	91946	91950	91951	92002	92003	92007	92011	92014	92015	92018	92019	92022	92027	92031	92046	92051	92357	92358
Number of files per candidate	Two of	Two of	One of	One of	One	One of	One	One of	Two	Two of	One expected – max 3 allowed	One of	Two of	Three of	One expected – max 3 allowed	One expected – max 3 allowed	One	One	One expected – max 2 allowed	One expected – max 2 allowed	One of	One of	One of	One of	One of	One of	One expected – max 2 allowed	Two	Two
File type																													
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AVI/ M4V/ MP4/ MOV/ WEBM	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
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