



2024 External Assessment Submission Instructions for NZ Scholarship Dance

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

20 July 2024 v1

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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Section 1: Information for Principal's Nominee

1. Key dates

Date 2024	NZ Scholarship Dance
22 July	Administration and Submission guide available to schools through the NZQA website .
26 August	Deadline to submit entries to NZQA for externally assessed standards for candidates to receive personalised exam materials.
21 - 29 October	<ul style="list-style-type: none"> Schools prepare candidate portfolios for online submission. Schools complete the online attendance rolls for submissions.
30 October	Schools submit the uploaded portfolios to NZQA by 5.00 pm.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NZ Scholarship Dance to NZQA by **26 August 2024**. Candidate entries must be flagged as DS (Digital Submission).

If schools have missed the entry deadline, a data entry file must be submitted to NZQA. Candidate portfolios cannot be submitted if an entry has not been created.

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

3. Authenticity

Candidates and teachers are required to complete the NZ Scholarship Dance Portfolio Authenticity Form (available on the [NZQA NZ Scholarship Dance page](#)) for each candidate and upload alongside their portfolio. Both candidates and teachers must attest that the material presented for assessment is the candidate's own. NZQA may carry out authenticity checks.

4. Managing possible authenticity breaches

By sending work to NZQA, candidates are confirming it is authentic and their own. If, when following the school's authentication process, a teacher has formed an opinion that 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 breach process](#)
- download and complete the [Possible breach form](#). The candidate may be asked to respond to this form as part of any NZQA initiated breach investigation; it is a public document
- email the Possible breach form and the candidate authenticity declaration 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. Late submissions

Late upload of candidate submissions (**after 30 October 2024**) 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 30 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 Dance**'.

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 send an entry file to NZQA.

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

6. Reviews and reconsiderations

Information about the review and reconsideration process can be found on the NZQA website:

[NZ Scholarship review and reconsiderations](https://www2.nzqa.govt.nz/ncea/student-assessment-hub/ncea-results/reviews-and-reconsiderations/)<https://www2.nzqa.govt.nz/ncea/student-assessment-hub/ncea-results/reviews-and-reconsiderations/>

7. Enquiries

Please refer any enquiries relating to these instructions to the Examinations team on 0800 697 296 or email: examinations@nzqa.govt.nz

8. Other information

- It is recommended schools check that all expected uploads have occurred.
- Schools must retain copies of each candidate's submitted work until the end of March 2025.
- 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 2025.

Section 2: Information for the Dance teacher

9. Mode of assessment

The mode of assessment for NZ Scholarship Dance is a portfolio comprising:

- TWO video files (MP4) showing the candidate's own choreography and performance
- ONE document file (PDF) containing written and visual evidence.

Teachers are expected to be familiar with the [Assessment Specifications](#).

A candidate who has entered NZ Scholarship Dance should submit their work to their school, with appropriate evidence, as set out in the Assessment Specifications. The material will be assessed against the performance standard.

10. Digital submissions

All candidate portfolios for NZ Scholarship Dance are now required to be digitally submitted to NZQA via [Provider log in](#) by 5.00 pm **Wednesday 30 October 2024**.

Schools must retain copies of all submissions sent to NZQA.

To submit portfolios digitally, the school will need to be familiar with accessing and submitting work through their secure Provider login.

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

For assistance during the submission process:

- Email examinations@nzqa.govt.nz and in the subject line, type 'NZ Scholarship Dance'
- Phone 0800 697 296 (NZQA Contact Centre).

11. Preparing individual submissions

Prior to the upload of candidate submissions to NZQA, Candidates and Teachers must strictly adhere to the 2024 Scholarship [Assessment Specifications](#).

The two recordings will be produced as MP4 files:

- one video file must be a recording of a complete dance work (2–5 minutes in duration) entirely **choreographed by the candidate**
- the other video file must be one or more recordings of dance **performed by the candidate** (2–5 minutes in duration)
- be recorded as one static camera long shot, front view with minimal editing.

The written and visual evidence will be submitted as a PDF, and include reflections on:

- **choreographic processes and products**, and
- **performance processes and products**.

NZ Scholarship Dance Portfolio Authenticity Form

The Authenticity Form ([available on the NZQA website](#)) must be completed by the candidate and school, and submitted as a separate PDF file alongside the Scholarship portfolio files uploaded to NZQA.

12. File naming conventions

As NZ Scholarship Dance portfolios require four files, it is recommended a brief description is added in the file name.

For Example:

Choreography video	0045-456729012-93311(Choreography).mp4
Dance performance video	0045-456729012-93311(Performance).mp4
Written Reflections on Choreography and Performance	0045-456729012-93311(Reflections).pdf
Authenticity form	0045-456729012-93311(Authenticity).pdf

13. Completing attendance rolls

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.

Schools are to complete online attendance rolls from their secure Provider login.

Reports > Submitted Subject online attendance rolls

The screenshot shows the MYPNZQA website interface. The top navigation bar includes links for HOME, STUDYING IN NEW ZEALAND, QUALIFICATIONS & STANDARDS, NCEA, MĀORI & PASIFIKA, PROVIDERS & PARTNERS, and ABOUT US. The breadcrumb trail is: Home > For providers > School's Home > Reports > Submitted Subjects Attendance Roll -.

The main content area is titled 'Submitted Subjects Attendance Roll -'. On the left, there is a sidebar menu with the following items: School's Home, Return to MYPNZQA (new portal), Key Indicators, Candidate Search, Standard Search, Digital Submission Upload, Reports (highlighted with a red box), Candidate Entries and Results, Candidates' Last Login, Consent to Assess, Counts by Subject or Course Report, Course Endorsement Report, Covid Inclusions Report, Credit Summary Report, Entries and Results by Standard, Late Attendance Roll Report, and Submitted Subjects online attendance rolls (highlighted with a red box).

The main table displays the following data:

Design and Visual Communication	
Level 2 Design and Visual Communication	31
Level 3 and Scholarships Design and Visual Communication	18
Scholarship Drama	
S-DRAM	8
Scholarship Music	
S-MUSI	18
Visual Arts	
L3-VISU	56

Green callouts provide additional information: 'Current candidate entries will show here.' points to the top of the table, and 'If there are no entries, this message will show under the subject heading.' points to a message box under the 'Scholarship Dance' heading.

The message box under 'Scholarship Dance' contains the text: 'No data found for the selected criteria. Please check your entries are up to date.'

- **Choreography:** Use this column to indicate this aspect of the candidate's work has been uploaded
- **Performance:** Use this column to indicate this aspect of the candidate's work has been uploaded
- **Reflection:** Use this column to indicate this aspect of the candidate's work has been uploaded
- **Candidate did not submit:** Use this if the candidate is **not** submitting any work for NZ Scholarship Dance 93311 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 three assessment components have been ticked to indicate the candidate work has been uploaded to NZQA.

FURTHER INFORMATION ON ATTENDANCE ROLLS WILL BE UPDATED IN AUGUST 2024