



2025 External Assessment Instructions for NCEA Level 2 and Level 3 Dance

Principal's Nominees and Teachers should read these instructions before beginning to process NCEA Dance Performance recordings to NZQA

16 May 2025 v1

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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1. Assessment overview

Information supporting the 2025 NCEA Level 2 and Level 3 Dance external assessments.

The following standards require showing a selected recording of a dance performance to all candidates in the examination session. This recording may be from the approved list in the [Assessment Specifications](#) or may be produced by the school.

Level 2: 91211	<i>Provide an interpretation of a dance performance with supporting evidence</i>
Level 3: 91594	<i>Analyse a dance performance</i>

2. Key dates

Date 2025	NCEA Level 2 and 3 Dance
16 May	Dance assessment instructions available to schools through the NZQA website .
Prior to 4 Nov	The school provides the NCEA Level 3 Dance performance recording to the Exam Centre Manager (ECM) (and NZQA if necessary).
4 Nov	NCEA Level 3 Dance examination (9.30 am)
	Schools submit the recording (<i>if not listed in the assessment specifications</i>) to NZQA by 5.00 pm .
Prior to 11 Nov	The school provides access to NCEA Level 2 Dance performance recording to the Exam Centre Manager (and NZQA if necessary).
11 Nov	NCEA Level 2 Dance examination (9.30 am).
	Schools submit the recording (<i>if not listed in the assessment specifications</i>) to NZQA by 5.00 pm .
11 – 14 Nov	ECM/Supervisors complete the online attendance roll

3. Preparation of dance performance recordings

For each of the standards, schools must provide two copies of a recording of a dance performance of 3 - 6 minutes in duration to the ECM, which meets the criteria specified in the [2025 Assessment Specifications](#).

The recording should contain only the work that is to be viewed by the candidates during the examination.

Where the recording is not a dance performance listed in the assessment specifications, **the recording must be submitted to NZQA** via the [Provider Login](#) and **uploaded against the first candidate entered for the standard**.

If an mp4 version is not available, the file type must be able to be played within a Windows environment using either VLC or Windows media player.

If you are unable to meet these requirements, please contact NZQA on 0800 697 296.

4. How to submit the Dance performance recording (if not listed in the Assessment Specifications) to NZQA

Recordings that are not listed in the 2025 [Assessment Specifications](#) for NCEA Level 2 Dance 91211 and Level 3 Dance 91594 must be submitted to NZQA via the [Provider Login](#) **by 5.00pm on the examination day and uploaded against the first candidate entered for the standard.**

The file name of the dance performance recording must follow a strict naming convention. NZQA's file naming convention is: **[School No]-[NSN]-[Standard No].[extension]**

Example: 0045-123456789-91211.mp4

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

Schools must retain copies of the recording sent to NZQA till 30 June 2026.

To submit the Dance performance recording to NZQA, Principal Nominee's must be familiar with accessing and submitting work through their secure [Provider Login](#). The below guides are for submitting to the old portal.

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

For assistance with submitting the Dance performance recording:

- Email examinations@nzqa.govt.nz and in the subject line, type '*NCEA Dance L2/3 Dance Performance Recording assistance required*'

5. Enquiries

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