



2024 External Assessment Submission Instructions for NCEA L2, L3 and NZ Scholarship Design and Visual Communication (DVC)

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	NCEA Level 2 and 3 and NZ Scholarship DVC
22 July	External Assessment Submission instructions 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.
14 - 18 October	Schools receive packing materials. <ul style="list-style-type: none"> Phone NZQA on 0800 697 296, if packing materials have not arrived by 3.30 pm, 18 October or if there are insufficient or missing materials.
18 - 29 October	<ul style="list-style-type: none"> Schools organise submission materials for distribution. Schools prepare and package candidate work using the instructions provided in this document.
30 October	<ul style="list-style-type: none"> NZ Couriers will collect physical submissions for Level 2 and 3 and NZ Scholarship Design and Visual Communication from the school’s courier pick up point from 9.00 am. Phone NZQA on 0800 697 296, if materials have not been collected by 3.00 pm. Upload and submit all digital submissions to the Provider login. Please refer to Section 11 Digital Submissions for more information.
30 - 31 October	Complete and submit online attendance rolls.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NCEA Level 2 and 3 and NZ Scholarship DVC standards to NZQA by **26 August 2024**. Candidates submitting their portfolios digitally must be flagged as DS (Digital Submission).

Teachers must ensure the candidate entry is accurate as:

- Only candidates entered for digital submissions will have access to upload using their [MyNZQA learner portal](#).
- Only candidates entered for physical submissions will receive personalised envelopes.

If schools have missed the 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 & Learner Records team on 0800 697 296 or schools@nzqa.govt.nz

Note: Late entries will **not** receive personalised submission materials.

3. Derived grades

NCEA Levels 2 and 3

A derived grade may be applied for by a candidate who, after 1 October 2024, 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](#).

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

There is no derived grade process available for NZ Scholarship.

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 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 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
- ask the candidate to sign the Authenticity Declaration on their envelope
- email the Possible breach form to breaches@nzqa.govt.nz
- complete the process well before the submission date.

NZQA may initiate an investigation once the school's report is received.

5. Late submissions

Late submissions (**after 30 October 2024**) can only be made if:

- An email is sent to examinations@nzqa.govt.nz by the school 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 candidates have not worked on the submission after 30 October, and
- The email is sent prior to submitting the work to NZQA.

The email should contain the reason for the lateness of the submission, a guarantee that work has not been changed or altered after 30 October, and an indication when the material will be submitted. The subject line in the email should include 'Late submission – [Level X subject]'.

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

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

6. Return of marked portfolios to schools

- Physical NCEA Level 2 and 3 submissions will be returned to schools in late January 2025.
- NZ Scholarship submissions will be returned to schools after the release of NZ Scholarship results in February 2025.
- Digital files are not returned. NZQA will store a copy of the digital submissions and marked files for security and reference purposes.
- NZQA will delete the candidate's digital submission and marked files after 30 June 2025.

All school deliveries are signature-required. Someone at the school must sign for them. If cartons have not arrived, please check with the school office before contacting NZQA Logistics on 0800 697 296.

7. Reviews and reconsiderations

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

[Reviews 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/>

8. Enquiries

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

Section 2: Information for the DVC teacher

9. Assessment overview

All DVC external assessments are submitted **portfolios**. Teachers are expected to be familiar with the Assessment Specifications for the current year. The specifications define the requirements of the portfolio for each standard and are found on the [DVC subject page](#).

Both teachers and candidates are responsible for ensuring candidate portfolio submissions adhere to the requirements of the Assessment Specifications.

Teachers must ensure the candidate entry is accurate as:

- Only candidates entered for digital submissions will have access to upload using [MyNZQA learner portal](#).
- Only candidates entered for physical submissions will receive personalised submission envelopes.

These instructions relate to the following NCEA Levels 2, 3 and NZ Scholarship DVC standards:

	Standard	Standard Title	Submission method
NCEA L2	91337	Use visual communication techniques to generate design ideas	Digital OR physical submission
	91338	Produce working drawings to communicate technical details of a design	Digital OR physical submission
	91339	Produce instrumental perspective projection drawings to communicate design ideas	Digital OR physical submission
NCEA L3	91627	Initiate design ideas through exploration	Digital OR physical submission
	91631	Produce working drawings to communicate production details for a complex design	Digital OR physical submission
Scholarship	93602	DVC New Zealand Scholarship	Physical submission only

10. Digital submissions

Candidates entered with a digital submission must have portfolios uploaded and submitted through the [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 via the [Provider log in](#).

- [Digital submissions guide for schools and kura \(English\)](#)
- [Digital submissions guide for schools and kura \(Māori\)](#)

For assistance during the submission process:

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

11. Physical submissions

NZQA will send a pack of submission materials to all schools with Level 2, 3 and NZ Scholarship DVC entries between 14 - 18 October 2024. This pack will be addressed to the Principal's Nominee.

11.1 Materials sent from NZQA

The DVC submission materials pack for schools will include:

- One copy of these instructions.
- **NCEA Personalised envelopes** for candidates who have entries in L2 and L3 DVC made by 26 August 2024. Note: Candidates entered to submit digitally will not receive personalised envelopes.
- **Personalised performance summary cards** for candidates who have entered into the NZ Scholarship Performance standard 93602, by 26 August 2024.
- **Non-barcoded NCEA envelopes** to be used for candidates with late entries (made after 26 August 2024).
- **Non-barcoded performance summary cards** to be used for candidates with late entries into standard 93602 (made after 26 August 2024).
- **Green Scholarship stickers** to be applied on submissions intended for combined NCEA Level 2/3 and NZ Scholarship or NZ Scholarship only submissions.
- A set of cartons in which to place DVC portfolios. Refer to [Section 13.1](#) for a guide on the quantity per carton.
- A roll of tape to assemble and seal the cartons.
- A set of clear A3 plastic bags for combined NCEA Level 2/3 and NZ Scholarship submissions only.
- Orange courier bag(s) - **only applicable for some schools for a specified standard.**

If these materials have not arrived by 3.30pm Friday 18 October 2024, please contact the **Examinations team** on 0800 697 296.

If extra 'spare' non-barcoded envelopes/performance summary cards OR packing materials are required contact **NZQA Logistics** on 0800 697 296.

11.2 Preparing candidate physical submissions

The following process of organising the material for submission must be strictly adhered to.

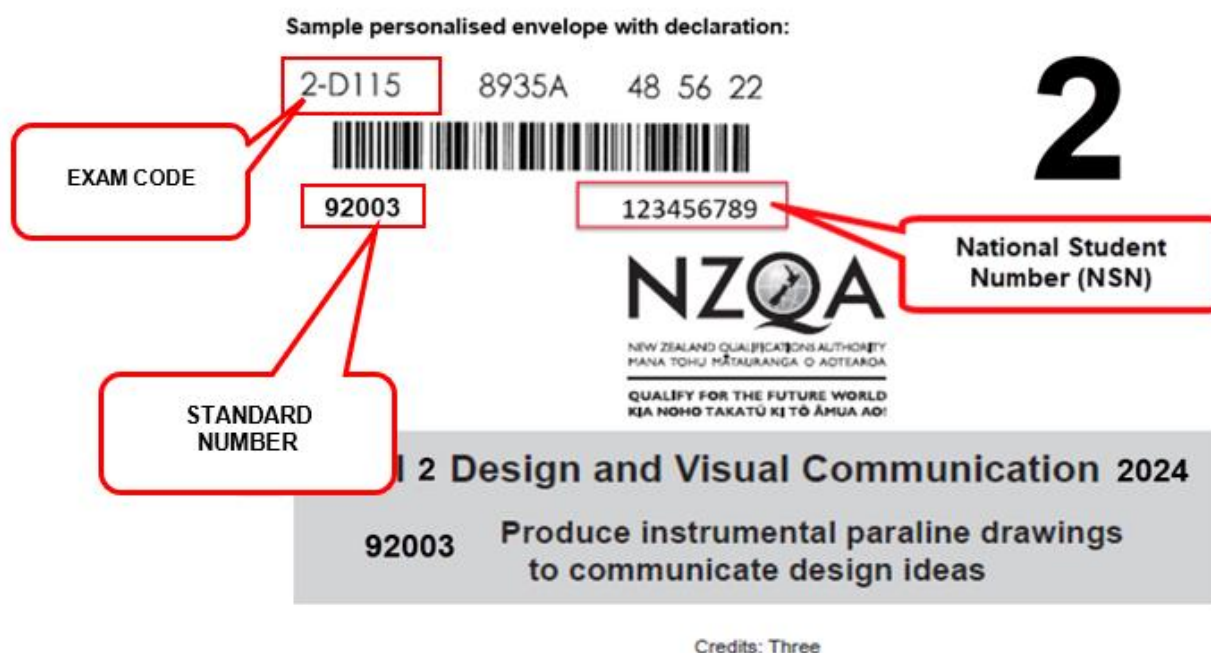
To prepare each candidate's physical submission in **each standard**, the school/teacher must:

1. Ensure candidates have access to their National Student Number (NSN).
2. Use the online attendance rolls to determine which envelope belongs to which candidate.
3. Check the exam code (e.g., D115) and standard number on the attendance roll matches the barcode on the envelope.
4. Instruct the candidate to:
 - read and follow the instructions on the envelope cover
 - select the envelope with the correct standard number
 - place their portfolio in the envelope with the NSN face up (any pages large than A3 must be folded to fit in the envelope)
 - tuck in the envelope flap to secure the portfolio
5. Check that each candidate has:
 - hand-written their NSN correctly onto the envelope in the boxes provided
 - signed the declaration (in the case of unavoidable absence, the teacher may sign for the candidate)
6. Keep a copy of all digitally submitted work for assessment until the NCEA results release in January 2025 and NZ Scholarship results release in February 2025.
7. Complete the online [Attendance Roll](#)

If candidates do not submit their work, **do not send or re-use their personalised envelope**.

Dispose of the personalised envelopes after the submission date. These candidate entries will be marked as Standard Not Attempted.

For combined NCEA Level 2/3 and NZ Scholarship submissions, refer to [NZ Scholarship submissions](#) for further details.



11.3 NZ Scholarship submissions

All candidates with entries into NZ Scholarship DVC 93602, as of 26 August 2024, will receive a personalised NZ Scholarship Performance Summary Card and a **green** 'Scholarship' sticker.

Where candidates are submitting work for **NZ Scholarship only**, schools must pack the work into:

- the A3 clear zip lock bag
- with the performance summary card placed **on top** and the barcode displayed
- the **green** 'Scholarship' sticker must be applied on top of the clear A4 zip lock bag.

All work submitted in the A3 clear zip lock bags must be placed at the top of the carton (once packed).

11.4 Combined NCEA Level 2/3 and NZ Scholarship submissions

Work submitted by candidates for combined NCEA Level 2/3 and NZ Scholarship must be placed into the candidate's NCEA envelope with a **green** 'Scholarship' sticker applied and packed into the A3 clear zip lock bag provided **with** the performance summary card. Please ensure the **performance summary card is placed on top** of the NCEA envelope inside the clear bag.

Note: it is important the **green** 'Scholarship' sticker and performance summary card are visible to ensure the submission is sent for NCEA Level 2/3 **and** NZ Scholarship marking. **Failure to do so may result in the candidate's submission not being marked by the NZ Scholarship marking panel.**

As NZ Scholarship portfolios are only accepted as physical submissions. Only physical NCEA Level 2/3 submissions are eligible for combined submission.

11.5 Non-barcoded physical submissions

NZQA will only provide personalised materials for physical submissions where entries have been made by 26 August 2024.

Spare envelopes (for each NCEA Level 2 and 3 standard) and performance summary cards (for the NZ Scholarship standard) without barcodes will be included with the materials.

These are to be used if the candidate submitting a portfolio does not have a personalised barcoded envelope or performance summary card. If so, they may only use the relevant:

- Non-barcoded NCEA Level 2/3 envelopes
- Non-barcoded performance summary cards.

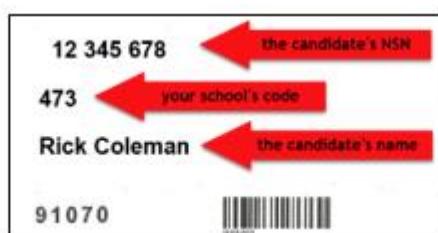
An updated datafile must be sent to NZQA immediately.

Do not use an absent candidate's barcoded envelope or performance summary card.

Do not photocopy a barcoded envelope or performance summary card.

Schools must clearly write the **NSN, school code** and **candidate's name** in the top left-hand corner of each spare envelope/performance summary card, then continue the process set out in the previous section.

NZQA will cover this information with a personalised, barcoded label before the envelope is sent to a marker.



- Unused 'spares' are to be retained by the school.
- Absent candidates' barcoded envelopes/performance summary cards must not be used for a late entry, these **must** be destroyed after the submission date.
- When packing non-barcoded envelopes or performance summary cards into the cartons, please place these on the top of all other candidate portfolios. These will be extracted and processed with a personalised barcoded label, and then scanned to record receipt.

12. Attendance rolls

Attendance rolls for DVC are now digital and must be completed and submitted online.

To ensure the submissions received by NZQA correctly reflect what schools submitted on behalf of candidates, please follow the process below. Schools are to complete online attendance rolls from their [Provider log in](#).

Accurate completion of the rolls is important for tracking, recording and results reconciliation of candidate submissions. Incorrect data will create issues for results capture.

Online attendance rolls need to be completed and submitted by 5.00 pm 31 October 2024.

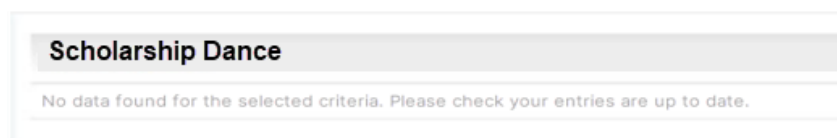
- **D** (Digital): Indicates the submission for this standard has been uploaded digitally to NZQA.
- **P** (Physical): Indicates the submission for this standard is a physical work placed in a provided A3 envelope to NZQA.
- **DNS** (Did Not Submit): for any candidates that have chosen not to present work for a standard, tick this column. These entries will be marked as Standard Not Attempted.
- **Combined NCEA Level 2/3 and NZ Scholarship**: Indicates the physical submission is for a combined NCEA and Scholarship marking.

Completing attendance rolls online

1. From the Provider login screen, click on 'Reports.'
2. Click on the 'Submitted Subject online attendance rolls' link. A list of submitted subjects where online rolls are required will show in this window. The current entry numbers will be displayed on the right-hand side of the window.

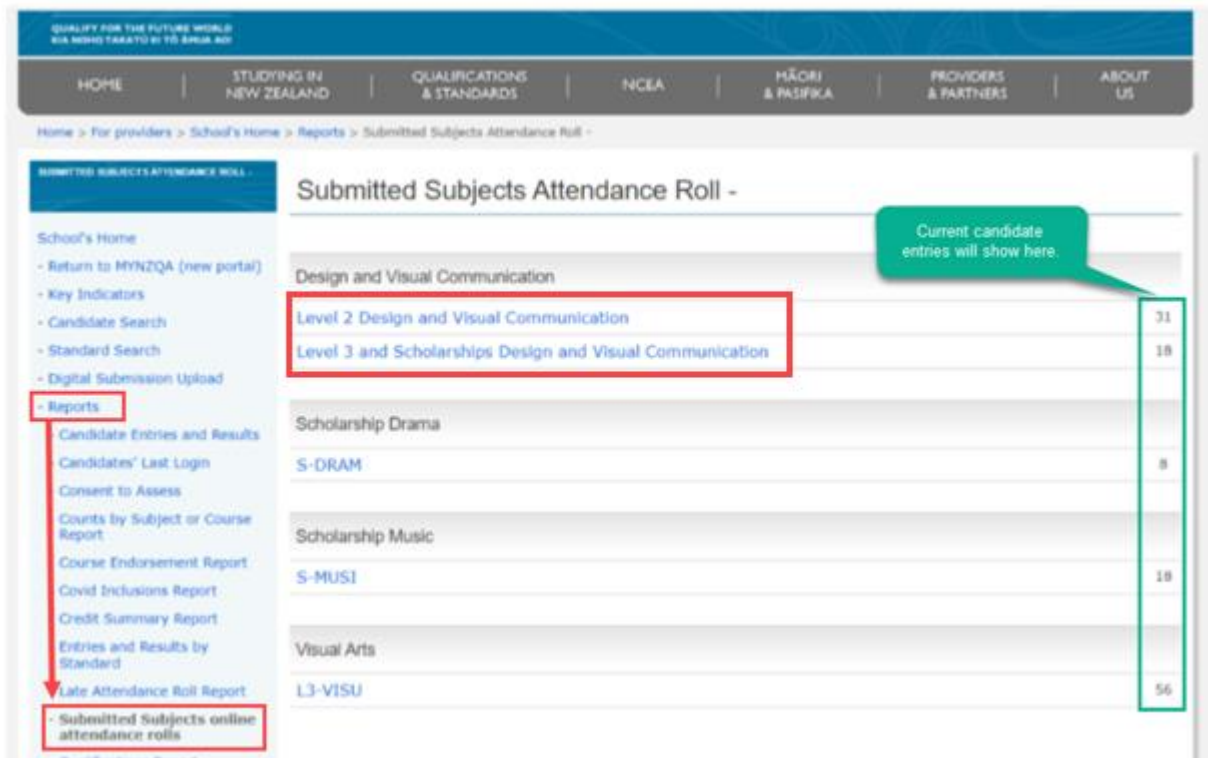
If there are no entries, it will display the message below:

e.g.

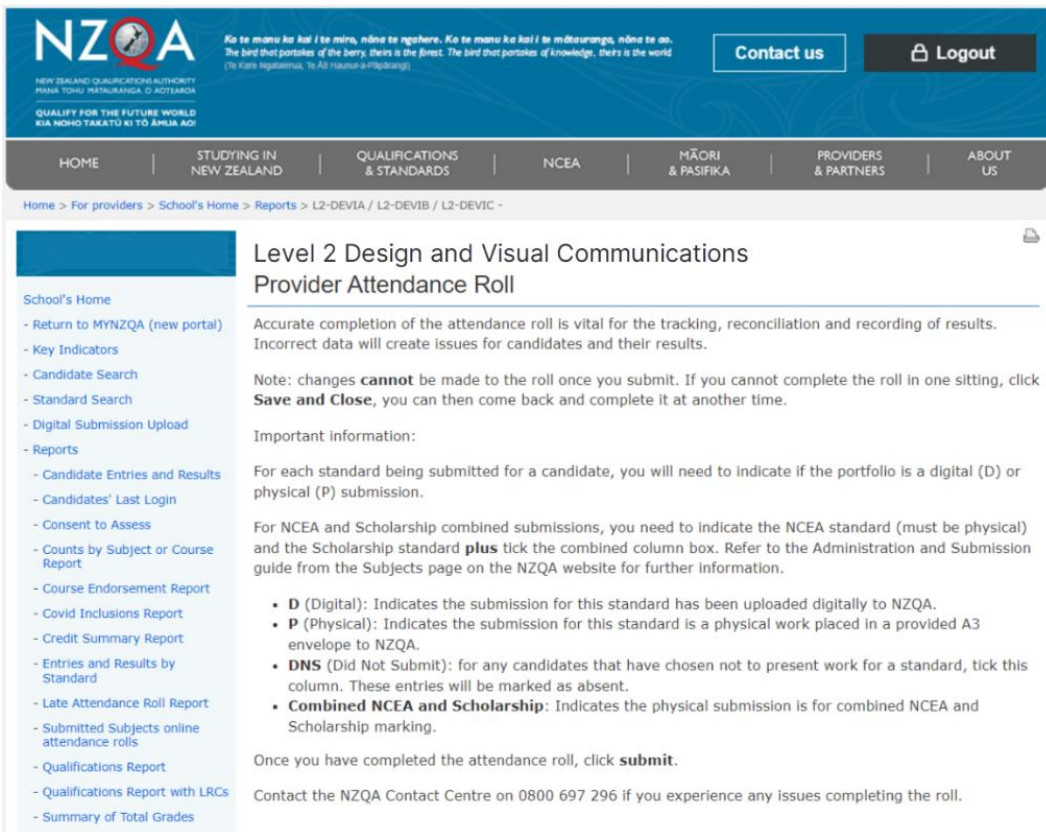


3. Click on the DVC level to enter the 'attendance' (e.g. Level 2 or Level 3 and Scholarship)

Reports > Submitted Subject online attendance rolls



4. A new window will open for the level selected with instructions on how to enter 'attendance' of the candidate submissions.



5. For each candidate, click the appropriate box for each standard to indicate how the work was submitted.

e.g. for standard 91337

- click **D** if the candidate submitted work digitally
- click **P** if the candidate submitted a physical portfolio in the envelope provided
- click **DNS** if the candidate is not submitting any work to be marked for that standard

Complete the above for each standard the candidate has entries for.

If the candidate does not have entries for a standard the boxes will be greyed out.

6. If the candidate is submitting work for combined NCEA and NZ Scholarship (must be a physical submission), click the box in the 'Combined NCEA and Scholarship' column **as well as** the NCEA standard.

The screenshot displays a web interface for submitting NCEA work. On the left is a navigation menu with options like 'Grades Reported for use as Derived Grades at Scale', 'Verification Reports', 'Derived Grade Profile', 'Statistics', 'Record of Achievement', 'School's Administration', 'Data File Submission', 'File Downloads and Searches', 'Billing Report', 'Financial Assistance', 'Exam Centre Timetable', 'ECM Recruitment', 'Circulars', 'Forms', and 'Logout'. The main area is a table with the following columns: Candidate Name, NSN, Standard 91337 Submission Method, Standard 91338 Submission Method, Standard 91339 Submission Method, and Combined NCEA and Scholarship? Green sticker. Each row represents a candidate, and each column (except NSN) has a set of radio buttons for 'D' (Digital submission), 'P' (Physical submission), 'DNS' (Candidate Did Not Submit work for marking), and a 'Green sticker' box. A 'Save and Close' button and a 'Submit' button are at the bottom right. Callouts provide instructions: 'Digital submission' points to the 'D' button for standard 91337; 'Physical submission' points to the 'P' button for standard 91337; 'Candidate Did Not Submit work for marking' points to the 'DNS' button for standard 91339; 'Tick this box to indicate the submission is for combined' points to the 'Green sticker' box for standard 91339; 'Click to save the incomplete roll and close the window. This takes you back to the submitted subject list.' points to the 'Save and Close' button; and 'Submit the completed online roll (all candidate attendance has been recorded).' points to the 'Submit' button.

Candidate Name	NSN	Standard 91337 Submission Method	Standard 91338 Submission Method	Standard 91339 Submission Method	Combined NCEA and Scholarship? Green sticker
Carr, Jason	142818200	<input type="radio"/> D <input type="radio"/> P <input type="radio"/> DNS	<input type="radio"/> D <input type="radio"/> P <input type="radio"/> DNS	<input type="radio"/> D <input type="radio"/> P <input type="radio"/> DNS	<input type="checkbox"/>
Cassidy, David	142818200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Da Costa Paulo Schmidt, Cameron	153	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dass, Ivan	143376237	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erwood, Kaniva	142381122	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graham, Bligh	143060932	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gurung, Colleen	143115055	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harding, Peter	142374982	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hohua, Diana	143113555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hunt, Sarah	143759898	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan, Sita	156802200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kemp, Richard	143286950	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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In the example below

Candidate A: has submitted digital work for 91337, and physical portfolios for 91338 and 91339.

Candidate B: has submitted physical portfolios for 91337 and 91338 and did not submit work for standard 91339.

Candidate C: has submitted digital work for 91337 and a physical portfolio for 91338 with this being a combined NCEA and NZ Scholarship submission and has no entry for 91339 (grey boxes).

Candidate Name	NSN	Standard 91337			Standard 91338			Standard 91339			Combined NCEA and Scholarship? Green sticker
		Submission Method			Submission Method			Submission Method			
Candidate A	142818200	<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"/>	<input type="checkbox"/>
Candidate B	142834081	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Da Costa Paulo Schmidt, Cameron	153047791	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

13. Packing the submissions

13.1 Cartons

Each carton is to contain the number of envelopes as specified in the table below. **Please ensure each carton does not exceed 7kg in weight.**

Level/standard	No. of envelopes per carton
Level 2 91337, 91338, 91339 and Level 3 91631	35
Level 3: 91627	15
Combined NCEA Level 2/3 and NZ Scholarship OR NZ Scholarship 93602	10

13.2 Orange courier bags

If orange courier bags are included in your pack of materials, these must be used for **one standard**, as specified on the letter enclosed with the materials (only applicable to selected schools).

13.3 Sending submissions to NZQA

NZQA has contracted NZ Couriers for **one pick up on Wednesday 30 October 2024** of all physical DVC submissions.

Please do not make any further courier bookings. Take the DVC cartons to the school office/courier pick up point before **9.30 am on Wednesday 30 October 2024** for collection.

If the courier has not collected the cartons by **3.00 pm on Wednesday 30 October 2024**, schools must contact NZQA Logistics on 0800 697 296 immediately.

Please provide the following information to the NZQA Logistics team:

- school office hours
- contact person and number
- number of items uncollected and for which subjects(s).

If the cartons are **not ready for collection** when the courier arrives, the school must make their own arrangements to send the cartons to reach NZQA by **Friday 1 November 2024**.