



**NCEA Level 2 and 3 Digital Technology & Hangarau
Matihiko Common Assessment Tasks (DCAT) 2024
Administrative Instructions**

Assessment dates: 9 – 13 September or 14 – 18 October 2024

16 October 2024 v2

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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Section 1: Generic information for Principal's Nominee

1. Assessment overview

These submission and administrative instructions are related to the following NCEA Level 2 and Level 3 Digital Technology Common Assessment Tasks (DCAT) standards:

Level	Standard	Standard title
Level 2	91898	Demonstrate understanding of a computer science concept
	91899	Present a summary of developing a digital outcome
Level 3	91908	Analyse an area of computer science
	91909	Present a reflective analysis of developing a digital outcome

2. Key dates

Date	NCEA Digital Technology Common Assessment Tasks
July	<ul style="list-style-type: none">Read the NCEA Level 2 and 3 DCAT assessment specifications
1 August	<ul style="list-style-type: none">Deadline for schools to advise NZQA of their nominated dates for assessment.
26 August	<ul style="list-style-type: none">Final entry data file sent to NZQA for NCEA Level 2 and 3 DCATs.<ul style="list-style-type: none">Check all Digital Submission (DS) flags are set.
4 September by 5pm	<ul style="list-style-type: none">Password-protected assessments available for download from the Provider Log in for the 9 - 13 September assessment event.
9 - 13 September or 14 - 18 October	<ul style="list-style-type: none">Schools assess DCATCandidates submit their responses at the end of the assessment via the MyNZQA learner portal.School checks and confirms authenticity.School submits all candidate work to NZQA via the Provider log in.
8 October	<ul style="list-style-type: none">Password-protected assessments available for download from the Provider log in for the 14 – 18 October assessment event.
30 October	<ul style="list-style-type: none">Last day for submitting DCATs to NZQA.
October - December	<ul style="list-style-type: none">Candidate responses marked online by NZQA markers.
January 2025	<ul style="list-style-type: none">NCEA candidates can view their results online, following NCEA results release.

3. Candidate entries

Schools are required to submit an entry file with all candidate entries for the NCEA Level 2 and 3 DCATs to NZQA by 26 August. All entries must be flagged as DS (Digital Submission).

If schools have missed the 26 August deadline, a data entry file must be submitted to NZQA. Candidate responses 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

4. Derived grades

A derived grade may be applied for by a candidate who has suffered a temporary impairment including a physical injury or an emotional trauma, which has seriously impaired the candidate's preparation for or prevented their attendance at the assessment.

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](#).

The derived grade reported by the school must be from pre-existing school-based evidence gathered before the DCAT is held and be valid, authentic and standard-specific.

5. Managing possible authenticity breaches

The purpose of the breaches process for the DCAT is to ensure that candidate results are credible. NZQA investigates all possible breaches in these assessments to maintain the integrity of the NCEA qualification.

The school must inform candidates that by saving a response at the end of an assessment session, they verify the work is their own. NZQA may digitally sample candidate responses to test its authenticity.

Who can report a possible breach?

A teacher, supervisor, another candidate or an NZQA marker/employee can identify and report a possible breach to the NZQA Breaches Team. The team will decide if the incident is a potential breach and investigate.

How do we report a possible breach?

1. Complete the [Possible Breach of Examination Rules Incident form](#) providing factual, clear and detailed information.
2. The Principal's Nominee emails the form to breaches@nzqa.govt.nz

How do we investigate?

When the NZQA Breaches Team investigates they:

- contact the candidate for an explanation
- may contact the Principal's Nominee or any other person who can provide relevant information to clarify the reported conduct
- then evaluate the evidence and decide the outcome. The candidate can appeal the outcome.

Our investigation process and possible outcomes can be found [here](#).

What should be reported as a possible breach?

A possible breach reports on incidents that could impact on the credibility of a candidate's result and includes submitting inauthentic material or work, failing to follow instructions, demonstrating

dishonest or inappropriate practice, or disrupting the assessment. They might be on purpose or accidental.

As examples, the following incidents may impact the credibility of a candidate's result. The list does not cover every situation so if you are unsure, report the possible breach to NZQA.

- A teacher/supervisor notes that most of an assessment response may have been copied from the internet/exemplar/another source or another candidate.
- A teacher/supervisor considers that there may have been inappropriate assistance from another person (parent, candidate, private tutor etc.).
- The school identifies that a teacher/supervisor may have provided excessive feedback during the assessment activity.
- A teacher/supervisor notes that there may have been inappropriate collaboration between candidates that may affect the credibility of the result.
- A candidate has notes in an assessment activity (where these are not permitted).
- A candidate navigates away from the digital platform (where this is not permitted).
- A candidate makes a copy of the assessment or assessment materials.
- A candidate has a cell phone/smart watch or other electronic device on their desk or accessible while working on a limited time, closed book task.

What not to report

While the conduct described in these examples may warrant a school response, they do not affect the credibility of qualifications so are not possible breaches.

- A candidate's phone rings from the back of the room during a limited time, closed book task.
- A candidate has a cell phone in their pocket but has not been observed to use it or had an opportunity to access it.
- A teacher/supervisor notes that some work has minor similarities to material available online.
- Minor communication between candidates in a closed book assessment that is not pertinent to the assessment task.
- Minor disturbance.
- Inappropriate/offensive drawings or language.

Information giving further details on the [rules and procedures about breaches for external assessment](#) is available.

6. Nomination of assessment dates (prior to 1 August)

Schools must inform NZQA of when NCEA Levels 2 and 3 DCAT will be assessed.

All candidates at the same NCEA level must be assessed in one three-hour session at the same time and date.

- To submit your nominated dates, login through the [NZQA website](#).
- Enter your *Username* and *Passphrase* and click *Login*.

The screenshot shows the NZQA website interface. At the top left is the NZQA logo and the text 'Mana Tohu Mātauranga o Aotearoa New Zealand Qualifications Authority'. To the right are links for 'Contact us' and 'About us', a search bar, and a 'Login' button highlighted with a red box. Below the header are several navigation menus: 'Mātauranga, paerewa, pūkenga-whāiti', 'NCEA me te tohu kura tuarua', 'Māori Māori', 'Ngā iwi o Te Moana-nui-a-Kiwa Pasifika', 'Mātauranga matua Tertiary', 'Tuawhenua International', and 'Mō mātou About us'. The main content area features a 'Manage your organisation online' section with a 'Provider log in' button highlighted in a red box. To the right is the 'Education Sector Logon' form, which includes fields for 'Username' and 'Passphrase', a 'Login' button, and links for 'Forgotten username' and 'Forgotten passphrase'.

- Click on *Key Indicators*.

The first screenshot shows the 'Provider Menu' on the website. The 'Key Indicators' link is highlighted with a red box and a red arrow. The second screenshot shows the 'MyNZQA' sidebar menu. The 'Key Indicators' link is highlighted with a red box and a red arrow.

- d. Scroll down to the *Common Assessment Tasks (CATs) and Common Assessment Activities (CAAs) Date Nominations* section and click on *Digital Technologies & Hangarau Matihiko*.

Common Assessment Tasks (CATs) and Common Assessment Activities (CAAs) Date Nominations

	Totals
Digital Technologies & Hangarau Matihiko	Open here to register (To be completed by 1 August)
Literacy, Numeracy, Te Reo Mātauranga me te Pāngarau	Open here to register (To be completed by 30 August)

- e. Review the candidate entries to ensure accuracy.
- If the entries are correct, click on the 'calendar' icon to select the assessment date then **Save**.
 - If the entries are incorrect, you will need to make your entries and submit to NZQA.

Digital Technologies & Hangarau Matihiko

Schools are required to choose which date(s) they will assess each of the CAT(s). All candidates at the same level must be assessed in one three hour session at the same time and date. Schools may assess more than one level on one day or choose separate dates for each level. For more information on the assessment period, submission date and administration instructions refer to the [Digital Technologies & Hangarau Matihiko subject page](#).

1 results

Session Code	Standard	Standard	Total Entries	Enter Date (dd/mm/yyyy)
L3-TECH	91908		8	<input type="text"/>

[Return to Key Indicators Checklist](#)

- f. A confirmation message will pop up. Review the date you've selected and the total entries. Click *Confirm* if correct or *Cancel* to amend.

SESSION CODE	STANDARD(S)	ENTERED DATE
L3-TECH	91908	23/09/2024

CONFIRM **CANCEL**

- g. You will have access to make changes until **5.00 pm 1 August 2024**. After this date, changes are to be requested by email to examinations@nzqa.govt.nz

7. Assessment materials

The Principal's Nominee is responsible for:

- downloading the DCAT assessment files
- accessing the DCAT assessment files using the password provided by NZQA
- testing the file(s) prior to each session, and
- distributing the file(s) as required.

The assessments for NCEA Levels 2 and 3 DCATs will be made available for download by the Principal's Nominee from the [Provider log in](#)

Assessment event	Available for download
9 - 13 September	<ul style="list-style-type: none">• from 5.00 pm Wednesday 4 September
14 - 18 October	<ul style="list-style-type: none">• from 5.00 pm Tuesday 8 October

8. Assessment security

For the validity of the assessments, all assessment materials provided by NZQA must be kept securely until the day of assessment and after the assessment.

Candidate responses must be submitted within 24 hours of completing the assessment.

9. Downloading assessment materials

To access the assessment materials for the DCAT, the Principal's Nominee must:

- a) Login to the [NZQA Schools' Provider Login](#)
- b) Click the 'Non-end of year Assessment Download' link from the High Security Features section in the old portal. Click 'Exams and assessments' and then 'Non-end of year assessment download' in the new portal.

Old portal	New portal
<p>High Security Features</p> <p>School's Administration Test for ELE 2 School's Administration</p> <p>Data File Submission Test for ELE 2 Data File Submission</p> <p>Download Exam paper PDF Files Files are available 45 minutes before the exam start time until the end of the exam session</p> <p>Non-end of year Assessment Download Non end of year assessment materials are available for a set time period - refer to assessment specifications for the standard.</p>	<p>Home</p> <p>School administration</p> <p>Reports</p> <p>Searches</p> <p>Exams and assessments</p> <p>Communications</p> <p>MyNZQA Home</p> <p>Nau mai haere mai</p> <p>Welcome to the new MyNZQA portal</p> <p>We've updated this platform with a new design so it's more accessible and responsive.</p> <p>The new MyNZQA portal has all the same functions as the old portal.</p> <p>Use the left-hand menu and the links on the right and below to access functions, tools and resources.</p> <p>Give us feedback on the new MyNZQA portal</p> <p>Exams and assessments</p> <p>Digital submissions / Kete manarua</p> <p>Past exams</p> <p>Download exam paper PDF files</p> <p>Non-end of year assessment download</p> <p>Exam centre timetable</p> <p>Assessment Master guidance</p>

c) Download the correct DCAT assessment file.

Non-end of year Assessment Download -			
Title	Standard	Session Code	Material Type
NCEA L2 Technology	91898 91899	L2-TECH-CA1	assessment
NCEA L3 Technology	91908 91909	L3-TECH-CA1	assessment

To download the PDF:

- Click the 'Download' button, it may take a few minutes for the zipped file to download to your device, depending on the file size.
- To open the file, an access code is required. By downloading the file, an automated email will be sent to the Principal's Nominee email address.

The email is sent from webmaster@nzqa.govt.nz and includes:

- the access code to open the PDF(s) contained in the zipped file.
- the ESAA ID of the requester.

10. Late submissions

Late upload of candidate submissions (**more than one working day after the assessment date and time**) 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 the assessment date; and
- the email is sent prior to submitting the work to NZQA.

Note: the subject line of the email will need to include '**Late submission – DCAT**'.

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the candidate(s) will not be able to upload their work until schools have submitted an entry file to NZQA.

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

11. Marking and results entry

The marking of candidate assessment responses and results entry will be conducted by NZQA.

All candidate results will be available in January 2025 following the release of NCEA results.

12. Reviews and Reconsiderations

If a candidate believes their score has been incorrectly entered, they may apply for a Review through their [MyNZQA](#) learner portal.

If a candidate believes their work has not been assessed correctly, they may apply for a Reconsideration through their [MyNZQA](#) learner portal. More information can be found on the [NZQA website](#).

Candidates do not have to send a copy of their assessment to NZQA for review or reconsideration as we already have it. NZQA will keep a copy of the marked file until the completion of the review or reconsideration process.

The review or reconsideration outcome will be reported to the candidate by email.

13. Assessment feedback

NZQA will publish assessment reports, assessment schedules and exemplars for schools. NZQA cannot give individual feedback to a school or to an individual candidate.

14. Other information

- For the September and October assessments, the organisation of files in the school's local submission folder(s) is managed by schools.
- It is recommended schools check that all expected uploads have occurred.
- It is recommended that schools keep a secure copy of the candidates' submission until the end of March 2025.
- It is recommended that the candidate keeps a personal copy of their submission 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 candidate's submission and marked files after 30 June 2025.

15. Enquiries

Please refer any enquiries relating to these instructions to:

Sue Lynch

National Assessment Facilitator for Digital
Technologies
External Assessment
Phone: 04 463 4292
Email: sue.lynch@nzqa.govt.nz

External Assessment
Phone: 0800 697 296
Email: examinations@nzqa.govt.nz

Section 2: Information for the Digital Technology teacher

16. Assessment overview

In July 2024, check candidates understand the requirements relating to:

- submitting their work through [MyNZQA](#) learner portal
- sourcing information for assessments.

These instructions relate to the following DCAT standards:

Standards			Session time
Level 2	91898	Demonstrate understanding of a computer science concept	One three-hour period total
	91899	Present a summary of developing a digital outcome	
Level 3	91908	Analyse an area of computer science	One three-hour period total
	91909	Present a reflective analysis of developing a digital outcome	

Schools must have nominated days for assessment between:

- Monday 9 - Friday 13 September 2024, Session 1 (Levels 2 and 3) or
- Monday 14 - Friday 18 October 2024, Session 2, (Levels 2 and 3).

Candidates must have one three-hour period to complete the DCATs for each session.

Schools are responsible for ensuring appropriate examination conditions are maintained during the DCAT assessment sessions.

The candidate can upload their submission themselves through their [MyNZQA](#) learner portal by following the instructions in the [Digital submissions guide for students](#).

17. Administering the DCATs

17.1 Scheduling

The DCAT assessments must be assessed on the chosen days unless circumstances beyond the school's control prevent this from occurring. If an emergency occurs, schools must contact NZQA on 0800 222 230 or examinations@nzqa.govt.nz

Candidates must not be given more than one assessment opportunity.

DCAT assessment materials for the current year cannot be used to provide practice or preparation for candidates.

17.2 Special Assessment Conditions

Only candidates with entitlement for special assessment conditions, as approved by NZQA, can be given special assessment conditions.

17.3 Security of assessment materials

For the validity of the assessment, schools are responsible for ensuring the assessment materials are kept secure and not kept on a drive or device candidates can access before the nominated assessment date.

Schools must ensure staff and candidates do not share any of the assessment materials provided by NZQA with teachers or candidates from other schools.

18. Assessing the DCATs

Schools are responsible for ensuring appropriate examination conditions are maintained during the assessment sessions. School internet or network access does not have to be blocked as NZQA can digitally sample candidate work for authenticity.

Schools must:

- inform teachers and candidates of the requirements outlined in the assessment specifications well before the DCATs assessment dates
- check the Digital Submissions link is accessible from the Exams and Assessments menu in the [Provider log in](#), and that the correct subjects and standards are displayed
- ensure candidates understand that, by submitting their files via their [MyNZQA](#) learner portal, the candidate is verifying that the response is their own work
- supervise each assessment session to ensure candidates
 - work individually
 - do not have access to hard-copy course resources or notes
- ensure candidates follow the instructions for completing the front page of their assessment to include the:
 - school code
 - 9-digit National Student Number (NSN), and
 - standard number file name
(e.g. 0891-123456789-91899)
- record attendance/submissions of candidates at each assessment (save a copy in a secure place)
- have a process in place to check that candidates have uploaded their work via the [MyNZQA](#) learner portal
- provide a link or access to the candidate's digital outcome (for 91899 or 91909), if requested by NZQA
- securely retain copies of the candidates' assessment responses until the completion of the reviews and reconsiderations process.

18.1 Information for candidates

Prior to and at the beginning of each assessment session, the supervisor must present the following messages to candidates being assessed for:

Standards Level 2 91898 and Level 3 91908.

- Only work directly keyed by you into your computer or device during the assessment session may be used in your assessment response.
- Where resources are provided in the paper, you may take screen shots or snips to support their answers. You must not use any other hardcopy or online course resources, or internet screenshots or notes of any type, or any form of Artificial intelligence (AI) to assist you with your assessment.
- NZQA may digitally sample your work to test authenticity.

Standards Level 2 91899 and Level 3 91909

- Only work directly keyed by you into your computer or device during the assessment session may be used in your assessment response.
- The three images you have pre-prepared may be pasted into the response. No other material can be copied or pasted.
- You may not use any other hard copy or online course resources, or notes of any type, to complete this assessment.
- You may not access internet resources, or any form of Artificial intelligence (AI) to assist you with your assessment.

By saving and uploading your responses at the end of this assessment, you are verifying that this work is your own. NZQA may digitally sample your work to test authenticity.

19. Digital submissions

Schools submitting digital responses will need to be uploaded within 24 hours of candidates sitting the DCAT. The day last for all submissions through the secure [Provider login](#) is **5.00 pm Wednesday 30 October 2024**.

Schools must retain copies of all submissions sent to NZQA.

To submit candidate responses digitally, the school will need to be familiar with submitting work through their secure [Provider login](#).

- [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 'NCEA DCAT'
- Phone 0800 697 296.

Appendix A: Supervision instructions

Before the assessment day(s), the

- **Principal's Nominee must:**
 - advise NZQA of nominated dates for assessment by 1 August
 - check candidates have been entered into the correct standards and an updated data entry file has been submitted to NZQA by 26 August
 - ensure that evidence is held for derived grades and unexpected event grades
 - ensure all files have been downloaded and tested
 - provide the supervisor with a copy of these instructions.
- **Teacher/Supervisor must:**
 - talk to the Principal's Nominee and check that all files are downloaded.

Start of the assessment

Check that:

- the room has enough desks for the assessment. Arrange desks to ensure the teacher/supervisor(s) can move easily down and along rows and not allow candidates to view one another's work.

There should also be space at the back of the room for the teacher/supervisor(s) to move behind candidates.
- the room has a whiteboard/blackboard to record:
 - the time elapsed
 - an example of the header to include the
 - school code
 - 9-digit National Student Number (NSN), and
standard number file name
(e.g. 0000-123456789-91887)
- the room has a working clock
- the room has all posters and charts relating to technology removed from the walls or covered up
- there are signs outside the room advising other students and school staff that assessments are on and asking for them to be quiet.

Effective supervision of candidates

- Supervision of candidates starts before they enter the room.
- Assembling candidates outside the room is a first step. It may be helpful to have a list outside showing each of the candidates who are in that room.
- Bring candidates into the room in an orderly manner about 15 minutes before the start time.
- When all candidates are seated, begin reading the [Pre-Assessment Instructions](#).
- Be alert to candidates arriving late.

- Check that each candidate has a clear plastic bag or a 'see-through' pencil case containing only essential or permissible items for the assessment.
- Actively supervise candidates from the BACK of the room and by moving along rows from time to time.
- Mark the 'time remaining' off the whiteboard/ blackboard every 15 minutes.
- Record absentees to keep a record of candidates that completed the assessment.

Appendix B: Pre-assessment instructions

Before the start of the assessment, ensure the candidates:

- are aware that any other electronic device (except for their computer/laptop) that can store, communicate and/or retrieve information - includes all cell phones and watches of any type (digital or analogue) - MUST be turned off and remain in their bags. All bags are stored away from the desks.
- only essential or permissible items for the assessment are allowed on the desk, these may be in a see-through pencil case or clear plastic bag.

Read these instructions out to candidates

- Listen carefully and follow all instructions.
- **DO NOT** open your task or type anything until you are told to begin.
- Cell phones, watches and calculators can only be in the assessment room inside your bag and must be turned off.
- You must not have any unauthorised material such as notes, either digital or paper or books with you or in any pocket.
- No material authored or sourced from AI is to be used in your digital technology common assessment task.
- You must not talk or communicate with or disturb any other candidates.
- You must only look at your own screen.
- If you need anything, such as the toilet, or are feeling ill, raise your hand.
- The assessments for each of level 2 and level 3 are held in one 3-hour session regardless of whether you sit one paper or two. No one can leave the room without permission. You will be told when there are 15 minutes left. No one can leave in the last 15 minutes. The official time is taken from this clock.

You do not need to worry about specific file names. File names should be kept short and describe what the file is.

DO NOT include your name.

- If you finish early, save your work, remain seated and raise your hand.
- At the end of the assessment, upload your saved work using the [Digital submissions guide for students](#), remain seated and silent.
- Power banks must be kept in your bag. If you need to use the power bank, raise your hand.
- You are not permitted to talk about the assessment or share the assessment with anybody from any other school until after the 30th of October.
- Put your hand up if there any questions.

(At the start time say)

- Open your task. If you find any errors in the file(s) put up your hand.
- It is am/pm. You may begin.

The Last 15 Minutes' Announcement

"You have 15 minutes left. No one may leave the assessment room".