



NCEA Digital Technologies 2025

Administrative and Submission Instructions

Assessment Information for L1 92007

Assessment dates for L2 91899 and L3 91909: 8 September to 12 September

Principal's Nominees and Teachers should read these instructions before beginning to process candidate assessments for submission to NZQA

30 April 2025 v1

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



Table of Contents

1.	Introduction.....	1
2.	Key Dates for Level 1 Digital Technologies 92007	1
3.	Assessment overview for Level 1 92007	2
4.	Information for candidates being assessed for Level 1 92007	2
5.	Key dates for Level 2 91899 and Level 3 91909 Digital Technologies Common Assessment Task (DCAT)	3
6.	Key tasks for Level 2 91899 and Level 3 91909 DCATs.....	3
7.	Assessment overview for Level 2 91899 and Level 3 91909	4
8.	Information for candidates being assessed for Level 2 91899 and Level 3 91909.....	4
9.	DCAT assessment materials.....	5
10.	Assessment security.....	5
11.	Downloading DCAT assessment materials.....	6
12.	Assessing the DCATs	7
13.	Assessment feedback.....	7
14.	Special Assessment Conditions	8
15.	Digital submission guidance	8
15.1	Digital submissions upload instructions for 92007, 91899 and 91909.....	8
16.	Late submissions	8
17.	Other information	9
18.	Enquiries	9
	Appendix A: Supervision instructions	10
	Appendix B: Pre-assessment instructions	12

1. Introduction

This document is an overview of what you need to know for the submission of Digital Technologies for Level 1 92007, Level 2 91899 and Level 3 91909.

- Candidates should be entered for the standard being assessed before their work is submitted.
Note: The Digital Submissions upload link will **not** be visible to candidates if they have not been entered into the standard being assessed.
- The marking of candidate submissions and results entry will be conducted by NZQA.
- Candidates completing these assessments will be eligible for NCEA credits and course endorsement.
- Schools are not required to select assessment dates for the DCAT assessments this year as there is only one Assessment Event.

2. Key Dates for Level 1 Digital Technologies 92007

Below are Key Dates that Principal Nominee's and Digital Technologies teachers should note:

Date	NCEA Digital Technologies Level 1 92007
30 April	<ul style="list-style-type: none">• Administrative and Submission guide available to schools through the NZQA website.• Digital Cover page is available on the NZQA website.
26 May – 12 Sep (by 5 pm)	<ul style="list-style-type: none">• Candidates complete the Digital Cover page and submit their mini portfolio 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 login.
Sep - Dec	<ul style="list-style-type: none">• Candidate responses marked online by NZQA markers.
Jan 2026	<ul style="list-style-type: none">• NCEA candidates can view their results online, following NCEA results release.
Feb 2026	<ul style="list-style-type: none">• Review and Reconsideration applications close.

3. Assessment overview for Level 1 92007

Level 1 Digital Technologies 92007 – 5 credits

Design a digital technologies outcome.

Candidates are to produce a mini portfolio of evidence that reflects the development of their **own design** for a Level 6 digital technologies outcome. Candidates will be required to provide evidence that they created a **design** for a digital technologies outcome.

Evidence for this standard must be produced in the 2025 school year and curated prior to submission.

Candidates are encouraged to collate and submit their mini portfolio as soon as the 'design' teaching and learning is completed. Candidates are recommended to spend no more than 3 hours of class time to individually collate their mini portfolio for submission under teacher supervision.

Teachers are expected to be familiar with the [2025 Level 1 Assessment Specifications](#).

Assessment medium:	Mini portfolio task (digitally submitted by PDF only)
Date of submission:	26 May - 12 September 2025

4. Information for candidates being assessed for Level 1 92007

Teachers who are supervising this assessment must not assist candidates with writing or editing their mini portfolio.

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

Standard Level 1 92007

- Candidates must complete and send in the [Digital Cover page](#) with their assessment and follow the instructions for completing the cover page of their assessment to include the:
 - school code (Must be four digits and including leading zeroes)
 - 9-digit National Student Number (NSN)
 - standard number file namee.g. 0891-123456789-92007
- Only candidate work directly keyed in by candidates into their computer or device during the assessment session may be used in their assessment response.
- Candidates must not access human help, internet resources, or any form of Artificial Intelligence (AI) to assist them in their written assessment.
- NZQA may digitally sample their work to test authenticity.
- Their mini portfolio may be word processed or in a slideshow, however it must be saved in PDF format for submission.
- Only ONE file per candidate may be uploaded for submission.
- Candidates must not include any materials gathered for during the creation of the digital technologies outcome for Achievement Standard 92004 or 92005.

5. Key dates for Level 2 91899 and Level 3 91909 Digital Technologies Common Assessment Task (DCAT)

Below are Key Dates that Principal Nominee's and Digital Technologies teachers should note:

Date	NCEA Digital Technologies Level 2 91899 and Level 3 91909
30 April	<ul style="list-style-type: none"> Administrative and Submission guide available to schools through the NZQA website.
3 Sep (by 5pm)	<ul style="list-style-type: none"> Password-protected assessments available for download from the Provider log in. The assessments will be in the High Security area and the password will be sent to the Principal's Nominee.
8 - 12 Sep (by 5pm)	<ul style="list-style-type: none"> Schools offering the Digital Technologies assessment. Candidates submit their responses at the end of the assessment via the MyNZQA learner portal. Teacher checks and confirms authenticity. School submits all candidate work to NZQA via the Provider login.
Sep - Dec	<ul style="list-style-type: none"> Candidate responses marked online by NZQA markers.
Jan 2026	<ul style="list-style-type: none"> NCEA candidates can view their results online, following NCEA results release.

6. Key tasks for Level 2 91899 and Level 3 91909 DCATs

Below are key tasks that must be completed for Level 2 91899 and Level 3 91909 only.

	Principal's Nominee	Teacher	Candidates
Preparation	Submit data file with entries flagged as DS (Digital Submission) by 1 July 2025. Download the assessment(s) from the Provider Login and store securely until the day of assessment.	Read assessment specifications and instructions.	
Assessment		Ensure candidate work is saved as required.	
Submission	Oversee the upload, review and submission of candidate work through the Provider Login .	Ensure candidates have uploaded work to the MyNZQA Learner Portal and to check and confirm authenticity before submitting.	Upload work for the school to review through the MyNZQA Learner Portal by the school's due date.
Follow-up	Follow breach procedures if needed.		Apply if needed for a review or reconsideration through MyNZQA Learner Portal .

7. Assessment overview for Level 2 91899 and Level 3 91909

Level 2 Digital Technologies 91899 – 3 credits

Present a summary of developing a digital outcome.

Candidates can only attempt the Digital Technologies Common Assessment Task (DCAT) once, in a three-hour slot during the assessment week of 8 -12 September 2025.

Candidates must prepare up to THREE images (JPG or PNG) in advance to include in the assessment. Candidates will only have access to their three images and will not have access to their digital outcome or any online or paper resources.

Candidates will be required to respond in short and/or extended answers to questions relating to a digital outcome they have developed in the 2025 school year.

The digital outcome must be based on Level 7 of the New Zealand Curriculum.

Teachers are expected to be familiar with the [2025 Level 2 Assessment Specifications](#).

Assessment medium:	Common Assessment Task (DCAT), digitally submitted by PDF only
Date of submission:	8 - 12 September 2025

Level 3 Digital Technologies 91909 – 3 credits

Present a reflective analysis of developing a digital outcome.

Candidates can only attempt the Digital Technologies Common Assessment Task (DCAT) once, in one three-hour slot during the assessment week of 8 – 12 September 2025.

Candidates must prepare up to THREE images (JPG or PNG) in advance to include in the assessment. Candidates will only have access to their three images and will not have access to their digital outcome or any online or paper resources.

Candidates will be required to respond in short and/or extended answers to questions relating to a digital outcome they have developed in the 2025 school year.

The digital outcome must be based on Level 8 of the New Zealand Curriculum.

Teachers are expected to be familiar with the [2025 Level 3 Assessment Specifications](#).

Assessment medium:	Common Assessment Task (DCAT), digitally submitted by PDF only
Date of submission:	8 - 12 September 2025

8. Information for candidates being assessed for Level 2 91899 and Level 3 91909

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 91899 and Level 3 91909

- You must have developed and completed the assessment yourself, under teacher supervision, in accordance with the NCEA Assessment and Examination Rules and Procedures.
- 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, anyone else's digital product or work 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.

9. DCAT assessment materials

The Principal's Nominee is responsible for:

- downloading the Digital Technologies assessment files
- accessing the Digital Technologies assessment files using the password provided by NZQA
- ensuring the file has downloaded correctly, and
- distributing the file(s) as required.

The assessments for NCEA Digital Technologies will be made available for download by the Principal's Nominee from the [Provider login](#).

Assessment event	Available for download
8 - 12 September	<ul style="list-style-type: none">• from 5.00 pm Wednesday 3 September

10. 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.

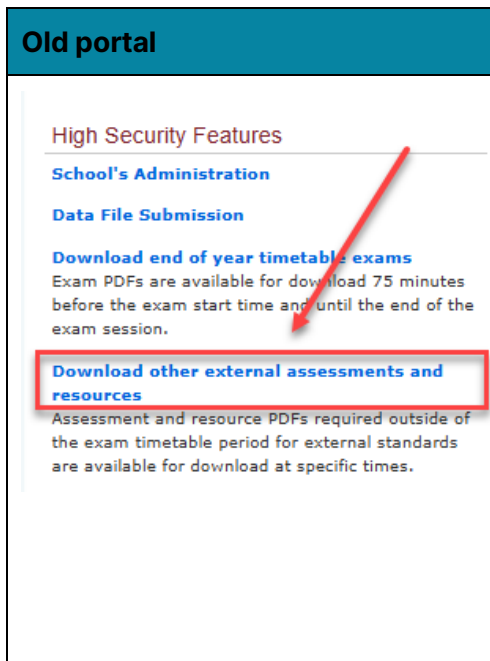
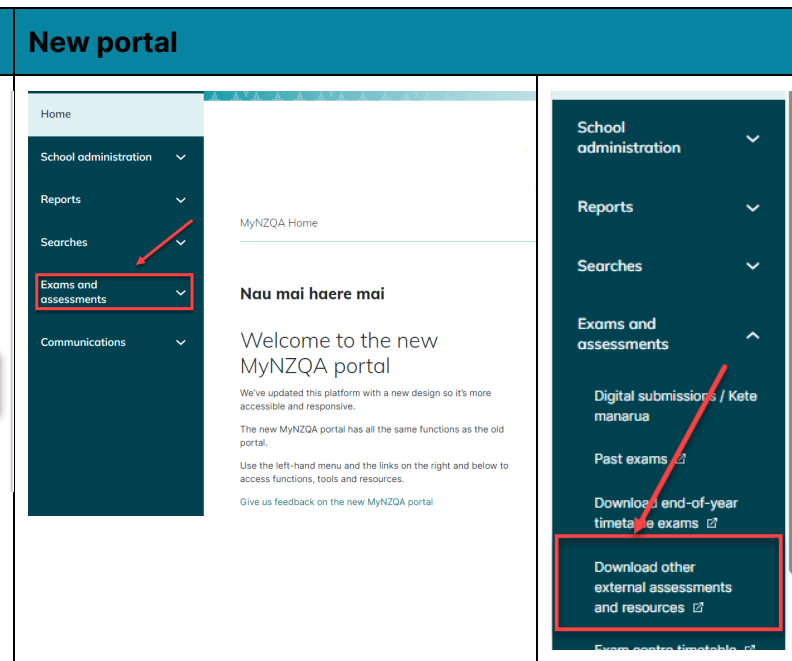
Candidate responses must be submitted within 24 hours of completing the assessment.

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

11. Downloading DCAT assessment materials

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

- Login to the [NZQA Provider login](#)
- Click either the:
 - 'Download other external assessments and resources' link from the High Security Features section in the old portal, or
 - 'Exams and assessments' and then 'Download other external assessments and resources' in the new portal.

Old portal	New portal
 <p>High Security Features</p> <p>School's Administration</p> <p>Data File Submission</p> <p>Download end of year timetable exams Exam PDFs are available for download 75 minutes before the exam start time and until the end of the exam session.</p> <p>Download other external assessments and resources Assessment and resource PDFs required outside of the exam timetable period for external standards are available for download at specific times.</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>School administration</p> <p>Reports</p> <p>Searches</p> <p>Exams and assessments</p> <p>Digital submissions / Kete manarua</p> <p>Past exams</p> <p>Download end-of-year timetable exams</p> <p>Download other external assessments and resources</p> <p>Exam centre timetable</p>

- Download the correct DCAT assessment file.

Other external assessments and resources			
Title	Standard	Session Code	Material Type
NCEA L2 Technology	91899	L2 TECH	Assessment
NCEA L3 Technology	91909	L3 TECH	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 'File Name' to ensure the correct assessment is downloaded.
- the access code to open the PDF(s) contained in the zipped file.

12. 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 login](#), 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.
- provide each candidate with the DCAT assessment downloaded from the [Provider Login](#). Ensuring there is no altered form of the assessment given to candidates.
- 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 (Must be four digits and including leading zeroes)
 - 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). Teachers can print off a list of candidates entered in the [Provider Login](#) under standard search and mark down who was present or absent on the day of assessment.
- have a process in place to check that candidates have uploaded their work via the [MyNZQA learner portal](#).
- check all uploads from candidates to ensure that they contain candidate work for the standard being sat, and not blank files, internal assessment materials, school derived grade exams or previous years papers.
- submit files for marking within 24 hours of the assessment.
- 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.

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. Special Assessment Conditions

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

15. Digital submission guidance

15.1 Digital submissions upload instructions for 92007, 91899 and 91909

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

Schools submitting digital responses will need to upload within 24 hours of candidates sitting the Digital Technologies assessment. The last day for all submissions through the secure [Provider login](#) is **5.00 pm Friday 12 September 2025**.

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](#).

- [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 '**NCEA Digital Technologies**'
- Phone 0800 697 296.

16. Late submissions

Late upload of candidate submissions (**after 12 September 2025**) 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 – Digital Technologies**'.

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.

17. Other information

- For the 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 2026.
- It is recommended that the candidate keeps a personal copy of their submission until the end of March 2026.
- 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 2026.

18. Enquiries

Please refer any enquiries relating to the assessment or the running of the assessment 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

Appendix A: Supervision instructions

Before the assessment day(s), the

- **Principal's Nominee must:**
 - check candidates have been entered into the correct standards and an updated data entry file has been submitted to NZQA by 1 July
 - ensure that evidence is held for derived grades and unexpected event grades
 - ensure all files have been downloaded correctly and not altered
 - 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 (Must be four digits and including leading zeroes)
 - 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 – including 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, or paper or books with you in any pocket.
- No material authored or sourced from AI is to be used in your digital technologies 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. 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 12 September.
- Put your hand up if there are 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”.