



## NZ Scholarship Drama

### 2024 External Assessment Digital Submission Instructions

*Submission instructions for digital recordings for NZ Scholarship Drama assessments*

26 August 2024 v2

# 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 Drama
22 July	Administration and Submission guide available to schools through the <a href="#">NZQA website</a> .
26 August	Deadline to submit entries to NZQA for externally assessed standards for candidates to receive personalised exam materials.
14 November	<ul style="list-style-type: none"> <li>NZ Scholarship Drama external examination 9.30 am.</li> <li>Schools upload and submit portfolios to NZQA by 5.00 pm, Friday 15 November.</li> </ul>
14 - 15 November	Schools complete and submit the online attendance roll.

### 2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NZ Scholarship Drama to NZQA by **26 August 2024**.

If schools have missed the 26 August 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](mailto:schools@nzqa.govt.nz)

### 3. Authenticity

The recording takes place in the [examination room](#) in the presence of a supervisor.

The supervisor will confirm that the candidate’s national student number (NSN) is correct at the beginning of the examination.

After the examination concludes, the candidate needs to sign the Authenticity Declaration.

From 2024, the hard copy annotated scripts for Parts 1 and 2 are to be submitted digitally, see below [Section 4 Annotated Scripts](#) for more information.

For more information and to download the Authenticity Declaration form, [refer to the NZQA website](#).

## 4. Annotated Scripts

Annotated scripts are now submitted digitally.

Each candidate is required to submit their annotated scripts for Parts 1 and 2 as a **single PDF file** to the Principal's Nominee. To ensure anonymity during marking, the annotated script PDF file must not include the candidate's name.

The information below must appear on the first page of the PDF file.

Candidate's NSN	
<b>Part One: Text-based performance</b>	
Title of play	
Playwright	
Character / role	
<b>Part Two: Self-devised performance</b>	
Title of piece	

You can download a Word cover page template with the above information [from the NZQA website](#)

## 5. Completing attendance rolls

Accurate completion of the online roll is vital for tracking, reconciliation and recording absent candidates. Incorrect data will create issues for results capture.

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

Exam Centre Managers will complete the attendance roll during the exam session and then hand the roll to the Principal's Nominee for entering online, when the PN collates and uploads the performance files.

### Reports > Submitted Subject online attendance rolls

Submitted Subjects Attendance Roll -

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

Scholarship Drama

No data found for the selected criteria. Please check your entries are up to date.

- **Performance:** Use this column to indicate this aspect of the candidate's work has been uploaded.
- **Annotated scripts:** 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 93304 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 two assessment components have been ticked to indicate the candidate work has been uploaded to NZQA.

### How to complete an online roll for Scholarship Drama for Principal’s Nominees:

The screenshot shows the '2024 Provider Attendance Roll' interface. A table lists candidates with columns for 'Annotated Script', 'Performances', 'Candidate did not submit', and 'Portfolio Submitted'. Callouts provide instructions on how to use these columns and the 'Save and Close' and 'Submit' buttons.

**1. The ECM will hand the attendance roll from the exam session to the PN.**

**2. The ECM will provide the PN with the location the Learner's submission is saved in the School's network.**

**3. The PN will upload the Learner's submission through the Provider login to NZQA.**

**4. The PN will tick the boxes for each Learner where the Script and Performances have been uploaded.**

**Learner was entered for the standard but did not attend the exam**

**The PN has submitted the Learner's work through the Provider login**

**Click Save and Close if you need to return later to complete the roll**

**Click submit when all Learner attendance information has been entered**

Name	ID	Standard 93304		Candidate did not submit	Portfolio Submitted
		Annotated Script	Performances		
Chen, Mika	147201754	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Douglas, James	159363894	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Horne, Amber	143666469	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Li, Roger	144119826	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maddaluno, Javahn	169428165	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maihi, Joshua	149382607	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wartenberg, Ma	141315952	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 6. Digital submissions

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

## 7. Late submissions

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Late upload of candidate submissions (**after 15 November**) can only be made if:

- an email is sent to [examinations@nzqa.govt.nz](mailto: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
- the email is sent prior to submitting the work to NZQA.

Note: the subject line of the email will need to include 'Late submission – NZ Scholarship Drama'.

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the school will be required to submit an entry file to NZQA.

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

## 8. Reviews and reconsiderations

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

[NZ Scholarship review and reconsiderations](#)

## 9. Other information

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- 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.
- 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.

## 10. Enquiries

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Please refer any enquiries relating to these instructions to:

**School Relationship Manager**

School Quality Assurance and Liaison

Telephone: 0800 697 296

Email: [firstname.surname@nzqa.govt.nz](mailto:firstname.surname@nzqa.govt.nz)