



# NCEA Level 1 New Zealand Sign Language 92357 and 92358 Assessment and Submission Instructions 2024

20 July 2024 v1

# NZQA

Mana Tohu Mātauranga o Aotearoa  
New Zealand Qualifications Authority



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## Section 1: Generic information for Principal's Nominee

### 1. Introduction

This document is an overview of what you need to know for the assessment and submission of the Level 1 New Zealand Sign Language 92357 and 92358 assessments.

- 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.
- Results will be released in January 2025.

### 2. Assessment overview

#### **NZ Sign Language 92357 – 5 Credits**

##### **Demonstrate understanding of New Zealand Sign Language related to everyday contexts**

Candidates will be required to watch videos of signed texts related to everyday contexts and will respond to questions to demonstrate their understanding of New Zealand Sign Language.

There are TWO 45-minute sessions. Candidates are required to watch video recordings for each session. Candidates may respond in written English, te reo Māori, or New Zealand Sign Language.

Four video recordings are played for each session. Candidates watch OR read the task and questions. Then, they watch video as a whole, then watch it again in two sections, with the sections played twice.

<b>Files for Session 1</b>	01 - 92357 Session 1 TASK QUESTIONS 02 - 92357 Session 1 SESSION 1 03 - 92357 Session 1 Section 1 04 - 92357 Session 1 Section
<b>Files for Session 2:</b>	05 - 92357 Session 2 TASK QUESTIONS 06 - 92357 Session 2 SESSION 2 07 - 92357 Session 2 Section 1 08 - 92357 Session 2 Section 2
<b>Assessment medium:</b>	Digital Submission (Document files (PDF, DOC, DOCX), video files (AVI, M4V, MP4, MOV, WEBM))
<b>Date of submission:</b>	30 October 2024

#### **NZ Sign Language 92358 – 5 Credits**

##### **Respond in New Zealand Sign Language related to everyday contexts**

Candidates will be required to demonstrate communicative skills in New Zealand Sign Language in response to simple visual and written prompts. Candidates will share simple ideas, information, and opinions about a range of familiar situations. Responses must be in New Zealand Sign Language. The assessment should be conducted in TWO sessions, 45 minutes per session.

The prompts will be made available to schools from NZQA in Term 3, week 1. Candidates are not permitted to view the prompts until they begin the assessment.

<b>Assessment medium:</b>	Video files (AVI, M4V, MP4, MOV, WEBM)
<b>Date of submission:</b>	30 October 2024

### 3. Key tasks

	Principal's Nominee	Teacher	Candidates
<b>Preparation</b>	Submit data file with entries by 26 August 2024.	Read assessment specifications and instructions.	
<b>Assessment</b>	Download assessment material through the <a href="#">Provider Log in</a> .	Ensure candidate work is saved as required.	Complete the assessment.
<b>Submission</b>	Oversee the upload, review and submission of candidate work through the <a href="#">Provider Log in</a> .	Ensure candidates have uploaded work to the MyNZQA <a href="#">Learner Portal</a> and review before submitting.	Upload work for the school to review through the MyNZQA <a href="#">Learner Portal</a> by the school's due date.
<b>Follow-up</b>	Follow breach procedures if needed.		Apply if needed for a review or reconsideration.

### 4. Key dates

Date 2024	Level 1 NZ Sign Language
24 July	Assessment and Submission Instructions available to schools through the NZQA website. Password-protected assessments available for download from the <a href="#">Provider log in</a> .
26 August	Final entry data file sent to NZQA for NZ Sign Language
21 - 29 October	Schools prepare candidate work for online submission.
30 October	Schools submit the uploaded portfolios to NZQA by 5.00 pm.

### 5. Candidate entries

Schools are required to submit an entry file with all Level 1 NZ Sign Language candidate entries to NZQA by **26 August 2024**. If schools have missed the deadline, a data entry file must be submitted to NZQA. Candidate work 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](mailto:schools@nzqa.govt.nz)

### 6. Supporting documentation

To submit candidate work, 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](mailto:examinations@nzqa.govt.nz) with the subject line, 'NZSL submission'
- Phone 0800 697 296.

## 7. Principal’s Nominee responsibilities

Principal’s Nominee is responsible for:

- making accurate candidate entries through data file submission to NZQA
- having a process in place to check that candidates have uploaded their portfolios via the [MyNZQA Learner Portal](#)
- ensuring candidate work is submitted to NZQA via the [Provider log in](#)

If issues occur during the upload of candidates’ digital submissions, please contact NZQA on 0800 697 296 or [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz)

## 8. Derived grades

[Derived grades](#) are **NOT** available for NZ Sign Language 92357 or 92358 and schools must have processes to provide sufficient opportunities for the completion of assessments.

## 9. 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.

## 10. Downloading assessment materials

To access the assessment materials for Level 1 NZ Sign Language, the Principal’s Nominee must:

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

Old portal	New portal		
<p><b>High Security Features</b></p> <p><b>School's Administration</b> Test for ELE 2 School's Administration</p> <p><b>Data File Submission</b> Test for ELE 2 Data File Submission</p> <p><b>Download Exam paper PDF Files</b> Files are available 45 minutes before the exam start time until the end of the exam session</p> <p><b>Non-end of year Assessment Download</b> 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><b>Exams and assessments</b></p> <p>Communications</p>	<p>MyNZQA Home</p> <p><b>Nau mai haere mai</b></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><b>Non-end of year assessment download</b></p> <p>Exam centre timetable</p> <p>Assessment Master guidance</p>

- c) Click on the required subject name to download the assessment file.

Non-end of year Assessment Download -			
Title	Standard	Session Code	Material Type

**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 with an access code to open the file.

The email is sent from [webmaster@nzqa.govt.nz](mailto: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.

## 11. Reviews and reconsiderations

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If a candidate believes their result 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](#).

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.

## Section 2: Information for teachers

### 12. Audiovisual requirements

As candidates will be required to watch videos of signed texts, the school will need to provide equipment to:

- play and display the video resources.
- record candidate responses.

### 13. Pre-assessment check

For 92357 only	
<input type="checkbox"/>	Determine if any candidates will require the instructions and task questions in NZSL. <ul style="list-style-type: none"> <li>• If candidates DO require NZSL, organise a signing supervisor to sign the boxed instructions (page 2 of the Assessment Task PDFs), then play video 01 (Session 1) and video 05 (Session 2), <b>as scripted</b>, on the following pages.</li> <li>• If candidates do NOT require NZSL, <b>do not</b> play video 01 (Session 1) or video 05 (Session 2).</li> </ul>
<input type="checkbox"/>	Ensure the following materials are downloaded: <ul style="list-style-type: none"> <li>• the FOUR video/s required for the relevant session</li> <li>• the Assessment Task PDF for the relevant session.</li> </ul>
For 92358 only	
<input type="checkbox"/>	Determine if any candidates will require the instructions in NZSL. <ul style="list-style-type: none"> <li>• If candidates DO require NZSL, organise a signing supervisor to sign the boxed instructions only (page 2 of the Assessment Task PDFs).</li> <li>• The task questions and content <b>must not</b> be signed.</li> </ul>
<input type="checkbox"/>	Ensure the Assessment Task PDF for the relevant session has been downloaded
For both 92357 and 92358	
<input type="checkbox"/>	Determine if any candidates want to respond in NZSL. If so, ensure you have a <b>tried-and-tested</b> means of recording responses.
<input type="checkbox"/>	Ensure the following equipment is set up and tested: <ul style="list-style-type: none"> <li>• a means of playing and displaying the videos</li> <li>• backup equipment.</li> </ul>
<input type="checkbox"/>	Test the videos play on your equipment.
<input type="checkbox"/>	Ensure all candidates will have a good view of the screen.
<input type="checkbox"/>	Ensure candidates have enough lined, A4 paper for making notes and writing their responses.
<input type="checkbox"/>	<p><b>Special Assessment Conditions (SAC):</b> An approved SAC application is not required to provide the signing support specified in these guidelines.</p> <p>For 92357, however, if the student responds in NZSL and the intention is for the signer to transcribe the student's answers in writing (rather than being recorded), then an approved SAC is required.</p> <p>Please contact the SAC team (<a href="mailto:sac@nzqa.govt.nz">sac@nzqa.govt.nz</a>) for advice about any exceptional circumstances.</p>

## 14. Assessment and submission requirements

<b>Written responses should be submitted as:</b>	<ul style="list-style-type: none"> <li>no more than TWO files (one per session)</li> <li>permitted file types: document (PDF, DOC, DOCX)</li> </ul>
<b>Signed responses should be submitted as:</b>	<ul style="list-style-type: none"> <li>no more than TWO video files per candidate (one per session)</li> <li>permitted file types: video (AVI, M4V, MP4, MOV, WEBM)</li> </ul>

The maximum (combined) file size that may be submitted is 5GB. *Note that only the specified file types may be submitted, and that other file types may not be able to be marked.*

### 14.1 Session 1 script: 92357

Read **ALL** the above information in this document to prepare for the session.

<p><b>Instructions when ready to run Session 1:</b> (say / sign the following) [If deaf and hearing candidates present, read instructions, and then sign.]</p>
<p>Listen or watch these instructions carefully.</p> <p>This assessment requires you to watch a video in New Zealand Sign Language. Before the video begins you will have 3 minutes to EITHER read the task questions in your booklet OR to watch the task questions.</p> <p>I will play the video three times:</p> <ul style="list-style-type: none"> <li>The first time, you will watch the whole video, followed by a pause.</li> <li>You will then watch the first section, followed by a pause. Then it will be played <u>again</u>.</li> <li>You will then watch the second section, followed by a pause. Then it will be played <u>again</u>.</li> <li>As you watch, you may make notes or write your answers.</li> <li>Once the last video has finished, you will have time to write and review your answers.</li> </ul> <p>Your answers may be written in te reo Māori or English or may be signed in New Zealand Sign Language.</p> <p>If you answer in New Zealand Sign Language, you may make notes and, when you are ready to give your response, let me know. You may refer to your notes while your answers are being recorded.</p> <p>We recommended the total length of your answers be 300 words OR 2 minutes of video.</p> <p><i>I will now play the video of the task questions.</i></p> <p style="text-align: right;"><b>Play:</b> 01 92357 Session 1 TASK QUESTIONS</p> <p>After 3 minutes say / sign: <i>I am now going to play the <b>whole</b> video.</i></p> <p style="text-align: right;"><b>Play:</b> 02 92357 SESSION 1</p> <p>Stop the video. Allow 60 seconds then say / sign: <i>I am now going to play the <b>first</b> section of the video:</i></p> <p style="text-align: right;"><b>Play:</b> 03 92357 Session 1 Section 1</p> <p>Allow 60 seconds then say / sign: <i>I am now going to play the first section of the video for the <b>last time</b>.</i></p> <p style="text-align: right;"><b>Play AGAIN:</b> 03 92357 Session 1 Section 1</p> <p>Allow 60 seconds then say / sign:</p>



*I am now going to play the **second** section of the video.*

**Play:** 04 92357 Session 1 Section 2

Allow 60 seconds then say / sign:

*I am now going to play the second section of the video for the **last time**.*

**Play AGAIN:** 04 92357 Session 1 Section 2

**Instructions after last video:** (say / sign)

Written responses: “Now you have time to write and review your answers.”

Recorded responses: “Now you have time to make notes for your answers. When you are ready to record your response, let me know.”

## 14.2 Session 2 script: 92357

**Read ALL the above information in this document to prepare for the session.**

**Instructions when ready to run Session 2:** (say / sign the following)

[If deaf and hearing candidates present, read instructions, and then sign.]

Listen or watch these instructions carefully.

This assessment requires you to watch a video in New Zealand Sign Language. Before the video begins you will have 3 minutes to EITHER read the task questions in your booklet OR to watch the task questions.

I will play the video three times:

- The first time, you will watch the whole video, followed by a pause.
- You will then watch the first section, followed by a pause. Then it will be played again.
- You will then watch the second section, followed by a pause. Then it will be played again.
- As you watch, you may make notes or write your answers.
- Once the last video has finished, you will have time to write and review your answers.

Your answers may be written in te reo Māori or English or may be signed in New Zealand Sign Language.

If you answer in New Zealand Sign Language, you may make notes and, when you are ready to give your response, let me know. You may refer to your notes while your answers are being recorded.

We recommended the total length of your answers be 300 words OR 2 minutes of video.

*I will now play the video of the task questions.*

**Play:** 05 92357 Session 2 TASK QUESTIONS

After 3 minutes say / sign:

*I am now going to play the **whole** video.*

**Play:** 06 92357 SESSION 2

Stop the video. Allow 60 seconds then say / sign:

*I am now going to play the **first** section of the video:*

**Play:** 07 92357 Session 2 Section 1

Allow 60 seconds then say / sign:

*I am now going to play the first section of the video for the **last time**.*

**Play AGAIN:** 07 92357 Session 2 Section 1

Allow 60 seconds then say / sign:

*I am now going to play the **second** section of the video.*

**Play:** 08 92357 Session 2 Section 2

Allow 60 seconds then say / sign:

*I am now going to play the second section of the video for the **last time**.*

**Play AGAIN:** 08 92357 Session 2 Section 2

**Instructions after last video:** (say / sign)

Written responses: *“Now you have time to write and review your answers.”*

Recorded responses: *“Now you have time to make notes for your answers. When you are ready to record your response, let me know.”*

## 15. Late submissions

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

- An email is sent to [examinations@nzqa.govt.nz](mailto: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

## 16. Queries

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