Online Digital Submission
Quick User Guide

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

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Overview

This quick guide is for uploading student files to NZQA, using the Digital Submission Upload option in the Provider Login.

The steps to submit a digital file to NZQA are:

1. Open the digital submission upload web page.
2. Open the file submission page for the standard you want to submit files to.
3. Add the files by selecting or drag and drop.
4. Upload the files.

A more comprehensive guide is available on the NZQA website.

NZQA Digital Submission Upload web page

To get to the digital submission web page:

1. Log in to NZQA using the Schools Login: https://www.nzqa.govt.nz/login/
2. Click **Digital Submission Upload** from the left Provider menu.
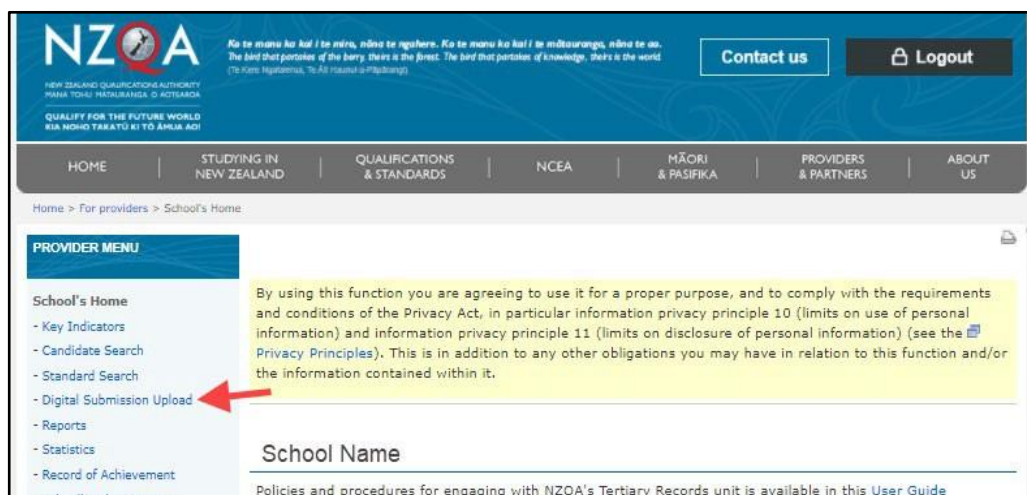
Subject accepts digital submission

Subjects will only appear in the **Standard search screen** list if:

- your school has entries in a subject's standard for the academic year and

- a subject's standard accepts digital submission files for external assessment.

Standard accepts digital submission

From the subject's page you can navigate to the standards page by either:

- entering the standard number in the search function

- clicking through the subject link.

The subject's standard list shows standards if:

- your school has entries in the standard for the academic year and

- the standard accepts digital submission files for external assessment.

Standard page

The standard page shows all the learners entered in the standard at your school.

If you click on the blue links under the student's names you will see details of previously loaded files for that student, and can submit files for the individual student.

File naming

The file name of a file you are uploading must follow a strict naming convention so the file can be matched to the correct student.

NZQA's file naming convention is:

[School No]-[NSN]-[Standard No].[extension]

Example: 0045-345678912-91979.pdf

Note: The school number must be padded with leading zeros to 4 digits. For example, 0123, 0023, 0004.

Adding files by drag and drop

You can drag the files from your local drive by selecting them in your file browser and dragging them on to the webpage area anywhere below the title bar.
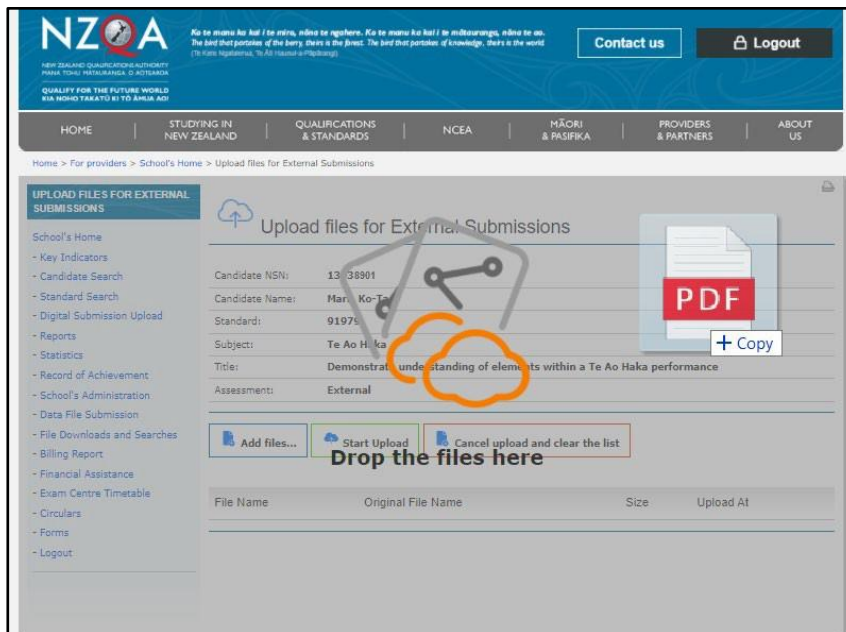
Adding files through 'Add files' button

To add the files through a file browser, click **Add files.**

Navigate to your local drive, select the file(s) and click **Open**.

Reviewing messages

After adding the file, any messages and actions required will appear below and next actions will be:

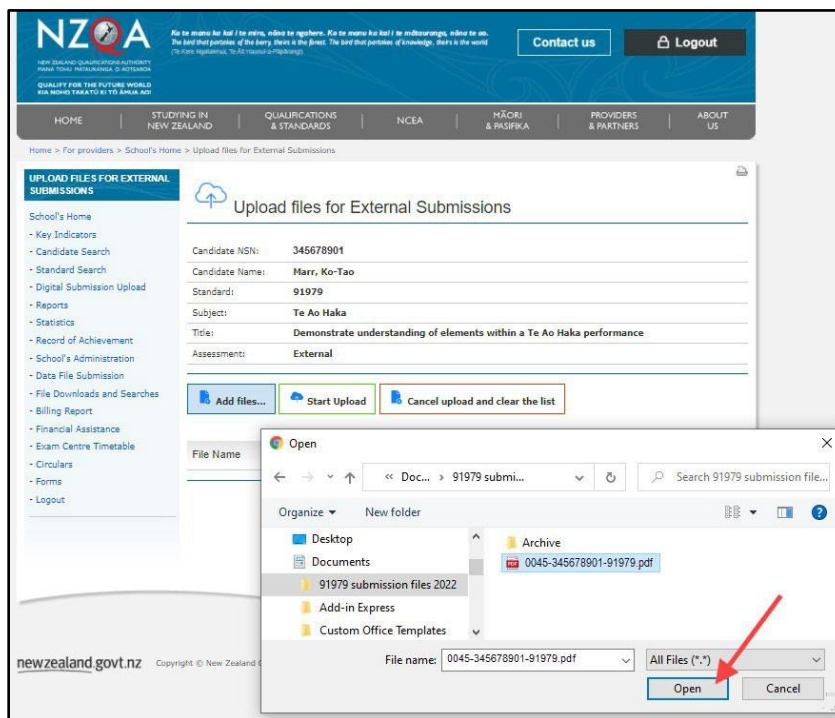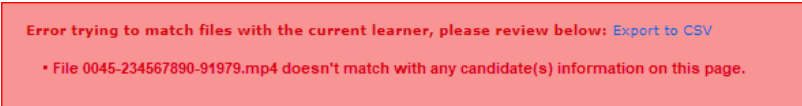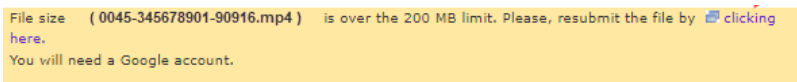| If…	Then…
files cannot be matched to a student entry	an error message will display in the message panel. Error trying to match files with the current learner, please review below: Export to CSV • File 0045-234567890-91979.mp4 doesn't match with any candidate(s) information on this page. **Note:** • Check your student has an entry, you may need to submit a new datafile to NZQA to update entries. • Check your filename meets the file naming convention.
files can be matched to more than one student entered	an error message will display in the message panel. An example would be using a student's name only in the filenames and two students of the same name are entered in a standard. **Note:** Correct the error from the information on the submission page. For example include the correct NSN in the file name.
files are not a permitted file type for this standard	an error message displays under the student's name. **Note:** Check for the allowable file types in the Assessment Specification for the standard on the standard's subject page on the NZQA website. (https://www.nzqa.govt.nz/ncea/subjects/).
files are over 200MB	a message displays under the student's name with a link to load the file by Google form. File size (0045-345678901-90916.mp4) is over the 200 MB limit. Please, resubmit the file by ✂ clicking here. You will need a Google account. Click on the link and follow the instructions to submit the file. Files uploaded through the Google form will not show against the Standard entry page, but NZQA will receive the information that the file has been uploaded through the Google form.
file is successfully matched to an entry and the correct type	the file will show with a message 'ready to upload'. **Note:** • Click the **Start Upload** to complete the upload of the file(s). • **The file is not submitted until you have uploaded it.**

You can click **Cancel upload and clear the list** to clear all errors and cancel the files listed as ready to upload. This will only cancel the errors and files showing as 'ready to upload'.

It will not cancel any files that have been successfully uploaded.

Upload file

After clicking **Start Upload**, the added file will be uploaded and if successful a message will display as 'File uploaded successfully'.

File Name	Original File Name	Size	Upload At
File uploaded successfully.			

Click the browser refresh button (↻) to view an updated list of the files uploaded.

The standard list will show the file counts against each student entered.

☁ **Candidates Entered in 91979 - School Name - 2022**

Standard:	91979
Subject:	**Te Ao Haka**
Title:	**Demonstrate understanding of elements within a Te Ao Haka performance**
Assessment:	**External**

📁 Add files...   ☁ Start Upload   📁 Cancel upload and clear the list

Candidate Name	NSN	Version	Result	Date Complete	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course
Bains, Shannon 1 file uploaded.	123456789								Level One Māori Performing Arts
Harnish, Buasorn 1 file uploaded	234567890								Level One Māori Performing Arts
Marr, Ko-Tao 1 file uploaded	345678901								Level One Māori Performing Arts
Vaipulu, Mario 1 file uploaded.	456789012								Level One Māori Performing Arts

4 candidates enrolled at this school were found.

The individual student's standard entry page will show the file name and time of upload.

File Name	Original File Name	Size	Upload At
0045-345678901-91979.pdf	0045-345678901-91979.pdf	30 KB	7/04/2022 2:29:41 PM

A file named with the incorrect naming convention will not be accepted and must be renamed with the recommended format with your school number, the student's NSN and the standard number.

Replacing a submitted file

The ability to replace a file is dependent on the settings for the standard.

If…	Then…
a standard does not permit multiple file submissions per student	a new submitted file will replace the existing file.
a standard permits multiple files of different types per student	a new submitted file will replace an existing file if the new file is the same file type as an existing file.
	If you want to replace a previously submitted file that is a different type contact the contact the NZQA call centre to request a submitted file be removed.
a standard permits multiple files of the same type per student	a new submitted file will show as an additional file in the student's entry page.
	If you do not want the previous submitted file to be assessed, contact the NZQA call centre to request a submitted file be removed.

Need help?

If you need assistance, there is a full length user guide available on the NZQA website.

If you cannot find the answer in the user guide, contact the NZQA call centre on 0800 222 230 or via email desadmin@nzqa.govt.nz