2024 Administrative and Submission Instructions for Level 1 and Level 2 Visual Arts

20 July 2024 v1.0

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

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Section 1: Information for Principal's Nominee

1. Introduction

This document is an overview of what you need to know for the delivery and submission of Level 1 and Level 2 Visual Arts external assessments in 2024.

1.1 Key tasks

	Principal's Nominee	Teacher	Candidate
Preparation	Submit data file with entries by 26 August 2024.	Read Assessment Specifications and instructions.	Prepare work for submission.
	For candidate submissions selected for Level 1 verification, entries must be flagged as DS (digital submission).		
	For candidate submissions selected for Level 2 verification and submitting a **moving image**, entries must be flagged as DS.		
Marking and Provisional Results Entry	Enter the provisional results for the seven candidates selected for submission to NZQA for both Level 1 and 2 standards.	Mark candidate portfolios and select seven candidates to be submitted to NZQA for Level 1 and 2 standards.	
Submission	Level 1: upload and submit seven candidate files through the provider login.	Level 1: send submission schedule to NZQA	Submit completed work.
	Level 2: upload and submit any Moving Image files through the provider login.	Level 2: pack and submit submissions into red bag(s) before the collection date.	
Post-verification	View the verification report and enter the final results (if required).	Provide/enter the final results (if required).	
	Apply for an appeal of results for portfolios submitted for verification if required.		
Follow-up	Follow breach procedures if needed.		Apply to the school for any appeals of results.

1.2 Key dates

Date 2024	Level 1 and Level 2 Visual Arts
22 July	Administrative and Submission instructions available to schools via the NZQA website.
26 August	Deadline to submit entries to NZQA for externally assessed standards for candidates to receive personalised exam materials. Check all Moving Image entries are flagged as Digital Submission (DS).
6 September	• Start entering provisional results for Level 1 and 2 through the provisional results interface via the provider login. • Refer to the Appendix for the Provisional and Final Results Entry Instructions.
14 - 18 October	Schools receive submission materials: • Administrative and Submission instructions • Courier ticket(s) • Pre-addressed envelope to return the Level 1 submission schedule to NZQA Phone NZQA on 0800 697 296 if materials have not arrived by 18 October.
23 October	• Last day to upload and submit Level 1 candidate work for verification via the provider log in. • Last day to enter Provisional Results for Level 1.
30 October	• Level 2 red bag(s) to be ready for collection from the school's courier pick-up point by 9.30am • Level 2 Moving Image files to be uploaded through the schools provider log in • If the courier has not collected the bag(s) by 3pm, contact NZQA Logistics on 0800 697 296 • Last day to enter Provisional Results for Level 2.
11 November	Start entering Final Results for Level 1.
15 November	Start entering Final Results for Level 2.
27 November	Last day for changes to Final Results for Level 1 and Level 2.
January 2025	Results released.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries to NZQA by **26 August 2024**. Candidate entries for all Level 1 portfolios must be flagged as DS (Digital Submission). Candidate entries for all Level 2 Moving Image portfolios must be flagged as DS.

If schools have missed the deadline, a data entry file must be submitted to NZQA. If selected for verification, candidate work will not be able to be submitted digitally 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

3. Digital submissions

To submit Level 1 candidate portfolios and Level 2 Moving Images candidate portfolios, the school will need to be familiar with accessing and submitting work via the provider log in.

  o Digital submissions guide for schools and kura (English)
  o Digital submissions guide for schools and kura (Māori)

3.1 Level 1

Both teachers and candidates are responsible for ensuring candidate portfolio submissions adhere to the requirements of the of the portfolio for each standard outlined in the Assessment Specifications, and that the work is appropriately edited, correctly oriented and ordered.

NZQA does not require a specific method for documenting physical work. Teachers should support candidates to use the options they have available.

Teachers and candidates **must** check that the documentation of physical work is clear, the features of drawings are visible on a computer screen and, accurately reflect the physical original.

Information below is for guidance only.	

Photocopier scanning	• 200 - 300 DPI resolution is suitable for A3 scanning.
	
	• Scanning to PDF – work should be correctly ordered and orientated *before* being scanned
	  • remove work from plastic sleeves to avoid reflections
	  • check alignment of page before bulk scanning.
	
	• Scanning to JPEG – allows files to be adjusted/ edited/ ordered with proprietary software available on most computers.

Digital photographs	• Cameras set at a **minimum** of 1 Megapixel (or 2048 x 1536 pixels) usually produce a suitable A3 image on a computer screen.
	  • remove work from plastic sleeves to avoid reflections
	  • photograph full pages on a flat surface
	  • keep the camera (or phone) parallel to the work to avoid distorted views
	  • photograph work in even light and avoid cast shadows.

JPGs/ JPEGs	• Digital editing should be minimal. • Multiple image files (JPG, JPEG) are recommended to be saved as or, exported as a PDF to ensure they are uploaded in the correct order and orientation.

Teachers and candidates should check documented work can be seen clearly on a computer screen before uploading.

4. Principal's Nominee responsibilities

Principal's Nominee is responsible for:

- checking and submitting candidate entries through data file submission to NZQA.
- entering the provisional and final results.
- checking that candidates have uploaded their portfolios.

- **Level 1**: if a candidate's portfolio has been selected for verification, ensure the file has been submitted by the candidate and uploaded to the [provider log in](#) by 5.00 pm on Wednesday 23 October 2024.
  - If issues occur during the upload of candidates' digital submissions, please contact NZQA on 0800 697 296 or examinations@nzqa.govt.nz

- **Level 2**: if a candidate's portfolio has been selected for verification, ensure the board has been packed into the red bag(s) and is ready for courier collection by 9.30am on 30 October 2024.
  - If the portfolio is a digital Moving Image, see [Section 3](#).

- accessing the review report (where applicable) and adjust/enter final results (if required). See [Sections 9](#) and [10](#) for further details.

5. Managing candidate absence process

The school's late assessment policy and procedures are to be applied, including providing the candidate with an extension, where appropriate.

The absence or impairment for the candidate must comply with the school's late assessment policy. This includes the reason for the lateness being unforeseen or unavoidable and does not include being wilful or for convenience.

The grade submitted by the school is to be derived from valid, authentic, standard-specific evidence that is demonstrated in the candidate's submitted portfolio. The candidate's work should not be sent to NZQA for verification.

There are no derived grades available for Level 1 and Level 2 Visual Arts.

6. Authentication of candidate work

Schools manage their own policies and procedures for authenticating candidate work that is submitted. Schools are required to attest that each portfolio submitted for verification is the candidate's own work, by signing the submission schedule.

7. Dates for school results entry

Schools must start entering provisional results for all Level 1 and Level 2 candidates from 6 September 2024 through the provisional results interface.

The last day for changes to final results for candidates assessed by the school is 27 November 2024.

Schools are reminded that final grades for all entries are embargoed until results are released in January 2025.

8. Instructions for entering results

Schools must have entered provisional results for all candidates before submitting (and uploading) the selected portfolios to NZQA for verification. Provisional results may be entered via the school's high security section of the Provider log in from 6 September 2024.

Level 1: the verification submission schedule must be printed, signed and posted (not emailed) to NZQA in the pre-addressed envelope provided in the materials pack.

Level 2: the verification submission schedule must be printed and included in each Level 2 red bag along with the set of portfolios selected for verification.

The verification submission schedule must be signed, as it includes permission to use photographs of candidate work for reporting purposes, as well as schools' attestations of authenticity.

The Provisional and Final Instructions for entering results online are available in the Appendix.

On completion of the verification process, schools may be required to record the final grades for their remaining candidates, based on the verification outcomes and any feedback provided in a Verification Review Report.

9. Verification Review Reports

Schools will receive a Verification Review Report when:

- two or more provisional grades are changed a full grade step (e.g. M to E)
- a grade change is made that is greater than one grade (e.g. A to E or M to N)
- two or more portfolios are verified as Not Achieved when the provisional grade awarded was A, M or E.

Where there is some minor variation in the verification judgements, but this variation is not seen to be significant, a review report will not be issued.

The school's verification review report will be made available in the school's high security area until the end of December. Schools are advised to print out a copy of this report for their records before the end of term four. This report may be requested by a School Relationship Manager during an MNA visit.

Instructions for accessing these reports are provided to schools in the document Provisional and Final Results Entry Instructions for Schools. See Post Verification in Appendix.

10. Amending results following a verification review report

Schools who receive comments and next step in a Verification Review Report must use the feedback provided to reassess and adjust their remaining provisional results.

Schools may not make global changes to all of their grades on the strength of portfolio-specific adjustments made through national verification. For example, if two M grades have been adjusted to E through verification, this does not indicate that all other provisionally awarded M grades may therefore be raised one grade level or that all provisionally awarded grades in general may be raised one level.

NZQA will monitor the final results of schools receiving commentary in their Verification Review Reports.

See Editing Final Results in Appendix.

11. Appeal of verified results

Details of the appeal process for portfolios that have been submitted for verification are available on the [Visual Arts subject page](#).

Schools must employ their own policies and procedures for grade appeals of portfolios that were not sent in for verification.

12. Late Submissions

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

- An email is sent to 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

Section 2: Information for the Visual Arts teacher

13. Mode of assessment

For Level 1 Visual Arts 91914 and 91915, portfolios for verification must be submitted digitally.

For Level 2 Visual Arts 91320, 91231, 91322, 91323 and 91324 portfolios for verification must be submitted digitally for Moving Image or physically for the other portfolio types.

Teachers are expected to be familiar with the Assessment Specifications, which can be found on the NZQA website: https://www.nzqa.govt.nz/ncea/subjects/visual-arts/

14. National Verification

Visual Arts portfolios are assessed by national verification. Verification involves the confirmation or adjustment of teacher grade judgements, based on a sample of portfolios that have been selected by the school. The selected sample of portfolios should best represent the school's range of performance for the standard (e.g. N, A, M, E).

Schools are required to:

- provide provisional results for all candidates prior to the verification process commencing
- submit a minimum sample of seven portfolios for verification; or to submit all candidate portfolios where the number of candidates is less than the minimum required.

15. Selecting portfolios for verification

Level 1: Schools should select either seven ranked portfolios (if they have seven or more candidates), or all portfolios if they have fewer than seven candidates entered for the standard. This set of portfolios should best represent the school's range of performance for the standard.

Level 2: Schools are required to submit two standards for verification if they have entries for two or more standards. For each of the two standards submitted, a set of seven ranked portfolios (if the schools have seven or more candidates entered for each standard), or all portfolios if fewer than seven candidates, must be submitted. Each set of submissions should best represent the school's range of performance for the standard.

A school's submission may combine portfolios boards and moving image portfolios. Where a combination of formats is being submitted, schools should provide up to four moving image submission and at least three boards per standard.

Schools are required to submit sample portfolios covering every provisional grade level they have awarded, i.e, if grades of N, A, M and E have been awarded then at least one portfolio representing each grade must be submitted.

16. Submitting Level 1 portfolios for verification

Level 1 Visual Art portfolios are to be digitally submitted to NZQA. Schools must use the provider log in to upload candidate submissions to NZQA for verification.

Information on how to upload digital submissions can be found on the NZQA website: https://www2.nzqa.govt.nz/login/digital-submissions/digital-submissions-new/

Schools will need to print and sign the Level 1 submission schedule, then post to NZQA using the pre-addressed envelope provided in the materials pack.

17. Preparing Level 2 portfolios for verification

Schools are provided with up to two red art bags for verification. These bags are the property of NZQA, and schools may have to pay for replacement bags.

Schools **must** remove any old labels or courier tickets prior to packaging boards into them for the 2024 verification submissions.

If a school is new to teaching Level 2 Visual Arts, or have lost their bags, the school can order new bag(s) on the Visual Arts Subjects page of the NZQA website by 1 August 2024.

17.1   Materials provided to schools by NZQA

In October, NZQA provides a pack of materials to schools (that have made entries by 1 October), for the submission of Level 2 Visual Art portfolios for verification. The pack includes:

- A physical copy of the Administrative and Submission Instructions
- Pre-addressed courier ticket(s) for the Level 2 red bag(s)
- Pre-addressed envelope to NZQA for the Level 1 submission schedule.

If these materials have not arrived at the school by 18 October 2024, contact NZQA Logistics on 0800 697 296.

17.2   Identification of portfolio boards

Schools are to create their own labels to identify each portfolio board being submitted for verification. These labels are to be produced by:

- using a font no smaller than size 48
- include the candidate's NSN followed by school code
- be placed in the top right-hand corner of **both** the inside and outside of the board.

Example:

Outside	Inside
NSN – school code	Art-work NSN – school code

17.3   Identification of portfolio boards

Pre-addressed, courier label(s) are provided for sending the red art bag(s) to NZQA for verification. There will be one courier label per red bag.

Insert the courier label into the clear pocket of the bag. For courier scanning purposes, ensure the courier label is clearly visible and all old labels/tickets have been removed.

The label (sample below) is addressed to:

NZQA C/ - Lower Hutt Badminton Hall 25 Vogel Street Naenae LOWER HUTT 5011	

18. Submitting Level 2 portfolios for verification

Level 2 Visual Art portfolio boards are to be packed securely into a red bag (maximum 7 boards per bag). The bag(s) will be collected by courier on a prearranged date. Schools **must** have their bag(s) ready at the courier pick-up location by **9.30 am on Wednesday 30 October**. If the bag(s) have not been collected by 3.00 pm, contact NZQA Logistics on 0800 697 296.

Level 2 Moving Image portfolios must be submitted digitally to NZQA through the schools' secure Provider log in. See Section 3 for more details.

19. Return of verified portfolios to schools

Submitted Level 2 Visual Art boards will be returned to schools following verification. Schools should check to ensure that the correct boards have been returned to them and contact NZQA promptly if there are any discrepancies by emailing examinations@nzqa.govt.nz.

Level 1 and 2 digital submissions will not be returned.

20. Exemplars

If exemplars are selected from your school, we will provide you with further instructions on gathering candidates' permissions.

21. Enquiries

If you have any queries, send an email to one of the addresses below:

Query type	Contact	Email subject requirements
Supporting documents with submissions	examinations@nzqa.govt.nz	Use the standard number and subject in the subject field. e.g. Visual Arts – 91914
Information relating to these instructions	geoff.connell@nzqa.govt.nz	

Appendix: Provisional and final results' entry

Topics covered in this Appendix

1. Provisional results

2. Post-verification

3. Final results

1. Provisional results

1.1 Entering and saving provisional results

a) Login to the Provider log in and select the **Provisional results entry** link.

b) A list of verification subjects with entries will be displayed. Select Visual Arts.

c) To enter provisional results, select the standard required.
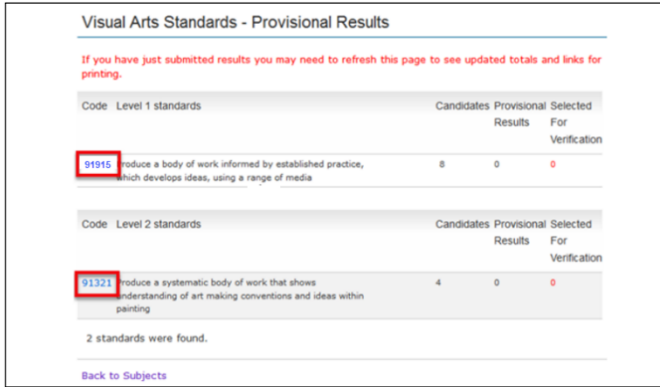
d) A list of names and NSNs (National Student Numbers) of all candidates with entries for that standard will be displayed.
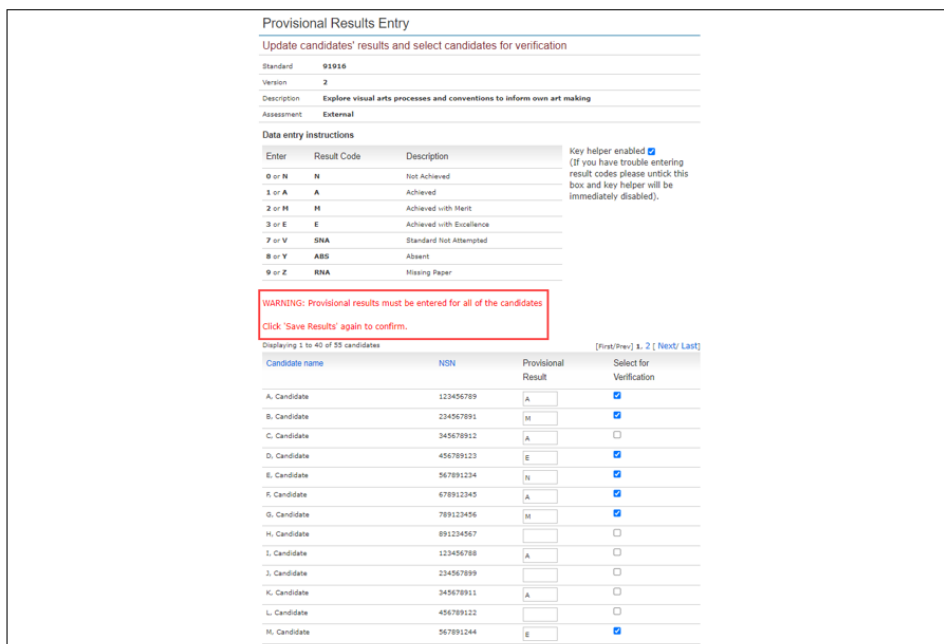
e) Enter provisional results for all candidates.

N, A, M or E	For candidates who have submitted work
Y	For candidates who have not submitted any work for the standard to indicate they were **absent**

f) Select SEVEN candidates whose work will be submitted for verification.

    a. You should choose a range of results, if possible, and include any candidates whose results you are unsure of.

        i. Select a range of results that reflect your school's spread of results.

    b. If you do not have seven candidates with either N, A, M or E results, you must select all candidates and submit their portfolios for verification.

g) Once candidates have been selected for verification click on **Save Results.**

h) For **partial entry** of results (e.g. only 4 out of the 18 candidate results are entered), schools will need to click **Save Results** twice:

i. When partial results are saved for the first time, the message **Click 'Save Results' again to confirm** message will appear. Click **Save Results** again.

ii. If an error message appears, review the message and action accordingly.

i) To return to the list of standards page, click **Go back to list of standards**.

j) For **full entry** of results (e.g. 9 out of 9 candidate results entered) schools will only need to click **Save Results** once.

1.2 Editing provisional results

After saving the results, the provisional results can be edited within 48 hours. A message will appear in red to indicate how much time is left for editing to take place.

If the 48 hours have elapsed, contact NZQA on 0800 697 296.

1.3 Printing the submission schedule

a) To print the submission schedule, click on **Print,** which appears next to the number of candidates selected for verification.

Note: If the word 'Print' does not appear, read the error message on the screen and ensure the correct number of candidates are selected for verification.

b) A copy of the **Submission Schedule** for the selected standard will appear. This lists the candidates selected for verification.

i. To print the submission schedule, select **File** and then **Print**.

ii. Check that the NSNs on the submission schedule match the candidate portfolios submitted to NZQA.

iii. Ensure it is signed by your school's Principal's Nominee.

iv. Return the submission schedule to NZQA by:

> **Level 1:** must be posted (not emailed) to NZQA in the pre-addressed envelope provided in the materials pack.
>
> **Level 2:** enclose the printed schedule in the red bag(s) with the physical submissions.

2. Post-Verification

2.1 Verifier confirms provisional results ✓

The final results can be viewed shortly after the completion of verification.

If the verifier confirms the provisional results the school submitted for verification or where there is some minor variation in the verification judgements, but this variation is not seen to be significant, the provisional results should automatically be transferred across to a final results status after the seven-day period post-verification. No further action will be required.

2.2 Verifier disagreed with provisional results ✗

Schools will receive a verification review report when:

- two or more provisional grades are changed a full grade step (e.g., M to E)

- a grade change is made that is greater than one grade (e.g., A to E, M to N)

- two or more portfolios are verified as Not Achieved when the provisional grade awarded was A, M or E.

An email will be sent to the Principal's Nominee post-verification to advise a review report will be available after a seven-day period.

Actions required by the school after the seven-day period

a) Access the verification report. This report will provide schools with information to assist with the interpretation of the standard.

b) Use the information in the verification report to review and adjust (if necessary) the results that were not submitted for verification.

c) Enter the final results for all remaining candidates whose work was not submitted for verification.

2.3 Accessing verification reports

a) To access your school's verification report:

    i.   log on to your school's low security area

    ii.   select **Reports**

    iii.   then select **Verification Reports.**
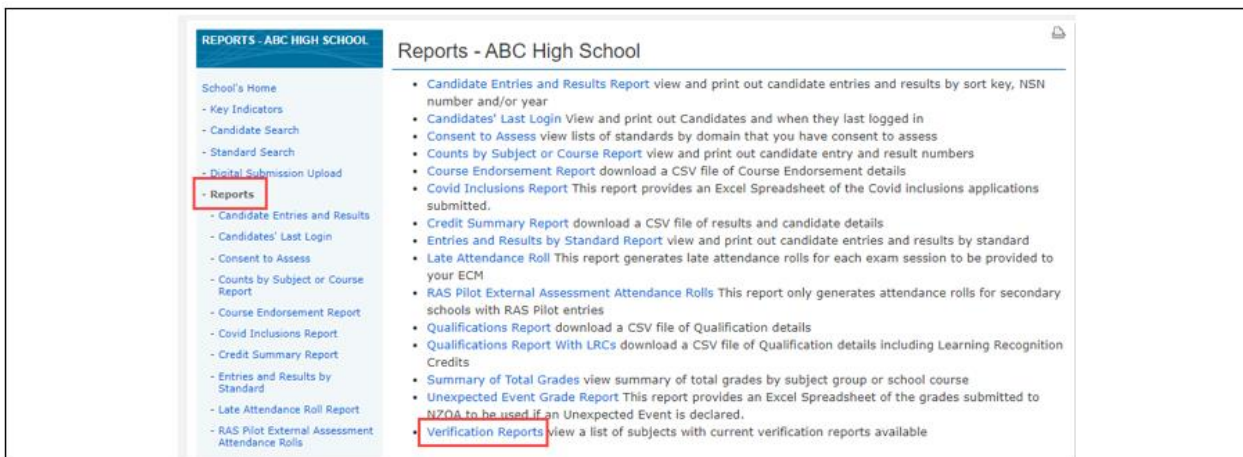
b) Select the report you wish to read by clicking on the standard number.

c) The verification report will be visible and can be printed.

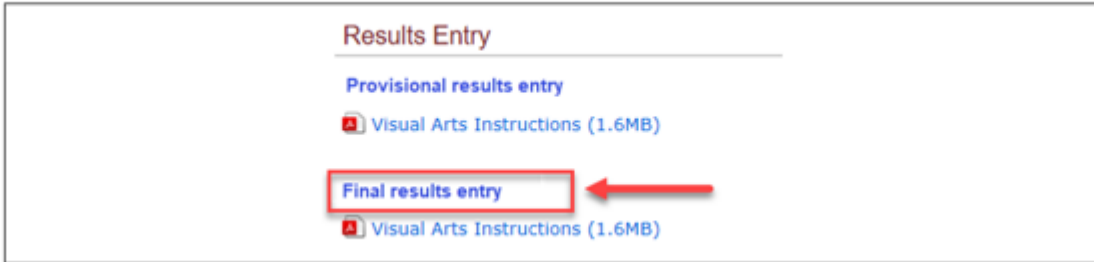Note: There may not be any commentary in your report, there may just be minor changes to results.

3. Final results

3.1 Viewing final results

a) To view or enter your final results:

    i.   login to the [Provider log in](#)

    ii.   select **Final results entry**

If a verification report is available, final results can also be viewed or entered from the Verification Reports screen.

b) Click on the subject required.

Examples:

Verifier confirms provisional results - automatically transferred to final results

This example shows how many of the provisional results have been copied across to final result status. In this instance, all final results have copied across and there have been no changes made to provisional results following verification.

Manual entry of results required by schools

In this example, two results have changed following verification, and the school will have to revisit assessment decisions made and enter final results for all candidates whose work was not submitted for verification. To see or enter final results select the standard required**.**

3.2 Entering final results

a) Enter final results for all remaining candidates in the spaces provided. Schools cannot change final results entered by the verifier. Click on **Save Results** once all the final results have been entered.

  i. You may enter some results, save them and return to complete results entry later.

  ii. If an error message appears, review the message and action accordingly.

3.3 Editing final results

a) There is a 21-day period in which the final results can be edited. To edit click on **Edit Results**.

  An onscreen timer will advise of how much time is left for changes to be made.

  i. If the required changes are not made within the 21-day period, contact NZQA on 0800 697 296.

  ii. Once all final results have been entered click on **Save Results**.

b) The final results will be transferred to the students' Record of Achievement in January 2025.