



2024 External Assessment Submission Instructions for NCEA Level 3 and NZ Scholarship Visual Arts

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

20 July 2024 v1.0

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



Table of Contents

Section 1: Generic information for Principal's Nominee	3
1. Key dates.....	3
2. Candidate entries.....	3
3. Derived grades	4
4. Managing possible authenticity breaches.....	4
5. Completing attendance rolls.....	4
6. Portfolio format requirements.....	6
7. Authentication of candidate work	7
8. Materials for late entries.....	7
9. Late submissions	7
10. Submitting Moving Image portfolios	8
11. Courier arrangements for the submission collection date	8
12. Return of marked portfolios to candidates.....	8
13. Review and reconsideration process	8
14. Other information	9
15. Enquiries.....	9
Section 2: Information for the Visual Arts teacher	10
16. Labelling and packaging of submissions	10
17. Requirements for NZ Scholarship entries.....	11
18. Preparing portfolios for collection	11

Section 1: Generic information for Principal’s Nominee

1. Key dates

Date 2024	Level 3 and NZ Scholarship Visual Arts
22 July	Administration 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.
14 - 18 October	Schools receive NCEA Level 3 and NZ Scholarship Visual Arts materials. <ul style="list-style-type: none"> Phone the External Assessment team on 0800 697 296 if materials have not arrived by 18 October, or if there are insufficient or missing materials.
7 November	<ul style="list-style-type: none"> NCEA Level 3 and NZ Scholarship submission collection. Online applications for Level 3 derived grades must be made by 5.00pm.
7 - 11 November	Complete and submit attendance rolls through the NZQA School’s Provider Login. See Completing Attendance Rolls section.
Before end of December	Portfolios and workbooks returned direct to candidates. <ul style="list-style-type: none"> If selected for the Top Art exhibition, the portfolios and workbooks will be retained by NZQA. Candidates will be notified of this following results release.
January 2025	NCEA candidates can view their results online, following NCEA results release.
February 2025	NZ Scholarship candidates can view their results online, following NZ Scholarship results release.
End of June 2025	All unclaimed portfolios and workbooks returned to NZQA will be destroyed.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NCEA Level 3 and NZ Scholarship Visual Arts to NZQA **by 26 August 2024**.

Candidates submitting digitally, Moving Image portfolios only, must be flagged as DS (Digital Submission).

If schools have missed the entry deadline, a data entry file must be submitted to NZQA. Candidates’ Moving Image portfolios cannot be submitted digitally if an entry is not created.

Personalised candidate labels will not be created for late entries. The school will need to follow the [Late Entries Process](#).

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. Derived grades

NCEA

A derived grade may be applied for by a candidate who, after 1 October, has suffered a temporary impairment including a physical injury or an emotional trauma, which has seriously impaired the candidate's preparation for submission.

The absence or impairment for the candidate must comply with NZQA's Derived Grade [guidelines](#).

A candidate seeking a derived grade applies to NZQA through the school by completing the relevant sections of the [derived grade application form](#).

The school submits a derived grade based on an assessment of the standard-specific evidence demonstrated by the candidate in the portfolio and other work. **There must be sufficient evidence available to confirm the candidate is performing at the level of the grade reported.**

Candidates must submit their portfolio of evidence as per the assessment specifications, regardless of the level of completion. The school must send the portfolio to NZQA along with the submissions from its other candidates.

A derived grade is **not available** where a candidate does not submit a portfolio.

NZ Scholarship Visual Arts

There is no derived grade process for NZ Scholarship.

4. Managing possible authenticity breaches

By sending work to NZQA, candidates are confirming it is authentic and their own. If, when following the school's authentication process, a teacher has formed an opinion that candidate work may not be authentic, and the candidate continues with the submission, the teacher and the Principal's Nominee must:

- inform candidates of the [Possible breach process](#)
- download and complete the [Possible breach form](#). The candidate will be asked to respond to this form as part of any NZQA initiated breach investigation.
- email the Possible breach form and the candidate authenticity declaration to breaches@nzqa.govt.nz
- complete the process well before the submission date.

NZQA will initiate an investigation once the school's report is received.

5. Completing attendance rolls

All schools are required to complete and submit attendance rolls for candidates who are entered for any external Level 3 or NZ Scholarship standards. Accurate completion of the attendance rolls is important as incorrect data may create issues for results capture. Please follow the process below when completing the rolls.

Attendance rolls must be completed by 11 November 2024.

The Principal's Nominee must:

1. Log into the [Provider log in](#).
2. Click **Reports** then **Submitted Subjects 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

3. Click on the appropriate level **Visual Arts** link to open the attendance roll (e.g. Le-VISU).
4. Complete the roll by:
 - a. ticking each standard where the candidate has submitted a portfolio
 - b. typing either an 'M' for Moving Image (MI) or a '3' for Three-panel board (3P) submission, **unless** a candidate has entered more than one standard where one or more standards is a Moving Image. In this instance, please type 'M' into the assessment method box
 - c. ticking the '*Candidate did not submit*' box if the candidate did not submit for any of the standards listed
 - d. ticking the '*Portfolio submitted*' box if the candidate has submitted a portfolio by the submission date.

5. For partially completed rolls (e.g. only 2 of the 3 candidates have submitted their portfolios and awaiting the third), schools will need to click 'Save and Close'. If selected, you can edit the page at a later time/date.

L3-VISU - Provider Attendance Roll

Accurate completion of the provider attendance roll is important for tracking and recording absent candidates." Incorrect data will create issues for results capture.

Prior to completing the roll, please note:

- *Serial Number:* this field is pre-populated.
- *Standard:* tick the standard(s) where the candidate has submitted a portfolio.
- *Assessment Method:* type 'M' for Moving Image (MI) or '3' for Three-panel board (3P) submission.
- *Candidate did not submit:* tick the box if the candidate did not submit a portfolio for any L3 standard(s).
- *Portfolio Submitted:* tick the box if the candidate submitted a portfolio by the submission date for L3.

For partially completed rolls (e.g. only 6 out of the 13 candidates have submitted their portfolio or did not submit at all), you will need to click '**Save and Close**'.

For fully completed rolls (e.g 13 out of the 13 candidates have submitted their portfolios or did not submit at all), you will need to click '**Submit**'.

Please contact the NZQA Contact Centre on 0800 697 296 if you experience any issues.

Candidate Name	NSN	Serial Number	Standard 91455	Standard 91456	Standard 91457	Standard 91458	Standard 91459	Assessment Method	Candidate did not submit	Portfolio submitted
Candidate 1	123456789	21662	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate 2	123456788	22687	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Candidate 3	123456787	20933	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. For fully completed rolls (e.g. 3 out of the 3 candidates have submitted their portfolios or did not submit at all), you will need to click 'Submit'. The following message is displayed once you have confirm completing the roll.

Thank you for submitting your attendance roll.

Please note that once the 'Submit' button is selected, you will not be able to edit the page.

If changes need to be made after the 'Submit' button has been selected, please email examinations@nzqa.govt.nz with the changes required.

Note: the subject line of the email will need to include 'Attendance Roll – Visual Arts <Level> <Standard>' e.g., *Attendance Roll – Visual Arts Level 3 91455*'.

6. Portfolio format requirements

Level 3 and NZ Scholarship Visual Arts portfolios may be submitted either as a three-panel portfolio board or as a moving image portfolio. For NZ Scholarship, a physical workbook is also required.

The body of work for the moving image portfolio should represent a similar amount of work as for the three-panel portfolio board. The moving image submission should not be merely a digital representation of the three-panel portfolio board.

More information on specific format requirements can be found in the Assessment Specifications on the NZQA website: <https://www2.nzqa.govt.nz/ncea/subjects/visual-arts/>

7. Authentication of candidate work

Candidates are required to sign the NCEA Level 3 and NZ Scholarship Visual Arts Authenticity Declaration (available on the [NZQA Visual Arts webpage](#)) to stipulate that the work is their own. Schools are required to report to NZQA if they have concerns that any portfolio entered is not the candidate's own. If a school cannot authenticate a candidate's work, they should follow the process for possible authenticity breaches.

Completed and signed Visual Arts Level 3 and Scholarship Authenticity Declarations are to be attached to the left panel on the outside of each candidate's portfolio, prior to submission to NZQA.

8. Materials for late entries

NZQA will only provide materials for entries made by 26 August 2024. If schools have missed this deadline and need to make late entries, schools will need to submit a data entry file to NZQA, and follow the instructions below to produce temporary labels for each candidate's portfolio:

The **temporary labels** must include:

For outside of portfolio board:	<ul style="list-style-type: none"> National Student Number (NSN) candidate name and return address for portfolio field name, e.g., Photography standard number large 'S' to denote NZ Scholarship, if relevant.
For inside of portfolio:	<ul style="list-style-type: none"> field name, e.g., Photography standard number.
For front cover of NZ Scholarship workbook:	<ul style="list-style-type: none"> field name and standard number National Student Number (NSN) large 'S' to denote NZ Scholarship.

Temporary labels for Moving Image submissions are not required.

Do not attempt to create bar codes on any temporary labels. NZQA will generate new barcoded labels at the marking venue.

9. 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

10. Submitting Moving Image portfolios

Candidates submitting a Moving Image portfolio will still receive personalised/barcoded labels, but these are **not required** for submissions made digitally.

Moving Image portfolios must be submitted through the [Provider log in](#) by 5.00 pm **Thursday 7 November 2024**.

Candidates and teachers are required to complete the NCEA Level 3 and NZ Scholarship Visual Arts Authenticity Declaration (available on the [NZQA Visual Arts webpage](#)) for each candidate, and upload it alongside their portfolio.

Schools must retain copies of all moving image submissions sent to NZQA.

To submit moving image portfolios digitally, the school will need to be familiar with accessing and submitting work through the school's secure Provider Login.

- [Online Digital File Submission Quick Guide](#)
- [Online Digital Submission User Guide](#)

11. Courier arrangements for the submission collection date

Schools are responsible for making courier arrangements for the collection of their NCEA Level 3 and NZ Scholarship submissions on **Thursday 7 November 2024**.

They may use any courier company. It is the school's responsibility to arrange a pickup time and contact the courier company if portfolios are not collected on this day.

Candidates or caregivers may not deliver their own portfolios. Portfolios must be submitted by the school.

NZQA does not supply pre-paid courier tickets for the delivery of Level 3 and NZ Scholarship materials to the marking venue.

12. Return of marked portfolios to candidates

Following marking, Level 3 and NZ Scholarship portfolios will be returned direct to the candidate's New Zealand address that was provided to NZQA in the 26 August 2024 data file. Unless selected for the Top Art exhibition, all correctly addressed portfolios should have been returned by Christmas. If they have not, candidates must contact the External Assessment team on 0800 697 296. Portfolios are dispatched progressively by field, once marked.

For portfolios and workbooks returned to NZQA because of an incorrect address, NZQA will attempt to contact the candidate and/or school for the new address to forward the work to. If no response is received, the work will be destroyed after June 2025.

Please ensure that the personalised candidate label provided contains the correct return address. **If not, cover the incorrect address with a sticky label and clearly write on the correct address.**

Moving Image submissions for Level 3 and NZ Scholarship will not be returned.

13. Review and reconsideration process

Information about the review and reconsideration process for Level 3 and NZ Scholarship Visual Arts can be found on the NZQA website: <https://www2.nzqa.govt.nz/ncea/student-assessment-hub/ncea-results/reviews-and-reconsiderations/>

14. Other information

- The naming and storage of Moving Image files in the school's local submission folder(s) is managed by schools and must not include the candidate's name.
- It is recommended if there are concerns that painting media have not completely cured that candidates:
 - a. place plastic between boards to limit potential damage
 - b. affix A3 images of completed boards to the back of the portfolio, **or**
 - c. substitute high resolution photographs for paintings.
- It is recommended schools take four photographs of each candidate's physical submission: one for each board and one of the entire portfolio. These must be securely stored until the completion of the reviews and reconsiderations process.
- It is recommended schools check that all expected uploads (of moving image portfolios) have occurred.
- It is recommended that schools keep a secure copy of candidate moving image portfolios until the end of March 2025.
- It is recommended that the candidate keeps a personal copy of their moving image portfolio until the end of March 2025.
- NZQA will store a copy of the moving image portfolio and marked files for security and reference purposes.
- NZQA will delete candidate moving image portfolios and marked files after 30 June 2025.

15. Enquiries

Please refer any enquiries relating to these instructions to:

Kate Campion
National Assessment Facilitator
External Assessment
04 463 3387
kate.campion@nzqa.govt.nz

Visual Arts Officer
External Assessment
0800 697 296
examinations@nzqa.govt.nz

Section 2: Information for the Visual Arts teacher

16. Labelling and packaging of submissions

NZQA will supply schools with candidate personalised/barcoded labels and 5-digit serial code labels to attach to Level 3 and NZ Scholarship portfolio boards and workbooks for all entries received by 26 August 2024.

If these materials have not arrived at the school by 3.30pm Friday 18 October 2024, contact the Visual Arts Officer on 0800 697 296.

Placement of labels

Schools must check the correct labels are attached to candidate's portfolio/workbook before the submission date.

Outside of portfolio: the address label must show the return address for the portfolio. If the printed address is incorrect, cover it with a sticky label and write the correct return address clearly on this.

Inside of portfolio (artwork side): the label must display the 5-digit serial code e.g. 30722.

Example – Level 3 portfolio labelling

Authenticity form

OUTSIDE
Candidate personalised label

Place the label at TOP RIGHT on the OUTSIDE of the Portfolio

30722

914560 30722

Painting Portfolio
914560 1234 School 123456789
NO ATL

NZQA
125 The Terrace
Wellington 6011

Place the label at the TOP RIGHT on the ARTWORK side of the portfolio

Painting **30722**

ART WORK

Attach **Authenticity Declaration** to the left panel and the barcoded address label to the right panel

Attach the 5-digit serial code label on the top right

If a candidate is entered for more than one NCEA Level 3 Visual Arts standard, ensure that the correct label is attached to the correct portfolio, and that the labels attached to the outside and inside of the portfolio are both for the same field as shown in the example above e.g. Painting.

Missing/temporary labels

If a label for a Level 3 and/or NZ Scholarship candidate has not arrived, schools should first check their entry file.

- If there is no entry, the school will need to refer to the instructions for [Materials for late entries](#) to produce temporary labels for these candidates' portfolios and submit a data file to NZQA to create the entry.
- If the entry was submitted before 26 August, contact the External Assessment team on 0800 697 296.


17. Requirements for NZ Scholarship entries

Format

NZ Scholarship entries must include both a portfolio (portfolio board or moving image portfolio) and an A3 physical workbook. A candidate's submission that has been entered for Level 3 can also be entered for NZ Scholarship (in the same subject field) provided it is accompanied by a workbook.

Labelling requirements for NZ Scholarship portfolio boards

Labelling requirements for NZ Scholarship portfolio boards are identical to the labelling requirements of Level 3 portfolios, with the addition of a large S denoting Scholarship. An additional serial code label will be supplied to schools to attach to each NZ Scholarship workbook, as shown.

Example – NZ Scholarship workbook labelling	
 The image shows the front cover of a workbook. At the top, there is a green header with the text 'FRONT OF WORKBOOK'. Below this, there is a white label with the number '30026' in large black font. Underneath the number is a barcode. Below the barcode, there is smaller text: 'Painting Workbook', '93306', '123456789', and 'NO ATL'. In the bottom right corner of the label, there is a red square containing a white letter 'S'.	<p>Please note that, unlike the portfolios, there is only a single label to be affixed to the front top right of the workbook cover</p>

18. Preparing portfolios for collection

Schools are required to supply their own packaging materials for Level 3 and NZ Scholarship submissions. Packed portfolio submissions are to be addressed as follows:

NZQA

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