2025 External Assessment Instructions for Level 1 and Level 2 Visual Arts Submissions

23 June 2025 v1

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

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Section 1: Information for Principal's Nominee

1. Mode of assessment

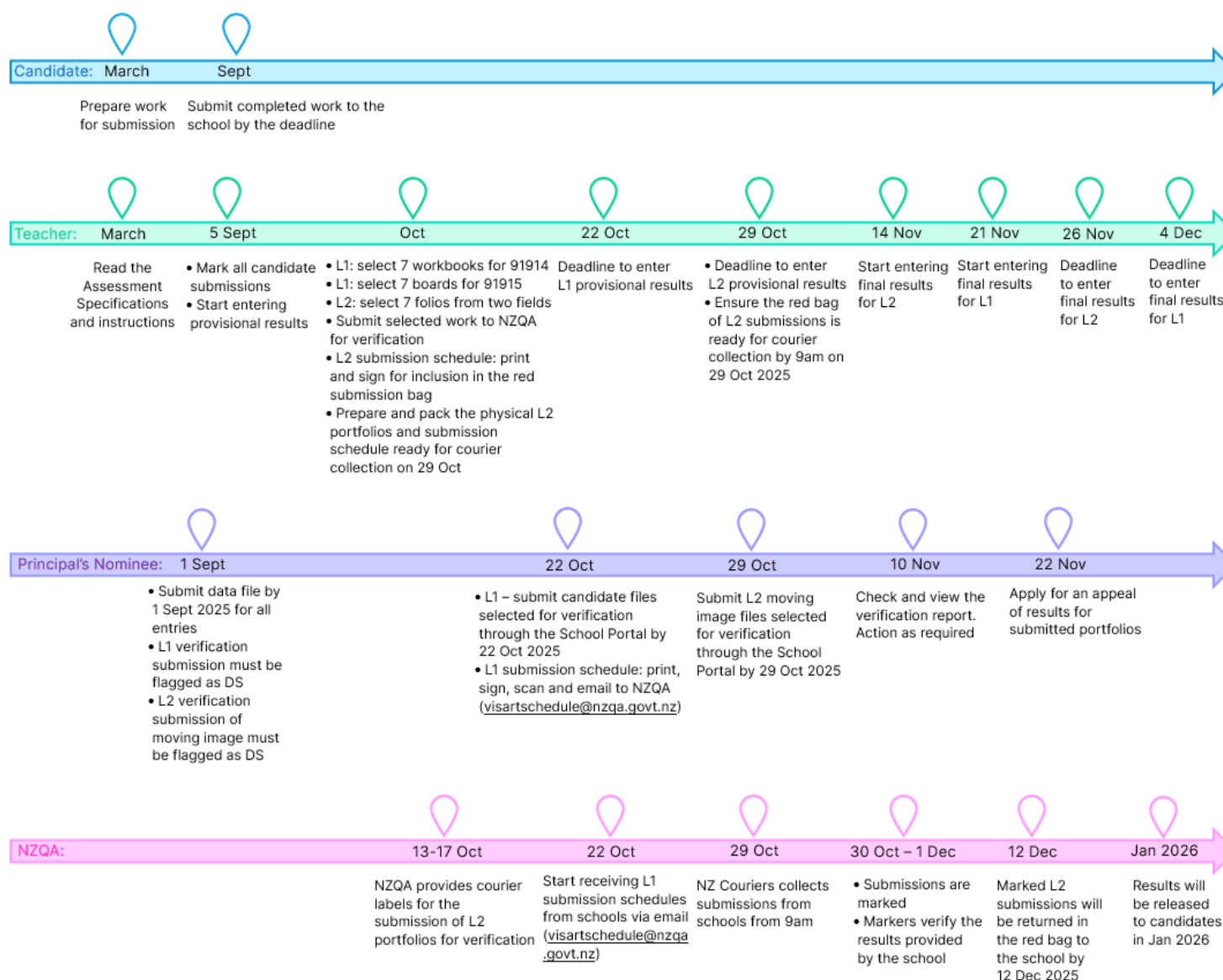For Level 1 Visual Arts 91914 and 91915, portfolios for verification must be submitted digitally.

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 mediums.

Teachers are expected to be familiar with the Assessment Specifications, which can be found on the NZQA website: www2.nzqa.govt.nz/ncea/subjects/select-subject/visual-arts/

2. Key dates

Date 2025	Level 1 and Level 2 Visual Arts
26 June	Submission instructions available to schools via the NZQA website.
1 Aug	Deadline to order new/replacement L2 red bags for submissions.
1 Sep	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).
5 Sep	• Start entering provisional results for Level 1 and 2 through the provisional results interface via the provider log in • Refer to the Section 5 for the Provisional and Final Results Entry Instructions.
13 - 17 Oct	Schools receive submission materials: • NZ Couriers labels for Level 2 verification submissions • L3 and Scholarship personalised labels (if entries). Phone NZQA on 0800 697 296 if materials have not arrived by 17 Oct.
22 Oct	• Last day to upload and submit Level 1 candidate work for verification via the School Portal • Last day to email the L1 Submission Schedule to NZQA (visartschedule@nzqa.govt.nz) • Last day to enter Provisional Results for Level 1.
29 Oct	• 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 School Portal • If the courier has not collected the bag(s) by 3.30pm, contact NZQA Logistics on 0800 697 296 • Last day to enter Provisional Results for Level 2.
14 Nov	Start entering Final Results for Level 2.
21 Nov	Start entering Final Results for Level 1.
26 Nov	Last day for changes to Final Results for Level 2.
4 Dec	• Last day for changes to Final Results for Level 1 • Last day to submit appeals for Level 1 and Level 2.
Jan 2026	Results released.

3. Key tasks for schools

Candidate:

March — Prepare work for submission

Sept — Submit completed work to the school by the deadline

Teacher:

March — Read the Assessment Specifications and instructions

5 Sept
- Mark all candidate submissions
- Start entering provisional results

Oct
- L1: select 7 workbooks for 91914
- L1: select 7 boards for 91915
- L2: select 7 folios from two fields
- Submit selected work to NZQA for verification
- L2 submission schedule: print and sign for inclusion in the red submission bag
- Prepare and pack the physical L2 portfolios and submission schedule ready for courier collection on 29 Oct

22 Oct — Deadline to enter L1 provisional results

29 Oct
- Deadline to enter L2 provisional results
- Ensure the red bag of L2 submissions is ready for courier collection by 9am on 29 Oct 2025

14 Nov — Start entering final results for L2

21 Nov — Start entering final results for L1

26 Nov — Deadline to enter final results for L2

4 Dec — Deadline to enter final results for L1

Principal's Nominee:

1 Sept
- Submit data file by 1 Sept 2025 for all entries
- L1 verification submission must be flagged as DS
- L2 verification submission of moving image must be flagged as DS

22 Oct
- L1 – submit candidate files selected for verification through the School Portal by 22 Oct 2025
- L1 submission schedule: print, sign, scan and email to NZQA (visartschedule@nzqa.govt.nz)

29 Oct — Submit L2 moving image files selected for verification through the School Portal by 29 Oct 2025

10 Nov — Check and view the verification report. Action as required

22 Nov — Apply for an appeal of results for submitted portfolios

NZQA:

13-17 Oct — NZQA provides courier labels for the submission of L2 portfolios for verification

22 Oct — Start receiving L1 submission schedules from schools via email (visartschedule@nzqa.govt.nz)

29 Oct — NZ Couriers collects submissions from schools from 9am

30 Oct – 1 Dec
- Submissions are marked
- Markers verify the results provided by the school

12 Dec — Marked L2 submissions will be returned in the red bag to the school by 12 Dec 2025

Jan 2026 — Results will be released to candidates in Jan 2026

4. Managing candidate absences

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 obtained 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.

5. Principal's Nominee responsibilities

Principal's Nominee is responsible for:

- checking and submitting candidate entries through data file submission to NZQA

- uploading or sending candidate portfolios selected for verification

  Level 1: ensure the files are uploaded to the School Portal by 5.00 pm on Wednesday 22 October 2025.

    o If issues occur during the upload of candidates' digital submissions, please contact NZQA on 0800 697 296 or examinations@nzqa.govt.nz
    o Ensure the L1 Submission Schedule has been printed, signed, scanned and emailed to NZQA (visartschedule@nzqa.govt.nz).

  Level 2: ensure the boards are packed into the red bag(s) and are ready for courier collection by 9.30 am on Wednesday 29 October 2025.
    o If the portfolio is a digital moving image, see Section 4.

- entering the provisional and final results

- accessing the review report (where applicable) and adjust/enter final results (if required). See Final results for further details.

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. Enquiries

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

Query type	Contact	Email subject requirements
Submission queries	examinations@nzqa.govt.nz	Use subject and standard number in the subject field. e.g. Visual Arts – 91914
Queries relating to these instructions	examinations@nzqa.govt.nz	Visual Arts query
Level 1 Submission Schedules	visartschedule@nzqa.govt.nz	School name, code and standard number (e.g. ABC School 0000 – 91914)

Section 2: Information on school results entry

8. Dates for school results entry

Provisional results
Schools must start entering provisional results for all Level 1 and Level 2 candidates from 5 September 2025 through the provisional results interface.

The last day to enter Provisional Results for **Level 1** is **22 October 2025**.

The last day to enter Provisional Results for **Level 2** is **29 October 2025**.

Final results
The last day for changes to **Level 1** final results for candidates assessed by the school is **4 December 2025**.

The last day for changes to **Level 2** final results for candidates assessed by the school is **26 November 2025**.

Schools are reminded that final grades for all entries are embargoed until results are released in January 2026.

9. 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 are entered via the school's high security section of the Provider log in from 5 September 2025.

Level 1: the verification submission schedule must be printed, signed, scanned and emailed to NZQA (visartschedule@nzqa.govt.nz).

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 Section 5.

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.

NZQA will endeavour to notify schools if a verification report has been issued. Reports will be uploaded to school's secure site approximately seven days after the conclusion of verification. For Level 1 this is Friday 21 November 2025, and Level 2 Friday 14 November 2025.

10. 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.

Section 3: Verification Information

11. 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 sample of seven portfolios for verification; or to submit all candidate portfolios if you have fewer than seven candidates.

12. 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 select and 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.

13. 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 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 a MNA visit to check what actions have been taken to support the marking and quality assurance process.

NZQA will endeavour to notify schools if a verification report has been issued. Reports will be uploaded to school's secure site approximately seven days after the conclusion of verification. For Level 1 this is Friday 21 November 2025, and Level 2 Friday 14 November 2025.

Instructions for accessing these reports are provided to schools in the document Provisional and Final Results Entry Instructions for Schools. See Post Verification in Section 5.2.

14. Amending results following a verification review report

Schools who receive comments and next steps 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 Section 5.3.

Section 4: Submission information

15. 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 new School Portal.

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

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.

The 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.

16. Submitting Level 1 portfolios for verification

Level 1 Visual Art portfolios are to be submitted **digitally** to NZQA. Schools must use the School Portal 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, sign, scan and email the Level 1 submission schedule to NZQA via visartschedule@nzqa.govt.nz.

17. Materials provided to schools by NZQA

Between 13 - 17 October 2025, 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:

- NZ Couriers pre-addressed courier ticket(s) for the Level 2 red bag(s)
- Level 3 and NZ Scholarship personalised labels (if the school has entries)

If these materials have not arrived at the school by 3pm on 17 October 2025, contact the NZQA Exam Logistics team on 0800 697 296.

18. Preparing Level 2 portfolios for submission

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 2025 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 2025.

19. Identification of portfolio boards

Schools must create their own labels to identify each board being submitted for verification.

The labels must:

- Have a font no smaller than size 48
- Have the candidate's NSN followed by school code (e.g. 123456789 – 0000)
- Be placed in the top right-hand corner of **both** the inside and outside of the board.
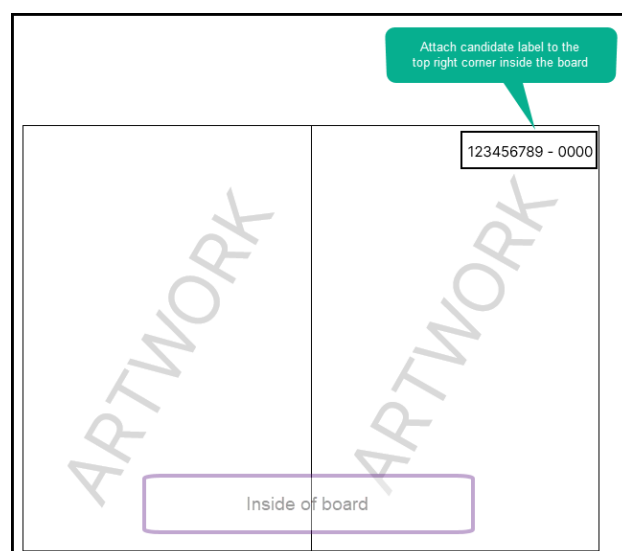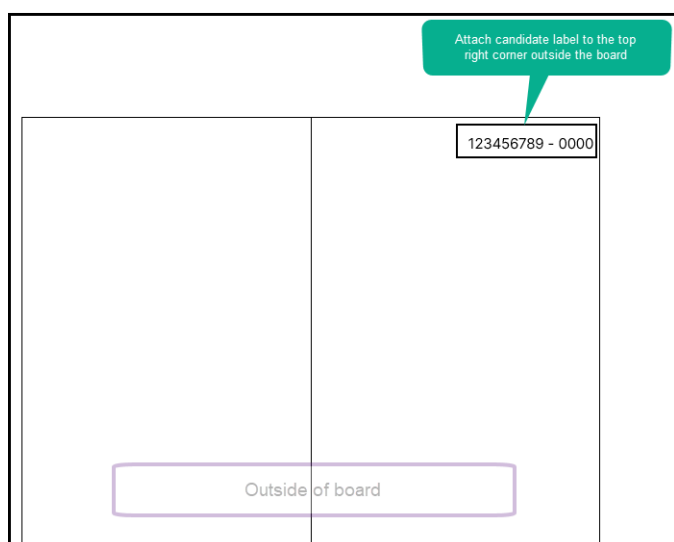
20. Submitting Level 2 portfolios for verification

Level 2 Visual Art portfolio boards are to be packed securely into a red bag. A maximum of 7 boards are to be packed per bag. Each standard must be placed into a separate bag.

A maximum of 2 red bags are to be submitted for verification.

Schools must have their bag(s) ready at the courier pick-up location by **9.30 am on Wednesday 29 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 are to be submitted digitally to NZQA via the [School Portal](#).

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/

21. Labelling red bag(s) for courier collection

NZQA will provide NZ Courier label(s) to send the red art bag(s) for verification. To prepare the bag(s):

- Remove all old labels and tickets.
- Ensure each bag only contains candidate portfolios for **one standard**.
- Insert one courier label into the clear pocket.
- Ensure the courier label is clearly visible for courier scanning.

Example of NZ Courier ticket:

22. 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

Digital submissions for Level 1 and 2 will not be returned.

Section 5: Provisional and final results entry

Topics covered in this section

Provisional results

Post verification

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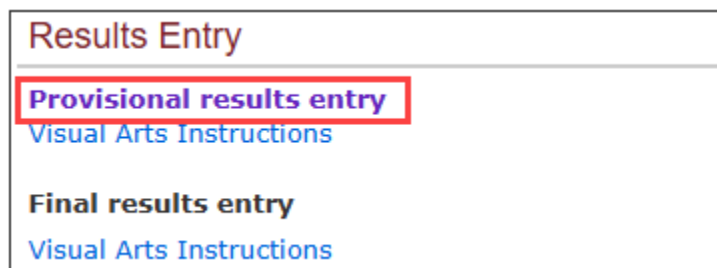
b) A list of verification subjects with entries will be displayed. Select Visual Arts.

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.

For Level 2 only, schools will be required to tick the **Send this portfolio for Verification** box for the relevant standard.

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) Enter the Proximity to Boundary of each candidate's result. The Proximity to Boundary will be one of:

H	High
M	Middle
L	Low

g) 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.

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

i) 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.

Provisional Results Entry

Update candidates' results and select candidates for verification

Standard	91914
Version	4
Description	Explore Visual Arts processes and conventions to inform own art making
Assessment	External

Data entry instructions

Enter	Result Code	Description
0 or N	N	Not Achieved
1 or A	A	Achieved
2 or M	M	Achieved with Merit
3 or E	E	Achieved with Excellence
8 or Y	ABS	Absent

Key helper enabled ☑
(If you have trouble entering result codes please untick this box and key helper will be immediately disabled)

Data entry instructions for: **Proximity to boundary**

Key Enter	Proximity	Description
1 or H	H	High
2 or M	M	Medium
3 or L	L	Low

WARNING: Provisional results must be entered for all the candidates.

Click 'Save Results' again to confirm

Displaying 1 to 40 of 44 candidates   [First/Prev] 1, 2 [Next/ Last]

Candidate name	NSN	Provisional Result	Proximity to Boundary	Select for Verification
Apineru, Lola	144382705	A	H	☑
Armstrong, Ellen	143990314	M	L	☑
Blanchet, Danielle	143980075	A	L	☑
Bush-Mason, Stuart	144011421	M		☑
Russell, Evelyn	148041929	A		☑
Vekony, Geoffrey	143981612			☐
Vincent, Kimberley	147030487			☐
West, Jeremy	143989838			☐

Displaying 1 to 40 of 44 candidates   [First/Prev] 1, 2 [Next/ Last]

Save Results

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

k) 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 emailed to NZQA via visartschedule@nzqa.govt.nz

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 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 by NZQA across to a final results status after the seven-day period post verification. No further action will be required by the school.

NZQA will endeavour to notify schools if a verification report has been issued. Reports will be uploaded to school's secure site approximately seven days after the conclusion of verification.

- Level 1: Friday 21 November
- Level 2: Friday 14 November

2.2 Verifier disagreed with provisional results

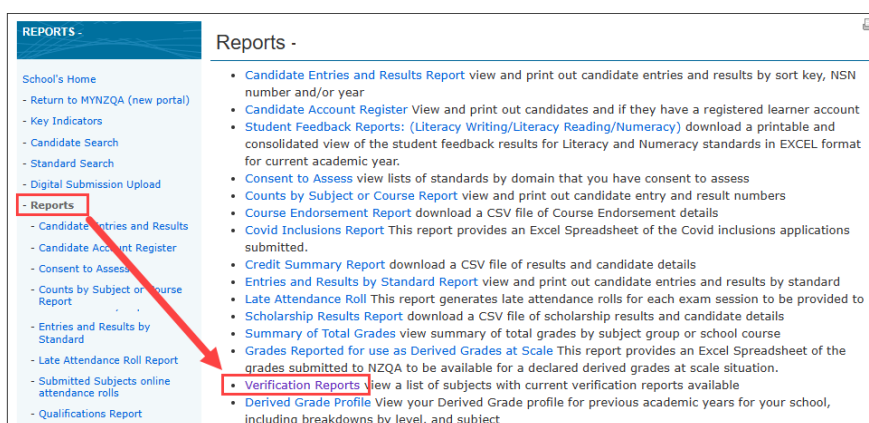Schools will receive a verification review report when:

- 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)

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 secure login

    ii.   select **Reports > Verification Reports**

Select the report you wish to read by clicking on the standard number.

b) The verification report will be displayed 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**
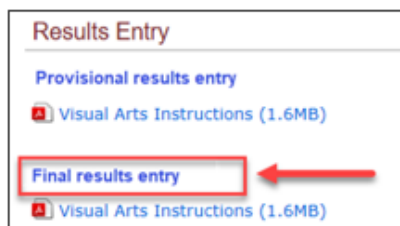
If a verification report is available, final results can also be viewed or entered from the Verification Reports screen.

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 2026.