

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

23 June 2025 v1



Mana Tohu Mātauranga o Aotearoa New Zealand Qualifications Authority



Tab	le of Contents	
<b>Sect</b> 1. 2. 3. 4. 5. 6. 7.	ion 1: Information for Principal's Nominee3Mode of assessment3Key dates3Key tasks for schools4Managing candidate absences5Principal's Nominee responsibilities5Authentication of candidate work5Enquiries5	
Sect	ion 2: Information on school results entry	
8.	Dates for school results entry	
9.	Instructions for entering results	
10.	Appeal of verified results	
Sect	ion 3: Verification Information	
11.	National Verification7	
12.	Selecting portfolios for verification7	
13.	Verification review reports7	
14.	Amending results following a verification review report	
Sect	ion 4: Submission information	
15.	Digital submissions	
16.	Submitting Level 1 portfolios for verification	
17.	Materials provided to schools by NZQA10	
18.	Preparing Level 2 portfolios for submission	
19.	Identification of portfolio boards10	
20.	Submitting Level 2 portfolios for verification	
21.	Labelling red bag(s) for courier collection	
22.	Return of verified portfolios to schools11	
Sect	ion 5: Provisional and final results entry12	
1.	Provisional results	
1.1	Entering and saving provisional results12	
1.2	Editing provisional results15	
1.3	Printing the submission schedule	
2.	Post verification	
2.1	Verifier confirms provisional results16	
2.2	Verifier disagreed with provisional results	
2.3	Accessing verification reports17	
3.	Final results	
3.1	Viewing final results	
3.2	Entering final results	
3.3	Editing final results	

# **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.

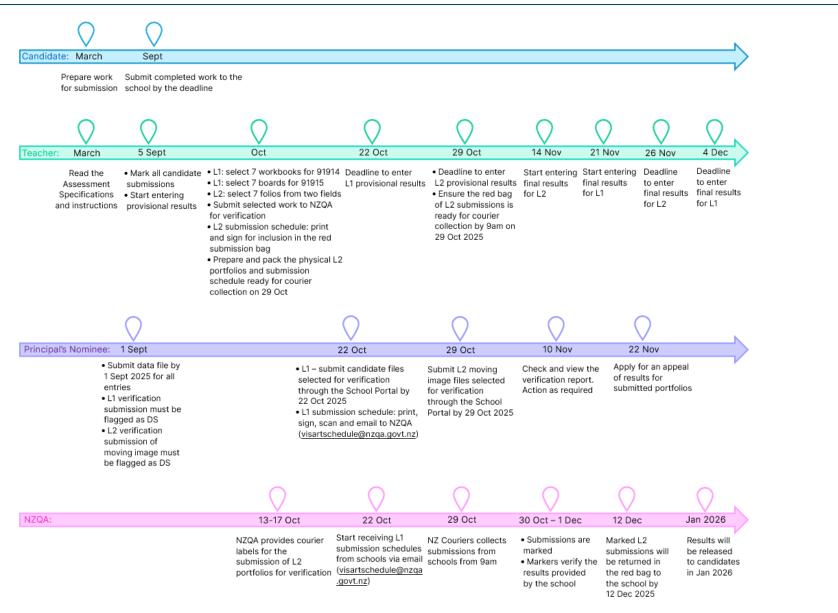
For Level 2 Visual Arts 91320, 91231, 91322, 91323 and 91324 portfolios for verification must be submitted digitally for moving image or physically for the other portfolio mediums.

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

### 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	<ul> <li>Start entering provisional results for Level 1 and 2 through the provisional results interface via the provider log in</li> </ul>
	<ul> <li>Refer to the <u>Section 5</u> for the Provisional and Final Results Entry Instructions.</li> </ul>
	Schools receive submission materials:
13 - 17 Oct	NZ Couriers labels for Level 2 verification submissions
13 - 17 Oct	<ul> <li>L3 and Scholarship personalised labels (if entries).</li> </ul>
	Phone NZQA on 0800 697 296 if materials have not arrived by 17 Oct.
22 Oct	<ul> <li>Last day to upload and submit Level 1 candidate work for verification via the <u>School Portal</u></li> </ul>
	<ul> <li>Last day to email the L1 Submission Schedule to NZQA (visartschedule@nzqa.govt.nz)</li> </ul>
	Last day to enter Provisional Results for Level 1.
29 Oct	<ul> <li>Level 2 red bag(s) to be ready for collection from the school's courier pick-up point by 9.30am</li> </ul>
	Level 2 moving image files to be uploaded through the <u>School Portal</u>
	<ul> <li>If the courier has not collected the bag(s) by 3.30pm, contact NZQA Logistics on 0800 697 296</li> </ul>
	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	<ul> <li>Last day for changes to Final Results for Level 1</li> </ul>
	<ul> <li>Last day to submit appeals for Level 1 and Level 2.</li> </ul>
Jan 2026	Results released.

### 3. Key tasks for schools



### 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 <u>School Portal</u> by 5.00 pm on Wednesday 22 October 2025.

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

**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.

- If the portfolio is a digital moving image, see <u>Section 4</u>.
- entering the provisional and final results
- accessing the review report (where applicable) and adjust/enter final results (if required).
   See <u>Final results</u> 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 <u>Section 5</u>.

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 <u>Visual Arts subject page</u>.

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 <u>Post Verification in Section 5.2</u>.

## 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 <u>School Portal</u>.

- 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 <u>Assessment</u> <u>Specifications</u>, 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	on below is for guidance only
Photocopier scanning	<ul> <li>200 - 300 DPI resolution is suitable for A3 scanning.</li> <li>Scanning to PDF – work should be correctly ordered and orientated <i>before</i> being scanned <ul> <li>remove work from plastic sleeves to avoid reflections</li> <li>check alignment of page before bulk scanning.</li> </ul> </li> <li>Scanning to JPEG – allows files to be adjusted/ edited/ ordered with proprietary software available on most computers.</li> </ul>
Digital photographs	<ul> <li>Cameras set at a minimum of 1 Megapixel (or 2048 x 1536 pixels) usually produce a suitable A3 image on a computer screen.</li> <li>remove work from plastic sleeves to avoid reflections</li> <li>photograph full pages on a flat surface</li> <li>keep the camera (or phone) parallel to the work to avoid distorted views</li> <li>photograph work in even light and avoid cast shadows.</li> </ul>
JPGs/ JPEGs	<ul> <li>Digital editing should be minimal.</li> <li>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.</li> </ul>

### 16. Submitting Level 1 portfolios for verification

Level 1 Visual Art portfolios are to be submitted **digitally** to NZQA. Schools must use the <u>School</u> <u>Portal</u> to upload candidate submissions to NZQA for verification.

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

Schools will need to print, sign, scan and email the Level 1 submission schedule to NZQA via <u>visartschedule@nzqa.govt.nz</u>.

### 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 <u>Visual Arts Subjects page of the NZQA website</u> by 1 August 2025.

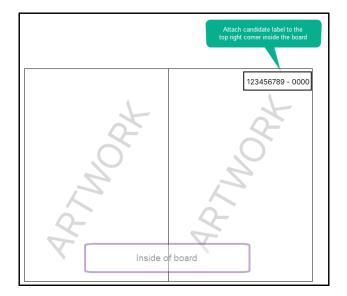
## 19. Identification of portfolio boards

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.

	A	ttach candidate label to the top right corner outside the board
	[	123456789 - 0000
Outside	of 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: <a href="https://www2.nzqa.govt.nz/login/digital-submissions/digital-submissions-new/">https://www2.nzqa.govt.nz/login/digital-submissions/digital-submissions/digital-submissions/digital-submissions-new/</a>

### 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 <u>examinations@nzqa.govt.nz</u>

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**

- 1.1 Entering and saving provisional results
- 1.2 Editing provisional results
- 1.3 Printing the provisional results

#### **Post verification**

- 2.1 Verifier confirms provisional results
- 2.2 Verifier disagreed with provisional results
- 2.3 Accessing verification results

#### **Final results**

- 3.1 Viewing final results
- 3.2 Entering final results
- 3.3 Editing fin

#### 1. Provisional results

#### 1.1 Entering and saving provisional results

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

Results Entry
Provisional results entry Visual Arts Instructions
Final results entry
Visual Arts Instructions

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

Externally Assessed Subjects -	Provisional	Results	;
Subject	Entries	Results	For Verification
Visual Arts	90	90	14

#### c) To enter provisional results, select the standard required.

Visua	al Arts Standards - Provisional Results			
<ul> <li>To</li> <li>Ca</li> <li>To</li> </ul>	enter provisional results for a standard, click on the hyperlink print all provisional results for a standard for your own records <b>ndidates</b> column. view the provisional and final results instructions click A here	, click on the	hyperlink i	n the
If you h printing	nave just submitted results you may need to refresh this page t  .	o see update	d totals and	l links for
Code	Level 1 standards	Candidates	Provisional Results	Selected For Verification
	Explore Visual Arts processes and conventions to inform own art making	45	45	7 <u>Print</u>
	Create a sustained body of related artworks in response to an art making proposition	45	45	7

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.

	andidates' resul	ts and select o	andidates for ve	erification	
Standard	91914				
/ersion	4				
Description		Arts processes and	conventions to infor	m own art making	
Assessment	External				
Data entrv i	instructions				
Enter	Result Code	Description			er enabled 🔽 ave trouble entering
0 or N	N	Not Achieved	I		des please untick this
1 or A	Α	Achieved			key helper will be ely disabled)
2 or M	м	Achieved wit	h Merit		
3 or E	E	Achieved wit	h Excellence		
8 or Y	ABS	Absent			
Data entry	instructions for: P	proximity to bou	ndary		
Key Enter	Prox	imity	Description		
1 or H	н		High		
2 or M	м		Medium		
	ortfolio for verificat	ion			
Displaying 1 t	o 40 of 44 candidates			[Fir	st/Prev] 1, 2 [ Next/ L
Candidate n		NSN	Provisional		st/Prev] 1, 2 [ Next/ L Select for
			Provisional Result	[Fir Proximity to Boundary	
Candidate n	ame			Proximity to	Select for
Candidate n Apineru, Lola	ame	NSN		Proximity to	Select for Verification
Candidate n Apineru, Lola Armstrong, E	ame Illen	NSN 144382705		Proximity to	Select for Verification
	ame Illen nielle	NSN 144382705 143990314		Proximity to	Select for Verification
Candidate n Apineru, Lola Armstrong, E Blanchet, Da	ame 5 Illen nielle Stuart	NSN 144382705 143990314 143980075		Proximity to	Select for Verification
Candidate n Apineru, Lola Armstrong, E Blanchet, Da Bush-Mason,	ame Billen nielle Stuart yn	NSN 144382705 143990314 143980075 144011421		Proximity to	Select for Verification
Candidate n Apineru, Lola Armstrong, E Blanchet, Da Bush-Mason, Russell, Evely	ame Ellen nielle . Stuart yn	NSN 144382705 143990314 143980075 144011421 148041929		Proximity to	Select for Verification
Candidate n Apineru, Lola Armstrong, E Blanchet, Da Bush-Mason, Russell, Evely Vekony, Geof	ame Ellen nielle Stuart yn ffrey berley	NSN 144382705 143990314 143980075 144011421 148041929 143981612		Proximity to	Select for Verification

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 <b>absent</b>

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

н	High
М	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.

	anuluales result	s and select o	candidates for ve	rification	
tandard	91914				
ersion	4				
escription	Explore Visual A	rts processes and	conventions to inform	m own art making	
ssessment	External				
Data entry i	instructions				
Enter	Result Code	Description	1	(If you	per enabled 🗹 have trouble entering
0 or N	N	Not Achieve	đ		odes please untick this I key helper will be
1 or A	Α	Achieved			ately disabled)
2 or M	м	Achieved wit	h Merit		
3 or E	E	Achieved wit	h Excellence		
8 or Y	ABS	Absent			
Data entry	instructions for: P	roximity to bou	indary		
Key Enter	Proxi	mity	Description		
1 or H	н		High		
2 or M	м		Medium		
3 or L	L		Low		
WARNIN	IG: Provisional result	ts must be entere	d for all the candidat	tes.	
Click 'Sa	IG: Provisional result ave Results' again to to 40 of 44 candidates		d for all the candidat		First/Prev] 1, 2 [ Next/ Las
Click 'Sa	ave Results' again to		Provisional	[ Proximity to	Select for
Click 'Sa Displaying 1 t	ave Results' again to	confirm		ſ	
Click 'Sa Displaying 1 t	ave Results' again to to 40 of 44 candidates name	confirm	Provisional	[ Proximity to	Select for
Click 'Sa Displaying 1 t Candidate n	ave Results' again to to 40 of 44 candidates name a	confirm NSN	Provisional Result	Proximity to Boundary	Select for Verification
Click 'Sa Displaying 1 t Candidate n Apineru, Lola	ave Results' again to to 40 of 44 candidates name a Ellen	NSN 144382705	Provisional Result	( Proximity to Boundary H	Select for Verification
Click 'Sa Displaying 1 t Candidate n Apineru, Lola Armstrong, I	ave Results' again to to 40 of 44 candidates name a Ellen nnielle	Confirm NSN 144382705 143990314	Provisional Result A M	Proximity to Boundary H	Select for Verification
Click 'Sa Displaying 1 t Candidate n Apineru, Lola Armstrong, I Blanchet, Da	ave Results' again to to 40 of 44 candidates name Ellen anielle , Stuart	Confirm NSN 144382705 143990314 143980075	Provisional Result A A	Proximity to Boundary H	Select for Verification
Click 'Se Displaying 1 t Candidate n Apineru, Loli Armstrong, I Blanchet, Da Bush-Mason	ave Results' again to to 40 of 44 candidates aame Billen 	Confirm  NSN  144382705  143990314  143980075  144011421	Provisional Result A A A	Proximity to Boundary H	Select for Verification
Click 'Sa Displaying 1 th Candidate n Apineru, Loli Armstrong, I Blanchet, Da Bush-Mason Russell, Evel	ave Results' again to to 40 of 44 candidates aame Billen nrielle , Stuart lyn dfrey	Confirm  NSN  144382705  1443990314  143980075  144011421  148041929	Provisional Result A A A	Proximity to Boundary H	Select for Verification 2 2 2 2 2 2 2
Click 'Sa Displaying 1 th Candidate n Apineru, Lola Armstrong, I Blanchet, Da Bush-Mason, Russell, Evel Vekony, Geo	ave Results' again to to 40 of 44 candidates aame a Billen Illen , stuart yn ffrey berley	Confirm NSN 144382705 1443990314 143980075 144011421 148041929 143981612	Provisional Result A A A	Proximity to Boundary H	Verification 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

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

Update candidat	es' results and s	elect candidates for	verification	
Standard	91321			
Version	4			
Description	Produce a systems painting	tic body of work that shows u	oderstanding of art making	conventions and ideas with
Assessment	External			
Candidate Name		NSN	Provisional	Select for
			Result	Verification
Candidate Name		891234567	A	Ves
Candidate Name		912345678	A	Yes
Carloradore realing			A.	Vez

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.

Code	Level 2 standards		Candidates	Provisional
				Results
91320	Produce a systematic body of work that shows understanding of art making conventions and ideas within design	Can edit for 1 day 23h:54m:5sec	71	71
91321	Produce a systematic body of work that shows understanding of art making conventions and ideas within painting	Can edit for 1 day 23h:59m:56sec	50	50
91322	Produce a systematic body of work that shows understanding of art making conventions and ideas within photography		67	67
91323	Produce a systematic body of work that shows understanding of art making conventions and ideas within printmaking	_	33	33
91324	Produce a systematic body of work that shows understanding of art making conventions and ideas within sculpture	Can edit for 1 day 23h:59m:28se	33	33
6 star	ndards were found.			
Back to	o Subjects			

### 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.

Visu	al Arts Standards - Provisional Results			
• To Co	enter provisional results for a standard, click on the hyperlink print all provisional results for a standard for your own recorc andidates column. view the provisional and final results instructions click a her	ls, click on the		
If you printin	have just submitted results you may need to refresh this page g.	to see update	ed totals and	d links for
Code	Level 1 standards	Candidates	Provisional Results	Selected For Verification
91914	Explore Visual Arts processes and conventions to inform own art making	45	45	7 <u>Print</u>
91915	Create a sustained body of related artworks in response to an art making proposition	45	45	7 <u>Print</u>

**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.

(NZQA use)											
Mod no Date				NCE	A Visual A	rts Verificat	tio	n			
Time				2025 \$	Submissi	ion Sched	lule	e &			
Time			С	andida	te Permis	ssion to U	se	Work			
				1							
	Schoo										
		dates Ei		44							
	Descri		Standard:	91914	General Anton pre	ocesses and co		entione to infe		askina	
	Desch	puon:		Explore	risual Arts pro		Unive	entions to into		пакіну	
			Learne	- NCN	School Result	Provisional Proximity to Grade Boundary		Final Result	Verified Proximity to Grade		
		1	143995648	INSN	A	Middle	Г	rindi Kesult	Boundary		
		Ľ	143993048		^	Middle	ļ				
		2	149086514		A	Middle					
		3	143980075		А	High					
		4	143990314		А	High					
		5	144382705		м	Low	Ī				
		6	144011421		м	Middle	Ī				
		7	147829991		Е	Low	Ī				
Criteria for selection Teachers select seven Middle or Low in the re	folios (or all folios for schools with eight levant box (see example above).	or fewer	candidates	s) that best	represent th	e spread of gra	ades	s awarded in t	heir school.	Indicate proximity to grade bounda	ry by recording High,
Candidates' permiss NZQA requests that so identified and are not	on obtained and authenticity statemen nools gain candidates' permission to use equired to return their folios. NZQA thank	nt ) photog ks candi	raphs of the dates for th	eir folios fo e use of th	r teaching res eir work.	sources in 2020	6. N	VZQA photogr	aphs a sele	tion of candidate work during verif	cation. Candidates are
	· Principal's Nominee confirms that the c										
Principal's Nominee	or Principal										

- 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**

REPORTS -	Reports -
School's Home - Return to MYNZQA (new portal) - Key Indicators	Candidate Entries and Results Report view and print out candidate entries and results by sort key, NSN number and/or year     Candidate Account Register View and print out candidates and if they have a registered learner account     Student Feedback Reports: (Literacy Writing/Literacy Reading/Numeracy) download a printable and
- Candidate Search - Standard Search	consolidated view of the student feedback results for Literacy and Numeracy standards in EXCEL format for current academic year.
- Digital Submission Upload - Reports	Consent to Assess view lists of standards by domain that you have consent to assess     Counts by Subject or Course Report view and print out candidate entry and result numbers     Course Endorsement Report download a CSV file of Course Endorsement details
- Candidate Apprixes and Results - Candidate Account Register	<ul> <li>Covid Inclusions Report This report provides an Excel Spreadsheet of the Covid inclusions applications submitted.</li> </ul>
- Consent to Assess	Credit Summary Report download a CSV file of results and candidate details     Entries and Results by Standard Report view and print out candidate entries and results by standard
- Counts by Subject of Jourse Report	Late Attendance Roll This report generates late attendance rolls for each exam session to be provided to     Scholarship Results Report download a CSV file of scholarship results and candidate details
- Entries and Results by Standard	Summary of Total Grades view summary of total grades by subject group or school course
- Late Attendance Roll Report	Grades Reported for use as Derived Grades at Scale This report provides an Excel Spreadsheet of the     grades submitted to NZQA to be available for a declared derived grades at scale situation.
<ul> <li>Submitted Subjects online attendance rolls</li> </ul>	Verification Reports view a list of subjects with current verification reports available     Derived Grade Profile View your Derived Grade profile for previous academic years for your school,
- Qualifications Report	including breakdowns by level, and subject

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

Verificatio	on Reports		
Choose Acad	lemic Year: 2024	▼ Search	
Subject	Standard	Title	Final Result
Visual Arts			
Level 1	91914	Explore Visual Arts processes and conventions to inform own art making	Complete
Level 1	91915	Create a sustained body of related artworks in response to an art making proposition	Complete
Level 2	91321	Produce a systematic body of work that shows understanding of art making conventions and ideas within painting	Complete
Level 2	91322	Produce a systematic body of work that shows understanding of art making conventions and ideas within photography	Complete

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 <u>Provider log in</u>
  - ii. select Final results entry

Results Entry
Provisional results entry
Visual Arts Instructions (1.6MB)
Final results entry
Visual Arts Instructions (1.6MB)

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.

bject		Entr	ies Dr	suits	For Verification
				sols	
athematics		9	0		0
ual Arts		8	0		0
subjects were foun	d.				
NCEA L1 Vi	sual Arts	- Verification Review	Report		4
School Number	1234				Print
School Name	ABC High	School			
Standard Number	91320				
Description	Produce a range of n	body of work informed by established pr nedia	ractice, whic	h develop	s ideas, using a
No verification resu	its yet!				
Achievement C	riteria				
		Achievement with Merit	Achieveme	nt with Ex	cellence
Achievement	rk informed by	Produce a systematic body of work informed by established practice, which	by establish	ed practice	ody of work informed , which develops and range of media with
Achievement Produce a body of wo established practice, t ideas, using a range of		develops ideas, using a range of media with control.	fluency.		
Produce a body of wo established practice,	f media.				

#### **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.

If you have just submitted results you may need printing. $\sum_{i=1}^{n}$	to refresh t	his page to s	ee updated	totals a	nd links for
Code Level 1 standards		Candidates	Verified Results Changed from Provisional	Final Results	Final Results Changed from Provisional
90916 Produce a body of work informed by established practice, which develops ideas, using a range of media	Final result closed	10	0	10	0

#### 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.

Code Level 1 standards	Candidates	Verified	Final	Final
		Results	Results	Results
		Changed		Changed
		from		from
		Provisional		Provisional
91320 Produce a body of work informed by established practice, which develops ideas, using a range of	23	2	7	0
media				

### 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.

Enter	Presult Code	Descript	ion .			per enabled	
0-cr 18		flat Achie				have trouble takes therein	
ture.		Adiant			incidental series	iver helper	witt be
			-10.000		Immed	abely disaits	A2)-
SUE			net fear	12			
	A10+	interest.					
4.110	acest.	PROTOTO	12.0				
Conserve	ry instructions for:	rendesity to b	undery				
Ray Color		unde .	their				
Y			-				
2 or M			784.954				
Jork			Serv.				
	al VerBed Result	155	Ser.	Personal leave	Frankely	Querro Vector	Products
Ercer init	al VerBed Result	NSS	un,	Parameter	Prostely N. Disentary		
Erzer mit Leutuer (	al VerBed Result	NSS 03214		Photosend record	N:	Sector	Pressey N
Ereer mit Leasant I	ar Verified Result normal	03214	568	Protocol read	N. Etentary	Sector Incad	Ртавиту 5. Осносну
Simo	or Verlied Result north	03214 99566	568 612	a	h: Duntay a	Sector Incad	ni Douncey re
Simo	ar Verified Result normal	03214	568 612	a	N Diantary #	Sector scale 1	Prosesy Si Dourcey H
Simo Jo B Sara	or Verlied Result north	03214 99566	568 612 864	2 2 2	hi Daentary H H	Verbet scal	Producty N Discovery N N
Simo Jo B Sara	on Smith loggs Joseph Mason	03214 99566 00057	568 612 864	2 2 1 2	hi Dantay e s t s	Sector Incod 2 4 2 2	Producty N Downey N N N

#### 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.

Candidate name	123456789	А	A
Candidate name	123456789	А	А
Candidate name	123456789	А	А
Candidate name	123456789	А	А
Edit Results			