



# 2026 External Assessment Instructions for Level 1 and Level 2 Visual Arts Submissions

22 May 2026 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

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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 including moving image portfolios.

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/](http://www2.nzqa.govt.nz/ncea/subjects/select-subject/visual-arts/)

## 2. Key dates and tasks for schools

Candidate:	Mar	Sep								Jan 2027
	<ul style="list-style-type: none"> <li>Prepare work for submission.</li> </ul>	<ul style="list-style-type: none"> <li>Submit completed work to the school by the deadline.</li> </ul>								<ul style="list-style-type: none"> <li>Results release.</li> </ul>
Teacher:	Mar	4 Sep	Oct	21 Oct	28 Oct	13 Nov	20 Nov	25 Nov	3 Dec	
	<ul style="list-style-type: none"> <li>Read the <a href="#">Level 1</a> and <a href="#">Level 2</a> Assessment Specifications.</li> </ul>	<ul style="list-style-type: none"> <li>Mark all candidate submissions.</li> <li>Start <a href="#">entering Provisional results</a> for L1 and L2 through the Provider results interface via <a href="#">Provider Log in</a>.</li> </ul>	<ul style="list-style-type: none"> <li>L1: select 7 workbooks for 91914.</li> <li>L1: select 7 boards or moving image for 91915.</li> <li>L2: select 7 boards or moving image for verification.</li> <li><a href="#">Submit selected work to NZQA for verification</a></li> </ul>	<ul style="list-style-type: none"> <li>Last day to <a href="#">enter L1 Provisional results</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Last day to <a href="#">enter L2 Provisional results</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Start <a href="#">entering final results for L1</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Start <a href="#">entering final results for L2</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Last day to <a href="#">enter final results for L1</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Last day to <a href="#">enter final results for L2</a>.</li> </ul>	
Principal's Nominee:	1 Sep	21 Oct	28 Oct		13 Nov	27 Nov	4 Dec			
	<ul style="list-style-type: none"> <li>Submit data via SMS API for all externally assessed standards by 1 Sep.</li> <li>Check Moving Image entries are flagged as Digital Submission (DS).</li> <li>L1 entries selected for verification must be flagged as DS.</li> <li>L2 verification submission of moving image must be flagged as DS.</li> </ul>	<ul style="list-style-type: none"> <li>L1 – <a href="#">submit candidate files selected for verification</a> through the School Portal by 21 Oct 2026.</li> <li><a href="#">L1 Submission schedule</a>: print, sign, scan and email to NZQA (<a href="mailto:visartschedule@nzqa.govt.nz">visartschedule@nzqa.govt.nz</a>).</li> </ul>	<ul style="list-style-type: none"> <li>L2 – <a href="#">submit candidate files selected for verification</a> through the School Portal by 28 Oct 2026.</li> <li><a href="#">L2 Submission schedule</a>: print, sign, scan and email to NZQA (<a href="mailto:visartschedule@nzqa.govt.nz">visartschedule@nzqa.govt.nz</a>).</li> </ul>		<ul style="list-style-type: none"> <li>Check and view L1 verification report. Action as required.</li> </ul>	<ul style="list-style-type: none"> <li>Check and view L2 verification report. Action as required.</li> </ul>	<ul style="list-style-type: none"> <li>Last day to <a href="#">submit appeals for L1 and L2 verification</a>.</li> </ul>			
NZQA:	21 Oct		28 Oct	28 Oct – 1 Dec		Jan 2027				
	<ul style="list-style-type: none"> <li>Start receiving L1 submission schedules from schools via email (<a href="mailto:visartschedule@nzqa.govt.nz">visartschedule@nzqa.govt.nz</a>).</li> </ul>		<ul style="list-style-type: none"> <li>Start receiving L2 submission schedules from schools via email (<a href="mailto:visartschedule@nzqa.govt.nz">visartschedule@nzqa.govt.nz</a>).</li> </ul>	<ul style="list-style-type: none"> <li>Submissions are marked.</li> <li>Markers verify the results provided by the school.</li> </ul>		<ul style="list-style-type: none"> <li>Results release</li> </ul>				

### 3. Managing candidate absences

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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 provisional 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.**

### 4. Principal's Nominee responsibilities

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Principal's Nominee is responsible for:

- checking and submitting candidate entries through the SMS API to NZQA
- uploading candidate portfolios selected for verification.
  - Level 1:** ensure 7 files are uploaded to the new [School Portal](#) by 5.00 pm on Wednesday 21 October 2026.
    - If issues occur during the upload of candidates' digital submissions, please contact NZQA on 0800 697 296 or [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz)
    - Ensure the L1 Submission Schedule has been printed, signed, scanned and emailed to NZQA ([visartschedule@nzqa.govt.nz](mailto:visartschedule@nzqa.govt.nz)).
  - Level 2:** ensure 7 files for two standards are uploaded to the new [School Portal](#) by 5:00 pm on Wednesday 28 October 2026.
    - If the portfolio is a digital moving image, see [Submitting Level 2 portfolios for verification](#).
    - Ensure the L2 Submission Schedule has been printed, signed, scanned and emailed to NZQA ([visartschedule@nzqa.govt.nz](mailto:visartschedule@nzqa.govt.nz)).
- 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.

### 5. Authentication of candidate work

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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.

## Section 2: Information on Provisional and Final results entry

### 6. Dates for Provisional and Final results entry

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#### Provisional results

Schools must start entering provisional results for all Level 1 and Level 2 candidates from 4 September 2026 through the provisional results interface.

The last day to enter Provisional Results for **Level 1** is **21 October 2026**.

The last day to enter Provisional Results for **Level 2** is **28 October 2026**.

#### Final results

The last day for changes to **Level 1** final results for candidates assessed by the school is **25 November 2026**.

The last day for changes to **Level 2** final results for candidates assessed by the school is **3 December 2026**.

**Schools are reminded that final grades for all entries are embargoed until results are released in January 2027.**

### 7. Instructions for entering results

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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 4 September 2026.**

**Level 1 and Level 2:** the verification submission schedule must be printed, signed, scanned and emailed to NZQA ([visartschedule@nzqa.govt.nz](mailto:visartschedule@nzqa.govt.nz)).

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 instructions for entering Provisional and Final results online are available in [Section 7.1](#).

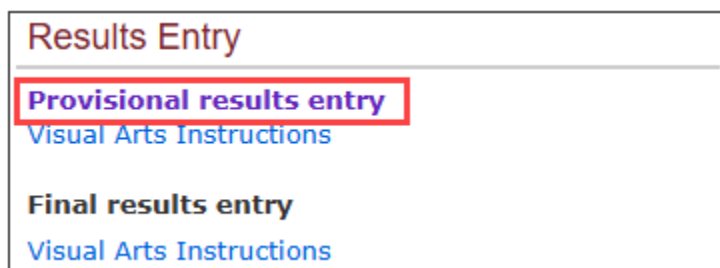
On completion of the verification process, schools may be required to record the final grades for their remaining candidates, based on the verification outcomes and any feedback provided in a Verification Review Report.

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 13 November 2026, and Level 2 Friday 27 November 2026.

#### 7.1 Entering and saving provisional results

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- 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.

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

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

Visual Arts Standards - Provisional Results				
<ul style="list-style-type: none"> <li>To enter provisional results for a standard, click on the hyperlink (standard number) in the <b>Code</b> column.</li> <li>To print all provisional results for a standard for your own records, click on the hyperlink in the <b>Candidates</b> column.</li> <li>To view the provisional and final results instructions click <a href="#">here</a>.</li> </ul> <p>If you have just submitted results you may need to refresh this page to see updated totals and links for printing.</p>				
Code	Level 1 standards	Candidates	Provisional Results	Selected For Verification
<a href="#">91914</a>	Explore Visual Arts processes and conventions to inform own art making	<a href="#">45</a>	45	7 <a href="#">Print</a>
<a href="#">91915</a>	Create a sustained body of related artworks in response to an art making proposition	<a href="#">45</a>	45	7 <a href="#">Print</a>

d) A list of names and NSNs (National Student Numbers) of all candidates with entries for that standard will be displayed.

**Provisional Results Entry**

Update candidate's results and select candidates for verification

Standard: 91914  
Version: 11  
Description: Explore Visual Arts processes and conventions to inform own art making  
Assessment: External

Data entry instructions:

Enter	Result Code	Description	Key Judger enabled
<a href="#">E or W</a>	NS	Not assessed	(If you have trouble entering result codes please contact the Site and Key Judger will be immediately alerted)
<a href="#">E or A</a>	A	Assessed	
<a href="#">E or W</a>	W	Withdrawn with merit	
<a href="#">E or W</a>	W	Withdrawn with Excellence	
<a href="#">E or W</a>	AW	Absent	

Data entry instructions for: Proximity to Boundary

Key Entry	Proximity	Description
<a href="#">E or W</a>	H	High
<a href="#">E or W</a>	M	Medium
<a href="#">E or W</a>	L	Low

Displaying 1 to 10 of 10 candidates (Previous) 1, 2 | Next/Last

Candidate name	NSN	Provisional Result	Proximity to Boundary	Select for Verification
Candidate A	100000001	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Candidate B	100000002	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Candidate C	100000003	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Candidate D	100000004	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Candidate E	100000005	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Candidate F	100000006	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Candidate G	100000007	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Candidate H	100000008	<input type="text"/>	<input type="text"/>	<input type="radio"/>

Displaying 1 to 10 of 10 candidates (Previous) 1, 2 | Next/Last

[Cancel](#) and go back to list of standards

e) Enter provisional results for all candidates.

<b>N, A, M or E</b>	For candidates who have submitted work
<b>Y</b>	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:

<b>H</b>	High
<b>M</b>	Middle
<b>L</b>	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.

**Provisional Results Entry**

Update candidates' results and select candidates for verification

Standard: NS11A  
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 H	H	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 unlick 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 10 of 11 candidates [First/Prev] 11 [Next/Last]

Candidate name	NSR	Provisional Result	Proximity to Boundary	Select for Verification
Candidate A	100000001	A	H	<input checked="" type="checkbox"/>
Candidate B	100000002	M	L	<input checked="" type="checkbox"/>
Candidate C	100000003	A	L	<input checked="" type="checkbox"/>
Candidate D	100000004	M		<input checked="" type="checkbox"/>
Candidate E	100000005	A		<input checked="" type="checkbox"/>
Candidate F	100000006			<input type="checkbox"/>
Candidate G	100000007			<input type="checkbox"/>
Candidate H	100000008			<input type="checkbox"/>

Displaying 1 to 10 of 11 candidates [First/Prev] 11 [Next/Last]

**Save Results**

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

Candidate Name	NZQN	Provisional Result	Select for Verification
Candidate A	100000001	0	Yes
Candidate B	100000002	0	Yes
Candidate C	100000003	0	Yes

[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.

## 7.2 Editing provisional results

After saving the results, 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	71	71
91321	Produce a systematic body of work that shows understanding of art making conventions and ideas within painting	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	33	33
6 standards were found.			
<a href="#">Back to Subjects</a>			

## 7.3 Printing the submission schedule

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

Visual Arts Standards - Provisional Results

- To enter provisional results for a standard, click on the hyperlink (standard number) in the **Code** column.
- To print all provisional results for a standard for your own records, click on the hyperlink in the **Candidates** column.
- To view the provisional and final results instructions click [here](#).

If you have just submitted results you may need to refresh this page to see updated totals and links for printing.

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 <b>Print</b>
91915	Create a sustained body of related artworks in response to an art making proposition	45	45	7 <b>Print</b>

**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. Email the submission schedule to NZQA by:

**21 October 2026 for Level 1:** it must be emailed to NZQA via [visartschedule@nzqa.govt.nz](mailto:visartschedule@nzqa.govt.nz)

**28 October 2026 for Level 2:** it must be emailed to NZQA via [visartschedule@nzqa.govt.nz](mailto:visartschedule@nzqa.govt.nz)

NCEA Visual Arts Verification						
2026 Submission Schedule & Candidate Permission to Use Work						
School:						
Candidates Entered:		44				
Achievement Standard:		91514				
Description:		Explore Visual Arts processes and conventions to inform own art making				
Learner NIN	School Result	Provisional Proximity to Grade Boundary	Final Result	Verified Proximity to Grade Boundary		
1	123456789	A	None			
2	100000001	A	None			
3	100000002	A	High			
4	100000003	A	High			
5	100000004	M	Low			
6	100000005	M	None			
7	100000006	E	Low			

**Criteria for selection:**  
Teachers select seven folios (or all folios for schools with eight or fewer candidates) that best represent the spread of grades awarded in their school. Indicate proximity to grade boundary by recording High, Middle or Low in the relevant box (see example above).

**Candidates' permission obtained and authenticity statement**  
NZQA requests that schools gain candidates' permission to use photographs of their folios for teaching resources in 2026. NZQA photographs a selection of candidate work during verification. Candidates are not identified and are not required to return their folios. NZQA thanks candidates for the use of their work.

By signing this form the Principal's Nominee confirms that the candidates' permission has been obtained for all submitted work and certifies that all of the work in each folio is the candidate's own.

Principal's Nominee or Principal  
Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## 8. Post verification

### 8.1 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 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 13 November
- Level 2: Friday 27 November

## 8.2 Verifier disagreed with provisional results

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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).

If the verifier has identified any major differences with the provisional results for any standards, this will likely be held back until the school reviews the verification review report and adjusts the results where necessary. Where a school has been issued a verification report, the school is required to manually input the final results in the Provider Log in.

### **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.

## 8.3 Accessing verification reports

- a) To access your school's verification report:
  - i. log on to your [School Portal](#)
  - ii. click on the old portal home page link

Nau mai, haere mai

### Welcome to MyNZQA

We've updated this platform with a new design so it's more accessible and responsive.

Use the left-hand menu and the links on the right and below to access functions, tools and resources.

[Give us feedback on the new MyNZQA portal](#)

[Looking for past Literacy and Numeracy assessments?](#)

#### Useful links

[Old portal home page \(Providers login\)](#)

[Key indicators](#)

[Assessment Master login](#)

[National secondary exam timetable](#)

- iii. Select **Reports > Verification Reports**

The screenshot shows the 'REPORTS -' section of the MyNZQA portal. On the left, a navigation menu lists various report categories, with 'Reports' highlighted. A red arrow points from this menu item to the 'Verification Reports' option in the main list of reports. The 'Verification Reports' option is also highlighted with a red box. Other reports listed include Candidate Entries and Results Report, Candidate Account Register, Consent to Assess, Counts by Subject or Course Report, Course Endorsement Report, Covid Inclusions Report, Credit Summary Report, Entries and Results by Standard Report, Late Attendance Roll Report, Submitted Subjects online attendance rolls, and Qualifications Report.

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

Verification Reports			
Choose Academic Year: 2024 <input type="text" value="Search"/>			
Subject	Standard	Title	Final Result
<b>Visual Arts</b>			
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.

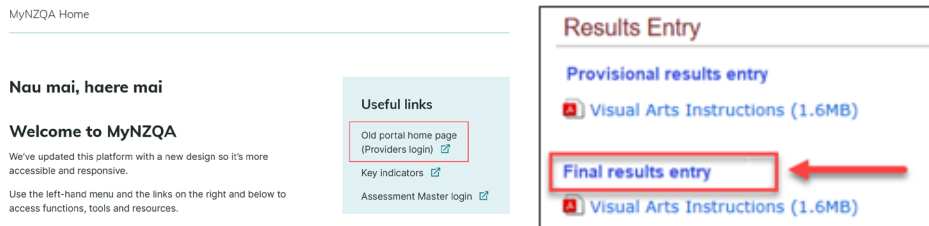
The screenshot shows the 'NCEA L1 Visual Arts - Verification Review Report' page. It includes a header with 'School Number: 1234', 'School Name: ABC High School', and 'Standard Number: 91320'. Below this, there is a description of the standard: 'Produce a body of work informed by established practice, which develops ideas, using a range of media'. The page also lists 'Achievement Criteria' for three levels: 'Achievement', 'Achievement with Merit', and 'Achievement with Excellence'. A 'Print' button is located in the top right corner of the report area.

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

## 9. Final results

### 9.1 Viewing final results

- a) To view or enter your final results:
  - I. log on to your [School portal](#)
  - II. click on the Old portal home page link
  - III. 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.

Subject	Entries	Results	For Verification
Mathematics	9	0	0
Visual Arts	8	0	0

2 subjects were found.

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 to refresh this page to see updated totals and links for printing.

Code	Level 1 standards	Candidates	Verified Results	Final Results	Final Results
			Changed from Provisional	Results	Changed from Provisional
90916	Produce a body of work informed by established practice, which develops ideas, using a range of media	10	0	10	0

Final result closed

### 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	Results
		Changed	from	from	Changed
		Provisional	Provisional	Provisional	Provisional
91320	Produce a body of work informed by established practice, which develops ideas, using a range of media	23	2	7	0

## 9.2 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.

## 9.3 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 2027.

<b>Candidate A</b>	<b>100000001</b>	A	A
<b>Candidate B</b>	<b>100000002</b>	A	A
<b>Candidate C</b>	<b>100000003</b>	A	A
<b>Candidate D</b>	<b>100000004</b>	A	A

**Edit Results**

## Section 3: Verification Information

### 10. 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.

## 11. Submission requirements for verification

To submit candidate portfolios the school will need to be familiar with accessing and submitting work via the new [School Portal](#).

**For Level 1 – 91914** - photographs of the eight-page workbook. **91915** - photographs of the folio board, and/or moving image portfolio.

**For Level 2** – photographing the physical two-panel board or moving image portfolio.

The below guides will assist you in the upload process to the School Portal.

- [Digital submissions guide for schools and kura \(English\)](#)
- [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 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	
<b>Photocopier scanning</b>	<ul style="list-style-type: none"> <li>• 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 style="list-style-type: none"> <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>
<b>Digital photographs</b>	<ul style="list-style-type: none"> <li>• Cameras set at a <b>minimum</b> of 1 Megapixel (or 2048 x 1536 pixels) usually produce a suitable A3 image on a computer screen.               <ul style="list-style-type: none"> <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> </li> </ul>
<b>JPGs/ JPEGs</b>	<ul style="list-style-type: none"> <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>

<b>Digital evidence may be submitted for Level 1 91914 as:</b>	
A maximum of ONE digital file	
<b>Front page: Label the workbook with the school code and NSN</b>	
<b>Permitted file types:</b>	Photograph of workbook: PDF, DOC, DOCX, JPEG Moving Video: MOV, M4V or AVI
<b>Preferred file types:</b>	<b>PDF of workbook or if submitting moving image, then MOV filetype</b>
<b>NZQA's preferred file naming convention:</b>	<b>[School No]-[NSN]-[Standard No].[extension]</b> Example: <b>0045-134567891-91914.mov</b> <b>0045-134567891-91914.pdf</b>

<b>Digital evidence may be submitted for Level 1 91915 as:</b>	
A maximum of ONE digital file	
<b>Labelled: Label the portfolio board with school code, NSN</b>	
<b>Permitted file types:</b>	Photograph of the single-panel portfolio: JPEG, JPG Moving Video: MOV, M4V or AVI
<b>NZQA's preferred file naming convention:</b>	<b>[School No]-[NSN]-[Standard No].[extension]</b> Example: <b>0045-134567891-91915.mov</b> <b>0045-134567891-91915.pdf</b>

<b>Physical evidence must be submitted for Level 2 91320/91321/91322/91323 or 91324 as:</b>	
<b>ONE portfolio: (Teacher to take a photograph of the portfolio board)</b>	<ul style="list-style-type: none"> <li>• TWO-panel portfolio must be free-standing and consist of two 820 × 610 mm panels of cardboard, joined down the long edge (portrait in orientation).</li> <li>• Panels must be hinged with adhesive tape or a glued binding cloth, and fold inwards to ensure the artwork is not damaged.</li> </ul>
<b>Moving Image:</b>	<ul style="list-style-type: none"> <li>• moving image of no more than 120 seconds in total length</li> <li>• uses one of the permitted file types.</li> </ul>
<b>Labelled:</b>	<b>Label the portfolio board with school code, NSN</b>
<b>Digital evidence must be submitted for Level 2 91320/91321/91322/91323 or 91324 as:</b>	
<b>Permitted file types:</b>	Photograph: JPG, JPEG, PDF Video: AVI, M4V, MOV

<b>A maximum of ONE file per standard</b>	
<b>NZQA's preferred file naming convention:</b>	<b>[School No]-[NSN]-[Standard No].[extension]</b> Example: <b>0045-134567891-91320.mov</b> <b>0045-134567891-91320.jpg</b>

Note that only these file types may be submitted, and that other file types may not be able to be marked.

Schools are required to securely store a backup copy (or originals) of all digital submissions until the end of March 2027.

## 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. Submitting Level 1 portfolios for verification

Level 1 Visual Art portfolios (photographing the eight-page workbook for standard 91914 or a folio board and/or moving image for standard 91915) are to be submitted **digitally** to NZQA. Schools must use the [School Portal](#) to upload candidate submissions to NZQA for verification.

Schools should upload via the [School Portal](#) **the seven samples only** required for verification. The seven samples selected for verification can be uploaded prior to the 21 October 2026 deadline.

### Step by step process for submitting Level 1 portfolios for verification:

- Log in to the School Portal (new portal)
- On the left-hand side of MyNZQA – click **Exams and assessments**
- Click on the dropdown – **Digital Submissions/ Kete Manarua**
- Select the subject – **Visual Arts**

The screenshot shows the MyNZQA School Portal interface. On the left is a dark blue navigation menu with the following items: Home, School administration, Reports, Searches, Exams and assessments (highlighted with a red box and '1'), Digital submissions / Kete manarua (highlighted with a red box and '2'), Past exams, Download end-of-year timetable exams, Download other external assessments and resources, Exam centre timetable, Assessment Master guidance, Co-requisite hub, and Communications. The main content area is titled 'Digital Submissions Standards' and includes a table of subjects. The 'Visual Arts' subject is highlighted with a red box and '3'.

Subject name	View
Core Generic	>
Dance	>
Design and Visual Communication (DVC)	>
Digital Technologies	>
Music	>
Physical Education	>
Te Ao Haka	>
Technology	>
Visual Arts	>

This will display all the current entries. Remember to cross-check against the submission schedule to ensure you have uploaded the correct submissions.

It should be noted that if the portfolio (workbook) selected for verification consists of more than 8 pages, verifiers will only look at the first 8 pages to make their judgement.

Schools will need to print, sign, scan and email the Level 1 submission schedule to NZQA via [visartschedule@nzqa.govt.nz](mailto:visartschedule@nzqa.govt.nz)

## 14. Submitting Level 2 portfolios for verification

Level 2 Visual Art portfolios (digital copy created by photographing the physical two-panel board or moving image), are to be submitted digitally to NZQA. Schools must use the [School Portal](#) to upload candidate submissions to NZQA for verification.

Schools must upload **seven samples only** for the **two standards** being submitted for verification by 28 October 2026.

### Step by step process for submitting Level 2 portfolios for verification:

- Log in via the [School Portal](#)
- On the left-hand side of MyNZQA – click **Exams and assessments**
- Click on the dropdown – **Digital Submissions/ Kete Manarua**
- Select the subject – **Visual Arts**

The screenshot shows the MyNZQA School Portal interface. The left-hand navigation menu is visible, with the following items: Home, School administration, Reports, Searches, Exams and assessments (highlighted with a red box and '1. ^'), Digital submissions / Kete manarua (highlighted with a red box and '2. ^'), Past exams, Download end-of-year timetable exams, Download other external assessments and resources, Exam centre timetable, Assessment Master guidance, Co-requisite hub, and Communications. The main content area displays 'Digital Submissions Standards' with a message: 'For standards not listed on this page, please go to [Digital Submission Upload](#) in the old provider login.' Below this is a table of subjects:

Subject name	View
Core Generic	>
Dance	>
Design and Visual Communication (DVC)	>
Digital Technologies	>
Music	>
Physical Education	>
Te Ao Haka	>
Technology	>
Visual Arts	>

The 'Visual Arts' row in the table is highlighted with a red box and a '3.' label.

This will display all the current entries. Remember to cross-check against the submission schedule to ensure you have uploaded the correct submissions.

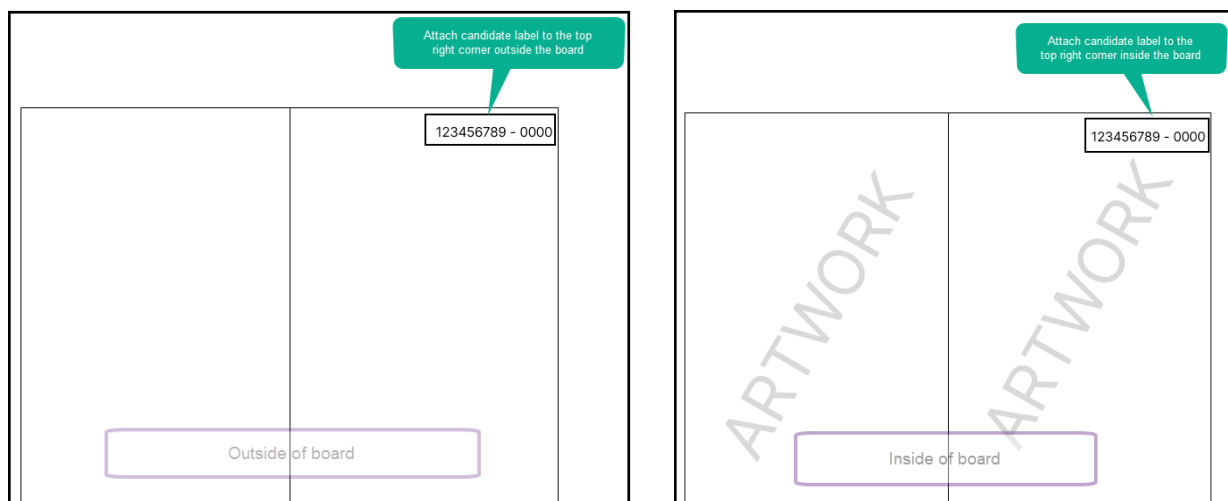
Schools will need to print, sign, scan and email the Level 2 submission schedule to NZQA via [visartschedule@nzqa.govt.nz](mailto:visartschedule@nzqa.govt.nz).

## 15. 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 12
- 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.



## 16. 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 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 13 November 2026 and Level 2, Friday 27 November 2026.

Instructions for accessing these reports are provided to schools in the document Provisional and Final Results Entry Instructions for Schools. See [Verification Review Reports](#).

## 17. Amending results following a verification review report

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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](#).

## 18. Appeal of verified results

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Details of the appeal process for portfolios that have been submitted for verification are available on the [Visual Arts subject page](#). The last day to lodge an appeal is 5:00pm 4 December 2026.

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

## 19. Enquiries

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

Query type	Contact	Email subject requirements
Submission queries	<a href="mailto:examinations@nzqa.govt.nz">examinations@nzqa.govt.nz</a>	Use subject and standard number in the subject field. e.g. Visual Arts – 91914
Queries relating to these instructions	<a href="mailto:examinations@nzqa.govt.nz">examinations@nzqa.govt.nz</a>	Visual Arts query
Level 1 and 2 Submission Schedules	<a href="mailto:visartschedule@nzqa.govt.nz">visartschedule@nzqa.govt.nz</a>	School name, code and standard number (e.g. ABC School 0000 – 91914)