

Online Digital Submission Quick User Guide



Mana Tohu Mātauranga o Aotearoa New Zealand Qualifications Authority



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Overview

This quick guide is for uploading student files to NZQA, using the Digital Submission Upload option in the Provider Login.

The steps to submit a digital file to NZQA are:

- 1. Open the digital submission upload web page.
- 2. Open the file submission page for the standard you want to submit files to.
- 3. Add the files by selecting or drag and drop.
- 4. Upload the files.

A more comprehensive guide is available on the NZQA website.

NZQA Digital Submission Upload web page

To get to the digital submission web page:

- 1. Log in to NZQA using the Schools Login: https://www.nzqa.govt.nz/login/
- 2. Click **Digital Submission Upload** from the left Provider menu.

NZ@ДА намально оцинского клански намало си насидание, о катемал чискато на тереритире може на консе такато и то канса ко	No te mianu ka ka' / te mins, néno te ngahere. Ko te manu ka ka' / te mitourango, néno te ao. De kat' bat paraise q' én Eary, tike's it ha (inst. The bird that partialet q'knowledge, tek's it the world ('te Xon Systemus, 'te Al masses orthogomy)
	IDYING IN QUALIFICATIONS NCEA MÃORI PROVIDERS ABOUT / ZEALAND & STANDARDS NCEA & PASIFIKA & PARTNERS US
Home > For providers > School's H	me
PROVIDER MENU	A
School's Home	By using this function you are agreeing to use it for a proper purpose, and to comply with the requirements
- Key Indicators	and conditions of the Privacy Act, in particular information privacy principle 10 (limits on use of personal information) and information privacy principle 11 (limits on disclosure of personal information) (see the 🗖
- Candidate Search	Privacy Principles). This is in addition to any other obligations you may have in relation to this function and/or
- Standard Search	the information contained within it.
- Digital Submission Upload 🚄	
- Reports	
- Statistics	School Name
- Record of Achievement	
- School's Administration	Policies and procedures for engaging with NZQA's lettiary Records unit is available in this User Guide

Subject accepts digital submission

Subjects will only appear in the Standard search screen list if:

- your school has entries in a subject's standard for the academic year and
- a subject's standard accepts digital submission files for external assessment.

Standard Search - School Name - 2022					
Showing Standards allowing upload only Entries data is available for 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020					
Search by Standard Nun	ber: Search				
Subject	Entries				
Te Ao Haka	66				
Technology	48				
Visual Arts	100				
3 subjects were found.					

Standard accepts digital submission

From the subject's page you can navigate to the standards page by either:

- entering the standard number in the search function
- clicking through the subject link.

The subject's standard list shows standards if:

- your school has entries in the standard for the academic year and
- the standard accepts digital submission files for external assessment.

Code As:	sessed	Level 1 Standards	Candidate
91976	Internal	Demonstrate understanding of key features of Te Ao Haka	4
91977	Internal	Perform an item from a Te Ao Haka discipline	6
91978	External	Demonstrate understanding of categories within a Te Ao Haka discipline	5
A 91979	External	Demonstrate understanding of elements within a Te Ao Haka performance	4
Code As	sessed	Level 2 Standards	Candidate
91980	Internal	Explore elements to create a section of a Te Ao Haka item	6
91981	Internal	Perform a Te Ao Haka item to respond to a local kaupapa	6
P 91982	External	Compare a Te Ao Haka performance and one other performance	6
A 91983	External	Respond to a Te Ao Haka performance	6
Code As	sessed	Level 3 Standards	Candidate
a 91984	Internal	Reflect on a personal learning journey in a discipline of Te Ao Haka	7
P 91985	Internal	Perform three categories within a discipline of Te Ao Haka	7
91986	External	Perform two Te Ao Haka disciplines	9

Standard page

The standard page shows all the learners entered in the standard at your school.

If you click on the blue links under the student's names you will see details of previously loaded files for that student, and can submit files for the individual student.

Cano	didates E	ntered	l in 91979 - S	School	Name - 2	2022	2	
Standard:	91979							
Subject:	Te Ao Haka							
Title:	Demonstrate	understa	nding of elements v	vithin a Te	Ao Haka perfo	rmanc	e	
Assessment:	External							
📙 Add files	Start	Upload	Cancel uploa	d and clear	the list			
Candidate Nam	e NSN	Version	Result Date Complete	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course
Bains, Shannon 1 file uploaded	123456789	1						Level One Māori Performing Arts
Harnish, Buasorn 1 file uploaded	234567890	1						Level One Māori Performing Arts
								Level One Māori
Marr, Ko-Tao Upload File	345678901	1						Performing Arts

File naming

The file name of a file you are uploading must follow a strict naming convention so the file can be matched to the correct student.

NZQA's file naming convention is:

[School No]-[NSN]-[Standard No].[extension]

Example: 0045-345678912-91979.pdf

Note: The school number must be padded with leading zeros to 4 digits. For example, 0123, 0023, 0004.

Adding files by drag and drop

You can drag the files from your local drive by selecting them in your file browser and dragging them on to the webpage area anywhere below the title bar.

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HOME STUE	ZEALAND QU	ALIRCATIONS NCEA	MÃORI PRO & PASIFIKA & PA	NIDERS ABOUT RTNERS US
ome > For providers > School's Ho	ne > Upload files for Extern	al Submissions		
PLOAD FILES FOR EXTERNAL	0			
	Uploa	d files for External Submissi	ons	
chool's Home Vev Tedlestor	-	15		
Candidate Search	Candidate NSN:	13 38901		
Standard Search	Candidate Name:	Mar Ko-Ta		PDF
Digital Submission Upload	Standardi	91976		
Reports	Subjects	To Ao Hills		+ Conv
Statistics	Titler	Demonstrate under tanding of elements	within a To Ao Haka port	(copy
Record of Achievement		Demonstrati unde stanting of elements	within a re no naka perio	mance
School's Administration	Assessmenti	External		
Data File Submission				
File Downloads and Searches	Add files	Start Upload Cancel upload ar	id clear the list	
Financial Assistance		Drop the files here		
Exam Centre Timetable				
Circulars	File Name	Original File Name	Size	Upload At
Forms	-			
Logout				

Adding files through 'Add files' button

To add the files through a file browser, click Add files.

Navigate to your local drive, select the file(s) and click **Open**.

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HOME STUDY NEW ZI	NGIN QUALIFICATIONS NCEA MÃORI PROVIDERS ABOUT ALAND & STANDARDS NCEA & PARTNERS US	
me > For providers > School's Home PLOAD FILES FOR EXTERNAL JEMISSIONS fool's Home	Upload files for External Submissions	
ey Indicators andidate Search tandard Search ligital Submission Upload	Candidate NSN: 345678901 Candidate Name: Marr, Ko-Tao Sandardi 91979	
Reports Statistics Record of Achievement School's Administration	Subject: Te Ao Haka Title: Demonstrate understanding of elements within a Te Ao Haka performance Assessment: External	
ata File Submission le Downloads and Searches illing Report inancial Assistance	Add files Start Upload Cancel upload and clear the list	
cam Centre Timetable irculars orms	File Name ♥ Open ← → * ↑ ≪ Doc > 91979 submi ∨ ⊘ Search 91979 submi	mission fi
Lagout	Organize ▼ New folder Desktop Documents 91979 submission files 2022	
	Add-in Express Custom Office Templates	/
zealand.govt.nz Copyr	glf © New Zoaland c File name: 0045-345678901-91979.pdf ∨ All Files (*.*)	Cancel

Reviewing messages

After adding the file, any messages and actions required will appear below and next actions will be:

If	Then
files cannot be	an error message will display in the message panel.
student entry	Error trying to match files with the current learner, please review below: Export to CSV • File 0045-234567890-91979.mp4 doesn't match with any candidate(s) information on this page.
	Note:
	 Check your student has an entry, you may need to submit a new datafile to NZQA to update entries.
	Check your filename meets the file naming convention.
files can be matched	an error message will display in the message panel.
to more than one student entered	An example would be using a student's name only in the filenames and two students of the same name are entered in a standard.
	Note: Correct the error from the information on the submission page. For example include the correct NSN in the file name.
files are not a	an error message displays under the student's name.
for this standard	Note: Check for the allowable file types in the Assessment Specification for the standard on the standard's subject page on the NZQA website. (https://www.nzqa.govt.nz/ncea/subjects/).
files are over 200MB	a message displays under the student's name with a link to load the file by Google form.
	File size (0045-345678901-90916.mp4) is over the 200 MB limit. Please, resubmit the file by 🖻 clicking here. You will need a Google account.
	Click on the link and follow the instructions to submit the file.
	Files uploaded through the Google form will not show against the Standard entry page, but NZQA will receive the information that the file has been uploaded through the Google form.
file is successfully	the file will show with a message 'ready to upload'.
matched to an entry and the correct type	Note:
	• Click the Start Upload to complete the upload of the file(s).
	• The file is not submitted until you have uploaded it.

You can click **Cancel upload and clear the list** to clear all errors and cancel the files listed as ready to upload. This will only cancel the errors and files showing as 'ready to upload'.

It will not cancel any files that have been successfully uploaded.

Upload file

After clicking **Start Upload**, the added file will be uploaded and if successful a message will display as 'File uploaded successfully'.

File Name	Original File Name	Size	Upload At
File uploaded succ	essfully.		

Click the browser refresh button (^c) to view an updated list of the files uploaded.

The standard list will show the file counts against each student entered.

Standard:	91979	
Subject:	Te Ao Haka	
Title:	Demonstrate understanding of elements within a Te Ao Haka performance	
Assessment:	External	
Add files	Start Upload Cancel upload and clear the list	
Candidate Name	e NSN Version Result Date Credits Consent to Ext Ext Complete Achieved Assess Org Loc	Course
Bains, Shannon	123456789	Level One Māori
1 file uploaded.		Performing Arts
Harnish, Buasorn	234567890	Level One Māori
1 file uploaded		Performing Arts
Marr, Ko-Tao 🟓	345678901	Level One Māori
1 file uploaded		Performing Arts
Vaipulu, Mario	456789012	Level One Māori
1 file uploaded.		Performing Arts

The individual student's standard entry page will show the file name and time of upload.

File Name	Original File Name	Size	Upload At
0045-345678901-91979.pdf	0045-345678901-91979.pdf	30 KB	7/04/2022 2:29:41 PM

A file named with the incorrect naming convention will not be accepted and must be renamed with the recommended format with your school number, the student's NSN and the standard number.

Replacing a submitted file

The ability to replace a file is dependent on the settings for the standard.

If	Then
a standard does not permit multiple file submissions per student	a new submitted file will replace the existing file.
a standard permits multiple files of different types per student	a new submitted file will replace an existing file if the new file is the same file type as an existing file.
	If you want to replace a previously submitted file that is a different type contact the contact the NZQA call centre to request a submitted file be removed.
a standard permits multiple files of the same type per student	a new submitted file will show as an additional file in the student's entry page.
	If you do not want the previous submitted file to be assessed, contact the NZQA call centre to request a submitted file be removed.

Need help?

If you need assistance, there is a full length user guide available on the NZQA website.

If you cannot find the answer in the user guide, contact the NZQA call centre on 0800 222 230 or via email <u>desadmin@nzqa.govt.nz</u>