

Digital External Assessment Submission Instructions for NZ Scholarship Languages 2021

Submission date
One working day after each
NZ Scholarship Language examination

These instructions apply to the submission of digital recordings for NZ Scholarship assessments in Chinese, French, German, Japanese, Samoan, Spanish, Te Reo Māori and Te Reo Rangitira.

Principal's Nominees should read these instructions before beginning to process candidate speaking files for submission to NZQA.

28 August 2021 V1.0

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Section 1: Generic information for Principal’s Nominee

1. Key dates

Date 2021	NZ Scholarship Languages
1 September	<ul style="list-style-type: none"> Final entry data sent to NZQA.
By 5.00pm - one working day after each NZ Scholarship examination	<ul style="list-style-type: none"> Upload all digital submissions to the NZQA Schools’ Provider Login – Digital Submission Upload.
February 2022	<ul style="list-style-type: none"> Candidates can view results online, following NZ Scholarship results release.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NZ Scholarship Languages to NZQA by 1 September.

If schools have missed the 1 September deadline, a data entry file must be submitted to NZQA. Candidate recordings cannot be uploaded if an entry has not been created.

If you experience any issues submitting your entry file, please contact the NZQA Data Management & Learner Records team on 0800 697 296 or schools@nzqa.govt.nz

3. Mode of assessment

The mode of assessment for NZ Scholarship Languages Speaking Assessment is by digital submission only.

Teachers and Principal’s Nominees are expected to be familiar with the [Assessment Specifications](#) for the current year.

4. Authenticity

The recording of the spoken response takes place in the recording room in the presence of a supervisor.

The supervisor will confirm that the candidate’s national student number (NSN) is correct at the beginning of the examination.

5. Managing possible authenticity breaches

The recording of a response in the Speaking Section may constitute a breach if candidates bring their written responses from section one of the examination into the recording room with them.

This can be detected by markers and the [breaches of the examination rules](#) process is then used by NZQA.

6. Digital submissions

Detailed instructions about uploading work for digital submission are available in the [Appendix](#).

For information about the digital external submission process, please phone 0800 697 296 and ask to speak to the digital external submission administrator, or send an email to desadmin@nzqa.govt.nz.

7. Preparing digital submissions

The candidate recordings must be either in mp3 or mp4 format.

The Exam Centre Manager (ECM) or supervisor will either save the recording to the agreed drive or give the recording devices containing the candidate performances to the Exam Centre's Principal's Nominee.

The Principal's Nominee is responsible for uploading the recordings to NZQA using the *Digital Submission Upload* link.

8. Reviews and reconsiderations

If a candidate believes their score has been incorrectly entered, they may apply for a Review through their [NZQA Student Login](#).

If a candidate believes their work has not been assessed correctly, they may apply for a Reconsideration through their [NZQA Student Login](#).

NZQA will keep a copy of the marked file until the completion of the Review or Reconsideration process.

The Review or Reconsideration outcome will be reported to the candidate by a letter.

More information about the process can be found on the NZQA website: www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations.

9. Enquiries

Please refer any enquiries relating to these instructions to:

School Relationship Manager

School Quality Assurance and Liaison

Telephone: 0800 697 296

Email: firstname.surname@nzqa.govt.nz

Appendix – Digital submission of candidates' work

Topics covered in this appendix

1. File naming conventions
2. Recommended browsers
3. Accessing the digital submission upload page
4. Uploading files using the Candidate's page
5. Uploading candidates' files using the standards page
6. Replacing candidates' files
7. Uploading candidates' files over 200MB (Google account is required to upload files over 200MB)
8. Other information

File naming conventions

You must use the following naming conventions in order to upload candidates' work to NZQA.

Candidates' work

Use one of the three file naming conventions for the candidates' work to be submitted:

Candidates work	File naming convention
[NSN].mp4	345678912.mp4
[Surname]-[First name].mp4	Franklin-Janice.mp4
[NSN]-[Surname]-[First name].mp4	345678912-Franklin-Janice.mp4

Candidates file names must:

- match the entry files submitted to NZQA
- contain no spaces.

Any errors in the filename will result in a failed transfer of files. An error message will be displayed showing the error type.

The error messages can be retained by downloading the CSV file prior to navigating away from the standards page ([examples of errors and how to export an error message](#)).

Recommended browsers

We recommend that you use one of the following browsers to submit candidates work.



Chrome



Firefox

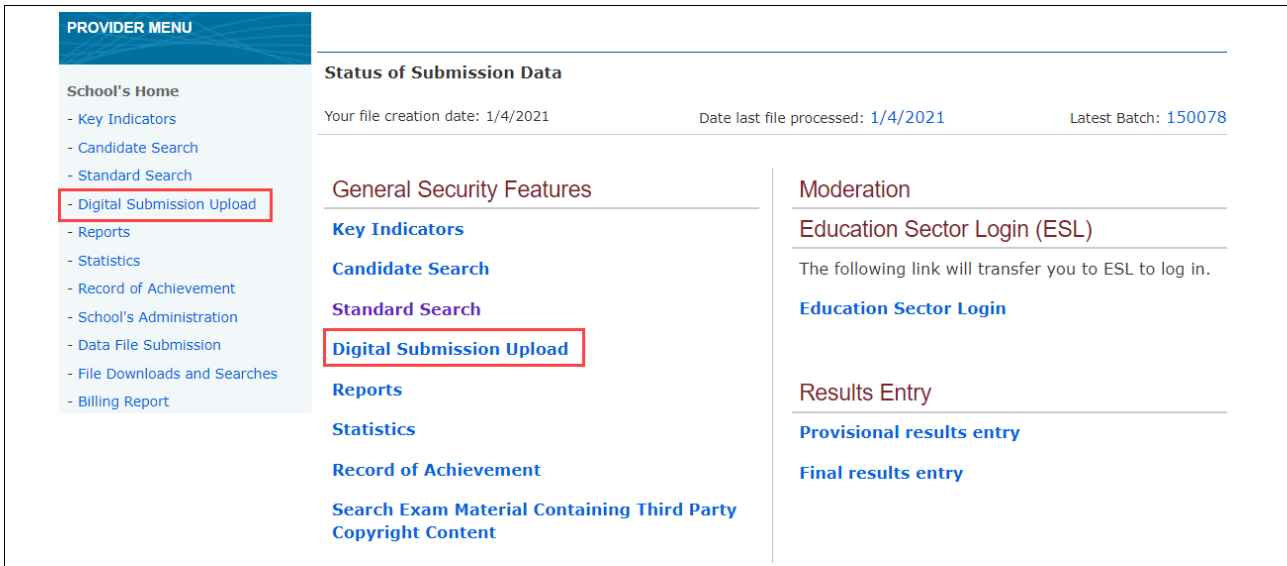


Microsoft Edge

Accessing the digital submission upload page

Follow these instructions to upload candidates' work.

1. Log into the [NZQA Schools' Provider Login](#).
2. Click *Digital Submissions Upload* from either *School's Home* or *General Security Features*.



The screenshot shows the 'PROVIDER MENU' on the left with 'Digital Submission Upload' highlighted. The main content area is titled 'Status of Submission Data' and includes 'General Security Features' with 'Digital Submission Upload' highlighted. Other sections include 'Moderation', 'Education Sector Login (ESL)', 'Results Entry', and 'Provisional results entry'.

PROVIDER MENU

- School's Home
 - Key Indicators
 - Candidate Search
 - Standard Search
 - Digital Submission Upload
 - Reports
 - Statistics
 - Record of Achievement
 - School's Administration
 - Data File Submission
 - File Downloads and Searches
 - Billing Report

Status of Submission Data

Your file creation date: 1/4/2021 Date last file processed: 1/4/2021 Latest Batch: 150078

General Security Features

- Key Indicators
- Candidate Search
- Standard Search
- Digital Submission Upload
- Reports
- Statistics
- Record of Achievement
- Search Exam Material Containing Third Party Copyright Content

Moderation

Education Sector Login (ESL)

The following link will transfer you to ESL to log in.

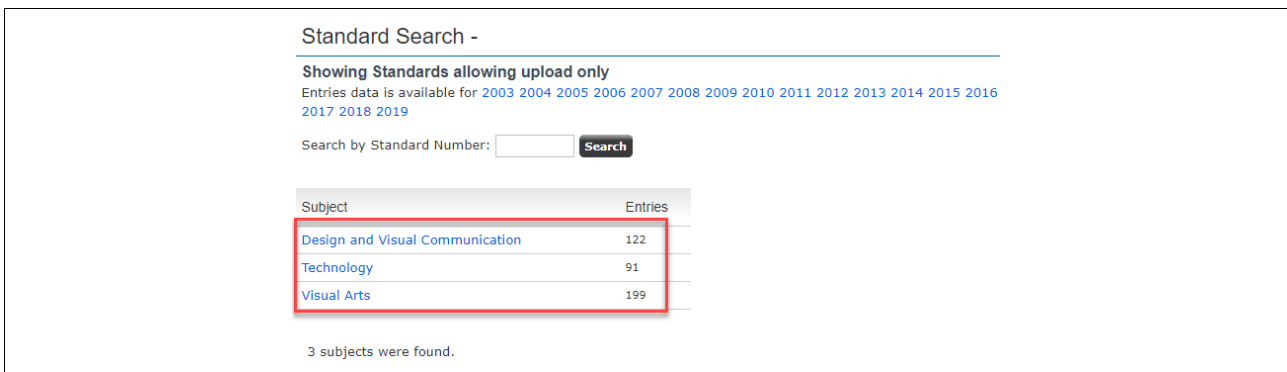
[Education Sector Login](#)

Results Entry

- Provisional results entry
- Final results entry

A list of the subjects that your school has entries for and where digital submissions are accepted will be displayed.

3. Click on the subject required.



The screenshot shows the 'Standard Search' results page. It displays a table with columns for 'Subject' and 'Entries'. The subjects listed are 'Design and Visual Communication' (122), 'Technology' (91), and 'Visual Arts' (199). A search bar and a 'Search' button are visible above the table.

Standard Search -

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

Search by Standard Number:

Subject	Entries
Design and Visual Communication	122
Technology	91
Visual Arts	199

3 subjects were found.

External Assessment Submission Instructions – NZ Scholarship Languages

A list of the standards where digital submissions are accepted will be displayed.

4. Click on the standard required.

Technology Standards

Code	Assessed	Level 1 Standards	Candidates
91886	External	Demonstrate understanding of human computer interaction	21
91887	External	Demonstrate understanding of compression coding for a chosen media type	35

Code	Assessed	Level 2 Standards	Candidates
91898	External	Demonstrate understanding of a computer science concept	16
91899	External	Present a summary of developing a digital outcome	10

Code	Assessed	Level 3 Standards	Candidates
91636	External	Demonstrate understanding of areas of computer science	9

5 standards were found.

A list of the candidates with entries for the selected standard will be displayed.

5. If the candidates are not listed on the page, you will need to submit a data file to create the entry.

Candidates Entered in 91886 -

Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

Add files...
 Start Upload
 Cancel upload and clear the list

Candidate Name	NSN	Version	Result Date	Credits Complete	Consent to Achieved	Assess	Ext Org	Ext Loc	Course
Andrews, Jakob <small>Upload File</small>	123456789	1							Digital Media
Connors, Beth <small>Upload File</small>	234567891	1							Digital Media
Franklin, Janice <small>Upload File</small>	345678912	1							Digital Media
Mathers, Michelle <small>Upload File</small>	456789123	1							Digital Media
Paulson, Andrew <small>Upload File</small>	567891234	1							Digital Media
Pluto, Jack <small>Upload File</small>	567891235	1							Digital Media

Uploading files using the Candidate’s page

1. Click *Upload File* to access an individual candidate’s page.

Candidates Entered in 91886 -

Standard: 91886
 Subject: Technology
 Title: Demonstrate understanding of human computer interaction
 Assessment: External

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

Candidate Name	NSN	Version	Result Date	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course
Andrews, Jakob Upload File	123456789	1						Digital Media
Connors, Beth Upload File	234567891	1						Digital Media
Franklin, Janice Upload File	345678912	1						Digital Media
Mathers, Michelle Upload File	456789123	1						Digital Media
Paulson, Andrew Upload File	567891234	1						Digital Media
Pluto, Jack Upload File	567891235	1						Digital Media

2. Click *Add files...* to open your school local drive.
3. Check that the candidate’s file(s) to be transferred/uploaded are for the correct standard and match the candidates’ details.
4. Select the candidate’s file(s) and either double click or click *Open* from the drive. Alternatively, select the file(s) and drag and drop to the *Upload files for Submissions* window.

Upload files for External Submissions

Candidate NSN: 345678912
 Candidate Name: Franklin, Janice
 Standard: 91886
 Subject: Technology
 Title: Demonstrate understanding of human computer interaction
 Assessment: External

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

File Name	Original File Name	Size	Upload At

File Explorer: Desktop > 91886

Name	Date modified	Type	Size
123456789-Andrews-Jakob.pdf	25/01/2020 9:48 PM	Adobe Acrobat Docu...	149 KB
234567891-Connors-Beth.pdf	12/02/2020 9:11 PM	Adobe Acrobat Docu...	224 KB
345678912-Franklin-Janice.pdf	17/06/2020 9:45 AM	Adobe Acrobat Docu...	82 KB
456789123-Mathers-Michelle.pdf	17/01/2020 2:59 PM	Adobe Acrobat Docu...	11 KB
567891234-Paulson-Andrew.pdf	23/01/2020 3:06 PM	Adobe Acrobat Docu...	133 KB
567891235-Pluto-Jack.pdf	0/07/2020 4:52 PM	Adobe Acrobat Docu...	7 KB

✓ If the file transfer is successful, the file name will be displayed.

✗ If there is an error with the file(s), the message panel will identify the file(s) that contain the error and a brief description of the validation error.

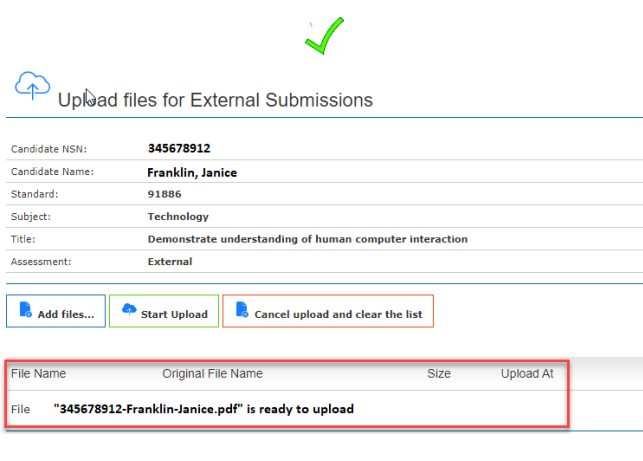
Example if there is an error with matching the file name:

Error matching file name, please review below: Export to CSV

- *File 345678912-Janice-Franklin.docx doesn't match with any candidate(s) information on this page.*

You will need to check the file name and re-name if necessary (refer to the naming conventions).

Click *Cancel Upload and clear the list*, then follow the file upload steps above to re-upload the candidates file(s).



Upload files for External Submissions

Candidate NSN: **345678912**

Candidate Name: **Franklin, Janice**

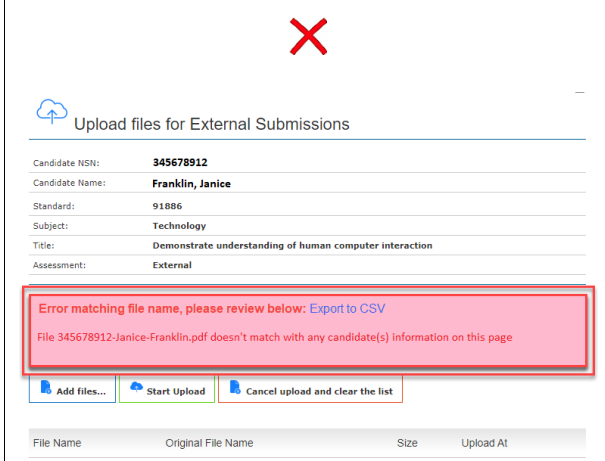
Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

File Name	Original File Name	Size	Upload At
File	"345678912-Franklin-Janice.pdf" is ready to upload		



Upload files for External Submissions

Candidate NSN: **345678912**

Candidate Name: **Franklin, Janice**

Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

Error matching file name, please review below: [Export to CSV](#)

File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page

File Name	Original File Name	Size	Upload At

The details displayed in the error message can be exported by clicking the *Export to CSV* link. This function is particularly useful when there are several errors displayed, as the error message will disappear when the page is refreshed.

	A
1	Digital Submissions Upload Error Messages
2	File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page.
3	File 456789123-Mathers-Michelle.pdf doesn't match with any candidate(s) information on this page.
4	File 567891235-Pluto-Jack.pdf doesn't match with any candidate(s) information on this page.

Example if there is a file size over 200MB:

File size 345678912.PDF is over the 200MB limit. Please re-submit the file by clicking here.

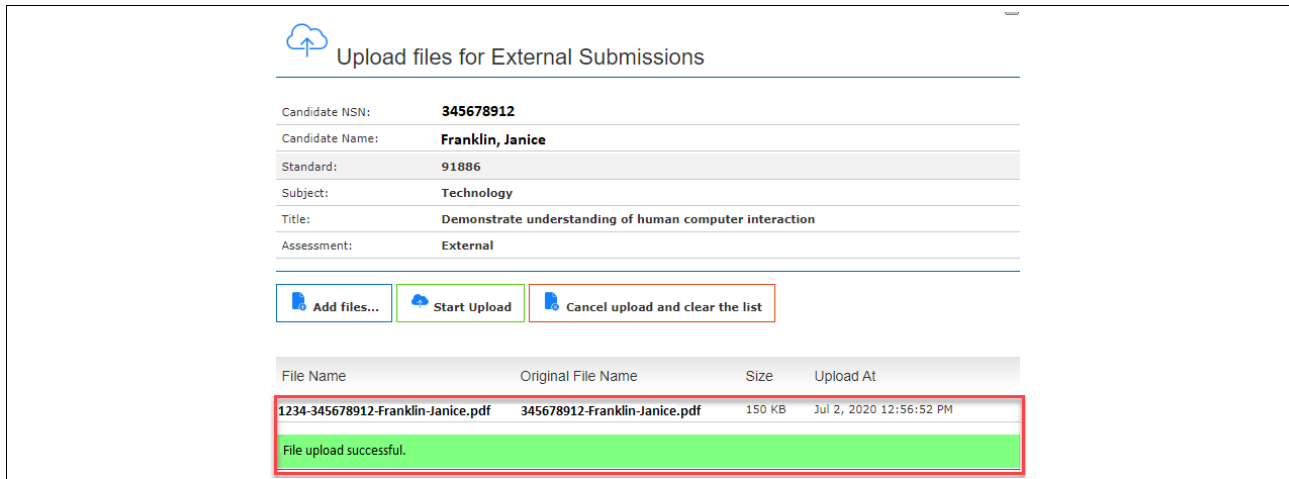
You will need to re-submit the file via a [Google form](#).

Candidate Name	NSN	Version	Result Date	Credits Complete	Consent to Achieved	Ext Org	Ext Loc	Course
Franklin, Janice	345678912	1						
								Upload File
<div style="border: 2px solid red; padding: 5px;"> <p>File size (345678912.pdf) is over the 200 MB limit. Please, re-submit the file by clicking here.</p> </div>								

5. Click *Start Upload* to upload the file(s).

A progress bar will appear to show the file(s) are loading, and upon a successful upload a green confirmation bar will be displayed. The details of the file(s) shown are:

- a. the NZQA generated filename
- b. the original filename
- c. the size of the file
- d. the upload date and time.



Upload files for External Submissions

Candidate NSN: **345678912**

Candidate Name: **Franklin, Janice**

Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

File Name	Original File Name	Size	Upload At
1234-345678912-Franklin-Janice.pdf	345678912-Franklin-Janice.pdf	150 KB	Jul 2, 2020 12:56:52 PM
File upload successful.			

Uploading candidates' files using the standards page

- To upload candidates' file(s) for a standard, select the standard required on the subject standards page.

Technology Standards			
Code	Assessed	Level 1 Standards	Candidates
91886	External	Demonstrate understanding of human computer interaction	21
91887	External	Demonstrate understanding of compression coding for a chosen media type	35
Code	Assessed	Level 2 Standards	Candidates
91898	External	Demonstrate understanding of a computer science concept	16
91899	External	Present a summary of developing a digital outcome	10
Code	Assessed	Level 3 Standards	Candidates
91636	External	Demonstrate understanding of areas of computer science	9

- A list of the candidates with entries for the selected standard will be displayed.

Candidates Entered in 91886 -									
Standard: 91886									
Subject: Technology									
Title: Demonstrate understanding of human computer interaction									
Assessment: External									
Add files... Start Upload Cancel upload and clear the list									
Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Andrews, Jakob Upload File	123456789	1							Digital Media
Connors, Beth Upload File	234567891	1							Digital Media
Franklin, Janice Upload File	345678912	1							Digital Media
Mathers, Michelle Upload File	456789123	1							Digital Media
Paulson, Andrew Upload File	567891234	1							Digital Media
Pluto, Jack Upload File	567891235	1							Digital Media

- Click *Add files...* to open your school local drive.

- Check the files are for the selected standard.
- Select specific or all candidates' file(s) from the drive and either click *Open* or drag and drop the files to the *Upload files for Submissions* window.

Candidates Entered in 91886 -									
Standard: 91886									
Subject: Technology									
Title: Demonstrate understanding of human computer interaction									
Assessment: External									
Add files... Start Upload Cancel upload and clear the list									
Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Andrews, Jakob Upload File	123456789	1							Digital Media
Connors, Beth Upload File	234567891	1							Digital Media
Franklin, Janice Upload File	345678912	1							Digital Media
Mathers, Michelle Upload File	456789123	1							Digital Media
Paulson, Andrew Upload File	567891234	1							Digital Media
Pluto, Jack Upload File	567891235	1							Digital Media

Open

← → ↑ ↓ ↻ 🔍 This PC > Desktop > DES > pdfs > 91886

Organize New folder

Name	Date modified	Type	Size
123456789-Andrews-Jakob.pdf	21/07/2020 3:46 PM	Adobe Acrobat Docs...	58 KB
234567891-Connors-Beth.pdf	13/02/2020 4:11 PM	Adobe Acrobat Docs...	724 KB
345678912-Franklin-Janice.pdf	17/06/2020 9:45 AM	Adobe Acrobat Docs...	82 KB
456789123-Mathers-Michelle.pdf	17/07/2020 2:59 PM	Adobe Acrobat Docs...	71 KB
567891234-Paulson-Andrew.pdf	21/07/2020 3:46 PM	Adobe Acrobat Docs...	115 KB
567891235-Pluto-Jack.pdf	6/07/2020 4:52 PM	Adobe Acrobat Docs...	7 KB

File name: All Files (*)

Tools

- As each file is transferred/uploaded, a progress bar will appear, and confirmation of the successful file(s) upload will be shown.

- If there are any errors with the file(s), the message panel will identify the file(s) that contain the error and a brief description of the validation error.



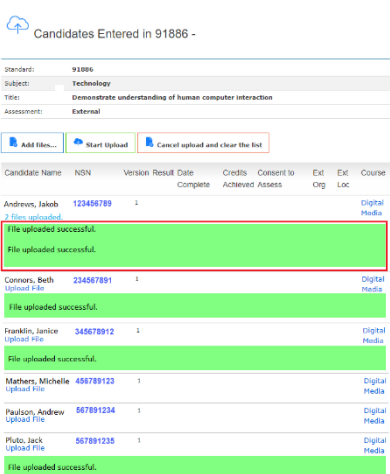
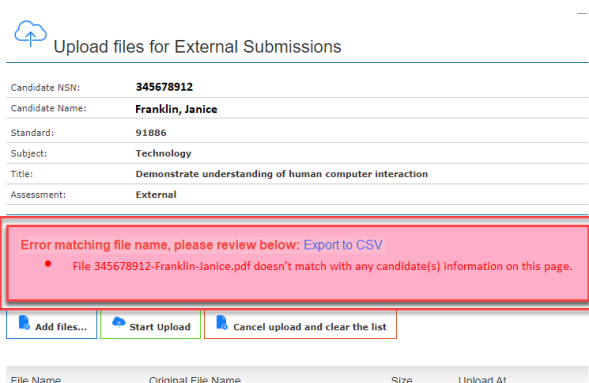
Example if there is an error matching the file name:

Error matching file name, please review below: Export to CSV

- *File 345678912-Janice-Franklin.docx doesn't match with any candidate(s) information on this page*
- *There are 2 candidates with information matching this file. Please rename the file to make it unique. E.g. include NSN.*

You will need to check the file name(s) and re-name if necessary. Refer to the [file naming conventions](#).

Click *Cancel Upload and clear the list*, then follow the file upload steps above to re-upload the candidates file(s).

The details displayed in the error message can be exported by clicking *Export to CSV*. This function is particularly useful when there are several errors displayed, as the error message will disappear when the page is refreshed.

	A
1	Digital Submissions Upload Error Messages
2	File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page.
3	File 456789123-Mathers-Michelle.pdf doesn't match with any candidate(s) information on this page.
4	File 567891235-Pluto-Jack.pdf doesn't match with any candidate(s) information on this page.

Example if there is a File size over 200MB:

File size 345678912.docx is over the 200MB limit. Please re-submit the file by clicking here.

You will need to re-submit the file via a [Google form](#).

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Franklin, Janice	345678912	1							
Upload File File size (345678912.pdf) is over the 200 MB limit. Please, re-submit the file by clicking here .									

4. Refresh the Standards page to view the files uploaded per candidates.

Candidates Entered in 91886 -

Standard: 91886
 Subject: Technology
 Title: Demonstrate understanding of human computer interaction
 Assessment: External

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Andrews, Jakob	123456789	1							Digital Media
2 files uploaded.									
Connors, Beth	234567891	1							Digital Media
1 file uploaded.									
Franklin, Janice	345678912	1							Digital Media
1 file uploaded									

Replacing candidates' files

For candidate files that need to be replaced, this needs to be completed by the submission date using either the individual or bulk upload instructions shown above.

The naming convention of the replacement file must be an exact match to the original file.

Example

Original file name	Replacement file name
345678912-Franklin-Janice.docx	345678912-Franklin-Janice.docx

- To check the replacement file(s) have uploaded successfully, click on the link below the candidate's name to view the candidates file details.

Candidates Entered in 91886 -

Standard: 91886
 Subject: Technology
 Title: Demonstrate understanding of human computer interaction
 Assessment: External

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete	Achieved	Assess	Org	Loc		
Andrews, Jakob	123456789	1							Digital Media
2 files uploaded.									
Connors, Beth	234567891	1							Digital Media
1 file uploaded.									
Franklin, Janice	345678912	1							Digital Media
1 file uploaded									

- The file details will show the date and time of the most recent upload.

Before

Upload files for External Submissions

Candidate NSN: 345678912
 Candidate Name: Franklin, Janice
 Standard: 91886
 Subject: Technology
 Title: Demonstrate understanding of human computer interaction
 Assessment: External

[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

File Name	Original File Name	Size	Upload At
1234-345678912-Franklin-Janice.pdf	345678912-Franklin-Janice.pdf	150 KB	Jul 2, 2020 1:34:41 PM
1234-345678912-Franklin-Janice.docx	345678912-Franklin-Janice.docx	84 KB	Jul 2, 2020 1:34:41 PM

After

File Name	Original File Name	Size	Upload At
1234-345678912-Franklin-Janice.pdf	345678912-Franklin-Janice.pdf	150 KB	Jul 2, 2020 1:34:41 PM
1234-345678912-Franklin-Janice.docx	345678912-Franklin-Janice.docx	84 KB	Jul 2, 2020 1:42:21 PM

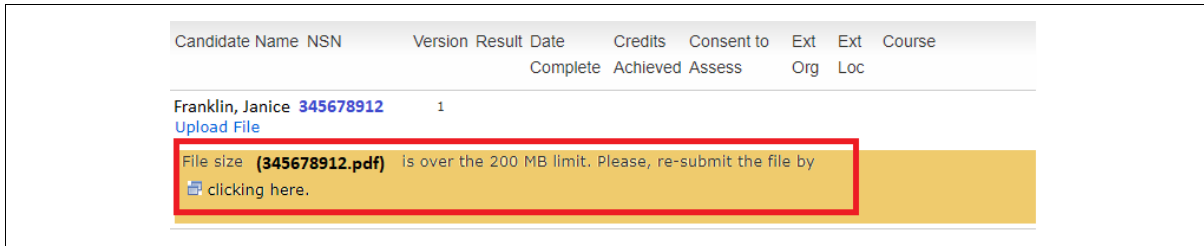
Uploading candidates' files over 200MB

An error message will be displayed if the upload of a candidate's submission file over 200MB is attempted. The message will direct you to upload the candidate's file via an online Google form.

You must have an existing Google account before you can access the Google form.

If you do not have a Google account, please create a one when prompted on screen or refer to the instructions on [how to create an account \(https://www.nzqa.govt.nz/create-google-account\)](https://www.nzqa.govt.nz/create-google-account)

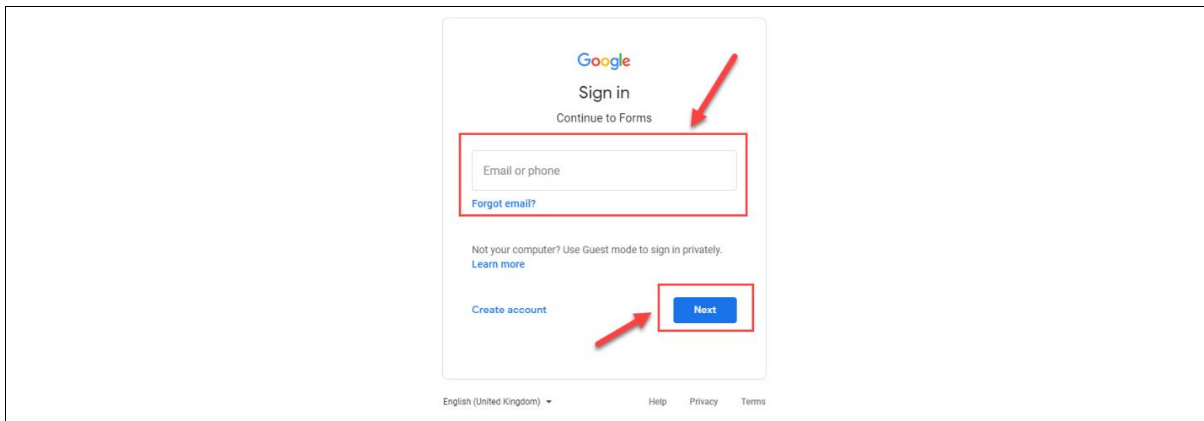
Example



1. From the error message, select the *clicking here* link to open the Google form.

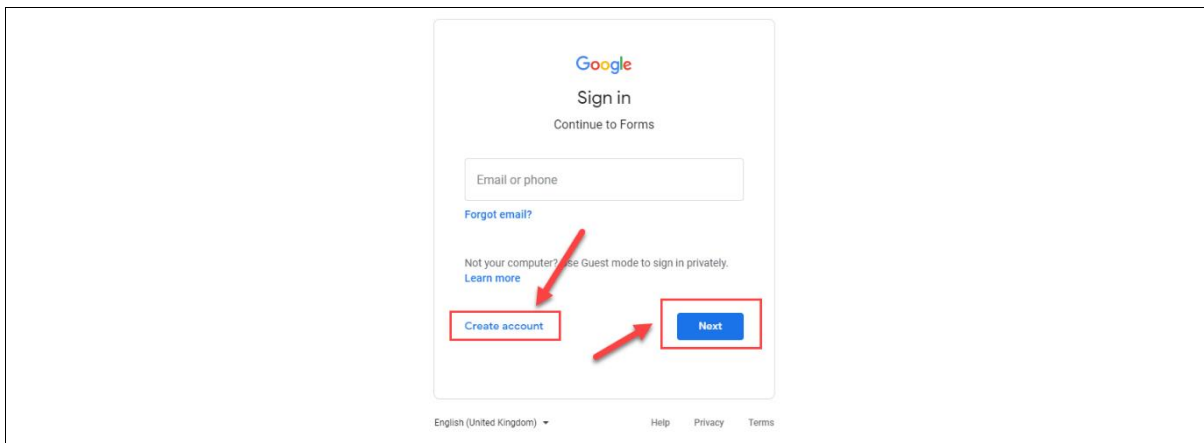
Note: the form will only appear if your school has a Google account.

- a. If you have a Google account, log in using your credentials (if prompted).



- b. If you do not have a Google account, click on *Create account* and follow the instructions.

The Google form will be available once the account is created.



2. Complete the Google form by entering the relevant details into each field. All fields are mandatory.
3. Click *Add File* and upload the candidate's submissions from your school local drive.
4. Check the candidate's details are correct.
5. Click the *Submit* button.

Digital Submissions

Please use this form to record your candidate's details and to upload files
The name and photo associated with your Google Account will be recorded when you upload files and submit this form. Not [nzqasubsub.dev@gmail.com?](#) [Switch account](#)

***Required**

Email address *

PN@abchigh.school.nz

School name *

123 ABC High School

MOE ID / School provider ID *

9999

Candidate name (surname, first name) *

Franklin, Janice

Candidate NSN *

345678912

Standard number *

Choose

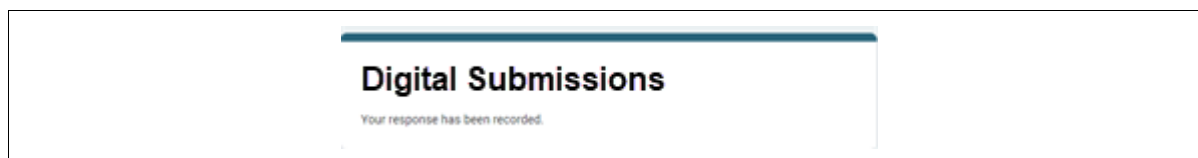
ⓘ This is a required question

Upload candidate material *

[Add File](#)

Submit

Once submitted, a receipt of the submission will be sent to the email address provided on the Google form.



Other information

1. The organisation of files in the school's local submission folder(s) is managed by schools.
2. It is recommended schools check that all expected uploads have occurred.
3. It is recommended that schools keep a secure copy of the candidate's submission until the end of March 2022.
4. NZQA will store a copy of the submissions and marked files for security and reference purposes.
5. NZQA will delete the candidate's submission and marked files after 30 June 2022.