

External Assessment Submission Instructions for NCEA and NZ Scholarship Design and Visual Communication (DVC) 2022

Submission date
9.30 am, Wednesday 2 November 2022

Principal's Nominees and Teachers should read these instructions before beginning to process candidate portfolios for submission to NZQA.

10 August 2022 V1.0



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

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Section 1: Generic information for Principal’s Nominee

1. Key dates

Date 2022	NCEA and NZ Scholarship DVC
1 September	<ul style="list-style-type: none"> Final entry data sent to NZQA.
17 - 25 October	<ul style="list-style-type: none"> Schools receive packing materials.
18 – 25 October	<ul style="list-style-type: none"> Schools organise submission materials for distribution. <ul style="list-style-type: none"> Phone the Design and Visual Communications (DVC) Business Liaison Officer on 0800 697 296 if packing materials have not arrived by 26 October or if there are insufficient or missing materials.
18 October – 1 November	<ul style="list-style-type: none"> Schools prepare and package candidate work using the instructions provided in this document. Hard copies of these instructions will be included in the materials sent to schools.
26 October (9.30 am)	<ul style="list-style-type: none"> NZ Post will collect L1 Visual Arts verification samples and completed attendance rolls from the school’s courier pick up point.
2 November (9.30 am)	<ul style="list-style-type: none"> NZ Post will collect the following materials from the school’s courier pick up point: <ul style="list-style-type: none"> Physical submissions and completed attendance rolls for Design and Visual Communication (DVC) and verification samples for L2 Visual Arts Completed attendance rolls for L3 Education for Sustainability (EFS), Technology, NZ Scholarship Dance, NZ Scholarship Health and Physical Education and NZ Scholarship Music. Upload all digital submissions to the NZQA Schools’ Provider Login – Digital Submission Upload link.
January 2023	<ul style="list-style-type: none"> Candidates can view results online, following NCEA results release.
February 2023	<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 NCEA and NZ Scholarship DVC standards to NZQA by 1 September. Candidates submitting their portfolios digitally must be flagged as DS (Digital Submission).

If schools have missed the 1 September deadline, a data entry file must be submitted to NZQA. Candidate portfolios cannot be submitted 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. Derived grades

NCEA

A derived grade may be applied for by a candidate who, after 1 October 2022, has suffered a temporary impairment including a physical injury or an emotional trauma, which has seriously impaired the candidate’s preparation for submission.

The absence or impairment for the candidate must comply with NZQA's derived grade [guidelines](#).

A candidate seeking a derived grade applies to NZQA through the school by completing the relevant sections of the [derived grade application form](#).

The school submits a derived grade based on an assessment of the standard specific evidence demonstrated by the candidate in the portfolio and other work. **There must be sufficient evidence available to confirm the candidate is performing at the level of the grade reported.**

Candidates must submit their portfolio of evidence as per the assessment specifications, regardless of the level of completion. The school must send the portfolio to NZQA along with the submissions from its other candidates.

A derived grade is **not available** where a candidate does not submit a portfolio.

NZ Scholarship

There is no derived grade process available for NZ Scholarship.

4. Managing possible authenticity breaches

The submission of a folder by a candidate is regarded as testimony that the work is the candidate's own. If, when following the school's authentication process, a teacher has formed an opinion that candidate work may not be authentic, and the candidate continues with the submission, the teacher and the Principal's Nominee must:

1. inform candidates of the [Possible Authenticity Breach process](#)
2. download and complete the [Possible Authenticity Breach Form](#). The candidate will be asked to respond to this form as part of any NZQA initiated breach investigation; it is a public document
3. email the Possible Authenticity Breach Form to breaches@nzqa.govt.nz
4. ask the candidate to sign the cover of their envelope
5. complete the process well before the submission date.

NZQA will initiate an investigation once the school's report is received.

5. Materials for late entries

NZQA will only provide materials for entries made by 1 September 2022. If schools have missed this deadline and need to make late entries:

- submit a data entry file to NZQA
 - use the [non-barcoded NCEA envelopes and NZ Scholarship Performance Summary Cards](#) for the late entry submissions
- DO NOT** use an absent candidate's barcoded envelope or performance summary card for a late entry.
- contact NZQA Logistics on 0800 697 296, if extra non-barcoded envelopes/performance summary cards or packing materials are required.

6. Late submissions

Late candidate submissions (after 2 November 2022) can only be made if:

- an email is sent to examinations@nzqa.govt.nz, by the school's Principal or Principal's Nominee verifying that the late submission(s) was the result of an act of omission on the part of the school and that the candidate(s) has not worked on the submission after 2 November; and
- the email is to be sent prior to submitting the late work to NZQA.

Note: the subject line of the email will need to include '**Late submission – DVC**'.

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the candidate(s) will not be able to submit their work therefore, schools will be required to submit an entry file to NZQA.

NZQA will acknowledge the request and/or provide further instructions where applicable.

7. Sending courier bags to NZQA

NZQA has contracted NZ Post for **one pick up** on:

- **Wednesday 26 October 2022** for L1 Visual Arts. Please have the verification samples ready for collection from the school office/courier pick up point before **9.30 am**.
- **Wednesday 2 November 2022** of all physical submissions and completed attendance rolls for the following subjects:
 - NZ Scholarship Dance
 - Design and Visual Communication
 - Level 3 Education for Sustainability
 - NZ Scholarship Health and Physical Education
 - NZ Scholarship Music
 - Technology
 - L2 Visual Arts (verification samples).

Please do not make any further courier bookings.

Take the DVC cartons to the school office/courier pick up point before **9.30 am** on **Wednesday 2 November 2022** for collection.

If the courier has not collected the cartons by **3.00 pm** on **Wednesday 2 November 2022**, schools must contact both NZ Post on 0800 501 501 and NZQA Logistics on 0800 697 296 immediately.

Please provide the following information to the NZQA Logistics team:

- office hours
- contact person and number
- number of items uncollected and for which subjects(s).

If the cartons are **not ready for collection** when the courier arrives, the school must make their own arrangements to send the cartons to reach NZQA by **Friday 4 November 2022**.

8. Return of assessed work to schools after marking

NCEA submissions will be returned to schools in mid to late January and NZ Scholarship submissions will be returned to schools after the release of NZ Scholarship results in February 2023.

All school deliveries are signature-required. Someone at the school must sign for them. If cartons have not arrived, please check with the school office before contacting NZQA Logistics on 0800 697 296.

9. 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](#). More information can be found on the [NZQA website](#).

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 letter.

10. Enquiries

Please refer any enquiries relating to these instructions to:

DVC Business Liaison Officer

Operations and Logistics

Telephone: 0800 697 296

Email: examinations@nzqa.govt.nz

11. Other information

- The organisation of files in the school's local submission folder(s) is managed by schools.
- It is recommended schools check that all expected uploads have occurred.
- It is recommended that schools keep a secure copy of the candidate's submission until the end of March 2023.
- It is recommended that the candidate keeps a personal copy of their submission until the end of March 2023.
- NZQA will store a copy of the submissions and marked files for security and reference purposes.
- NZQA will delete the candidate's submission and marked files after 30 June 2023.

Section 2: Information for the DVC teacher

12. Assessment overview

These instructions relate to the following NCEA Levels 1, 2, 3 and NZ Scholarship DVC standards:

91063	Produce freehand sketches that communicate design ideas
91064	Produce instrumental, multi-view orthographic drawings that communicate technical features of design ideas
91065	Produce instrumental paraline drawings to communicate design ideas
91337	Use visual communication techniques to generate design ideas
91338	Produce working drawings to communicate technical details of a design
91339	Produce instrumental perspective projection drawings to communicate design ideas
91627	Initiate design ideas through exploration
91631	Produce working drawings to communicate production details for a complex design
93602	DVC New Zealand Scholarship

13. Mode of assessment

The mode of assessment for **Levels 1, 2, 3 and NZ Scholarship** external DVC standards is a **submitted portfolio**.

Teachers are expected to be familiar with the [Assessment Specifications](#) for the current year. These specifications define a portfolio.

14. CD/DVD submissions

For submissions recorded on disks there must be one submission only per disk.

The format for CD/DVD submissions will need to be in a .pdf, PowerPoint, HTML or QuickTime format on CD ROM. **Do not** send work in an editable format of technology, such as USB flash drives or MP3 players.

1. Clearly write the following on both the disk and the case (if not transparent):
 - The candidate's National Student Number (NSN)
 - The school's MoE code
 - The achievement/performance number eg, 91063.
2. Wrap disks into protective packaging, such as bubble wrap, to prevent damage in transit.
3. Place package, together with correct envelope (barcode facing outwards) in an A3 clear plastic bag.

15. Digital submissions

15.1 Preparing digital submissions

If teachers are unsure about whether their school is submitting work digitally, please discuss with the Head of Department or Principal's Nominee.

15.2 File naming conventions

Use one of the following file naming conventions to upload candidate portfolios to NZQA.

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

Candidate files must be saved using the one of the following naming conventions.

File naming convention	Example
[School No]-[NSN]-[Standard No].[extension] <i>* recommended convention</i>	0045-456729012-91979.pdf
[NSN].[extension]	456729012.mp3
[Surname]-[First name].[extension]	Marshall-James.mp3
[NSN]-[Surname]-[First name].[extension]	456729012-Marshall-James.mp3

When using a file naming convention that includes the candidate's name, the name must match the exact name displayed on the entries page. It must also match any spaces shown.

Examples:

Candidate entry name shown as..	Acceptable file name
Foster, Casey	Foster-Casey.mp4
CESARIO PIOTTO, May	CESARIO PIOTTO-May.mov
De Hoedt Norgrove, Sheree	De Hoedt Norgrove-Sheree.avi
Smith-Long, Jane	Smith-Long-Jane.mts
McCollum, Amy	McCollum-Amy.pdf
Smith, T'reik	Smith-T'reik.pdf
MacDonald, JANE	MacDonald-JANE.mp4

You will need to complete a Google form when uploading any candidate work over 200MB. To complete the form, schools will need to have a Google account. For instructions on how to create a Google account, please refer to the ['How to create a Google account guide'](#) available on NZQA subject page.

Detailed instructions about the upload process are available on the NZQA subject page – ['Online Digital Submission User Guide'](#).

For assistance during the submission process:

- Email desadmin@nzqa.govt.nz and in the subject line, type **'Design and Visual Communication – <Level, Standard>'**
- Phone 0800 697 296 (NZQA Contact Centre).

16. Combined submissions

16.1 NCEA and NZ Scholarship submissions

Candidates with entries into 93602 as of 1 September 2022 will receive a personalised NZ Scholarship Performance Summary Card.

Work submitted by candidates for combined NCEA and NZ Scholarship must be placed into the candidate's NCEA envelope and packed into the A3 clear plastic bag provided **with** the performance summary card. Please ensure the **performance summary card is placed on top** of the NCEA envelope inside the clear plastic bag.

Note: it is important the performance summary card is visible to ensure the submission is sent for NCEA **and** NZ Scholarship marking. **Failure to do so, may result in the candidate's submission not being marked by the NZ Scholarship marking panel.**

16.2 Scholarship only submissions

Where candidates are submitting work for NZ Scholarship only, schools must pack the work into the A3 clear plastic bag with the performance summary card placed at the **on top** with the barcode displayed.

All work submitted in A3 clear plastic bags must be placed at the top of the carton (once packed).

17. Moderation of internally assessed work that contains externally assessed material

If the work submitted for marking is also required for moderation during late term three or term four, then clear scans or coloured photocopies of the material to be submitted must be produced.

Submit, where possible, the original materials for external assessment.

18. Submission materials

NZQA will send all schools with DVC entries a package of submission and packaging materials between 17 – 25 October 2022. This package will be addressed to the Principal's Nominee and includes:

- Two copies of these instructions.
- **Set of attendance rolls (main and working)** listing candidate entries made by 1 September 2022, arranged by level, standard and exam code. The yellow working copy is to be retained by the school until results are received by candidates.
- **A4 plastic bag** for the return of the completed main attendance roll(s).
- **NCEA Personalised envelopes** for candidates who have entries made by 1 September 2022. Note: Candidates entered to submit digitally will not receive personalised envelopes.
- **Personalised performance summary cards** for candidates who have entered (by 1 September 2022) into the NZ Scholarship Performance standard 93602.
- **Non-barcoded NCEA envelopes** to be used for candidates with late entries (made after 1 September 2022).
- **Non-barcoded performance summary cards** to be used for candidates with late entries into standard 93602 (made after 1 September 2022).

- A set of cartons in which to place DVC portfolios. Refer to [Section 20.2](#) for a guide on the quantity per carton.
- A roll of tape to assemble and seal the cartons.
- A set of clear A3 plastic bags for combined NCEA and NZ Scholarship submissions only.
- A set of orange NZ Post bags, only applicable for some schools for a specified standard.

If these materials have not arrived by Wednesday 26 October 2022, please contact the DVC Business Liaison Officer on 0800 697 296.

19. Preparing individual submissions

The following process of organising the material for submission must be strictly adhered to.

To prepare each candidate's submission – for **each standard**:

1. Ensure each candidate has immediate access to their National Student Number (NSN) on their admission slip, NSN card, or school-generated list.
2. Use the Attendance Rolls to determine which envelope belongs to which candidate. Check the exam code (eg, D115) and standard number on the Attendance Roll matches the barcode on the envelope. (Candidates submitting digitally will not receive an envelope).



3. Instruct the candidate to:
 - read and follow the instructions on the envelope cover
 - check the printed NSN on the envelope matches the NSN on their admission slip, NSN card or school-generated list
 - write their NSN into the boxes provided on the envelope. Ignore the first zero in the NSN
 - write their NSN on the top right-hand corner of the first page of their portfolio
 - place their portfolio in the envelope, with the NSN face up
 - tuck in the envelope flap to secure the portfolio.
4. If part or all of a submission is on a CD/DVD, ensure:
 - no other material is on the CD/DVD
 - the CD/DVD can be played on a device other than the one it was recorded on
 - the candidate's NSN and school MoE code is written on CD/DVD
 - the envelope flap is secured using adhesive tape.
5. If any candidate has chosen NOT to present work, **do not send their envelope**. Their envelope must be disposed of after the submission date. These candidate entries will be marked as absent.
6. Check that each candidate has:
 - hand-written their NSN correctly onto the envelope in the boxes provided
 - signed the declaration (in the case of unavoidable absence, the teacher may sign for the candidate).

- Schools must keep a copy of all digitally submitted work for assessment until NCEA and NZ Scholarship results have been released to candidates in January 2023 for NCEA and February 2023 for NZ Scholarship.
- Place the candidate’s portfolio into the envelope. Any pages larger than A3 need to be folded to fit the envelope. Do not submit visual diaries (selected pages can be scanned/copied).

For combined NCEA and NZ Scholarship submissions, refer to [Section 16](#) for further details.

Sample envelope with declaration

2-D115 8935A 48 56 22



91065 0123456789

1

National Student Number (NSN)

NZQA
NEW ZEALAND QUALIFICATIONS AUTHORITY
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Level 1 Design and Visual Communication, 2019

91065 Produce instrumental paraline drawings to communicate design ideas

Credits: Three

Achievement	Achievement with Merit	Achievement with Excellence
Produce instrumental paraline drawings to communicate design ideas.	Produce instrumental paraline drawings to clearly communicate design ideas.	Produce instrumental paraline drawings to effectively communicate design ideas.

INSTRUCTIONS

CHECK YOUR NSN

- Find the printed nine-digit number above. The number must be the same as the NSN from the top right-hand corner of your *National Schools Qualifications – Examinations Admission Slip*.
- If the number above IS NOT the same as the NSN on your admission slip, return this folder to your teacher immediately.
- If the number above IS the same as the NSN on your admission slip, tick (✓) this box:
- Print the NSN from your admission slip here:

0									
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- Print this number clearly at the top right-hand corner of the first page of your submission AND on any enclosed CD/DVD.

COMPLETE THIS DECLARATION

- I have checked my NSN.
- I have printed my NSN at the top right-hand corner of the first page of my submission.
- This submission is my entry for standard 91065.
- This work presented for assessment is my own.

Signature: _____

Date: _____

If the information above is not correct:

- it may not be possible to award a grade
- there may be an investigation for a breach of NZQA’s Rules and Procedures.

20. Completing attendance rolls and packing cartons/courier bags

To ensure the safe delivery and marking of candidate work, please follow the process below:

20.1 Attendance rolls

Schools will receive two copies of the attendance roll: the main (white) copy must be sent back to NZQA in the pre-addressed courier bag provided and the working (yellow) copy is to be retained by the school. The areas indicated in red below are **not** to be used.

New Zealand Qualifications Authority
Attendance Roll

Centre: 1234 ABC High School
Session: NCEA L3 Education for Sustainability Thursday 12/11/20 AM

Exam Code	NSN	Candidate Name	Standard	Absent (A)	Number Standards Collected	Time Left	Extra Paper
D113	0123456789	Candidate A	90831	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>
P103	0234567891	Candidate B	90831	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>
P116	0345678912	Candidate C	90831	<input type="checkbox"/> A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S102	0456789123	Candidate D	90831	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>
T101	0567891234	Candidate E	90831	<input type="checkbox"/> A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T106	0678912345	Candidate F	90831	<input type="checkbox"/> A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T122	0789123456	Candidate G	90831	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>

COMPLETE BOXES IN GREY AREA ONLY

Write a '1' if the candidate is submitting a report for this standard

Please do not use these two columns

Write an 'A' if the candidate is NOT submitting a report for this standard

- The **'Absent (A)'** column is to record any candidates that have chosen not to present work for a standard. Write an **'A'** in this column. These entries will be marked as absent.
- The **'Number of Standards Collected'** is to indicate the candidate is submitting work. Write a **'1'** in this column.
- Complete the attendance rolls using a black or blue pen. **Do not** use pencil.
- The subject teacher or Principal's Nominee must sign where 'Exam Centre Manager' is displayed.

For any late candidates to the exam session, please download the 'Late Entry Attendance Roll' from the NZQA Provider Login (Principal's Nominee) or your ECM homepage.

Please do not attempt to handwrite details of any late candidates on this roll.

Date answer booklets sent: / /

Date white (main) copy of Attendance Rolls sent: / /

Signed: _____
Exam Centre Manager

Subject teacher or
Principal's Nominee
must sign here.

00002933

- Securely file the working copy of the attendance roll and retain until after the release of results in January-February 2023.
- Accurate completion of the rolls is important for tracking and recording absent candidates. Incorrect data will create issues for results capture.

- Late candidate entries will be recorded on the ‘Late Entry Attendance Roll’ generated by the Principal’s Nominee from the [NZQA Schools’ Provider Login](#). Please email a completed copy of the Late Entry Attendance Roll to logistics@nzqa.govt.nz.

Note: the subject line of the email will need to include ‘**Late Attendance Roll – DVC**’.

- Pack the completed main attendance roll(s) into the A4 clear plastic bag provided and place into any carton with the candidate portfolios. The bag must be ready for collection from the school office/courier pick up point by 9.30 am on Wednesday 2 November 2022.
- Securely file the attendance roll and retain until the portfolios are returned to schools in January-February 2023.

20.2 Cartons

Each carton is to contain the number of envelopes as specified in the table below.

Number of envelopes per carton:

Level/standard	No. of envelopes per carton	Important information
Any standards (except combined NCEA and NZ Scholarship)	35*	<ul style="list-style-type: none"> • Do not submit visual diaries.
Level 3 91627	15*	<ul style="list-style-type: none"> • Do not submit visual diaries.
Combined NCEA and NZ Scholarship	10*	<ul style="list-style-type: none"> • NCEA envelopes containing candidate work to be placed in an A3 clear plastic bag with the NZ Scholarship Performance Summary Card placed at the top with the barcode displayed.
* ensure each carton does not exceed 7kg in weight.		


20.3 Orange courier bags

If orange courier bags are included in your pack of materials, these must be used for one standard, as specified on the letter enclosed with the materials (only applicable to selected schools).

21. Non-barcoded NCEA envelopes and NZ Scholarship Performance Summary Cards

1. Spare envelopes (for each NCEA standard) and performance summary cards (for the NZ Scholarship standard) without barcodes will be included with the materials. These are to be used for candidates submitting work whose entries were sent to NZQA **after** 1 September 2022.
2. If any entries have not been made, ensure these are sent to NZQA immediately. If in any doubt check with the Principal’s Nominee.
3. If the candidate submitting a portfolio does not have a personalised barcoded envelope or performance summary card, then:
 - Provide them with a ‘**spare**’ for the correct standard. **Do not** use an absent candidate’s barcode envelope or performance summary card.

- Write the following in the top left-hand corner of each envelope/performance summary card used:

012 345 678	← the candidate's NSN
473	← your school's code
Rick Coleman	← the candidate's name
91070	

NZQA will cover this information with a personalised, barcoded label before the envelope is sent to a marker.

- Ensure the candidate completes the declaration on the cover of the NCEA envelope.
- Continue to process candidate envelopes/performance summary cards as above.
- Unused 'spares' are to be retained by the school.
- **Ensure absent candidate's barcoded envelope/performance summary card are not used for a late entry. These envelopes/performance summary cards must be destroyed after the submission date.**
- If extra 'spare' envelopes or performance summary cards are required, contact NZQA Logistics on 0800 697 296 immediately. As a last resort, the front of another spare envelope/performance summary card may be photocopied and enclosed with the submission in an A3 clear plastic bag. **Do not photocopy a barcoded envelope/performance summary card.**
- When packing non-barcoded envelopes or performance summary cards into the cartons, please place these at the top of all other candidate portfolios. These will be extracted and processed with a personalised barcoded label, and then scanned to record receipt.