

Digital External Assessment Submission Instructions for NZ Scholarship Drama (S-DRAM) 2022

Examination date
2.00 pm, Tuesday 8 November 2022

These instructions apply to the submission of digital recordings for
NZ Scholarship Drama assessments.

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

26 July 2022 V1.0



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Section 1: Generic information for Principal’s Nominee

1. Key dates

Date 2022	NZ Scholarship Drama
1 September	<ul style="list-style-type: none"> Final entry data sent to NZQA.
8 November (2.00 pm)	<ul style="list-style-type: none"> Scholarship Drama examination.
By 5.00pm 9 November (one working day after the NZ Scholarship Drama examination)	<ul style="list-style-type: none"> Upload all digital submissions to the NZQA Schools’ Provider Login – <i>Digital Submission Upload</i> link.
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 NZ Scholarship Drama to NZQA by 1 September. Candidate entries 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 recordings cannot be submitted digitally 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

These instructions relate to the NZ Scholarship Drama standard 93304.

The mode of assessment for NZ Scholarship Drama Performance Assessment is by submitted digital upload for recorded performances and justifications to camera.

Note: The candidate annotated scripts and signed Authenticity Declarations will be sent in hard copy to NZQA by the Exam Centre Manager (ECM) and must be labelled with the candidate’s NSN.

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

4. Authenticity

The recording takes place in the [examination 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.

After the examination concludes, the candidate needs to sign the Authenticity Declaration. They may also sign the Permission to Publish Student Evidence section if they choose to do so.

The hard copy annotated scripts for Parts 1 and 2 are to be handed to the supervisor before the candidate leaves the examination room.

5. Digital submissions

5.1 Preparing digital submissions

Prior to the examination, schools must ensure the candidates are aware of the full requirements of the NZ Scholarship Drama [Assessment Specifications](#) and the [Examination Requirements](#).

There will be one recording that covers Part 1 (five minutes), Part 2 (six minutes) and Part 3 (six minutes) and includes reflections and performances.

Submission of recordings

All recordings must be submitted in mp4 format.

The 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. Where the enrolling school is not the exam centre, the enrolling school's Principal's Nominee is responsible for uploading the recordings to NZQA using the *Digital Submission Upload* link.

5.2 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.mp4
[NSN].[extension]	456729012.mp4
[Surname]-[First name].[extension]	Marshall-James.mp4
[NSN]-[Surname]-[First name].[extension]	456729012-Marshall-James.mp4

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.mp4
De Hoedt Norgrove, Sheree	De Hoedt Norgrove-Sheree.mp4
Smith-Long, Jane	Smith-Long-Jane.mp4
McCollum, Amy	McCollum-Amy.mp4
Smith, T'reik	Smith-T'reik.mp4
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 'NZ Scholarship Drama 93304'
- Phone 0800 697 296 (NZQA Contact Centre).

6. Late submissions

Late upload of candidate submissions (after 9 November) 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 8 November
- the email is to be sent prior to submitting the work to NZQA.

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

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the school will be required to submit an entry file to NZQA.

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

7. 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 email.

8. 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

9. 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 candidates' 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 candidates' submission and marked files after 30 June 2023.