

# External Assessment Submission Instructions for NZ Scholarship Health and Physical Education (S-HPED) 2022

**Submission date**  
9.30 am, Wednesday 2 November 2022

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

10 August 2022 V1.0



NEW ZEALAND QUALIFICATIONS AUTHORITY  
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## Table of Contents

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<b>Section 1: Generic information for Principal’s Nominee</b> .....	4
1. Key dates.....	4
2. Candidate entries.....	4
3. Managing possible authenticity breaches.....	4
4. Sending courier bags to NZQA .....	5
5. Late submissions .....	5
6. Reviews and reconsiderations .....	6
7. Enquiries.....	6
8. Other information .....	6
<b>Section 2: Information for the Health and/or Home Economics and/or Physical Education teacher</b> .....	7
9. Assessment overview .....	7
10. Mode of assessment.....	7
11. Submission materials.....	7
12. Digital submissions .....	7
12.1 Preparing digital submissions .....	7
12.2 File naming conventions .....	8
13. Completing attendance rolls.....	9

## Section 1: Generic information for Principal's Nominee

### 1. Key dates

Date 2022	NZ Scholarship Health and Physical Education
1 September	<ul style="list-style-type: none"> <li>Final entry data sent to NZQA.</li> </ul>
25 - 26 October	<ul style="list-style-type: none"> <li>Schools receive attendance rolls and courier bag to return the completed main attendance rolls to NZQA.               <ul style="list-style-type: none"> <li>Phone the Health and Physical Education Business Liaison Officer on 0800 697 296 if the attendance rolls have not arrived by 2 October.</li> </ul> </li> </ul>
25 October – 1 November	<ul style="list-style-type: none"> <li>Schools prepare candidate reports for online submission using the instructions provided in this document. Hard copies of these instructions will be included with the attendance rolls packs sent to schools.</li> </ul>
<b>26 October (9.30 am)</b>	<ul style="list-style-type: none"> <li>NZ Post will collect L1 Visual Arts verification samples and completed attendance rolls from the school's courier pick up point.</li> </ul>
<b>2 November (9.30 am)</b>	<ul style="list-style-type: none"> <li>NZ Post will collect the following materials from the school's courier pick up point:               <ul style="list-style-type: none"> <li><b>Physical submissions and completed attendance rolls</b> for Design and Visual Communication (DVC) and verification samples for L2 Visual Arts</li> <li><b>Completed attendance rolls</b> for L3 Education for Sustainability (EFS), Technology, NZ Scholarship Dance, NZ Scholarship Health and Physical Education and NZ Scholarship Music.</li> </ul> </li> <li>Upload all digital submissions to the <a href="#">NZQA Schools' Provider Login – Digital Submission Upload</a> link.</li> </ul>
February 2023	<ul style="list-style-type: none"> <li>Candidates can view results online, following NZ Scholarship results release.</li> </ul>

### 2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NZ Scholarship Health and Physical Education to NZQA by 1 September. All 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 reports 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](mailto:schools@nzqa.govt.nz).

### 3. Managing possible authenticity breaches

The submission of a report 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:

- inform candidates of the [Possible Authenticity Breach process](#)

- 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
- email the Possible Authenticity Breach Form to [breaches@nzqa.govt.nz](mailto:breaches@nzqa.govt.nz)
- complete the process well before the submission date.

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

## 4. Sending courier bags to NZQA

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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 courier bag containing the completed attendance rolls 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 bags 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 bag is **not ready for collection** when the courier arrives, the school must make their own arrangements to send the bag to reach NZQA by **Friday 4 November 2022**.

## 5. Late submissions

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

- an email is sent to [examinations@nzqa.govt.nz](mailto: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 – NZ Scholarship Health and Physical Education**'.

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.

## 6. Reviews and reconsiderations

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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.

## 7. Enquiries

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Please refer any enquiries relating to these instructions to:

**Health and Physical Education Business Liaison Officer**

Operations and Logistics

Telephone: 0800 697 296

Email: [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz)

## 8. Other information

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- 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 Health and/or Home Economics and/or Physical Education teacher

### 9. Assessment overview

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These instructions relate to the NZ Scholarship Health and Physical Education standard 93501.

### 10. Mode of assessment

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The mode of assessment for NZ Scholarship Health and Physical Education is by submitted online report only.

**Please note** physical reports will not be accepted.

Teachers are expected to be familiar with the [Assessment Specifications](#) for the current year.

### 11. Submission materials

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NZQA will send all schools with 1 September 2022 entries a pack of materials between 24 – 26 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. The yellow working copy is to be retained by the school until results are received by candidates.
- A **pre-address courier bag** to return the completed main attendance roll(s).

If the pack has not arrived by Wednesday 26 October 2022, please contact the Health and Physical Education Business Liaison Officer on 0800 697 296.

### 12. Digital submissions

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#### 12.1 Preparing digital submissions

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To prepare and submit candidate reports, the following must be strictly adhered to:

- upload only ONE file per candidate report
- add the candidate NSN within the header of the report
- do not include the candidate's name
- NSN to be used as the file name for each candidate's submission
- the maximum file size should be no more than 50MB. Ensure videos and sound files are within this size limit. Large video and audio files must be compressed. (This will significantly reduce the time it takes to upload the files).

Note: As indicated in the [Assessment Specifications](#), reports will not be returned to candidates.

## 12.2 File naming conventions

Use one of the following file naming conventions to upload candidate reports 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](mailto:desadmin@nzqa.govt.nz) and in the subject line, type '**NZ Scholarship Health and Physical Education 93501**'
- Phone 0800 697 296 (NZQA Contact Centre).



## 13. Completing attendance rolls

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

- **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"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
P103	0234567891	Candidate B	90831	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
P116	0345678912	Candidate C	90831	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S102	0456789123	Candidate D	90831	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
T101	0567891234	Candidate E	90831	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T106	0678912345	Candidate F	90831	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T122	0789123456	Candidate G	90831	<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.

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- Securely file the working copy of the attendance roll and retain until after the release of NZ Scholarship results in 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](mailto:logistics@nzqa.govt.nz)

Note: the subject line of the email will need to include 'Late Attendance Roll – NZ Scholarship Health and Physical Education'.

- Pack the completed main attendance roll(s) into the courier bag provided. The bag must be ready for collection from the school office/courier pick up point by 9.30 am on Wednesday 2 November 2022.