

External Assessment Submission Instructions for NCEA Level 3 and NZ Scholarship Visual Arts 2022

Submission date
9.30 am, Thursday 10 November 2022

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



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

26 October 2022 V1.1

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Section 1: Generic information for Principal’s Nominee

1. Key dates

Date 2022	Level 3 and NZ Scholarship Visual Arts
1 September	<ul style="list-style-type: none"> Final entry data sent to NZQA.
18 – 21 October	<ul style="list-style-type: none"> Schools receive NCEA Level 3 and NZ Scholarship Visual Arts materials. <ul style="list-style-type: none"> Phone the Visual Arts Business Liaison Officer on 0800 697 296 if materials have not arrived, or if there are insufficient or missing materials.
10 November	<ul style="list-style-type: none"> NCEA Level 3 and NZ Scholarship submission/collection. <ul style="list-style-type: none"> Online applications for Level 3 derived grades to be made by 5.00 pm.
11 November	<ul style="list-style-type: none"> Complete and submit Level 3 and NZ Scholarship attendance rolls through the NZQA School’s Provider Login - Reports.
Before end of December	<ul style="list-style-type: none"> Portfolios and workbooks returned to candidates. <ul style="list-style-type: none"> If selected for the Top Art exhibition, the portfolios and workbooks will be retained by NZQA. Candidates will be notified of this following results release.
January 2023	<ul style="list-style-type: none"> NCEA candidates can view their results and performance summary cards online, following NCEA results release.
February 2023	<ul style="list-style-type: none"> NZ Scholarship candidates can view their results and performance summary cards online via their NZQA Student Login, following NZ Scholarship results release.
End of June 2023	<ul style="list-style-type: none"> All unclaimed portfolios and workbooks returned to NZQA will be destroyed.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NCEA Level 3 and NZ Scholarship Visual Arts to NZQA by 1 September. Candidates submitting digitally (**Moving Image portfolios only**) must be flagged as DS (Digital Submission).

If schools have missed the 1 September deadline, a data entry file must be submitted to NZQA. Candidates’ moving image portfolios 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. 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 Visual Arts

There is no derived grade process for NZ Scholarship.

4. Managing possible authenticity breaches

The submission of a portfolio 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 the 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
- complete the process well before the submission date.

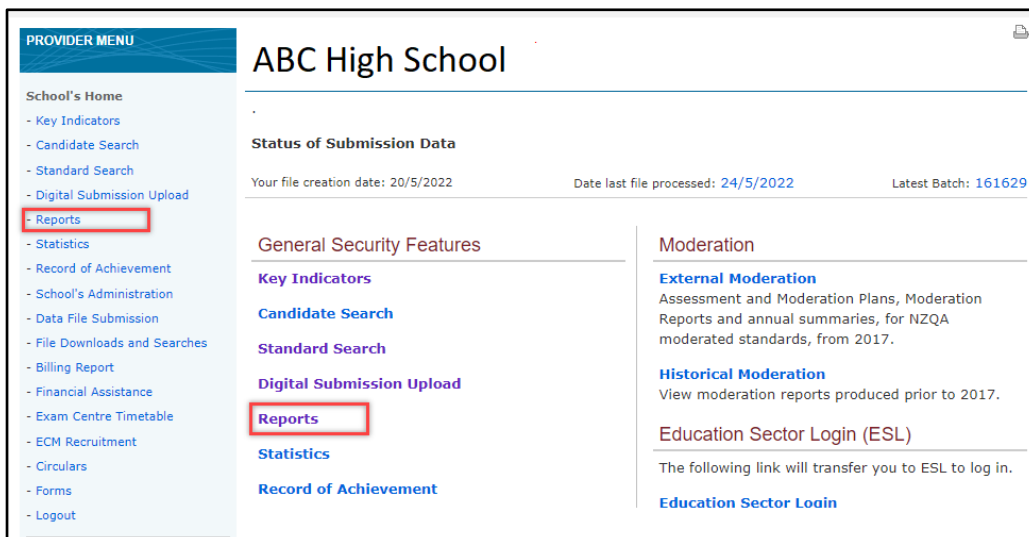
NZQA will initiate an investigation once the school's report is received.

5. Completing attendance rolls (new for 2022)

All schools are required to complete and submit attendance rolls for candidates who are entered for any external Level 3 or NZ Scholarship standards. Accurate completion of the attendance rolls is important correct data may create issues for results capture. Please follow the process below when completing the rolls. Attendance rolls must be completed by 11 November 2022.

The Principal's Nominee must:

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



The screenshot shows the NZQA Schools' Provider Login interface for ABC High School. On the left is a 'PROVIDER MENU' with various options, including 'Reports' which is highlighted with a red box. The main content area is titled 'ABC High School' and includes a 'Status of Submission Data' section with file creation and processing dates. Below this are sections for 'General Security Features' (with 'Reports' highlighted in a red box) and 'Moderation' (with sub-sections for External, Historical, and Education Sector Login).

3. Click Visual Arts – Provider Attendance Rolls

Home > For providers > School's Home > Reports

REPORTS

- School's Home
- Key Indicators
- Candidate Search
- Standard Search
- Digital Submission Upload
- Reports**
- Candidate Entries and Results
- Candidates' Last Login
- Consent to Assess
- Counts by Subject or Course Report
- Course Endorsement Report
- Covid Inclusions Report
- Credit Summary Report
- Entries and Results by Standard
- Exam Reports
- Late Attendance Roll Report
- Qualifications Report
- Qualifications Report with LRCs
- Summary of Total Grades
- Unexpected Event Grade Report
- Verification Reports

Reports

- [Candidate Entries and Results Report](#) view and print out candidate entries and results by sort key, NSN number and/or year
- [Candidates' Last Login](#) View and print out Candidates and when they last logged in
- [Consent to Assess](#) view lists of standards by domain that you have consent to assess
- [Counts by Subject or Course Report](#) view and print out candidate entry and result numbers
- [Course Endorsement Report](#) download a CSV file of Course Endorsement details
- [Covid Inclusions Report](#) This report provides an Excel Spreadsheet of the Covid inclusions applications submitted.
- [Credit Summary Report](#) download a CSV file of results and candidate details
- [Entries and Results by Standard Report](#) view and print out candidate entries and results by standard
- [Exam Reports](#) all exam related reports
- [Late Attendance Roll](#) This report generates late attendance rolls for each exam session to be provided to your ECM
- [Qualifications Report](#) download a CSV file of Qualification details
- [Qualifications Report With LRCs](#) download a CSV file of Qualification details including Learning Recognition Credits
- [Summary of Total Grades](#) view summary of total grades by subject group or school course
- [Unexpected Event Grade Report](#) This report provides an Excel Spreadsheet of the grades submitted to NZQA to be used if an Unexpected Event is declared.
- [Verification Reports](#) view a list of subjects with current verification reports available
- **[Visual Arts - Provider Attendance Rolls](#)** This report generates attendance rolls for NCEA L1, L2, L3 and NZ Scholarship Visual Arts entries

Viewing documents

You will need the appropriate reader to view PDF documents generated by the above reports.
Download the [latest version free](#).

4. Click the level required. *For example: L3-VISU.*

VISUAL ARTS ATTENDANCE ROLL -

Visual Arts Attendance Roll

Session Code	Total Entries
L1-VISU	13
L2-VISU	12
L3-VISU	3
Scholarship	1

Please disregard L1-VISU and L2-VISU as schools are not required to complete any attendance rolls.

5. Complete the roll by:

- ticking each standard where the candidate has submitted a portfolio
- typing either an 'M' for Moving Image (MI) or a '3' for Three-panel board (3P) submission
- ticking the 'Candidate did **not** submit' box if the candidate did not submit for any of the standards listed
- ticking the 'Portfolio submitted' box if the candidate has submitted a portfolio by the submission date.

L3-VISU - 2022 Provider Attendance Roll

Accurate completion of the provider attendance roll is important for tracking and recording absent candidates." Incorrect data will create issues for results capture.

Prior to completing the roll, please note:

- *Serial Number:* this field is pre-populated.
- *Standard:* tick the standard(s) where the candidate has submitted a portfolio.
- *Assessment Method:* type 'M' for Moving Image (MI) or '3' for Three-panel board (3P) submission.
- *Candidate did **not** submit:* tick the box if the candidate did not submit a portfolio for any L3 standard(s).
- *Portfolio Submitted:* tick the box if the candidate submitted a portfolio by the submission date for L3.

For partially completed rolls (e.g. only 6 out of the 13 candidates have submitted their portfolio or did not submit at all), you will need to click '**Save and Close**'.

For fully completed rolls (e.g 13 out of the 13 candidates have submitted their portfolios or did not submit at all), you will need to click '**Submit**'.

Please contact the NZQA Contact Centre on 0800 697 296 if you experience any issues.

Candidate Name	NSN	Serial Number	Standard 91455	Standard 91456	Standard 91457	Standard 91458	Standard 91459	Assessment Method	Candidate did not submit	Portfolio submitted
Candidate 1	123456789	21662	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate 2	123456788	22687	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Candidate 3	123456787	20933	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. For partial completed roll (e.g. only 2 of the 3 candidates have submitted their portfolios and awaiting the third), schools will need to click 'Save and Close'. If selected, you can edit the page at a later time/date.
7. For fully completed rolls (e.g. 3 out of the 3 candidates have submitted their portfolios or did not submit at all), you will need to click 'Submit'. The following message is displayed once you have confirm completing the roll.

Thank you for submitting your attendance roll.

Please note that once the 'Submit' button is selected, you will not be able to edit the page. If changes need to be made after the 'Submit' button has been selected, please email examinations@nzqa.govt.nz with the changes required.

Note: the subject line of the email will need to include 'Attendance Roll – Visual Arts <Level> <Standard>' e.g., *Attendance Roll – Visual Arts Level 3 91455*

6. Portfolio format requirements

Level 3 and NZ Scholarship Visual Arts portfolios may be submitted either as a three-panel portfolio board or as a moving image portfolio. For NZ Scholarship, a physical workbook is also required.

The body of work for the moving image portfolio should represent a similar amount of work as for the three-panel portfolio board. The moving image submission should not be merely a digital representation of the three-panel portfolio board.

More information on specific format requirements can be found in the [Assessment Specifications](#).

7. Authentication of candidate work

Candidates are required to sign the [Visual Arts Level 3 and Scholarship Authenticity Declaration](#) to stipulate that the work is their own. Schools are required to report to NZQA if they have concerns that any portfolio entered is not the candidate's own. If a school cannot authenticate a candidate's work, they should follow the process for possible authenticity breaches. t

Completed and signed [Visual Arts Level 3 and Scholarship Authenticity Declarations](#) are to be attached (with sticky tape or glue) to the left panel on the outside of each candidate's portfolio, prior to submission to NZQA.

8. 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, schools will need to submit a data entry file to NZQA, and follow the instructions below to produce temporary labels for each candidate's portfolio:

The **temporary labels** must include:

For outside of portfolio board:	<ul style="list-style-type: none"> • National Student Number (NSN) • candidate name and return address for portfolio • field name, e.g., Photography • standard number • large 'S' to denote NZ Scholarship, if relevant.
For inside of portfolio:	<ul style="list-style-type: none"> • field name, e.g., Photography • standard number.
For front cover of NZ Scholarship workbook:	<ul style="list-style-type: none"> • field name and standard number • National Student Number (NSN) • large 'S' to denote NZ Scholarship.

Temporary labels for moving image submissions are not required.

Do not attempt to create bar codes on any temporary labels. NZQA will generate new barcoded labels at the marking venue.

9. Late submissions

Late candidate submissions (after 10 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 10 November 2022; 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 – Visual Arts**'.

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

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

10. Submitting moving image portfolios

Candidates submitting a moving image portfolio will still receive personalised/barcoded labels but these are not required for submissions made digitally.

Moving image portfolios submitted digitally must be uploaded to NZQA via the Digital Submission Upload link on the [NZQA Schools' Provider Login](#) by 5.00 pm **Thursday 10 November 2022**.

The [Visual Arts Level 3 and Scholarship Authenticity Declaration](#) should be included electronically prior to the upload.

Schools must retain copies of all moving image submissions sent to NZQA.

The [Assessment Specifications](#) for 2022 govern this submission process with the details added below.

11. 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.

11.1 File naming conventions

Use one of the following file naming conventions to upload candidate moving image 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 'Visual Arts - <standard>'
- Phone 0800 697 296 (NZQA Contact Centre).

12. Courier arrangements for the submission/collection date

Schools are responsible for making courier arrangements for the collection of their NCEA Level 3 and NZ Scholarship submissions on the nominated collection date (see below). They may use any courier company. NZQA does not supply pre-paid courier tickets for the delivery of Level 3 and NZ Scholarship materials to the marking venue.

13. Submission/collection date requirements

All portfolios and NZ Scholarship workbooks must be uplifted on the submission date (below), by the courier company the school is using. It is the school's responsibility to arrange a pickup time and contact the courier company if portfolios are not collected on this day.

Candidates or caregivers may not deliver their own portfolios. Portfolios must be submitted by the school.

2022 school submission/collection dates	
Level 3	Thursday 10 November 2022
NZ Scholarship	Thursday 10 November 2022

14. Return of marked portfolios to candidates

Following marking, Level 3 and NZ Scholarship portfolios will be returned to the candidate's New Zealand address that was provided to NZQA in September 2022. Unless selected for the Top Art exhibition, all correctly addressed portfolios should have been returned by Christmas. If they have not, candidates must contact the Visual Arts Business Liaison Officer on 0800 697 296. Portfolios are dispatched progressively by field, once marked.

Portfolios and workbooks returned to NZQA because of an incorrect address will be destroyed after June 2023. Please ensure that the personalised candidate label provided contains the correct return address. **If not, cover the incorrect address with a sticky label and clearly write on the correct address.**

Performance summary cards will be available for candidates to view via their [NZQA Student Login](#) following the release of NZ Scholarship results in 2023.

Moving Image submissions for Level 3 and NZ Scholarship will not be returned.

15. Review and reconsideration process

Information about the review and reconsideration process for Level 3 and NZ Scholarship Visual Arts will be published on the NZQA website in January 2023.

16. Enquiries

Please refer any enquiries relating to these instructions to:

Kate Campion
National Assessment Facilitator
Secondary Examinations
04 463 3387
kate.campion@nzqa.govt.nz

Visual Arts Business Liaison Officer
Operations and Logistics
0800 697 296
examinations@nzqa.govt.nz

17. Other information

- The organisation of files in the school's local submission folder(s) is managed by schools.
- It is recommended schools take four photographs are taken of each candidate submission: one for each board and one of the entire folio. These must be securely stored until the completion of the reviews and reconsiderations process.
- It is recommended schools check that all expected uploads have occurred.
- It is recommended that schools keep a secure copy of candidate submissions 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 candidate submissions and marked files after 30 June 2023.

Section 2: Information for the Visual Arts teacher

18. Labelling and packaging of submissions

NZQA will supply schools with candidate personalised/barcoded labels and 5-digit serial code labels to attach to Level 3 and NZ Scholarship portfolio boards and workbooks for all entries received by 1 September 2022.

If these materials have not arrived at the school by Tuesday 1 November 2022, contact the Visual Arts Business Liaison Officer on 0800 697 296.

Placement of labels

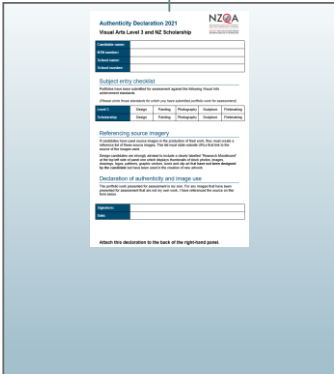
Schools must check the correct labels are attached to candidate's portfolio/workbook before the submission date.

Outside of portfolio: the address label must show the return address for the portfolio. If the printed address is incorrect, cover it with a sticky label and write the correct return address clearly on this.

Inside of portfolio (artwork side): the label must display the 5-digit serial code e.g. 30722.


Example – Level 3 portfolio labelling

Authenticity form



OUTSIDE


Candidate personalised label



*Attach **Authenticity Declaration** to the left panel and the barcoded address label to the right panel*

INSIDE

Serial code



ART WORK

Attach the 5-digit serial code label on the top right

If a candidate is entered for more than one NCEA Level 3 Visual Arts standard, ensure that the correct label is attached to the correct portfolio, and that the labels attached to the outside and inside of the portfolio are both for the same field as shown in the example above eg Painting.

Missing/temporary labels

If a label for a Level 3 and/or NZ Scholarship candidate has not arrived, schools should first check their entry file.

- If there is no entry, the school will need to refer to the instructions for [Materials for late entries](#) to produce temporary labels for these candidates' portfolios and submit a data file to NZQA to create the entry.
- If the entry was submitted before 1 September 2022, contact the Visual Arts Business Liaison Officer on 0800 697 296.

19. Requirements for NZ Scholarship entries


Format

NZ Scholarship entries must include both a portfolio (portfolio board or moving image portfolio) and an A3 physical workbook. A candidate's submission that has been entered for Level 3 can also be entered for NZ Scholarship (in the same subject field) provided it is accompanied by a workbook.

Labelling requirements for NZ Scholarship portfolio boards

Labelling requirements for NZ Scholarship portfolio boards are identical to the labelling requirements of Level 3 portfolios, with the addition of a large S denoting Scholarship. An additional serial code label will be supplied to schools to attach to each NZ Scholarship workbook, as shown.

Example – NZ Scholarship workbook labelling

	<p>Please note that, unlike the portfolios, there is only a single label to be affixed to the front top right of the workbook cover</p>
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20. Preparing portfolios for collection

Packing materials

Schools are required to supply their own packaging materials for Level 3 and NZ Scholarship submissions.

Addressing of portfolio submissions for dispatch

Packed portfolio submissions are to be addressed as follows:

NZQA

C/ - Lower Hutt Badminton Hall

25 Vogel Street

Naenae

LOWER HUTT 5011