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| This guide contains information about digital submission of:   * [Submitting a link (url)](#_Submitting_a_link) * [Managing files stored in the Cloud or on YouTube](#_Managing_files_stored) * [File Sizes and Types](#_File_Sizes_and) * [Managing Video Files](#_Managing_Video_Files)   For a full list of guides to the External Moderation Application see: [Guides and Resources](#_Guides_and_Resources) |

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| Digital Submission |
| The External Moderation Application checks a digital submission to make sure there are either:   * files attached to the assessment task and at least one learner, OR * a link (url) in the link field in the **Submission Details** section.   Submission of standards for moderation is covered in the guide: *Submit Material for Moderation* |

# Submitting a link (url)

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| To submit a link |
| 1. Enter the link/URL into the Link field in the **Submission Details** section 2. Ensure a username and password are included, if needed to access the files. 3. Ensure grades are entered in the application for ALL students. If a grade is not entered via the application the moderation result cannot be recorded. |
| Removing Access to the materials |
| NZQA access to the materials is required if you wish to query or appeal the report.  Once the moderation is complete and the report becomes final, access to the materials can be removed. |

# Managing files stored in the Cloud or on YouTube

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| Submit files stored in the Cloud |
| Files stored in a cloud storage system (e.g. Google Drive, SharePoint) can easily be submitted by providing a share link or URL.  Ensure that:   * the files relevant to the standard are organised so that the assessment task and work for each of the students is readily identifiable by the moderator. * the share rights are set so the moderator can directly access the materials. For example: * Google Drive: “Anyone with the link can view”. * SharePoint: provide a temporary username and password so the moderator can access the materials. |

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| Submit files stored on YouTube |
| In this situation:   * provide a URL for each student * if all the URLs are in a single document then clearly identify each link, and upload the document, or * you can upload a separate document for each student, or * you can save the learner links into the comments field for each learner.   Don’t forget to upload your assessment task/link when preparing your submission. |

# ****File Sizes and Types****

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| Accepted File Sizes |
| File sizes are limited by the Digital Moderation platform to 2 GB. Very large files may impact on your experience for reasons other than platform limitations.  Our experience indicates that file sizes of up to 100MB will enable an acceptable experience of submitting files.  There are several reasons why smaller files are more manageable:   * depending on where you are working from, large files typically take a long time to upload; the upload may fail if the digital moderation application times out (this is set to occur after 15 minutes if you do not confirm your intention to continue) * they may use more storage space in your school system than you intend * depending on where moderators are working from, large files typically take a long time to download and could also be subject to timeout.   We are happy to discuss options for managing large files on a case by case basis. Please contact [modsupport@nzqa.govt.nz](mailto:modsupport@nzqa.govt.nz) or (04) 463-3240, to do this. |

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| Accepted File types |
| The following file types are accepted:   |  |  |  | | --- | --- | --- | | **Files types** | **Preferred format** | **Formats also accepted** | | Documents | pdf | doc, docx, odt, xls, xlsx, csv, ods, ppt, pptx, odp | | Images | insert into a pdf | documents | | Audio | mp3, wav | wmz | | Multi-media/video | mp4, avi, mov |  |   If you are using other formats, moderators may not be able to read your files. Please contact [modsupport@nzqa.govt.nz](mailto:modsupport@nzqa.govt.nz) or (04) 463-3240 to discuss options if you are using file types other than those mentioned.  **Please Note**: Zipped (.zip), executable (.exe) and other coding type files (e.g. .html) are not accepted for security reasons. |

# Managing Video Files

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| Managing Video Files |
| **Reduce the size of files by:**   * adjusting the recording settings on your video camera * converting the file to another file type   Video cameras, by default, are usually set to ‘auto’. The settings for the recording size and the frame rate are likely to be high and this creates large files (>200MB). There are many YouTube videos and other online guides on how to adjust your camera settings to create smaller video files.  Converting to another format may also compress the file.  **Covert the file to an accepted format:**  The accepted video file types are: mp4, avi or mov.  There are numerous applications available to convert video files from one format to another. See the Useful Links section below. Many applications also have an export function which allows you to export files in a common format. |

# ****Guides and Resources****

The following guides provide further information on using the external moderation application:

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| **Guide** | **For how to:** |
| *Access the External Moderation Application* | Access and navigate the application. |
| *Submit an Assessment Plan* | Select standards and submit an assessment plan. |
| *View, Print & Customise Moderation Plan or History Views* | View, customise or print/export assessment plan, moderation plan or moderation history views. |
| *Submit Material for Moderation* | Create a moderation submission and submit to NZQA. |
| *Digital Submission Tips* | Additional tips relating to digital submissions including, submitting cloud-based files, video files, file types accepted and size limits. |
| *View and Query a Moderation Report* | View or print a moderation report. Submit a query. |
| *Appeal a Moderation Report* | Appeal a moderation outcome. |
| *Browser & Application Issues* | Resolve browser issues and oracle errors. |

The guides can be found at: <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-online/qrgs-and-faqs/>

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| Other Useful Resources |
| **The following links provide more information on the application and the topics in this guide.**  On the Moderation Application home page follow the ‘Training Materials’ link.  <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-online/moderation-plan/>  For additional information on digital submissions.  <http://www.zamzar.com/fileformats/>  This website categorises many different file formats for documents, images, music, and video files, among others.  It also provides an online conversion facility.  <https://www.lifewire.com/guide-to-camcorder-video-file-formats-487992>  Provides a useful guide to camcorder video file formats. |