

Submission of level 3 Education for Sustainability portfolios

MATERIALS

This package will include:

1. Information on how to organise the submission.
2. *Portfolio Submission Control Sheets* with lists of candidates who have entered the level 3 EFS externally assessed achievement standards.
3. A set of clear plastic A3 bags in which to place the portfolio for the submission. There will be one clear plastic bag for each candidate. ALL material that the candidate intends to submit for assessment should be placed in their clear plastic bag. Care needs to be taken with fragile items such as CDs or DVDs.
4. A set of candidate labels containing candidate details. There will be one label per candidate irrespective of whether the candidate has entered one standard or two.
5. A set of orange courier bags. Up to 8 portfolios should be packed into each courier bag.
6. A set of address labels to place on the outside of the courier bags
7. NZ Couriers will collect all the bags for EFS. Please keep them separate from the bags for Graphics and for Technology
8. A copy of the Authenticity Form for photocopying.

Other relevant document:

- A fax form to request any additional materials if you did not receive enough. Copies of each are included with this information. Extra copies can be obtained from the EFS webpage on the NZQA website at: <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-subject-resources/education-for-sustainability/level-3/>

Missing materials

Schools who have not received any of the materials listed above should contact Kate Carlin on (04) 463 3102 or kate.carlin@nzqa.govt.nz as soon as possible.

Preparation of individual portfolios

1. Place the candidate portfolio into one of the A3 clear plastic bags. A candidate portfolio is all the material an individual candidate intends to submit for external assessment against one or both of the externally assessed EFS achievement standards.
2. Label each candidate's plastic bag with the candidate label provided and place this on the top left hand corner of the front of the bag.
3. The Authenticity Form should be signed by both candidate and teacher and placed into the bag with the student material.
4. Seal the bag and contact NZ Couriers 0800 692 463 for pick up (All bags must be collected on Wednesday 2 November 2011).

SUBMISSION ORGANISATION

This process is very similar to that for Graphics and Technology. It may be useful for the EFS teacher to discuss the process with their school's Graphics and Technology staff.

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

1. The *Portfolio Submission Control Sheet* indicates those candidates who have entered the EFS externally assessed achievement standards. There will be one control sheet per standard. Please indicate the candidates who have submitted material by placing a tick in the space provided. Draw a line through those candidates who have not submitted material for assessment.
2. Organise the candidate portfolios into batches of 8 portfolios.
3. Place each batch of portfolios into a courier bag. **Photocopy the *Portfolio Submission Control Sheet* and place one copy into one of the bags with a batch of portfolios.**
4. Attach the address label to the outside of the courier bag.
5. **Ensure that no courier bag exceeds 7 kg in weight.**
6. Seal the courier bag and contact NZ Couriers 0800 692 463 for pick up (All bags must be collected on Wednesday 2 November 2011).
7. Repeat the process for each batch.
8. Send fax or post a copy of the *Portfolio Submission Control Sheet* to NZQA by Monday 14 November 2011:

Attention:	Kate Carlin
	Secondary Examinations
Fax:	(04) 463 3113
Postal address:	PO Box 160
	Wellington 6140
9. NZ Couriers will collect the level 3 EFS portfolios on Wednesday 2 November 2011.
10. Store the copies of the *Portfolio Submission Control Sheet* in a safe place. They will be useful for checking the material when it is returned to school.