

## Visual Arts Timeline for end-of-year verification and marking

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The purpose of this document is to provide Visual Arts teachers with a timeline/checklist for preparation of the submission of candidates' portfolios for NCEA Visual Arts levels 1, 2, 3 and Scholarship.

### Visual Arts 2018 submission dates for verification and marking

The submission date is the date that the courier collects the relevant materials from the school.

**Level 1:** Wednesday 24 October 2018

**Level 2:** Wednesday 31 October 2018

**Level 3 and Scholarship:** Thursday 8 November 2018

Month	Action
June	<b>NZQA:</b> <ul style="list-style-type: none"><li>• Sends circular requesting schools orders new red and/or blue art bags if required.</li><li>• Send circular requesting schools indicate intention to submit digital portfolios for level 1, 2, and 3.</li></ul>
July	<b>Schools should:</b> <ul style="list-style-type: none"><li>• Ensure the 2018 assessment specifications have been read.</li><li>• Ensure the 2017 assessment report has been read.</li><li>• Check candidate entries. Ensure candidates for levels 2 and 3 are entered against the correct standard(s) for each field.</li><li>• Inform candidates of the submission dates.</li></ul>
August	<b>Schools should:</b> <ul style="list-style-type: none"><li>• Check online instructions for end-of-year verification and marking processes.</li><li>• Ensure all entries are accurate for 1 September.</li></ul>
September	<b>Schools should:</b> <ul style="list-style-type: none"><li>• Contact Helen Cartmell on 04 463 3172 if any candidate is entered after 1 September deadline.</li></ul>

NZQA:

- Email to Principal's Nominees, detailing the Derived Grade process for level 3 Visual Arts. **Note that the Derived Grade process for Visual Arts levels 1 and 2 is determined by each school's internal policy.** There is no Derived Grade process for Scholarship.

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October

NZQA:

- Sends materials for verification and marking to all schools with Visual Arts entries made by 1 September.

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**Schools should:**

- Check contents of the courier bag sent from NZQA against the enclosed check list. Contact the Operations Officer for Visual Arts if anything is missing.
- Produce printed labels for levels 1 and 2 portfolios which are being submitted for verification. These must show:
  - the candidate's National Student Number (NSN), followed by
  - your exam centre code; for example: 122344566 - 2163 (NSNs need to be copied correctly).

**Preparing your Submission**

**Level 1**

September  
October  
November

- Enter provisional results, using the link on your school's high security area, for **ALL** level 1 Visual Arts candidates for standard 90916. This link is available from **Monday 10 September 2018.**
- Print out a copy of the submission schedule for inclusion in the blue bag, with the level 1 portfolios. Check that the work submitted is that of the candidates listed on the submission schedule.
- Insert address label (NZQA, C/-CourierPost, 36-54 Kaiwharawhara Road, Wellington 6035) into the clear window on the blue bag. Attach one courier ticket onto the bag, avoiding the clear window.
- Retain the *Customer Copy* of the courier ticket for tracking.
- For digital portfolio submissions only, use the courier bag provided by NZQA.
- Retain the *Customer Copy* of the courier ticket for tracking.
- Ensure your blue bag is left at the school's reception area by 9.30 am on

**Wednesday 24 October 2018** for collection by CourierPost. If no collection has been made by 3.00 pm, please call Helen Cartmell on 04 463 3172 immediately.

## **Level 2**

- Enter provisional results, using the link on your school's high security area, for **ALL** level 2 Visual Arts candidates. This link is available from **Monday 10 September 2018**.
- Print out a copy of a submission schedule for each standard being submitted (maximum of two) for inclusion in the red bag(s), with the level 2 portfolios. Check that the work submitted is that of the candidates listed on each submission schedule.
- Insert address label (NZQA, C/-CourierPost, 36-54 Kaiwharawhara Road, Wellington 6035) into the clear window on the red bag. Attach one courier ticket onto the bag, avoiding the clear window.
- Retain the *Customer Copy* of the courier ticket for tracking.
- For digital portfolio submissions only, use the courier bag provided by NZQA.
- Retain the *Customer Copy* of the courier ticket for tracking.
- Ensure your red bag(s) is left at the school's reception area by 9.30 am on **Wednesday 31 October 2018** for collection by CourierPost. If no collection has been made by 3.00 pm, please call Helen Cartmell on 04 463 3172 immediately.

## **After the return of your submissions**

### **Level 1**

- Check verified results online in your school's high security area.
- Read any online Verification Report and, if necessary, amend results for candidates whose work was not submitted for verification.
- Enter final grades for all remaining candidates between **9 and 26 November 2018**

### **Level 2**

- Check verified results online in your school's high security area.
- Read any online Verification Report(s) and, if necessary, amend results for

candidates whose work was not submitted for verification.

- Enter final grades for **ALL** level 2 standards (including those not submitted for verification) between **9 and 26 November 2018**.

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Courier tickets (for levels 1 and 2 verification) and barcoded address and serial code labels (for levels 3 and Scholarship marking) which are sent in October are issued based on school entry data. If you do not receive the correct number of courier tickets or incorrect barcoded labels then contact **Helen Cartmell at NZQA on 04 463 3172** for advice.

It is also a requirement that copies of all original digital submissions sent for verification or marking are retained by the school's Principal's Nominee. These copies may be required in the unlikely event of loss or damage. Digital submissions will not be returned to schools.

### **Preparation for reconsiderations**

Candidates who apply for reconsiderations of their level 3 Visual Arts results will be required to provide three x A4 photographs (one per portfolio board) for this process, each one authenticated by the teacher's signature, as well as an authentication attestation from the school.

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