

# Instructions for Technology NCEA and NZ Scholarship External Assessment Submission 2019

Submission date is:  
**9.30am, Wednesday 30 October 2019**

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

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## SECTION ONE: GENERIC INFORMATION FOR PRINCIPAL'S NOMINEE

### 1. Key dates

1 September 2019	Final entry data sent to NZQA.
15 - 17 October	Schools receive packing materials for paper-based submissions.
15 - 18 October	Schools organise submission materials for distribution. Phone NZQA Logistics on 0800 697 296 if packing materials have not arrived or if there are insufficient or missing materials.
23 - 29 October	Schools prepare and package candidate submissions using the instructions provided in this document. Hard copies of these instructions will be included in the materials sent to schools.
<b>30 October 9.30 am</b>	<b>All Design and Visual Communication (DVC), Level 2 Visual Arts, Level 3 Education for Sustainability (EFS), Technology, NZ Scholarship Dance, and NZ Scholarship Health and Physical Education (HPE) submissions to be ready for collection by CourierPost from the school's courier pick up point.</b>
Mid to late January	NCEA paper-based candidate work returned to schools.
Mid to late February	NZ Scholarship Technology and DVC work returned to schools. Note: Scholarship HPE and Dance materials will not be returned to candidates.

### 2. Derived grades

#### NCEA (Paper-based submissions)

A derived grade may be applied for by a candidate who, after 1 October, has suffered a temporary impairment including a physical injury or an emotional trauma, which has 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 candidate's work to date and where the work would have reasonably been expected to be, had the work been completed.

Candidates must submit the evidence produced throughout the year. This evidence must be sent to NZQA with the school's other submission material.

#### NZ Scholarship

There is no derived grade process available for NZ Scholarship.

### 3. Processing 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 is not authentic, and the candidate continues with the submission, the teacher and the Principal's Nominee must:

- inform the candidate of the [Possible Authenticity Breach process](#)
- download the [Possible Authenticity Breach Form](#)
- 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. Materials for late entries

NZQA will only provide packing materials for entries made by 1 September. If you have missed this deadline and need to make late entries, send your entry data file to NZQA and then contact Logistics on 0800 697 296 for further information.

### 5. Return of assessed work to schools after marking

NCEA paper-based submissions and folders will be returned to schools in mid to late January and NZ Scholarship submissions will be returned to schools after the release of NZ Scholarship results.

All school deliveries are signature-required. A staff member at the school must sign for them. If you believe boxes/bags were not delivered, please check with your school office before contacting NZQA Logistics on 0800 697 296.

### 6. Submissions dispatched after 30 October 2019

Any submissions dispatched after 30 October 2019 must be explained by letter from the school's Principal or Principal's Nominee.

The letter must verify that the late submission was the result of an act of omission on the part of the school and that candidates have not worked on their submission after 9.30am, 30 October 2019.

Letters are to be sent as a .pdf to the subject National Assessment Facilitator as listed below:

Subject	Email
Digital Technologies	Sue Lynch, <a href="mailto:sue.lynch@nzqa.govt.nz">sue.lynch@nzqa.govt.nz</a>
Generic Technology	Jacqui Evans, <a href="mailto:jacqui.evans@nzqa.govt.nz">jacqui.evans@nzqa.govt.nz</a>

## 7. NCEA Digital submissions

Detailed instructions about upload of work for NCEA digital submissions are available in the appendix.

The appendix includes:

- Instructions on how to set up a Google account (if required)
- How to access the NZQA Google Drive for submission
- How to check the drag and drop operation
- Naming protocols for files
- Additional information.

If you are unsure about whether your school is submitting work digitally, please discuss with your Head of Department or Principal's Nominee.

For information about the digital external submission process please phone 04 463 4268; ask to speak to the digital external submission administrator or send an email to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz), by close of business 23 August 2019.

Candidates entered to submit digitally will not receive personalised folders.

**Please note: the following standards can only be submitted digitally**

Level 1	Level 2	Level 3
91886, 91887	91898, 91899	91908 and 91909

Administration details about these can be found on the [Digital Technology Subject page](#).

## 8. Sending courier bags to NZQA

- NZQA has contracted CourierPost for one pick up of DVC, Level 2 Visual Arts, Level 3 EFS, Technology, NZ Scholarship Dance, and NZ Scholarship Health and Physical Education submissions. Please do not make a further courier booking.
- Take the courier bags to the school office before 9.30 am on Wednesday 30 October for collection.
- If the courier has not collected the bags by 3.00 pm on Wednesday 30 October, schools must contact both CourierPost on 0800 501 501 and NZQA Logistics on 0800 697 296 immediately.
- If work is not ready for collection when the courier arrives, the school must make their own arrangements to send the bags to reach NZQA by Friday 2 November.

## SECTION TWO: SUBJECT SPECIFIC INFORMATION FOR TECHNOLOGY TEACHER

### 9. Submission materials provided by NZQA

NZQA will send all schools with 1 September entries, a package of submission and packaging materials between 15-17 October. This package will be addressed to the Principal's Nominee and includes:

- Two copies of these instructions.
- **Provider Attendance Rolls** listing candidate entries made by 1 September, arranged by exam code. These are to be retained until results are received by candidates.
- **Personalised folders** for candidates who have entered by 1 September. Candidates submitting digitally will not receive folders.
- **Non-barcoded folders** to be used for candidates with late entries, made after 1 September.
- Green courier bag(s) with the courier label L1-TECH, L2-TECH, L3-TECH or S-TECH addressed to Printlink for the dispatch of candidate folders from the school to NZQA.

If these materials have not arrived by Friday, 18 October, please contact NZQA Logistics on 0800 697 296.

### 10. Preparing individual submissions

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

To prepare each candidate's submission:

1. Ensure each candidate has immediate access to their National Student Number (NSN) on their admission slip, NSN card or school generated list.
2. Use the *Provider Attendance Rolls* to determine which folder belongs to which candidate. The barcoded labels on the folders will assist. (Candidates submitting digitally will not receive a folder).



3. Check the exam code (eg, D115) on the folder matches the exam code on the Provider Attendance Roll and distribute the folders individually to candidates.
4. Instruct the candidate to:
  - read and follow the instructions on the folder cover
  - check the printed NSN on the folder matches the NSN on their admission slip, NSN card or school-generated list
  - write their NSN into the boxes provided on the folder. Ignore the first zero in the NSN
  - write their NSN on the top right-hand corner of their report

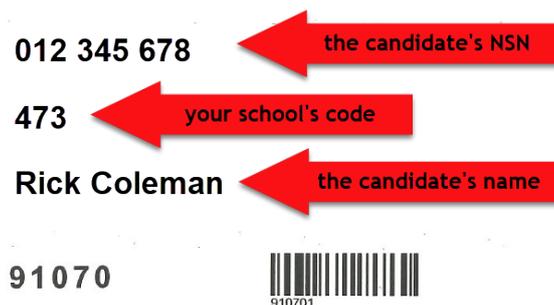
- place their report in the folder, with the staple aligned to the folder spine and with the NSN face up.
  - tuck in their folder flap to close the folder.
5. If part or all of a submission is on a CD/DVD, ensure:
- no other material is on the CD/DVD
  - the CD/DVD can be played on a device other than the one it was recorded on
  - the candidate's NSN and school MoE code is written on CD/DVD
  - the folder flap is secured using adhesive tape.
6. If a candidate has chosen NOT to present work, place an 'X' next to their name on the *Provider Attendance Roll*. **Do NOT send their folder**. Their folder must be disposed of after the submission date. These candidate entries will be marked as absent.
7. Before ticking the *Provider Attendance Roll* to indicate return of the folder from the candidate, check that each candidate has:
- hand-written their NSN correctly onto the folder in the boxes provided
  - signed the declaration (in the case of unavoidable absence, the teacher may sign for the candidate).
8. Schools must keep a copy of all work submitted for assessment until NCEA and NZ Scholarship results have been released to candidates in January 2020 for NCEA and February 2020 for NZ Scholarship.

## 11. Packing folders into courier bags

1. Pack folders into the green courier bags – a maximum of 15 folders per bag. As you pack each folder, tick the entry on the *Provider Attendance Rolls* and seal the courier bag.
  - For L1 standards use courier bags with L1-TECH.
  - For L2 standards use courier bags with L2-TECH.
  - For L3 standards use courier bags with L3-TECH.
  - For NZ Technology Scholarship standards use courier bags with S-TECH.
2. Retain the *Provider Attendance Rolls* securely until results have been released to candidates in February 2020.
3. **Note:** Our vendor opens the courier bags immediately. They then scan the folder as a record of receipt. Folders without barcodes are barcoded at this point.

## 12. Non-barcoded folders

1. Spare folders (for each standard) with no barcodes will be included with your materials. These are to be used for any candidates submitting work where entries were sent to NZQA after 1 September.
2. If any entries have not been made, ensure these are sent to NZQA immediately. If in any doubt check with the Principal's Nominee.
3. If the candidate submitting a report does not have a personalised folder, then;
  - provide the candidate with a spare folder for the correct standard.
  - write the following in the top left-hand corner of each folder used.



- NZQA will cover this information with a personalised, barcoded label before the folder is sent to a marker.
4. Ensure the candidate:
    - completes the declaration on the folder
    - writes their NSN into the boxes on the folder.
  5. Continue to process folders as above. Unused 'spares' are to be retained by the school.
  6. DO NOT use an absent candidate's barcoded folder for a late entry. All unused barcoded folders must be destroyed.
  7. If there are not enough 'spare' folders contact NZQA Logistics on 0800 697 296 immediately. As a last resort, you may photocopy the front of another spare folder and staple this photocopy to the report to enclose with the other submissions. **NEVER** photocopy a barcoded folder or the result may be recorded against the wrong candidate.
  8. When packing non-barcoded folders into courier bags, please place these at the top of all other candidate work so they can be extracted. They will be processed with a personalised label/folder and scanned to record receipt.

## 13. Enquires

Please refer any enquires relating to these instructions to:

### Technology Senior Business Liaison Officer

Operations and Logistics

Telephone: 0800 697 296

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

## APPENDIX – NCEA DIGITAL EXTERNAL SUBMISSIONS

### Part A: Digital external submission – Account set up/logging in

This process only applies to NCEA standards and should begin in the first week of term 3.

If you currently have a school Google account, please refer to instructions in Section two on how to login.

#### Section one: New users

The instructions below are for setting up a Google account to upload candidate submissions for assessment.

1. To create your Google account ([click here](#)) or go to [www.google.com](http://www.google.com). Click *Sign in*.

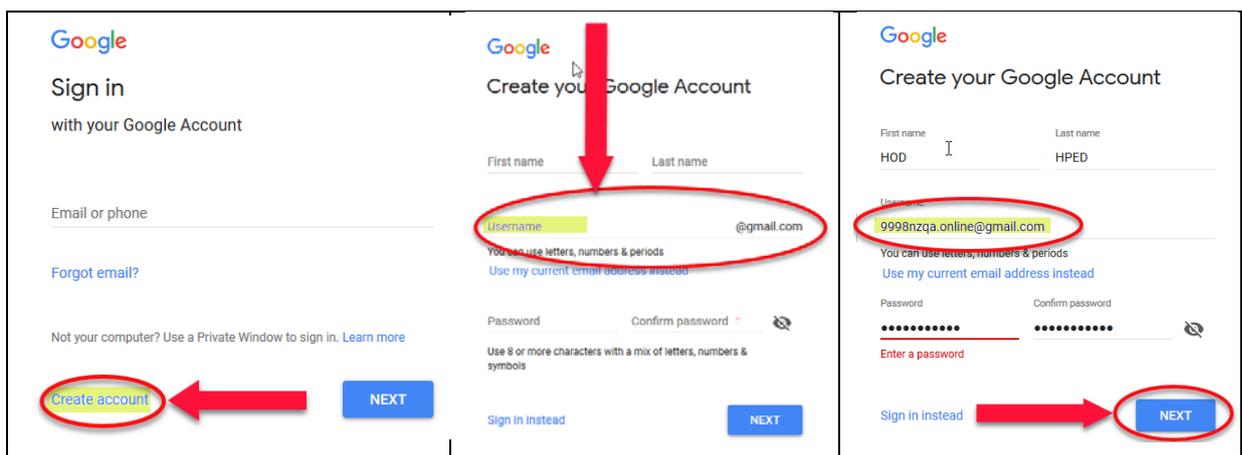


2. Click on *Create account* and enter your *First name*, *Last name* and then a *Password*.

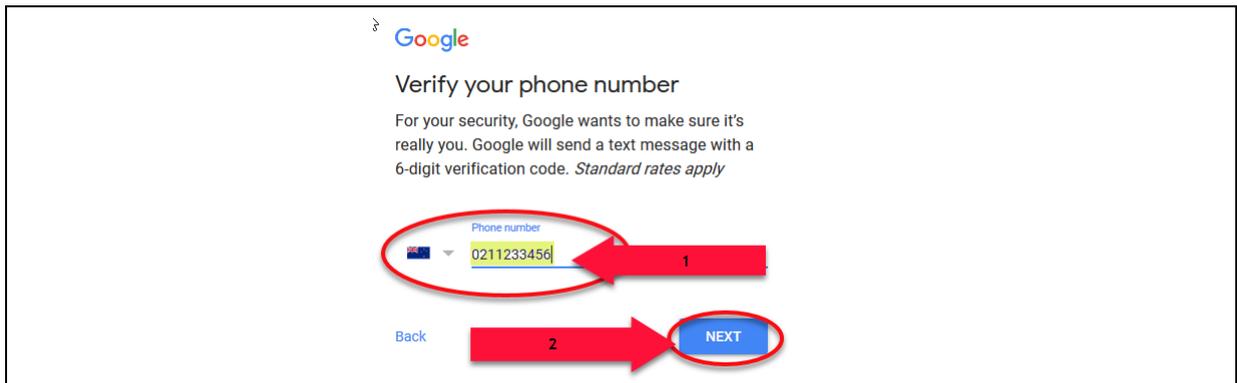
Your *Username* must be created as shown here:

**(yourschoolcode (must be 4-digits, zero-padded) nzqa.online@gmail.com**  
eg, 0071nzqa.online@gmail.com.

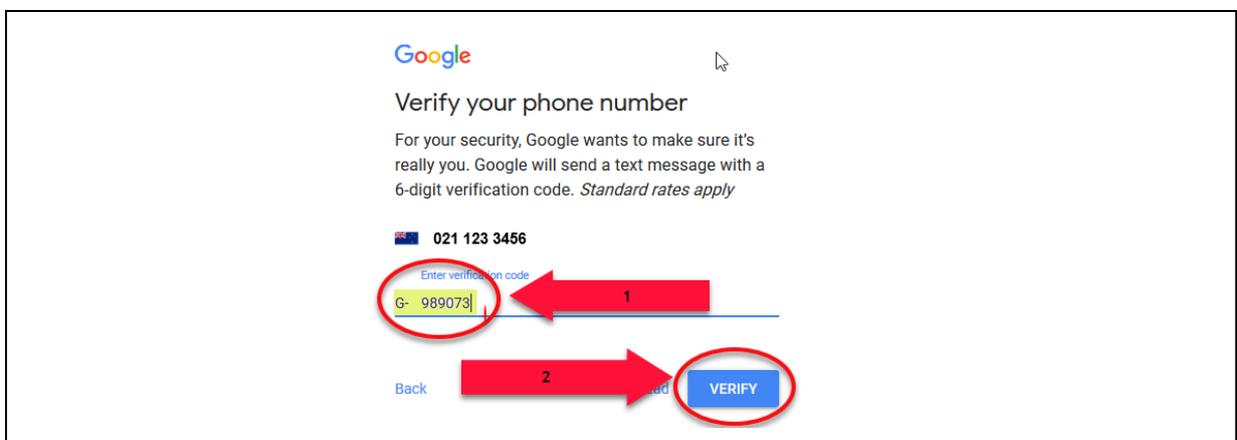
Click *Next* once all the details are entered.



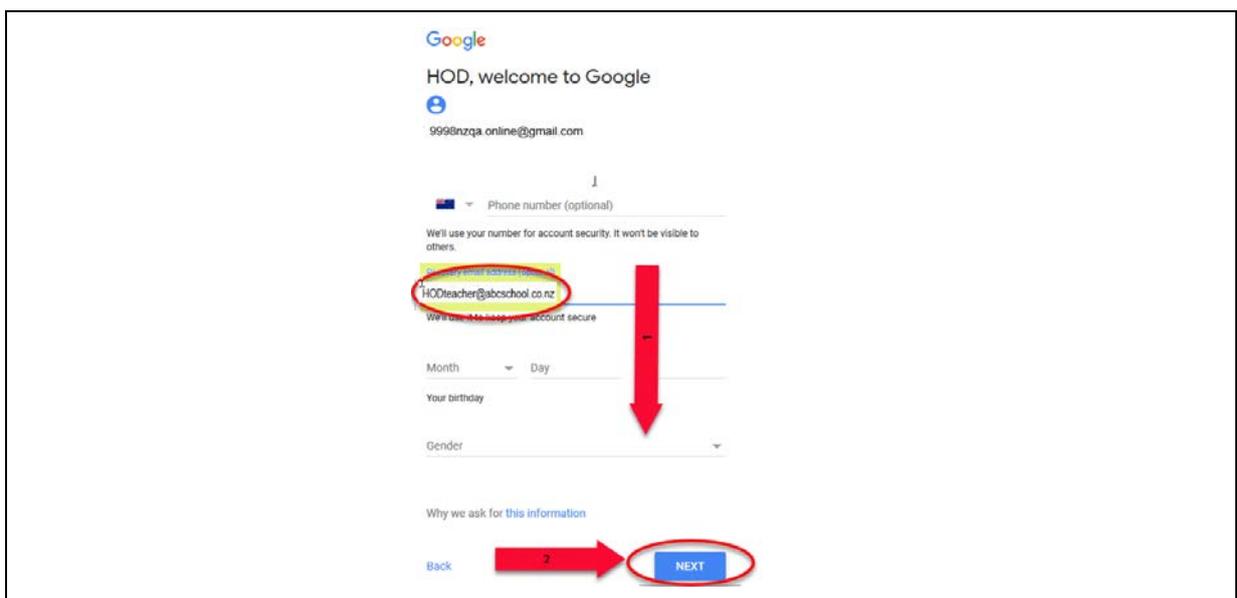
3. Enter your mobile phone number to receive the 6-digit verification code, and then click *Next*.



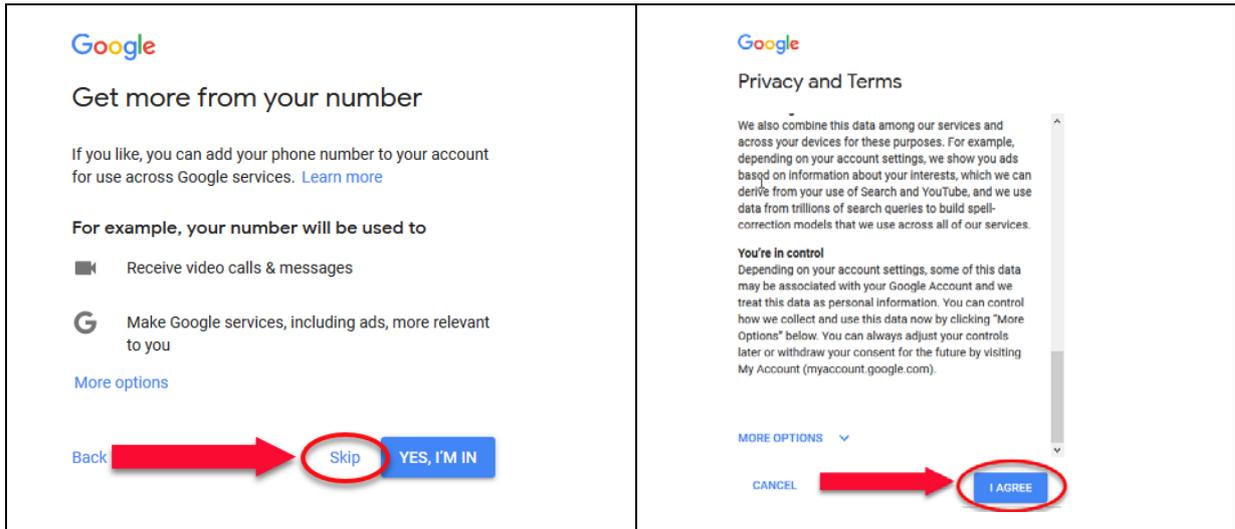
4. Enter the 6-digit verification sent to your mobile and then click *Verify*.



5. Enter a *Recovery email address* (which NZQA will also use when sending correspondence relating to digital external submission), *Your birthday and Gender* (NZQA will not have access to this information). Click *Next* once all the details are entered.



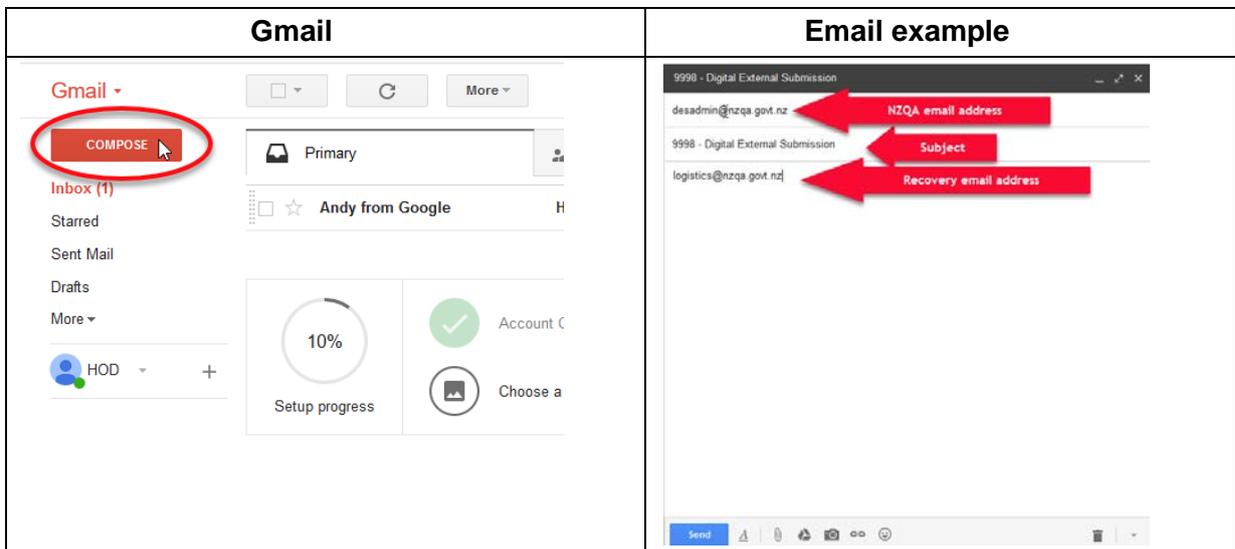
- Click *Skip* for the option to add your number. Read the *Privacy and Terms* and click *I Agree*.



- You should be automatically directed to the Gmail account created. Click on *COMPOSE* to send an email to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz) to indicate to NZQA an account has been set up.

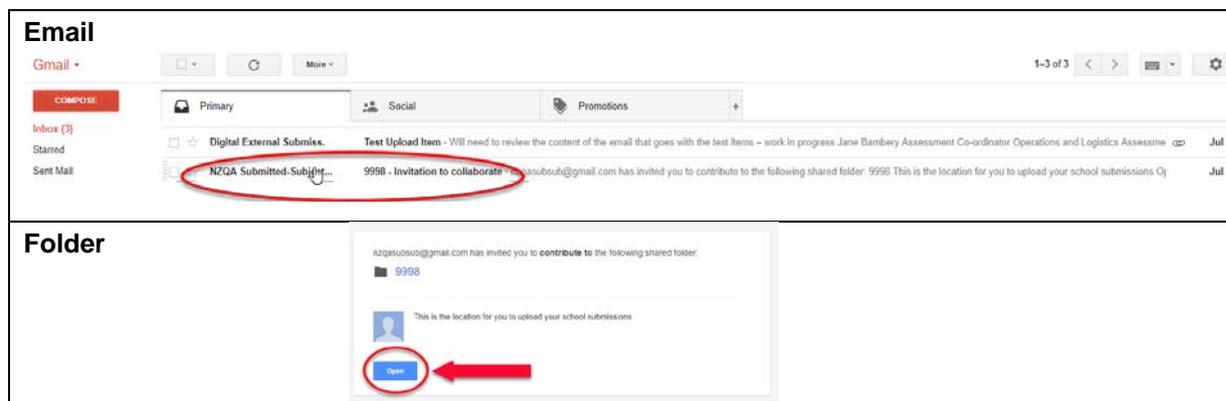
Please include any recovery/alternative email addresses in your email as a backup contact for NZQA.

If you are not automatically directed into your Gmail account, follow the instructions on how to login in Section two (pg. 12).

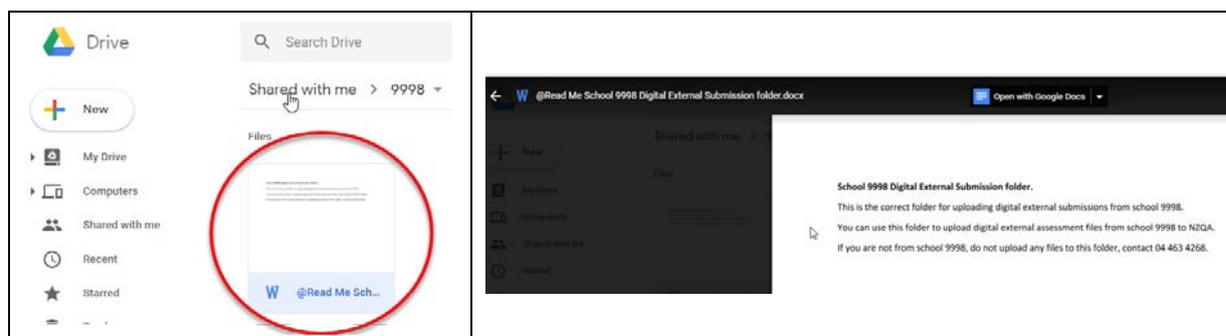


8. NZQA will send you an invitation email to your Gmail account and any recovery/alternative email addresses provided.

Open the email and click *Open* to gain access to your submission folder.



9. There should be a document for you to open and read. The document is named **@Read Me School (your school code) Digital External Submission.docx**. (eg, @Read Me School 9998 Digital External Submission.docx).



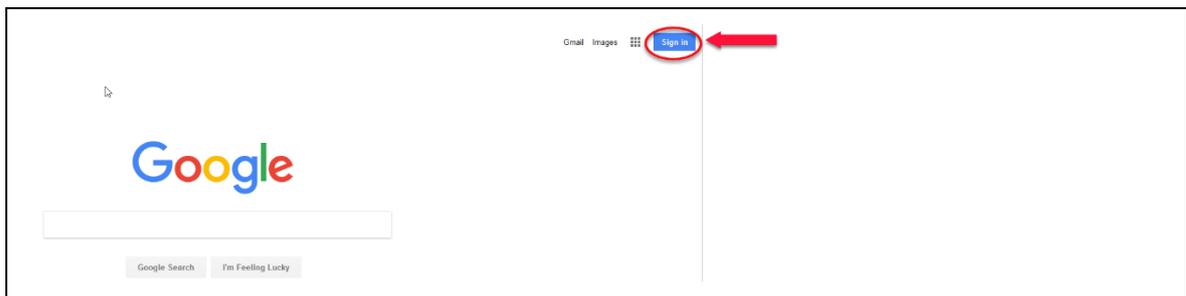
If you **do not** see the document stated above, you are not in the correct folder. Send an email to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz).

If you do see the @Read Me document, you can upload documents as described in Section two (pg. 12).

## **Section two: Logging into your Google account**

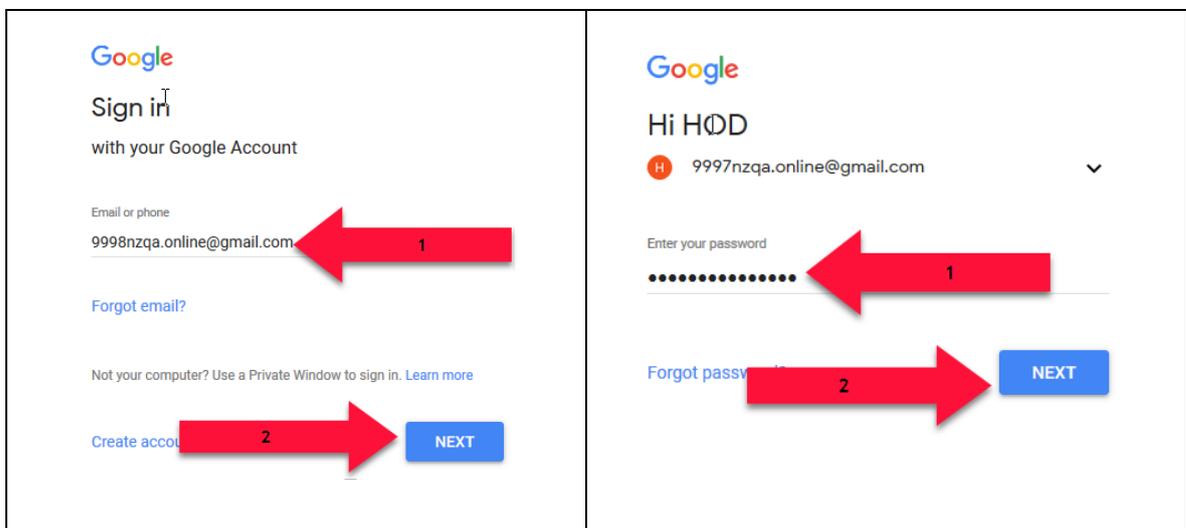
The instructions below are for logging into your Google account to upload candidate submissions for assessment.

1. Early in term 3, NZQA will send you an email to inform you when the submission folder is available. The email will be sent to all email addresses associated with the submission folder set up from the previous year. The email will provide you access to these instructions, an upload test item and other supporting documents. *(If you set up an account after 23 August 2019, NZQA **will not** send you a test item).*
2. Once the submission folder is available, open Google either through Chrome or any other browser.
3. Click *Sign in*.

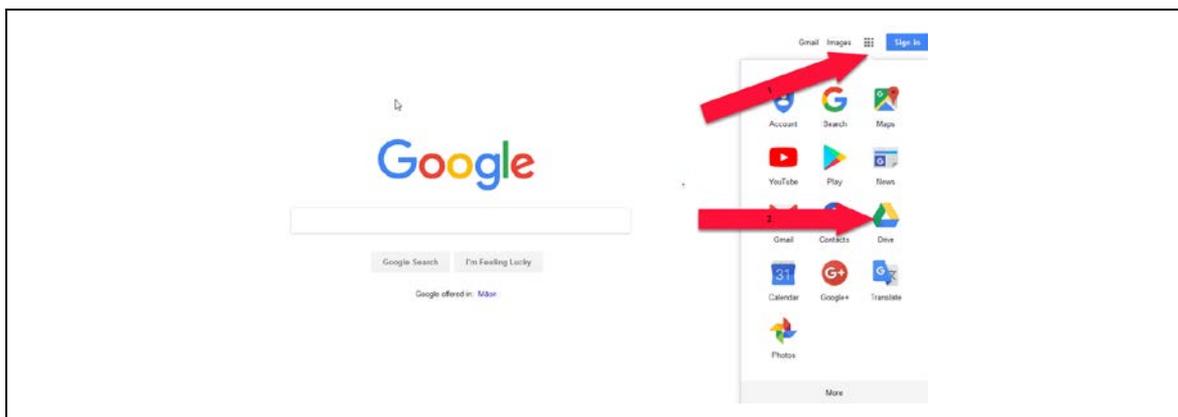


4. Enter your user name (eg, 0071nzqa.online@gmail.com) and then click *NEXT*.

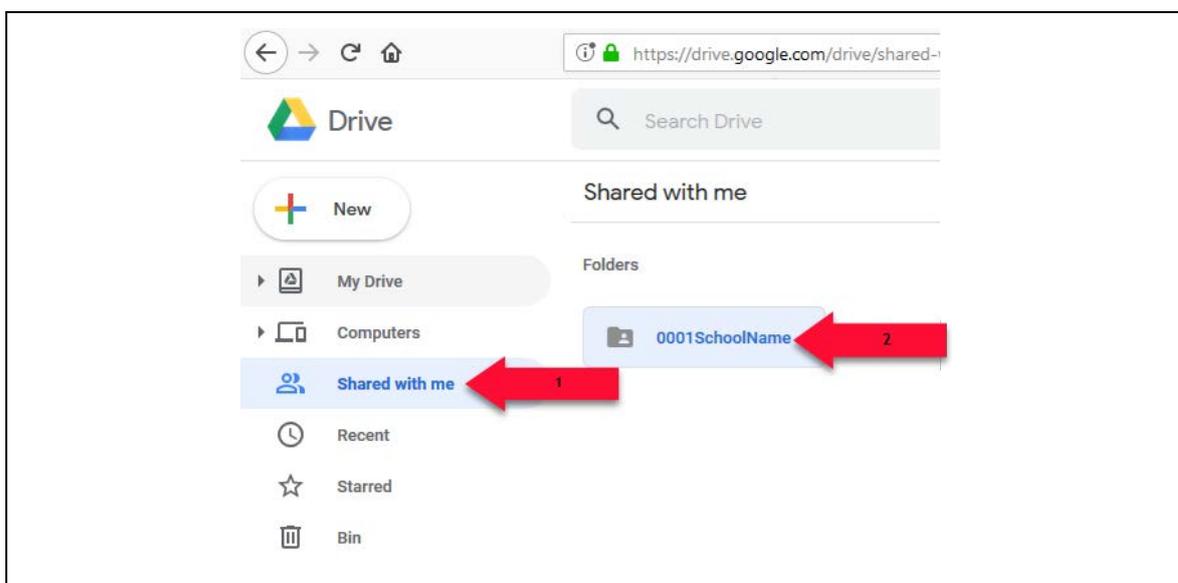
Enter your password and then click *NEXT*.



5. Click on *Google apps* (nine dots) and then the *Drive* icon to open the drive.

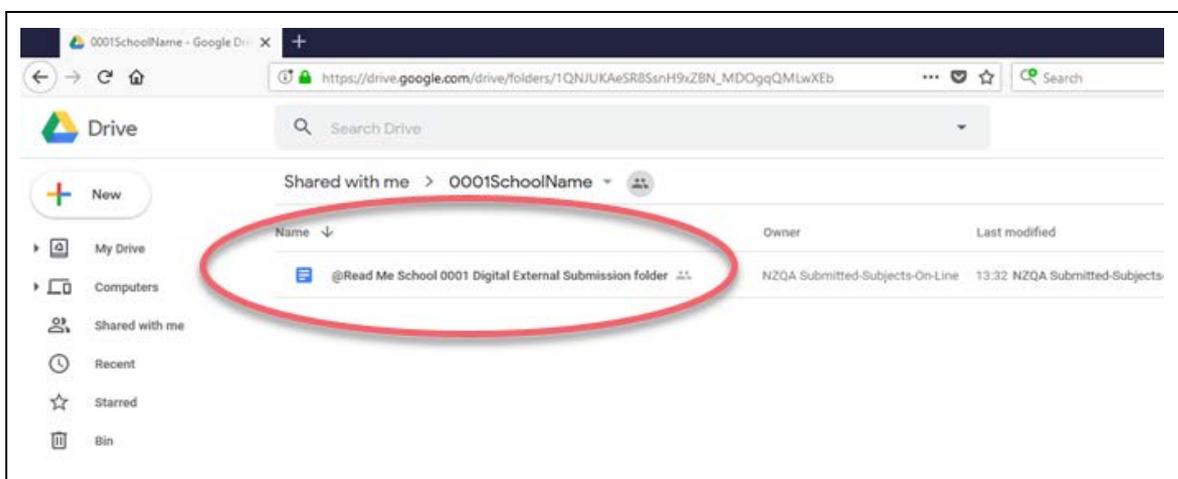


6. Click on *Shared with me* and then the folder icon.



7. Within your submission folder will be a document named **@Read Me School (your school code) Digital External Submission**, eg, @Read Me 0001 Digital External Submission.

If you do not see this document, you are in the wrong folder. You will need to contact [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz) for assistance.



## Part B: Digital external submission – Testing, uploading files and other information for digital submission

### Section one: Testing prior to submission

1. Using the test item provided by NZQA via email, you will need to drag and drop the item into the submission folder. This test is to confirm the upload process has been successful and the file can be accessed by NZQA. If you have not received the email containing the test item, contact [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz).
2. Once you have completed the steps above, the submission folder should now be ready for you to upload candidate submissions.

### Section two: Uploading files to the submission folder

1. Schools must ensure that candidates' submissions meet the current specifications for Digital Common Assessment Tasks OR Reports

#### Digital CAT(s)

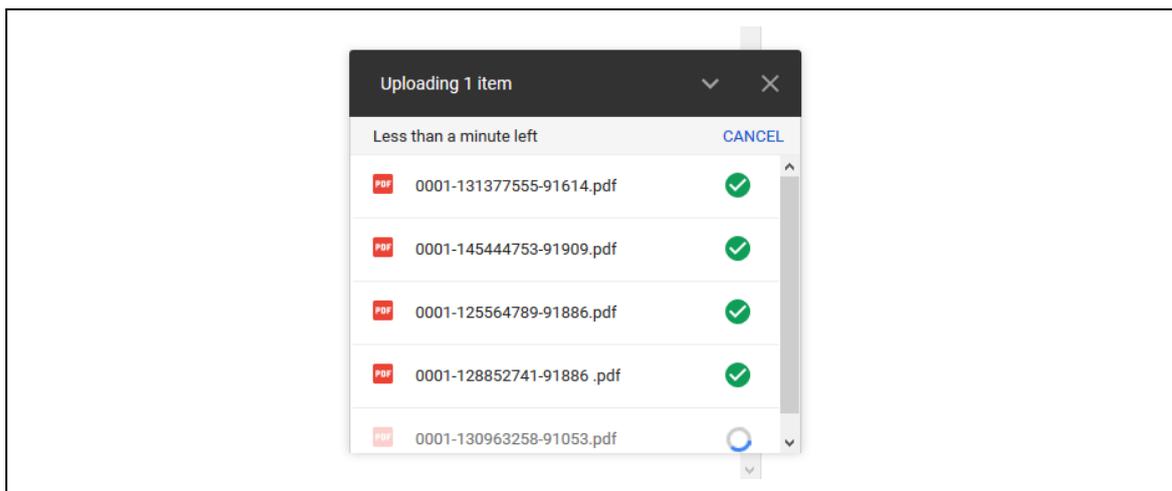
- Font size must be set at the rough equivalent of Arial 12
- must include the file name as a header inside the document
- must be in the form of a **.pdf**
- must be under the maximum file size of 10MB
- must be a single file.

#### Reports

- **Level 1:** reports of fewer than 8 pages are strongly recommended. Candidates who submit reports with fewer than 8 pages will not be disadvantaged by the length of the submission. The submission must not exceed a maximum of 8 single-sided A4 pages
  - **Level 2 and 3:** reports of fewer than 10 pages are strongly recommended. Candidates who submit reports with fewer than 10 pages will not be disadvantaged by the length of the submission. The submission must not exceed a maximum of 10 single-sided A4 pages (14 allowed for 91371)
  - Only the allowed pages will be marked. Font size must be set at the rough equivalent of Arial 12. Margins must be set at 2.5 cm all around (top and bottom, left and right)
  - must include the file name as a header inside the document
  - must be in the form of a **.pdf**
  - must be under the maximum file size of 10MB
  - must be a single file.
2. File names for each candidates' submission **must** be structured by the following convention: **eg, 0001-125564789-91886** (*four-digit school code, nine-digit national student number and standard number (including the hyphens shown in the example)*).
  3. In your own directory, open the folder(s) that contain the candidates' submissions. Select all files from the folder(s) and drag and drop them into your submission folder. It is recommended that all submissions be in the same folder.

Name	Date modified	Type	Size
 0001-125564789-91886.pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	3,524 KB
 0001-128852741-91886 .pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	1,000 KB
 0001-130963258-91053.pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	4,146 KB
 0001-131377555-91614.pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	904 KB
 0001-145444753-91909.pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	2,439 KB

- A dialogue box will open to track the progress of the upload. Check the total number of files dragged and dropped appears in your Google submission folder. This completes the upload process.



Please note: there is an activity log that records all activity in your submission folder.

### **Section three: Other information for digital submission**

#### **Candidate entries**

- Schools must complete the entry process for each submission before 1 September 2019, as per the NZQA Key Dates 2019 calendar.
- Schools are required to flag entries as DS (digitally submitted) in their Student Management System (SMS), if candidates are submitting work digitally.
- Folders and other packaging materials will not be sent to schools for entries where the digital submission flag has been set.

#### **Late candidate submissions**

- Late candidate submissions (after 30 October) can only be made: if;
  - an email is sent to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz); and
  - the school's Principal or Principal's Nominee has sent a letter 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 30 October. The letter is to be sent in .pdf form to the subject National Assessment Facilitator(s) listed below, prior to the late submitted work being uploaded.

<b>Subject</b>	<b>Email</b>
Digital Technologies	Sue Lynch, <a href="mailto:sue.lynch@nzqa.govt.nz">sue.lynch@nzqa.govt.nz</a>
Generic Technology	Jacqui Evans, <a href="mailto:jacqui.evans@nzqa.govt.nz">jacqui.evans@nzqa.govt.nz</a>

Please check the candidate(s) has entries in your SMS. If there are no current entries, complete the entries through your SMS and submit the data file to NZQA.

- The Digital External Submission (DES) admin team will provide you with instructions that must be followed.

#### **Security**

- Your submission folder can only be accessed using your school's unique user name and password.
- The organisation of files in your local submission folder(s) is managed by your school.

3. We recommend you double check that all expected uploads have occurred.
4. We recommend that the candidate keeps a personal copy of their submission until the end of March 2020.
5. Your school must also keep a copy of the candidates' submissions until the end of March 2020.
6. We will download a copy of the submissions and marked files and store them for security and reference purposes on a local NZQA drive.
7. We will delete all material from the NZQA drive early May 2020.

### **Working with files on Google drive**

1. There is a menu of operations accessible through the right mouse button.
2. If you wish to replace a file in the submission folder, please remove the previous version first.
3. During the upload, if you find two files with the same file name and content, delete the older file and re-upload the file(s).
4. At **3.00 pm** on 30 October 2019, we will remove your write access to the submission folder. After this you will not be able to save to the submission folder.
5. You can request that we reopen the submission folder in a letter signed by the Principal's Nominee or Principal that states that you were not able to submit on time due to an act or omission by the school and that candidates did not work on the submission after 9.30 am on 30 October 2019.
6. After 30 October 2019, we will check and if necessary correct file names on the online submission folder. This might require further contact with you.

### **Reviews and reconsiderations**

1. If a candidate believes that the score notified to them has been incorrectly entered they may apply for a review following the [Reviews and reconsiderations](https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/) process online (<https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/>)
2. If a candidate believes that the score notified to them is not the correct assessment decision they may apply for a reconsideration following the [Reviews and reconsiderations](https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/) process online (<https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/>).
3. The review will be conducted by the National Assessment Facilitator.
4. The reconsideration will be carried out by the panel leader who will completely re-mark the online submission.
5. NZQA will keep a copy of the marked file until the completion of the review or reconsideration process.
6. The review or reconsideration outcome will be reported to the candidate by letter.

### **Further assistance**

1. If you require assistance contact the DES administrator on 04 463 4268 or [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz)