

External Assessment Submission Instructions for Level 3 Education for Sustainability (EFS) 2022

Submission date
9.30 am, Wednesday 2 November 2022

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

10 August 2022 V1.0



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

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Section 1: Generic information for Principal’s Nominee

1. Key dates

Date 2022	Level 3 Education for Sustainability
1 September	<ul style="list-style-type: none"> Final entry data sent to NZQA.
24 - 26 October	<ul style="list-style-type: none"> Schools receive attendance rolls and courier bag to return the completed main attendance rolls to NZQA. <ul style="list-style-type: none"> Phone the Education for Sustainability Business Liaison Officer on 0800 697 296 if the attendance rolls have not arrived by 26 October.
26 October – 1 November	<ul style="list-style-type: none"> Schools prepare candidate reports for online submission using the instructions provided in this document. Hard copies of these instructions will be included with the attendance rolls packs sent to schools.
26 October (9.30am)	<ul style="list-style-type: none"> NZ Post will collect L1 Visual Arts verification samples and completed attendance rolls from the school’s courier pick up point.
2 November (9.30 am)	<ul style="list-style-type: none"> NZ Post will collect the following materials from the school’s courier pick up point: <ul style="list-style-type: none"> Physical submissions and completed attendance rolls for Design and Visual Communication (DVC) and verification samples for L2 Visual Arts Completed attendance rolls for L3 Education for Sustainability (EFS), Technology, NZ Scholarship Dance, NZ Scholarship Health and Physical Education and NZ Scholarship Music. Upload all digital submissions to the NZQA Schools’ Provider Login – Digital Submission Upload link.
January 2023	NCEA candidates can view results online, following NCEA results release.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for the Level 3 EFS standards to NZQA by 1 September. Candidate entries must be flagged as DS (Digital Submission).

If schools have missed the 1 September deadline, a data entry file must be submitted to NZQA. Candidate reports cannot be submitted 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 report 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 report of evidence as per the assessment specifications, regardless of the level of completion. The school must send the report to NZQA along with the submissions from its other candidates.

A derived grade is **not available** where a candidate does not submit a report.

4. Managing 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 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
- ask the candidate to sign the cover of their folder
- complete the process well before the submission date.

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

5. Sending courier bags to NZQA

NZQA has contracted NZ Post for **one pick up** on:

- **Wednesday 26 October 2022** for L1 Visual Arts. Please have the verification samples ready for collection from the school office/courier pick up point before **9.30 am**.
- **Wednesday 2 November 2022** of all physical submissions and completed attendance rolls for the following subjects:
 - NZ Scholarship Dance
 - Design and Visual Communication
 - Level 3 Education for Sustainability
 - NZ Scholarship Health and Physical Education
 - NZ Scholarship Music
 - Technology
 - L2 Visual Arts (verification samples).

Please do not make any further courier bookings.

Take the courier bag to the school office/courier pick up point before **9.30 am** on **Wednesday 2 November 2022** for collection.

If the courier has not collected the bag by **3.00 pm** on **Wednesday 2 November 2022**, schools must contact both NZ Post on 0800 501 501 and NZQA Logistics on 0800 697 296 immediately. Please provide the following information to the NZQA Logistics team:

- office hours
- contact person and number

- number of items uncollected and for which subjects(s).

If the bag is **not ready for collection** when the courier arrives, the school must make their own arrangements to send the bag to reach NZQA by **Friday 4 November 2022**.

6. Late submissions

Late upload of candidate submissions (after 2 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 2 November; 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 – Level 3 Education for Sustainability**'.

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the candidate(s) will not be able to submit their work therefore, schools will be required to submit an entry file to NZQA.

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

7. Reviews and reconsiderations

If a candidate believes their score has been incorrectly entered, they may apply for a Review through their [NZQA Student Login](#).

If a candidate believes their work has not been assessed correctly, they may apply for a Reconsideration through their [NZQA Student Login](#). More information can be found on the [NZQA website](#).

NZQA will keep a copy of the marked file until the completion of the review or reconsideration process.

The review or reconsideration outcome will be reported to the candidate by email.

8. Enquiries

Please refer any enquiries relating to these instructions to:

EFS Business Liaison Officer
Operations and Logistics
Telephone: 0800 697 296
Email: examinations@nzqa.govt.nz

9. Other information

- The organisation of files in the school's local submission folder(s) is managed by schools.
- It is recommended schools check that all expected uploads have occurred.
- It is recommended that schools keep a secure copy of the candidate's submission 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 the candidate's submission and marked files after 30 June 2023.

Section 2: Information for the EFS teacher

10. Assessment overview

These instructions relate to the following EFS standards:

90831	<i>Analyse the impact that policies have on a sustainable future</i>
91736	<i>Analyse how different worldviews, and the values and practices associated with them, impact on sustainability</i>

11. Mode of assessment

The mode of assessment for Level 3 EFS is by submitted online report only.

Teachers are expected to be familiar with the [Assessment Specifications](#) for the current year.

12. Submission materials

NZQA will send all schools with 1 September 2022 entries a pack of materials between 24 – 26 October 2022. This package will be addressed to the Principal's Nominee and includes:

- Two copies of these instructions.
- **Set of attendance rolls (main and working)** listing candidate entries made by 1 September 2022. The yellow working copy is to be retained by the school until results are received by candidates.
- A **pre-addressed courier bag** to return the completed main attendance roll(s).

If the pack has not arrived by Wednesday 26 October 2022, please contact the Education for Sustainability Business Liaison Officer on 0800 697 296.

13. Digital submissions

13.1 Preparing digital submissions

Reports should be no longer than 14 single-sided A4 pages per standard. (No personal identifying features, such as the candidate's name or school name, should be included in the report. The only identifying features should be the candidate's NSN (national student number) and school code.)

The title page of the written report should contain the following information:

- candidate's NSN
- school code
- level of assessment, subject, year
- standard number
- report title (if any).

No other text can be presented on this page.

13.2 File naming conventions

Use one of the following file naming conventions to upload candidate reports 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 '**Level 3 – Education for Sustainability – <standard>**'
- Phone 0800 697 296 (NZQA Contact Centre).

14. Completing attendance rolls and packing courier bags

To ensure the safe delivery and marking of candidate work, please follow the process below:

- **Attendance rolls:** Schools will receive two copies of the attendance roll: the main (white) copy must be sent back to NZQA in the pre-addressed courier bag provided and the working (yellow) copy is to be retained by the school. The areas indicated in red below are **not** to be used.

New Zealand Qualifications Authority
Attendance Roll

Centre: **1234 ABC High School**
Session: **NCEA L3 Education for Sustainability Thursday 12/11/20 AM**

Exam Code	NSN	Candidate Name	Standard 90873	Absent (A)	Number Standards Collected	Time Left	Extra Paper
D113	0123456789	Candidate A	90831	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
P103	0234567891	Candidate B	90831	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
P116	0345678912	Candidate C	90831	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S102	0456789123	Candidate D	90831	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
T101	0567891234	Candidate E	90831	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T106	0678912345	Candidate F	90831	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T122	0789123456	Candidate G	90831	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>

**COMPLETE BOXES
IN GREY AREA ONLY**

Write a '1' if the candidate is submitting a report for this standard

Please do not use these two columns

Write an 'A' if the candidate is NOT submitting a report for this standard

- The **'Absent (A)'** column is to record any candidates that have chosen not to present work for a standard. Write an **'A'** in this column. These entries will be marked as absent.
- The **'Number of Standards Collected'** is to indicate the candidate is submitting work. Write a **'1'** in this column.
- Complete the attendance rolls using a black or blue pen. **Do not** use pencil.
- The subject teacher or Principal's Nominee must sign where 'Exam Centre Manager' is displayed.

For any late candidates to the exam session, please download the 'Late Entry Attendance Roll' from the NZQA Provider Login (Principal's Nominee) or your ECM homepage.

Please do not attempt to handwrite details of any late candidates on this roll.

Date answer booklets sent: / / Date white (main) copy of Attendance Rolls sent: / /

Signed: _____
Exam Centre Manager

Subject teacher or Principal's Nominee must sign here.

00002933

- Securely file the working copy of the attendance roll and retain until after the release of results in January 2023.
- Accurate completion of the rolls is important for tracking and recording absent candidates. Incorrect data will create issues for results capture.

- Late candidate entries will be recorded on the 'Late Entry Attendance Roll' generated by the Principal's Nominee from the [NZQA Schools' Provider Login](#). Please email a completed copy of the Late Entry Attendance Roll to logistics@nzqa.govt.nz

Note: the subject line of the email will need to include **Late Attendance Roll – L3 Education for Sustainability**.

- Pack the completed main attendance roll(s) into the courier bag provided. The bag must be ready for collection from the school office/courier pick up point by 9.30 am on Wednesday 2 November 2022.