

Digital External Assessment Submission Instructions for NZ Scholarship Drama (S-DRAM) 2021

Examination date
2.00 pm, Tuesday 23 November 2021

These instructions apply to the submission of digital recordings for
NZ Scholarship Drama assessments.

Principal's Nominees should read these instructions before beginning to process candidate
recording files for submission to NZQA.

Table of Contents

Section 1: Generic information for Principal's Nominee	4
1. Key dates	4
2. Candidate entries	4
3. Mode of assessment	4
4. Authenticity	4
5. Digital submissions	5
6. Preparing digital submissions	5
7. Late submissions	5
8. Reviews and reconsiderations	6
9. Enquiries	6
 Appendix – Digital submission of candidates' work.....	 7

Section 1: Generic information for Principal’s Nominee

1. Key dates

Date	NZ Scholarship Drama
1 September 2021	<ul style="list-style-type: none"> Final entry data sent to NZQA.
23 November (2.00 pm)	<ul style="list-style-type: none"> Scholarship Drama examination.
By 5.00pm 24 November (one working day after the NZ Scholarship Drama examination)	<ul style="list-style-type: none"> Upload all digital submissions to the NZQA Schools’ Provider Login – <i>Digital Submission Upload</i>.
February 2022	<ul style="list-style-type: none"> Candidates can view results online, following NZ Scholarship results release.

2. Candidate entries

Schools are required to submit an entry file with all candidate entries for NZ Scholarship Drama to NZQA by 1 September. Candidates 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 recordings cannot be submitted digitally 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. Mode of assessment

These instructions relate to the NZ Scholarship Drama standard 93304.

The mode of assessment for NZ Scholarship Drama Performance Assessment is by submitted digital upload for recorded performances and justifications to camera.

Note: The candidate annotated scripts and signed Authenticity Declarations will be sent in hard copy to NZQA by the Exam Centre Manager (ECM) and must be labelled with the candidate’s NSN.

Teachers and Principal’s Nominees are expected to be familiar with the [Assessment Specifications](#) and the [Scholarship Drama Examination Requirements](#) for the current year.

4. Authenticity

The recording takes place in the [examination room](#) in the presence of a supervisor.

The supervisor will confirm that the candidate’s national student number (NSN) is correct at the beginning of the examination.

After the examination concludes, the candidate needs to sign the Authenticity Declaration. They may also sign the Permission to Publish Student Evidence section if they choose to do so.

The hard copy annotated scripts for Parts 1 and 2 are to be handed to the supervisor before the candidate leaves the examination room.

5. Digital submissions

Detailed instructions about uploading work for digital submission are available in the appendix.

For information about the digital external submission process, please phone 0800 697 296 and ask to speak to the digital external submission administrator, or send an email to desadmin@nzqa.govt.nz.

6. Preparing digital submissions

Prior to the examination, schools must ensure the candidates are aware of the full requirements of the NZ Scholarship Drama [Assessment Specifications](#) and the [Examination Requirements](#).

There will be one recording that covers Part 1 (five minutes), Part 2 (six minutes) and Part 3 (six minutes) and includes justifications and performances.

Submission of recordings

All recordings must be submitted in mp4 format.

The ECM or supervisor will either save the recording to the agreed drive or give the recording devices containing the candidate performances to the Exam Centre's Principal's Nominee. Where the enrolling school is not the exam centre, the enrolling school's Principal's Nominee is responsible for uploading the recordings to NZQA using the *Digital Submission Upload* link.

File naming convention

You must use one of the three naming conventions specified in the [Appendix](#) in order to save and upload candidates' recordings to NZQA.

7. Late submissions

Late candidate submissions (after 24 November) 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 23 November
- the email is to be sent prior to submitting the work to NZQA.

Note: the subject line of the email will need to include '**Late submission – NZ Scholarship Drama**'.

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the school will be required to submit an entry file to NZQA.

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

8. 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](#).

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 a letter.

More information about the process can be found on the NZQA website:
www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/

9. Enquiries

Please refer any enquiries relating to these instructions to:

School Relationship Manager

School Quality Assurance and Liaison

Telephone: 0800 697 296

Email: firstname.surname@nzqa.govt.nz

Appendix – Digital submission of candidates' work

Topics covered in this appendix

1. File naming conventions
2. Recommended browsers
3. Accessing the digital submission upload page
4. Uploading files using the Candidate's page
5. Uploading candidates' files using the standards page
6. Replacing candidates' files
7. Uploading candidates' files over 200MB (Google account is required to upload files over 200MB)
8. Other information

File naming conventions

You must use the following naming conventions in order to upload candidates work to NZQA.

Candidates' work

Use one of the three file naming conventions for the candidates work to be submitted:

Candidates work	File naming convention
[NSN].mp4	345678912.mp4
[Surname]-[First name].mp4	Franklin-Janice.mp4
[NSN]-[Surname]-[First name].mp4	345678912-Franklin-Janice.mp4

Candidates file names must:

- match the entry files submitted to NZQA
- contain no spaces.

Any errors in the filename will result in a failed transfer of files. An error message will be displayed showing the error type.

The error messages can be retained by downloading the CSV file prior to navigating away from the standards page ([examples of errors and how to export an error message](#)).

Recommended browsers

We recommend that you use one of the following browsers to submit candidates work.



Chrome



Firefox



Microsoft Edge

Accessing the digital submission upload page

Follow these instructions to upload candidates work.

1. Log into the [NZQA Schools' Provider Login](#).
2. Click *Digital Submissions Upload* from either *School's Home* or *General Security Features*.

PROVIDER MENU

- School's Home
 - Key Indicators
 - Candidate Search
 - Standard Search
 - **Digital Submission Upload**
 - Reports
 - Statistics
 - Record of Achievement
 - School's Administration
 - Data File Submission
 - File Downloads and Searches
 - Billing Report

Status of Submission Data

Your file creation date: 1/4/2021 Date last file processed: 1/4/2021 Latest Batch: 150078

General Security Features

- Key Indicators**
- Candidate Search**
- Standard Search**
- Digital Submission Upload**
- Reports**
- Statistics**
- Record of Achievement**
- Search Exam Material Containing Third Party Copyright Content**

Moderation

Education Sector Login (ESL)

The following link will transfer you to ESL to log in.

Education Sector Login

Results Entry

- Provisional results entry**
- Final results entry**

A list of the subjects that your school has entries for and where digital submissions are accepted will be displayed.

3. Click on the subject required.

Standard Search -

Showing Standards allowing upload only

Entries data is available for 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019


Search by Standard Number: **Search**

Subject	Entries
Design and Visual Communication	122
Technology	91
Visual Arts	199

3 subjects were found.

A list of the standards where digital submissions are accepted will be displayed.

4. Click on the standard required.



Technology Standards

Code	Assessed	Level 1 Standards	Candidates
91886	External	Demonstrate understanding of human computer interaction	21
91887	External	Demonstrate understanding of compression coding for a chosen media type	35


Code	Assessed	Level 2 Standards	Candidates
91898	External	Demonstrate understanding of a computer science concept	16
91899	External	Present a summary of developing a digital outcome	10

Code	Assessed	Level 3 Standards	Candidates
91636	External	Demonstrate understanding of areas of computer science	9

5 standards were found.

A list of the candidates with entries for the selected standard will be displayed.

5. If the candidates are not listed on the page, you will need to submit a data file to create the entry.


 Candidates Entered in 91886 -


Standard: **91886**


Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

 Add files...

 Start Upload

 Cancel upload and clear the list

Candidate Name	NSN	Version	Result Date	Credits	Consent to	Ext	Ext	Course
			Complete	Achieved	Assess	Org	Loc	
Andrews, Jakob Upload File	123456789	1						Digital Media
Connors, Beth Upload File	234567891	1						Digital Media
Franklin, Janice Upload File	345678912	1						Digital Media
Mathers, Michelle Upload File	456789123	1						Digital Media
Paulson, Andrew Upload File	567891234	1						Digital Media
Pluto, Jack Upload File	567891235	1						Digital Media

Uploading files using the Candidate’s page

1. Click *Upload File* to access an individual candidate’s page.

Candidates Entered in 91886 -

Standard: 91886
 Subject: Technology
 Title: Demonstrate understanding of human computer interaction
 Assessment: External

Buttons: Add files..., Start Upload, Cancel upload and clear the list

Candidate Name	NSN	Version	Result	Date Complete	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course
Andrews, Jakob Upload File	123456789	1							Digital Media
Connors, Beth Upload File	234567891	1							Digital Media
Franklin, Janice Upload File	345678912	1							Digital Media
Mathers, Michelle Upload File	456789123	1							Digital Media
Paulson, Andrew Upload File	567891234	1							Digital Media
Pluto, Jack Upload File	567891235	1							Digital Media

2. Click *Add files...* to open your school local drive.

3. Check that the candidate’s file(s) to be transferred/uploaded are for the correct standard and match the candidate’s details.

4. Select the candidate’s file(s) and either double click or click *Open* from the drive. Alternatively, select the file(s) and drag and drop to the *Upload files for Submissions* window.

✓ If the file transfer is successful, the file name will be displayed.

✗ If there is an error with the file(s), the message panel will identify the file(s) that contain the error and a brief description of the validation error.

Example if there is an error with matching the file name:

Error matching file name, please review below: Export to CSV

- *File 345678912-Janice-Franklin.docx doesn't match with any candidate(s) information on this page.*

You will need to check the file name and re-name if necessary (refer to the naming conventions).

Click *Cancel Upload and clear the list*, then follow the file upload steps above to re-upload the candidates file(s).

✓

Upload files for External Submissions

Candidate NSN: **345678912**

Candidate Name: **Franklin, Janice**

Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

Add files...
Start Upload
Cancel upload and clear the list

File Name	Original File Name	Size	Upload At
File	"345678912-Franklin-Janice.pdf"	is ready to upload	

✗

Upload files for External Submissions

Candidate NSN: **345678912**

Candidate Name: **Franklin, Janice**

Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

Add files...
Start Upload
Cancel upload and clear the list

Error matching file name, please review below: [Export to CSV](#)

File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page

Add files...
Start Upload
Cancel upload and clear the list

File Name	Original File Name	Size	Upload At

The details displayed in the error message can be exported by clicking the *Export to CSV* link. This function is particularly useful when there are several errors displayed, as the error message will disappear when the page is refreshed.

A	
1	Digital Submissions Upload Error Messages
2	File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page.
3	File 456789123-Mathers-Michelle.pdf doesn't match with any candidate(s) information on this page.
4	File 567891235-Pluto-Jack.pdf doesn't match with any candidate(s) information on this page.

Example if there is a file size over 200MB:

File size 345678912.PDF is over the 200MB limit. Please re-submit the file by clicking here.


You will need to re-submit the file via a [Google form](#).

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
					Complete	Achieved	Assess	Org	Loc
Franklin, Janice	345678912	1							
Upload File									
<div style="border: 2px solid #f00; padding: 5px; display: inline-block;"> <p style="font-weight: bold; font-size: 12px;">File size (345678912.pdf) is over the 200 MB limit. Please, re-submit the file by clicking here.</p> </div>									

5. Click *Start Upload* to upload the file(s).

A progress bar will appear to show the file(s) are loading, and upon a successful upload a green confirmation bar will be displayed. The details of the file(s) shown are:

- a. the NZQA generated filename
- b. the original filename
- c. the size of the file
- d. the upload date and time.


Upload files for External Submissions

Candidate NSN: **345678912**




Candidate Name: **Franklin, Janice**

Standard: **91886**

Subject: **Technology**

Title: **Demonstrate understanding of human computer interaction**

Assessment: **External**

 Add files...
 Start Upload
 Cancel upload and clear the list

File Name	Original File Name	Size	Upload At
1234-345678912-Franklin-Janice.pdf	345678912-Franklin-Janice.pdf	150 KB	Jul 2, 2020 12:56:52 PM

File upload successful.

Uploading candidates' files using the standards page

- To upload candidates' file(s) for a standard, select the standard required on the subject standards page.

Technology Standards			
Code	Assessed	Level 1 Standards	Candidates
91886	External	Demonstrate understanding of human computer interaction	21
91887	External	Demonstrate understanding of compression coding for a chosen media type	35
Code	Assessed	Level 2 Standards	Candidates
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91899	External	Present a summary of developing a digital outcome	10
Code	Assessed	Level 3 Standards	Candidates
91636	External	Demonstrate understanding of areas of computer science	9

- A list of the candidates with entries for the selected standard will be displayed.

Candidates Entered in 91886 -									
Standard: 91886									
Subject: Technology									
Title: Demonstrate understanding of human computer interaction									
Assessment: External									
<input type="button" value="Add files..."/> <input type="button" value="Start Upload"/> <input type="button" value="Cancel upload and clear the list"/>									
Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Andrews, Jakob Upload File	123456789	1							Digital Media
Connors, Beth Upload File	234567891	1							Digital Media
Franklin, Janice Upload File	345678912	1							Digital Media
Mathers, Michelle Upload File	456789123	1							Digital Media
Paulson, Andrew Upload File	567891234	1							Digital Media
Pluto, Jack Upload File	567891235	1							Digital Media

- Click *Add files...* to open your school local drive.

- Check the files are for the selected standard.
- Select specific or all candidates' file(s) from the drive and either click *Open* or drag and drop the files to the *Upload files for Submissions* window.

<table border="1"> <thead> <tr> <th colspan="10">Candidates Entered in 91886 -</th> </tr> <tr> <td colspan="10">Standard: 91886</td> </tr> <tr> <td colspan="10">Subject: Technology</td> </tr> <tr> <td colspan="10">Title: Demonstrate understanding of human computer interaction</td> </tr> <tr> <td colspan="10">Assessment: External</td> </tr> <tr> <td colspan="10"> <input type="button" value="Add files..."/> <input type="button" value="Start Upload"/> <input type="button" value="Cancel upload and clear the list"/> </td> </tr> <tr> <th>Candidate Name</th> <th>NSN</th> <th>Version</th> <th>Result</th> <th>Date</th> <th>Credits</th> <th>Consent to</th> <th>Ext</th> <th>Ext</th> <th>Course</th> </tr> <tr> <th></th> <th></th> <th></th> <th>Complete</th> <th></th> <th>Achieved</th> <th>Assess</th> <th>Org</th> <th>Loc</th> <th></th> </tr> </thead> <tbody> <tr> <td>Andrews, Jakob Upload File</td> <td>123456789</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Digital Media</td> </tr> <tr> <td>Connors, Beth Upload File</td> <td>234567891</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Digital Media</td> </tr> <tr> <td>Franklin, Janice Upload File</td> <td>345678912</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Digital Media</td> </tr> <tr> <td>Mathers, Michelle Upload File</td> <td>456789123</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Digital Media</td> </tr> <tr> <td>Paulson, Andrew Upload File</td> <td>567891234</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Digital Media</td> </tr> <tr> <td>Pluto, Jack Upload File</td> <td>567891235</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Digital Media</td> </tr> </tbody> </table>	Candidates Entered in 91886 -										Standard: 91886										Subject: Technology										Title: Demonstrate understanding of human computer interaction										Assessment: External										<input type="button" value="Add files..."/> <input type="button" value="Start Upload"/> <input type="button" value="Cancel upload and clear the list"/>										Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course				Complete		Achieved	Assess	Org	Loc		Andrews, Jakob Upload File	123456789	1							Digital Media	Connors, Beth Upload File	234567891	1							Digital Media	Franklin, Janice Upload File	345678912	1							Digital Media	Mathers, Michelle Upload File	456789123	1							Digital Media	Paulson, Andrew Upload File	567891234	1							Digital Media	Pluto, Jack Upload File	567891235	1							Digital Media	
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- As each file is transferred/uploaded, a progress bar will appear, and confirmation of the successful file(s) upload will be shown.

- If there are any errors with the file(s), the message panel will identify the file(s) that contain the error and a brief description of the validation error.



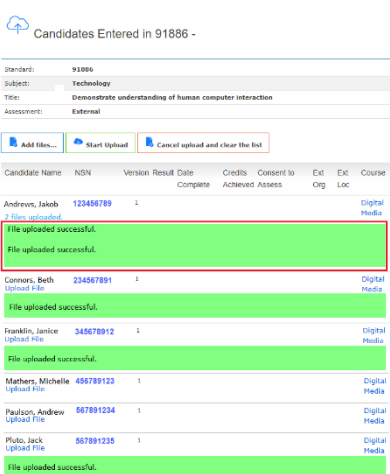
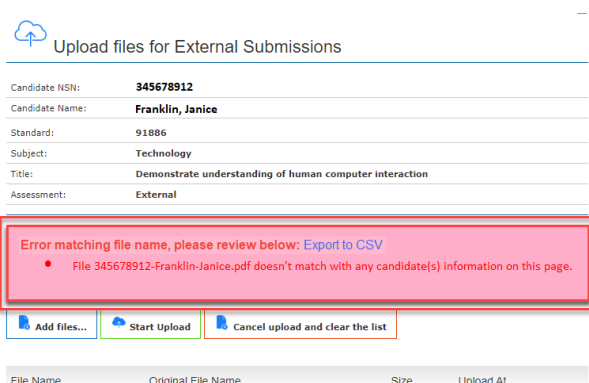
Example if there is an error matching the file name:

Error matching file name, please review below: Export to CSV

- *File 345678912-Janice-Franklin.docx doesn't match with any candidate(s) information on this page*
- *There are 2 candidates with information matching this file. Please rename the file to make it unique. E.g. include NSN.*

You will need to check the file name(s) and re-name if necessary. Refer to the [file naming conventions](#).

Click *Cancel Upload and clear the list*, then follow the file upload steps above to re-upload the candidates file(s).

The details displayed in the error message can be exported by clicking *Export to CSV*. This function is particularly useful when there are several errors displayed, as the error message will disappear when the page is refreshed.

	A
1	Digital Submissions Upload Error Messages
2	File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page.
3	File 456789123-Mathers-Michelle.pdf doesn't match with any candidate(s) information on this page.
4	File 567891235-Pluto-Jack.pdf doesn't match with any candidate(s) information on this page.

Example if there is a File size over 200MB:

File size 345678912.docx is over the 200MB limit. Please re-submit the file by clicking here.

You will need to re-submit the file via a [Google form](#).

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Franklin, Janice	345678912	1							
<p>File size (345678912.pdf) is over the 200 MB limit. Please, re-submit the file by clicking here.</p>									

4. Refresh the Standards page to view the files uploaded per candidates.

Candidates Entered in 91886 -

Standard: 91886
 Subject: Technology
 Title: Demonstrate understanding of human computer interaction
 Assessment: External

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Andrews, Jakob	123456789	1							Digital Media
2 files uploaded.									
Connors, Beth	234567891	1							Digital Media
1 file uploaded.									
Franklin, Janice	345678912	1							Digital Media
1 file uploaded									

Replacing candidates' files

For candidate files that need to be replaced, this needs to be completed by the submission date using either the individual or bulk upload instructions shown above.

The naming convention of the replacement file must be an exact match to the original file.

Example

Original file name	Replacement file name
345678912-Franklin-Janice.docx	345678912-Franklin-Janice.docx

1. To check the replacement file(s) have uploaded successfully, click on the link below the candidate's name to view the candidates file details.

Candidates Entered in 91886 -

Standard: 91886
 Subject: Technology
 Title: Demonstrate understanding of human computer interaction
 Assessment: External

Buttons: Add files..., Start Upload, Cancel upload and clear the list

Candidate Name	NSN	Version	Result Date	Credits Complete	Consent to Achieved Assess	Ext Org	Ext Loc	Course
Andrews, Jakob	123456789	1						Digital Media
2 files uploaded.								
Connors, Beth	234567891	1						Digital Media
1 file uploaded.								
Franklin, Janice	345678912	1						Digital Media
1 file uploaded								

2. The file details will show the date and time of the most recent upload.

Before

Upload files for External Submissions

Candidate NSN: 345678912
 Candidate Name: Franklin, Janice
 Standard: 91886
 Subject: Technology
 Title: Demonstrate understanding of human computer interaction
 Assessment: External

Buttons: Add files..., Start Upload, Cancel upload and clear the list

File Name	Original File Name	Size	Upload At
1234-345678912-Franklin-Janice.pdf	345678912-Franklin-Janice.pdf	150 KB	Jul 2, 2020 1:34:41 PM
1234-345678912-Franklin-Janice.docx	345678912-Franklin-Janice.docx	84 KB	Jul 2, 2020 1:34:41 PM

After

File Name	Original File Name	Size	Upload At
1234-345678912-Franklin-Janice.pdf	345678912-Franklin-Janice.pdf	150 KB	Jul 2, 2020 1:34:41 PM
1234-345678912-Franklin-Janice.docx	345678912-Franklin-Janice.docx	84 KB	Jul 2, 2020 1:42:21 PM

Uploading candidates' files over 200MB

An error message will be displayed if the upload of a candidate's submission file over 200MB is attempted. The message will direct you to upload the candidate's file via an online Google form.

You must have an existing Google account before you can access the Google form.

If you do not have a Google account, please create a one when prompted on screen or refer to the instructions on [how to create an account](#).

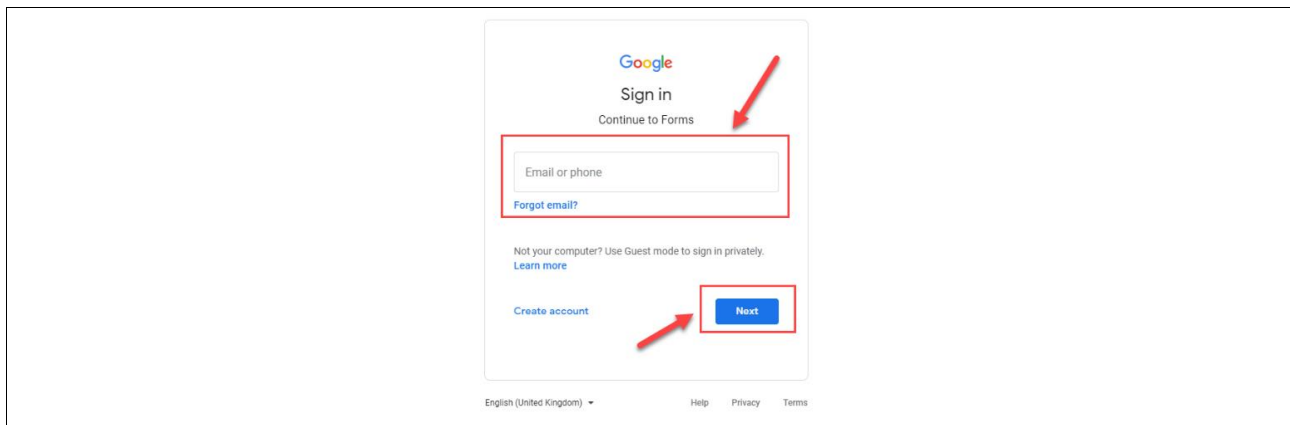
Example

Candidate Name	NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course
			Complete		Achieved	Assess	Org	Loc	
Franklin, Janice	345678912	1							
<div style="border: 2px solid red; padding: 5px;"> File size (345678912.pdf) is over the 200 MB limit. Please, re-submit the file by clicking here. </div>									

1. From the error message, select the *clicking here* link to open the Google form.

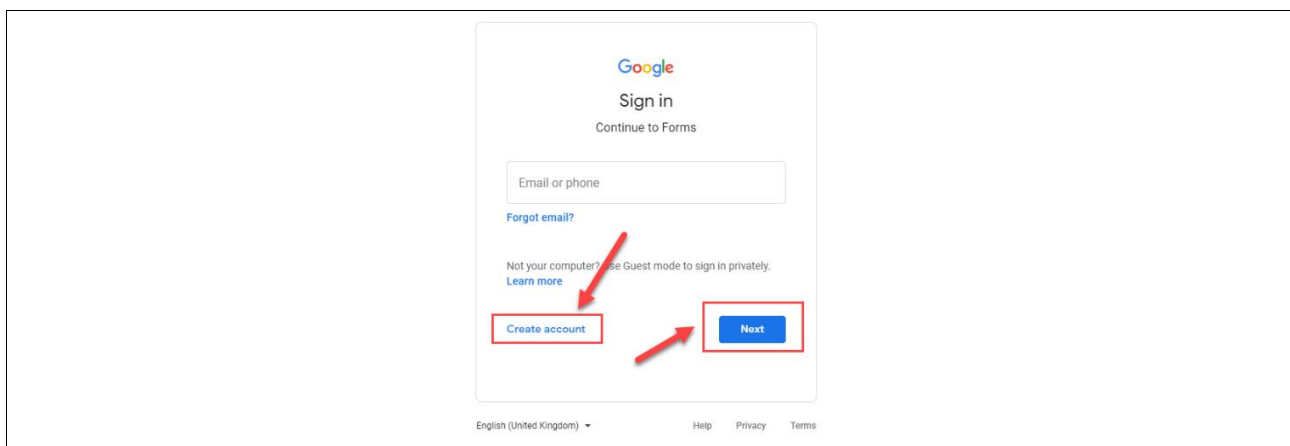
Note: the form will only appear if your school has a Google account.

a. If you have a Google account, login using your credentials (if prompted).



b. If you do not have a Google account, click on *Create account* and follow the instructions.

The Google form will be available once the account is created.



2. Complete the Google form by entering the relevant details into each field. All fields are mandatory.

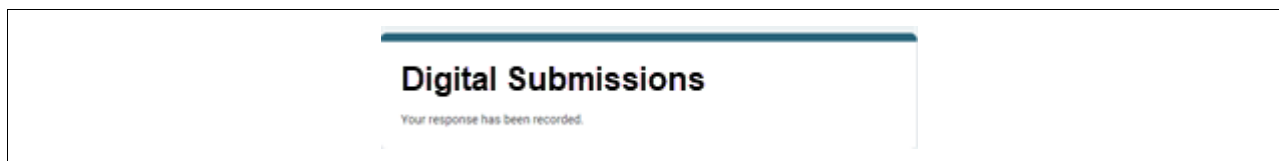
3. Click *Add File* and upload the candidate's submissions from your school local drive.

4. Check the candidate's details are correct.
5. Click the *Submit* button.

The screenshot shows a 'Digital Submissions' form with the following fields and content:

- Title:** Digital Submissions
- Instructions:** Please use this form to record your candidate's details and to upload files. The name and photo associated with your Google Account will be recorded when you upload files and submit this form. Not nzqasubsub.dev@gmail.com? [Switch account](#)
- *Required**
- Email address ***: PN@abchigh.school.nz
- School name ***: 123 ABC High School
- MOE ID / School provider ID ***: 9999
- Candidate name (surname, first name) ***: Franklin, Janice
- Candidate NSN ***: 345678912
- Standard number ***: A dropdown menu with 'Choose' selected. Below it is a red error message: 'This is a required question'.
- Upload candidate material ***: Includes an 'Add File' button.
- Submit** button.

Once submitted, a receipt of the submission will be sent to the email address provided on the Google form.



Other information

1. The organisation of files in the school's local submission folder(s) is managed by schools.
2. It is recommended schools check that all expected uploads have occurred.
3. It is recommended that schools keep a secure copy of the candidates' submission until the end of March 2022.
4. NZQA will store a copy of the submissions and marked files for security and reference purposes.
5. NZQA will delete the candidates' submission and marked files after 30 June 2022.