

## Instructions for NZ Scholarship Health and Physical Education

Submission date is:  
**9.30 am, Thursday 12 November 2020**

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

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

1. Key dates
2. Mode of assessment
3. Digital submissions
4. Managing possible authenticity breaches
5. Late submissions
6. Sending courier bags to NZQA

### SECTION TWO: SUBJECT SPECIFIC INFORMATION FOR HEALTH AND/OR HOME ECONOMICS AND/OR PHYSICAL EDUCATION TEACHER

7. Preparing digital submissions
8. Submission materials provided by NZQA
9. Completing attendance rolls and packing courier bags
10. Enquiries

### APPENDIX – DIGITAL EXTERNAL SUBMISSIONS

Digital external submission instructions

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

### 1. Key dates

9 September 2020	Final entry data sent to NZQA.
27 - 30 October	Schools receive packing materials.
27 October – 6 November	Schools organise attendance rolls for distribution. Phone the Health and Physical Education Business Liaison Officer on 0800 697 296 if packing materials have not arrived or if there are missing materials.
6 – 11 November	Schools prepare and package the attendance rolls using the instructions provided in this document. Hard copies of these instructions will be included in the materials sent to schools.
<b>12 November (9.30 am)</b>	<p>All NZ Scholarship Health and Physical Education (S-HPED) submissions must be uploaded to the NZQA <i>Digital External Submission Upload</i> page in the <a href="#">NZQA Schools' Provider Login</a>.</p> <p><b>NZ Scholarship S-HPED attendance rolls, All Design and Visual Communication (DVC), Level 3 Education for Sustainability (EFS), All Technology and NZ Scholarship Dance submissions to be ready for collection by CourierPost from the school's courier pick up point or uploaded to the NZQA <i>Digital External Submission Upload</i> page.</b></p>

### 2. Mode of assessment

The mode of assessment for NZ Scholarship Health and Physical Education is by submitted online report only.

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

### 3. Digital submissions

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

For information about the digital external submission process please phone 0800 697 296; ask to speak to the digital external submission administrator or send an email to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz).

Candidate submission material will NOT be returned.

### 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 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.

## 5. Late submissions

Late candidate submissions (after 12 November 2020) can only be made if:

- an email is sent to [examinations@nzqa.govt.nz](mailto: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 12 November
- the subject line of the email will need to include 'Late submission – NZ Scholarship Health and PE'
- the email is to be sent prior to submitting the work to NZQA.

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

## 6. Sending courier bags to NZQA

- NZQA has contracted CourierPost for **one pick up** of the following subjects: NZ Scholarship Health and Physical Education, DVC, Level 3 EFS, Technology and NZ Scholarship Dance submissions. Please do not make a further courier booking.
- Take the courier bags to the school office before 9.30 am on **Thursday 12 November 2020** for collection.
- If the courier has not collected the bags by 3.00 pm on **Thursday 12 November 2020**, schools must contact both CourierPost on 0800 501 501 and NZQA Logistics on 0800 697 296 immediately.
- If courier bag 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 13 November 2020.

## SECTION TWO: SUBJECT SPECIFIC INFORMATION FOR HEALTH AND/OR HOME ECONOMICS AND/OR PHYSICAL EDUCATION TEACHER

### 7. Preparing digital submissions

To prepare and submit candidate reports, the following must be strictly adhered to.

- Upload only ONE file per candidate report
- Add the candidate NSN within the header of the report
- Do not include the candidate's name
- NSN to be used as the file name for each candidate's submission
- The maximum file size should be no more than 50MB. Ensure videos and sound files are within this size limit. Large video and audio files must be compressed. (This will significantly reduce the time it takes to upload the files).

### 8. Submission materials provided by NZQA

NZQA will send all schools with 9 September 2020 entries, a package containing submission and packing materials between 27-30 October 2020. 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 9 September 2020, arranged by exam code order. The yellow working copy is to be retained by the school until results are received by candidates.
- A **pre-addressed yellow courier bag** to return the completed attendance rolls.

If the materials have not arrived by Friday, 30 October 2020, please contact the Health and Physical Education Business Liaison Officer on 0800 697 296.

### 9. Completing attendance rolls and packing courier bags

To ensure the safe delivery, marking and return of reports, please follow the process below when preparing the submissions:

- **Attendance rolls:** Schools will receive two copies of the attendance roll: the main (white) copy must be sent to NZQA in the 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: Scholarship Health and Physical Education Thursday 12/11/20 AM

Exam Code	NSN	Candidate Name	Standard	COMPLETE BOXES IN GREY AREA ONLY			
				Absent (A)	Number Standards Collected	Time Left	Extra Paper
			90873		1		
D113	0123456789	Candidate A	93501		1		
P103	0234567891	Candidate B	93501		1		
P116	0345678912	Candidate C	93501	A			
S102	0456789123	Candidate D	93501		1		
T101	0567891234	Candidate E	93501	A			
T106	0678912345	Candidate F	93501	A			
T122	0789123456	Candidate G	93501		1		

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 a report. Write a '1' in this column.
- Complete the attendance rolls using a black or blue pen. Do not use pencil.
- Accurate completion of the rolls is important for tracking and recording absent candidates. Incorrect data will create issues for results capture.
- Candidates with late entries are to be recorded (candidate name and NSN) in the grey area on the last page of the attendance roll. If there are more than two late entries, add the candidate's details to a spreadsheet and email to NZQA Logistics, [logistics@nzqa.govt.nz](mailto:logistics@nzqa.govt.nz).

Total Candidates for this session: 151 91063  
 Date answer booklets sent: / /  Date top copy of Attendance Rolls sent: / /

Signed: \_\_\_\_\_  
 Exam Centre Manager

List Below NSN and Name of any candidates who sat the exam, whose names are NOT printed on roll.

NSN	SURNAME	FIRST NAME	Absent (A)	Number Booklets Collected
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

790596 0002 0107 00138 10000008 Page 7 of 7 NCEA L1 Design and Visual Communication (A)

- Securely file the working copy of the attendance roll and retain until after the release of NZ Scholarship results in February 2021.
- Place the main attendance rolls in courier bag provided.

## 10. Enquiries

Please refer any enquiries relating to these instructions to:

### HPE Business Liaison Officer

Operations and Logistics

Telephone: 0800 697 296

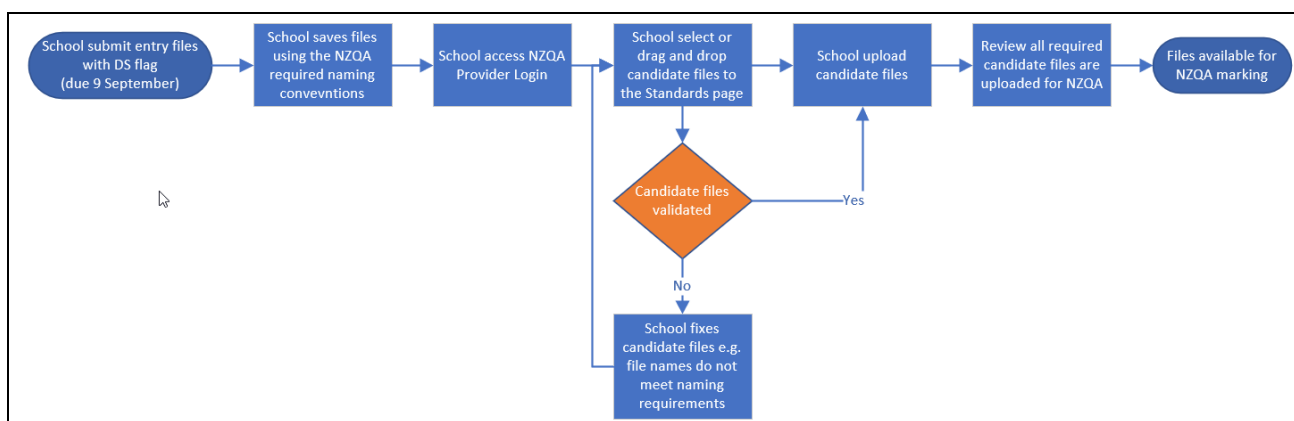
Email: [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz)

## APPENDIX – DIGITAL EXTERNAL SUBMISSION INSTRUCTIONS

### Overview

NZQA has developed a simplified and straightforward online submission process for use in 2020. This process allows schools to upload files to NZQA by selecting or dragging and dropping them to the *Digital External Submission Upload* page in the [NZQA Schools' Provider Login](#). Schools have the option to bulk upload their candidate files per standard or upload them individually.

The *Digital External Submission Upload* link is available to schools from 14 September 2020. Schools will have immediate visibility of the candidate files submitted.



### Entries

- Schools are required to flag relevant entries as DS (Digitally Submitted) for all students who are submitting work digitally.
- Schools must complete the entry process for each submission, due 9 September 2020, as per the NZQA Key Dates calendar.
- Entries are essential for submission. Submission is completed via a page that records the entry information held at the enrolling school. If schools do not have access to the candidate entry information, then they will not be able to submit. If the provider is not the enrolling school, then the enrolling school must be contacted to arrange for submission.

Physical submission materials will not be sent to schools for entries where the digital submission flag has been set.

### File naming conventions

Before submitting candidate work, schools must ensure the candidate file(s) are named following any one of the three naming conventions:

Naming convention	Example
[NSN].pdf	345678912.pdf
[Surname]-[First name].pdf	Franklin-Janice.pdf
[NSN]-[Surname]-[First name].pdf	345678912-Franklin-Janice.pdf

Candidate file names must:

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

Any errors in the filename will result in a failed transfer of files and an error message will be displayed detailing the error type. The error messages can be retained by downloading the CSV file prior to navigating away from the standards page (see [page 9](#) for details on errors).

### Recommended browsers

The recommended browsers for the Digital External Submission uploads are Chrome, Firefox and Microsoft Edge.

## Accessing the digital external submission upload page

Follow these instructions to upload candidate digital external submission files.

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

The screenshot shows the provider login interface for ABC High School. On the left, a 'PROVIDER MENU' lists various options, with 'Digital External Submissions Upload' highlighted. The main content area is titled 'ABC High School' and includes a 'Status of Submission Data' section with file creation and processing dates. Below this, the 'General Security Features' section contains several links, with 'Digital External Submissions Upload' also highlighted. Other sections include 'Moderation' and 'Education Sector Login (ESL)'.

3. A list of the subjects the school has entries and where digital external submissions are accepted will be displayed. Click on the subject required.

The screenshot shows the 'Standard Search' page. It displays a search bar and a table of subjects. The table has two columns: 'Subject' and 'Entries'. The following table represents the data shown in the screenshot:

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

Below the table, it states '3 subjects were found.'

4. A list of the standards where digital external submissions are accepted will be displayed. Click on the standard required.

The screenshot shows the 'Technology Standards' page. It displays a table of standards organized by level. The following table represents the data shown in the screenshot:

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

At the bottom, it states '5 standards were found.'

- A list of the candidates with entries for the selected standard will be displayed. If the candidate is not listed on the page, the school will need to submit a data file to create the entry.

Candidates Entered in 91886 -

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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 <a href="#">Upload File</a>	123456789	1						Digital Media
Connors, Beth <a href="#">Upload File</a>	234567891	1						Digital Media
Franklin, Janice <a href="#">Upload File</a>	345678912	1						Digital Media
Mathers, Michelle <a href="#">Upload File</a>	456789123	1						Digital Media
Paulson, Andrew <a href="#">Upload File</a>	567891234	1						Digital Media
Pluto, Jack <a href="#">Upload File</a>	567891235	1						Digital Media

## To upload files using the candidates' page

- Click *Upload File* to access an individual candidate page.

Candidates Entered in 91886 -

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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 <a href="#">Upload File</a>	123456789	1						Digital Media
Connors, Beth <a href="#">Upload File</a>	234567891	1						Digital Media
Franklin, Janice <a href="#">Upload File</a>	345678912	1						Digital Media
Mathers, Michelle <a href="#">Upload File</a>	456789123	1						Digital Media
Paulson, Andrew <a href="#">Upload File</a>	567891234	1						Digital Media
Pluto, Jack <a href="#">Upload File</a>	567891235	1						Digital Media

Upload files for External Submissions

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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



- Click *Add files...* to open the school's local drive. Check the candidate file(s) to be transferred/uploaded are for the correct standard and matches the candidates' details.

Select the candidate 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 External Submissions* window.

The screenshot shows the 'Upload files for External Submissions' window on the left and a file explorer window on the right. The upload window displays candidate details: Candidate NSN: 345678912, Candidate Name: Franklin, Janice, Standard: 91886, Subject: Technology, Title: Demonstrate understanding of human computer interaction, and Assessment: External. It has buttons for 'Add files...', 'Start Upload', and 'Cancel upload and clear the list'. Below is a table with columns: File Name, Original File Name, Size, and Upload At. The file explorer shows a folder named 'pdfs' containing several PDF files, including '345678912-Franklin-Janice.pdf'.

✓ 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 which file(s) contains the error and a brief description of the validation error.

E.g. *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.

Schools will need to check the file name and re-name if necessary (refer to the naming conventions on [page 6](#)).

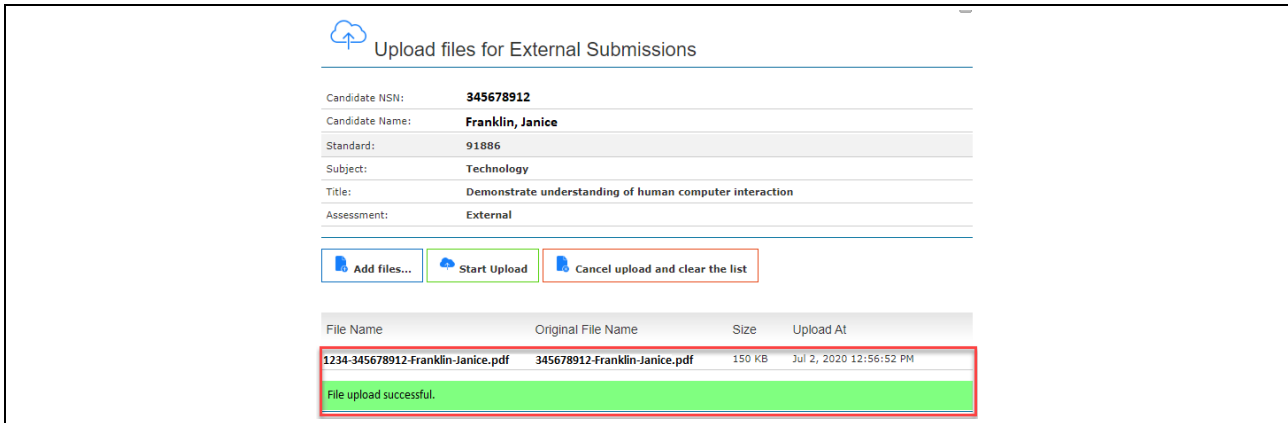
Click *Cancel Upload and clear the list*, then follow the file upload steps above to re-upload the candidates' file(s).

The left screenshot shows a successful upload. A green checkmark is at the top. The table below the buttons shows a single row: File Name: "345678912-Franklin-Janice.pdf" is ready to upload. The right screenshot shows an error. A red 'X' is at the top. A pink error message box is displayed: "Error matching file name, please review below: Export to CSV" and "File 345678912-Janice-Franklin.pdf doesn't match with any candidate(s) information on this page".

The details displayed in the error message can be exported by clicking the *Export to CSV* link.

	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. 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 confirmation green bar will be displayed. The details of the file(s) shown are:
  - a. the NZQA generated filename
  - b. the original file name
  - 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**

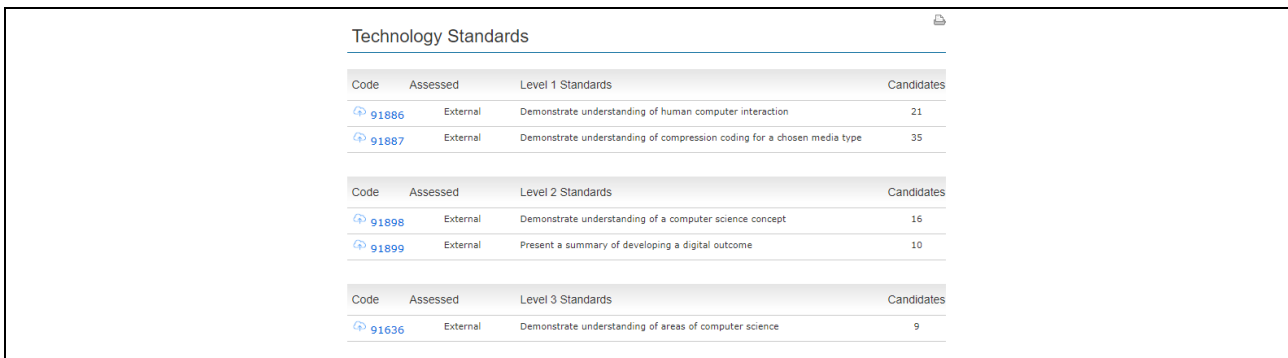
[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

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.

## To upload candidate files using the standards page

1. To upload candidate file(s) for a standard, select the standard required on the subject standards page.



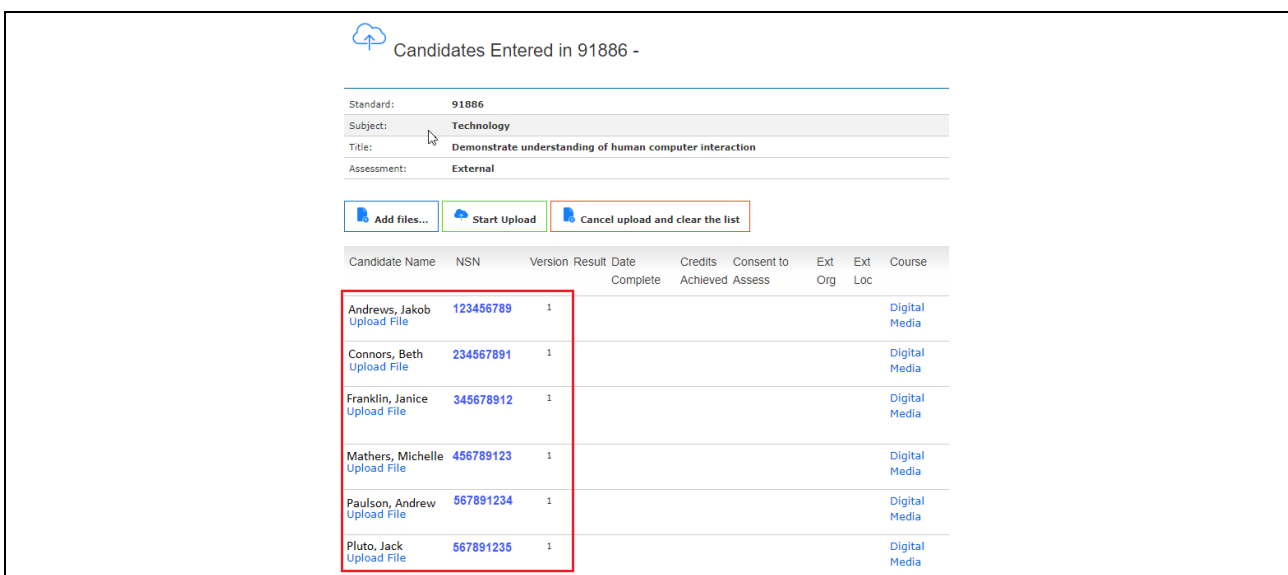
Technology Standards

Code	Assessed	Level 1 Standards	Candidates
<a href="#">91886</a>	External	Demonstrate understanding of human computer interaction	21
<a href="#">91887</a>	External	Demonstrate understanding of compression coding for a chosen media type	35

Code	Assessed	Level 2 Standards	Candidates
<a href="#">91898</a>	External	Demonstrate understanding of a computer science concept	16
<a href="#">91899</a>	External	Present a summary of developing a digital outcome	10

Code	Assessed	Level 3 Standards	Candidates
<a href="#">91636</a>	External	Demonstrate understanding of areas of computer science	9

2. 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**

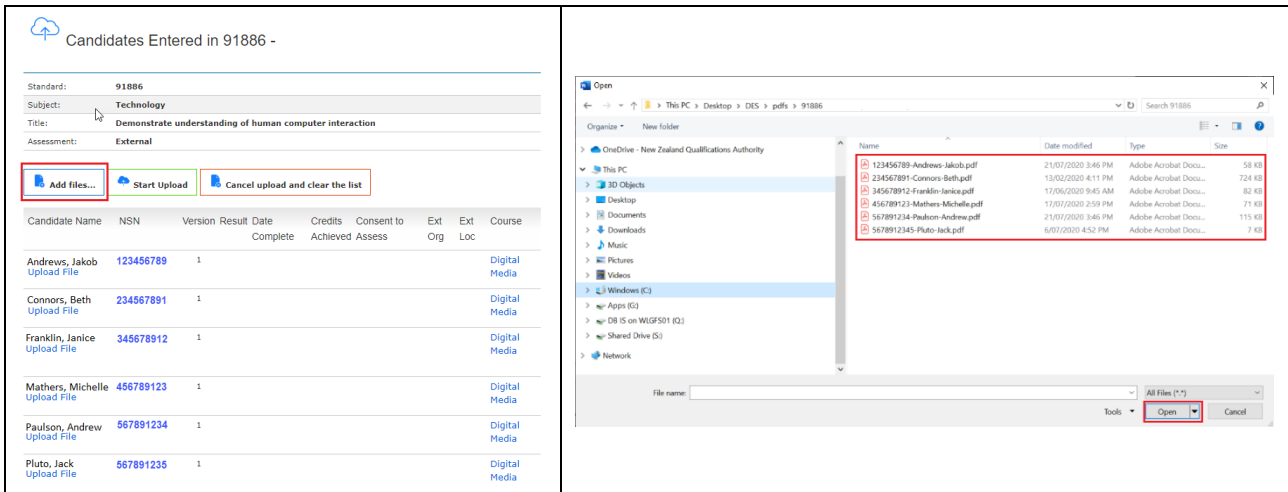
[Add files...](#) [Start Upload](#) [Cancel upload and clear the list](#)

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

3. Click *Add files...* to open the school's local drive.

a. Check the files are for the selected standard.

b. Select specific or all candidate file(s) from the drive and either click *Open* or drag and drop the files to the *Upload files for External Submissions* window.



✓ As each file is transferred/uploaded, a progress bar will appear, and confirmation of the successful file(s) upload will be shown.

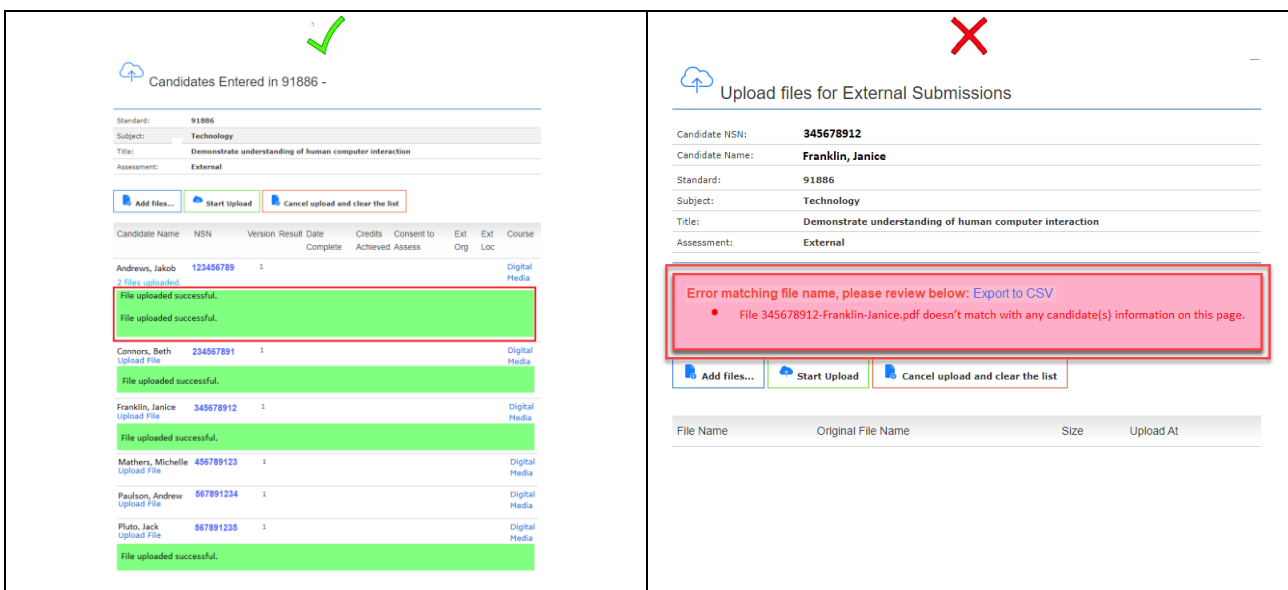
✗ If there are any errors with the file(s), the message panel will identify which file(s) contains the error and a brief description of the validation error.

E.g. *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*
- *There are 2 candidates with information matching this file. Please rename the file to make it unique. E.g. include NSN.*

Schools will need to check the file name(s) and re-name if necessary. (Refer to the naming conventions on [page 6](#)).


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.

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


Candidates Entered in 91886 -


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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	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									

## To replace candidate 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 candidate 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 Complete	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course
Andrews, Jakob	123456789	1						Digital Media
<a href="#">2 files uploaded.</a>								
Connors, Beth	234567891	1						Digital Media
<a href="#">1 file uploaded.</a>								
Franklin, Janice	345678912	1						Digital Media
<a href="#">1 file uploaded</a>								

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

## Other Information for digital submission

### Late candidate submissions

1. Late candidate submissions (after 12 November 2020) can only be made if;
  - a. an email is sent to [desadmin@nzqa.govt.nz](mailto:desadmin@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 12 November.
  - b. The subject line of the email should include 'Late submission - <subject>' e.g. *Late submission – Technology*.
  - c. The email is to be sent prior to submitting the work to NZQA.

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, schools will be required to submit an entry file with the entries flagged as DS (Digitally Submitted) and submit to NZQA.

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

### Security

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 2021.
4. It is recommended that the candidate keeps a personal copy of their submission until the end of March 2021.
5. NZQA will store a copy of the submissions and marked files for security and reference purposes.
6. NZQA will delete the candidates' submission and marked files after 30 June 2021.

### Reviews and reconsiderations

1. If a candidate believes that the score notified to them has been incorrectly entered, they may apply for a Review through their [NZQA Student Login](#). More information about the process can be found on the NZQA website: <https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations>.
2. If a candidate believes that their report 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.
3. NZQA will keep a copy of the marked file until the completion of the review or reconsideration process.
4. The review or reconsideration outcome will be reported to the candidate by a letter.

### Further assistance

If schools require assistance contact the DES administrator on 0800 697 296 or [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz)