Instructions for NCEA Level 3 and New Zealand Scholarship Visual Arts External Assessment Submission 2020

Submission date: Thursday, 12 November 2020

Principal’s Nominees and teachers should read these instructions before beginning to process candidate portfolios/workbooks for submission to NZQA.

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3. Portfolio format requirements
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SECTION ONE: GENERIC INFORMATION FOR PRINCIPAL’S NOMINEE

1. Key dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 September 2020</td>
<td>Final entries data sent to NZQA.</td>
</tr>
<tr>
<td>27 - 30 October</td>
<td>Schools receive NCEA Level 3 and NZ Scholarship Visual Art materials.</td>
</tr>
<tr>
<td></td>
<td>Phone the Visual Arts Business Liaison Officer on 0800 697 296, if</td>
</tr>
<tr>
<td></td>
<td>materials have not arrived or if there are any missing materials.</td>
</tr>
<tr>
<td>12 November</td>
<td>NCEA Level 3 and NZ Scholarship submission/collection.</td>
</tr>
<tr>
<td></td>
<td>Online applications for Level 3 derived grades to be made by 5.00 pm.</td>
</tr>
<tr>
<td>Before end of December</td>
<td>Portfolios and workbooks returned to candidates.</td>
</tr>
<tr>
<td>January 2021</td>
<td>Candidates receive NCEA results and Performance Summary Cards.</td>
</tr>
<tr>
<td>February 2021</td>
<td>Candidates receive NZ Scholarship results and Performance Summary Cards, following NZ Scholarship results release.</td>
</tr>
<tr>
<td>End of June 2021</td>
<td>All unclaimed portfolios and workbooks returned to NZQA will be destroyed.</td>
</tr>
</tbody>
</table>

2. Provider Attendance Rolls

All schools are required to complete and submit a Provider Attendance Roll, for candidates who are entered for any external Level 3 or NZ Scholarship standards.

To complete the Provider Attendance Roll(s), schools will need to:
- write ‘3P’ for a Three-panel portfolio or ‘MI’ for Moving Image and tick the entry, for candidates that have entered and submitted a portfolio
- write an ‘X’ in the Rec’d From Candidate Tick column, for candidates that have entered and not submitted a portfolio
- write the candidate’s name, NSN and standard number at the bottom of the Provider Attendance Roll for any late entries.

Example of the Provider Attendance Roll

![Provider Attendance Roll Example](image)

The Provider Attendance Roll(s) can be scanned and sent to examinations@nzqa.govt.nz, with the subject line ‘PAR Visual Arts’, or submitted in hard copy with one of the packages containing the portfolios.
3. **Portfolio format requirements**
Level 3 and NZ Scholarship Visual Arts portfolios may be submitted either as a three-panel portfolio board or as a moving image portfolio. For NZ Scholarship, a physical workbook is also required.

The body of work for the moving image portfolio should represent a similar amount of work as for the three-panel portfolio board. The moving image submission should not be merely a digital representation of the three-panel portfolio board.

More information on specific format requirements can be found in the Assessment Specifications ([https://www.nzqa.govt.nz/ncea/subjects/visual-arts/levels/](https://www.nzqa.govt.nz/ncea/subjects/visual-arts/levels/)).

4. **Authentication of candidate work**
Candidates are required to sign the Authenticity Declaration to stipulate that the work is their own. Schools are required to report to NZQA if they have concerns that any portfolio entered is not the candidate’s own. If a school cannot authenticate a candidate’s work, they should follow the process below for possible authenticity breaches.

Completed and signed Authenticity Declarations are to be attached (sticky tape or glue) to the left panel on the outside of each candidate’s portfolio, prior to submission to NZQA.

5. **Managing possible authenticity breaches**
The submission of a portfolio 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 the candidate work may not be authentic, and the candidate continues with the submission, the teacher and the Principal’s Nominee must:

- 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
- complete the process well before the submission date.

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

6. **Derived grade process**

**NCEA**
A derived grade may be applied for by a candidate who, after 1 October 2020, has suffered a temporary impairment including a physical injury or an emotional trauma, which has seriously impaired the candidate’s preparation for submission.


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 portfolio 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 portfolio of evidence as per the assessment specifications,
regardless of the level of completion. The school must send the portfolio to NZQA along with the
submissions from its other candidates.

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

**NZ Scholarship Visual Arts**

There is no derived grade process for NZ Scholarship.

7. **Materials for late entries**

NZQA will only provide materials for entries made by 9 September 2020. If schools have missed
this deadline and need to make late entries, schools will need to submit a data entry file to NZQA,
and follow the instructions below to produce temporary labels for each candidate’s portfolio:

The **temporary labels** must include:

For outside of portfolio board:
- National Student Number (NSN)
- candidate name and return address for portfolio
- field name, e.g., Photography
- standard number
- large ‘S’ to denote NZ Scholarship, if relevant.

For inside of portfolio:
- field name, e.g., Photography
- standard number.

For front cover of NZ Scholarship workbook:
- field name and standard number
- National Student Number (NSN)
- large ‘S’ to denote NZ Scholarship.

Temporary labels for moving image submissions are not required.

**Do not attempt to create bar codes on any temporary labels.** NZQA will generate new
barcoded labels at the marking venue.

8. **Late submissions**

Late candidate submissions (after 12 November 2020) 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
  12 November.

  The subject line of the email will need to include ‘Late submission – Visual Arts’.

- 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.

NZQA will acknowledge the request and/or provide further instruction if applicable.
9. Submitting moving image portfolios
Candidates submitting a moving image portfolio will still receive personalised/barcoded labels. These should be sent in with DVD submissions but are not required for submissions made digitally.

Moving image portfolios may be sent to NZQA either on a physical DVD, or electronically via an online submission by 5.00 pm Thursday 12 November 2020.

Schools must retain copies of all moving image submissions sent to NZQA.

The Assessment Specifications for 2020 govern this submission process with the details added below.

**DVD submissions**
If schools intend to submit moving image(s) using a DVD, they will need to send an email to examinations@nzqa.govt.nz, before 12 October 2020 to indicate this. NZQA will include a pre-addressed courier bag with the submission materials sent to schools.

Each moving image portfolio must be written to a separate DVD. The following details **must be written in permanent marker** on each DVD:

- the candidate’s National Student Number (NSN)
- the school’s code (MOE number)
- the standard number.

This information should also be written clearly and correctly on the outside of each DVD case.

Package each DVD in a separate case, bubble wrapped for extra protection, to ensure it arrives at NZQA undamaged. The Authenticity Declaration (https://www.nzqa.govt.nz/ncea/subjects/visual-arts/levels/) should be included electronically with the submission. Alternatively, a hard copy can be included, folded up in the DVD case.

If schools are submitting moving image portfolio evidence on DVDs, they should send the DVDs in an A4-size addressed courier bag, supplied by NZQA.

**Digital submissions**
See Appendix A and Appendix B for detailed instructions about uploading work for digital submissions.

**Note:** There is a slight variation in the process for uploading submissions over 200 MB, these are to be submitted using a Google Form. Schools without a Google account will need to create one using the instructions provided in Appendix B.

If teachers are unsure about whether their school is submitting work digitally, they will need to discuss this with the Head of Department or Principal’s Nominee.

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.

10. Courier arrangements for the submission/collection date
Schools are responsible for making courier arrangements for the collection of their NCEA Level 3 and NZ Scholarship submissions on the nominated collection date (see below). They may use any courier company. NZQA does not supply pre-paid courier tickets for the delivery of Level 3 and NZ Scholarship materials to the marking venue.
11. Submission/collection date requirements

All portfolios and NZ Scholarship workbooks must be uplifted on the submission date (below), by the courier company the school is using. It is the school's responsibility to arrange a pickup time and contact the courier company if portfolios are not collected on this day.

Schools should not confuse Visual Arts courier arrangements with the courier arrangements made by NZQA for other submitted subjects.

Candidates or parents may not deliver their own portfolios. Portfolios must be submitted by the school.

| 2020 school submission/collection dates: |
|-----------------|--------------------------------|
| Level 3         | Thursday 12 November 2020     |
| NZ Scholarship  | Thursday 12 November 2020     |

12. Return of marked portfolios to candidates

Level 3 and NZ Scholarship portfolios will be returned following marking, to the candidate’s New Zealand address that was provided to NZQA in September 2020. All correctly addressed portfolios should have been returned by Christmas. If they have not, please contact the Visual Arts Business Liaison Officer on 0800 697 296. Portfolios are dispatched progressively by field, once marked.

Portfolios and workbooks returned to NZQA because of an incorrect address will be destroyed after June 2021. Please ensure that the personalised candidate label provided contains the correct return address. If not, cover the incorrect address with a sticky label and clearly write on the correct address.

Performance cards will be returned to candidates with their examination booklets.

Moving Image submissions for Level 3 and NZ Scholarship will not be returned.

13. Reconsideration process

Information about the reconsideration process for Level 3 and NZ Scholarship Visual Arts will be published on the NZQA website in January 2021.
14. Labelling and packaging of submissions

NZQA will supply schools with candidate personalised/barcoded labels and 5-digit serial code labels for attachment to Level 3 and NZ Scholarship portfolio boards and workbooks for all entries received by 9 September 2020.

If these materials have not arrived at the school by Friday, 30 October 2020, contact the Visual Arts Business Liaison Officer.

Placement of labels
Schools must check all labelling before submitting work for assessment. The correct labels must be attached to candidate portfolios.

Outside of portfolio: the address label must show the return address for the portfolio. If the printed address is incorrect, please cover it with a sticky label and write the correct return address clearly on this.

Inside of portfolio (artwork side): the label must display the 5-digit serial code e.g. 30722.

<table>
<thead>
<tr>
<th>Outside</th>
<th>Inside</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Authenticity Declaration]</td>
<td>![Address and barcode]</td>
</tr>
<tr>
<td>![Art Work]</td>
<td>![Serial Code]</td>
</tr>
</tbody>
</table>

If a candidate is entered for more than one NCEA Level 3 Visual Arts standard, ensure that the correct label is attached to the correct portfolio, and that the labels attached to the outside and inside of the portfolio are both for the same field as shown in the example above e.g. Painting.
Missing/temporary labels
If a label for a Level 3 and/or NZ Scholarship candidate has not arrived, schools should first check their entry file.

- If there is no entry, the school will need to refer to the instructions for Materials for late entries to produce temporary labels for these candidates’ portfolios and submit a data file to NZQA to create the entry.
- If the entry was submitted before 9 September 2020, contact the Visual Arts Business Liaison Officer on 0800 697 296.

15. Requirements for NZ Scholarship entries

Format
NZ Scholarship entries must include both a portfolio (portfolio board or moving image portfolio) and an A3 physical workbook. A candidate’s submission that has been entered for Level 3 can also be entered for NZ Scholarship (in the same subject field) provided it is accompanied by a workbook.

Labelling requirements for NZ Scholarship portfolio boards
Labelling requirements for NZ Scholarship portfolio boards are identical to the labelling requirements of Level 3 portfolios, with the addition of a large S denoting Scholarship. An additional serial code label will be supplied to schools to attach to each NZ Scholarship workbook, as shown.

16. Preparing portfolios for collection

Packing materials
Schools are required to supply their own packaging materials for Level 3 and NZ Scholarship submissions.

Addressing of portfolio submissions for dispatch
Packed portfolio submissions are to be addressed as follows:

NZQA
C/- Naenae Badminton Hall
25 Vogel Street
Naenae
LOWER HUTT 5011
17. Enquiries

Please refer any enquiries relating to this information to:

Ruth Cameron  
National Assessment Facilitator  
Secondary Examinations  
04 463 4370  
ruth.cameron@nzqa.govt.nz

Cecilia Titulaer  
Visual Arts Business Liaison Officer  
Operations and Logistics  
0800 697 296  
cecilia.titulaer@nzqa.govt.nz
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 must 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 can’t submit. If the provider is not the enrolling school, then the enrolling school must be contacted to arrange 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:

<table>
<thead>
<tr>
<th>Naming convention</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>[NSN].pdf</td>
<td>345678912.pdf</td>
</tr>
<tr>
<td>[Surname]-[First name].pdf</td>
<td>Franklin-Janice.pdf</td>
</tr>
<tr>
<td>[NSN]-[Surname]-[First name].pdf</td>
<td>345678912-Franklin-Janice.pdf</td>
</tr>
</tbody>
</table>

Candidate 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 and one or more error messages could be displayed. The error messages can be retained by downloading the CSV file prior to navigating away from the standards page (see page 14 for details on errors).

Recommended browsers
The recommended browsers for the Digital External Submission uploads are Chrome, Firefox and Microsoft Edge.
Topics covered in this section for the upload of candidate digital external submission files

1. Access the digital external submission upload page
2. Upload files using the candidates' page
3. Upload candidate files using the standards page
4. Replace candidate files
5. Upload candidate files over 200 MB
6. Other information for digital submissions

Access 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.

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

5. 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.
Upload files using the candidates’ page

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

2. 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.

   ![Upload files for External Submissions](image)

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.
**Error matching the file name:**

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 10).

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

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**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.**

<table>
<thead>
<tr>
<th>Error Matching the File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. File 345678912-Janice-Franklin.pdf doesn’t match with any candidate(s) information on this page.</td>
</tr>
<tr>
<td>2. File 456789123-Mathers-Michelle.pdf doesn’t match with any candidate(s) information on this page.</td>
</tr>
<tr>
<td>3. File 567891235-Pluto-Jack.pdf doesn’t match with any candidate(s) information on this page.</td>
</tr>
</tbody>
</table>

**File size over 200 MB:**

E.g. File size 345678912.pdf is over the 200 MB limit. Please, re-submit the file by clicking here.

Schools will need to re-submit the file via a Google form (refer to the instructions on page 19).

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### 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 candidate files using the standards page

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

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

Error matching the file name:
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 10).

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 | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
| 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. |

**File size over 200 MB:**  
*E.g. File size 345678912.pdf is over the 200 MB limit. Please, re-submit the file by clicking here.*

Schools will need to re-submit the file via a Google form (refer to page 19 on how to upload files over 200 MB).

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

<table>
<thead>
<tr>
<th>Original file name</th>
<th>Replacement file name</th>
</tr>
</thead>
<tbody>
<tr>
<td>345678912-Franklin-Janice.docx</td>
<td>345678912-Franklin-Janice.docx</td>
</tr>
</tbody>
</table>

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 -](image)

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

![Before](image)

![After](image)
Upload candidate files over 200 MB

An error message will be displayed if a candidate submission file to be uploaded is over 200 MB. The message will direct schools to upload the candidates’ file via an online Google form.

Prior to accessing the Google form, schools must have an existing Google account. If the school does not have a Google account, please create one when prompted on screen or refer to the instructions on how to create an account in Appendix B.

Example

1. From the error message, select the clicking here link to open the Google form. **(Note: The form will only appear if the school has a Google account).**
   
   a. If you have a Google account, login using your credentials (if prompted).

   ![Google账号登录页面](image1)

   b. If you do not have a Google account, click on Create account and then Next. Refer to Appendix B for instructions on how to create an account. The Google form will be available once the account is created.

   ![创建Google账户页面](image2)
2. Complete the Google form by entering the relevant details into each field. All fields are mandatory.

3. Click \textit{Add File} and upload the candidate submissions from the schools’ local drive.

4. Check the candidates’ details are correct.

5. Click the \textit{Submit} button.

Once submitted, a receipt of the submission will be sent to the email address provided on the Google form.
Other information for digital submissions

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, 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 should include ‘Late submission - <subject>’ e.g. Late submission – Visual Arts.
   b. 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 must submit an entry file to NZQA with the entries flagged as DS (Digitally Submitted).

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

Security

1. The organisation of files in the school’s local submission folder(s) is managed by schools.

2. We recommend schools check that all expected uploads have occurred.

3. We recommend that schools keep a secure copy of the candidates’ submission until the end of March 2021.

4. We recommend 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 their result 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 their portfolio 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
APPENDIX B – CREATE A GOOGLE ACCOUNT  
(only required for uploading files over 200 MB)

These instructions are for schools that do not have a Google account.

1. To create the Google account, click Create account and then click Next.

2. Enter your First name, Last name, Username and then a Password.  
   Your Username must be created as shown here: (your provider code (must be 4-digits, zero-padded) nzqa.online@gmail.com  
   e.g., 0999nzqa.online@gmail.com.  
   Click Next once all the details are entered.
3. Enter your:
   • Mobile phone number
   • Recovery email address
   • Birthday and Gender (NZQA will not have access to this information).

4. Click Next once all the details are entered.

5. Verify your phone number and click Send (if required).
6. Enter the 6-digit verification sent to your mobile and then click Verify (if required).

7. Click Skip for the option to add your number (if required). Read the Privacy and Terms and click I agree.

8. The Google form should now be available to enter the required details. All fields are mandatory.

9. Click Add File and upload the candidate submissions from the schools’ local drive.

10. Check the candidates’ details are correct.

11. Click the Submit button.

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