

Visual Arts Timeline for end-of-year verification and marking

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The purpose of this document is to provide Visual Arts teachers with a timeline/checklist for preparation of the submission of candidates' portfolios for NCEA Visual Arts Levels 1, 2, 3 and NZ Scholarship.

Visual Arts 2019 submission dates for verification and marking

The submission date is the date that the courier collects the relevant materials from the school.

Level 1: Wednesday 23 October 2019

Level 2: Wednesday 30 October 2019

Level 3 and NZ Scholarship: Thursday 7 November 2019

Month	Action
June	NZQA: <ul style="list-style-type: none">• Sends circular requesting schools to order new red and/or blue art bags if required.• Sends circular requesting schools to indicate intention to submit moving image portfolios for Levels 1, 2, and 3.
July	Schools should: <ul style="list-style-type: none">• Ensure the 2019 assessment specifications have been read.• Ensure the 2018 assessment reports have been read.• Inform candidates of the submission dates.• Check candidate entries:<ul style="list-style-type: none">◦ Ensure candidates for Levels 2 and 3 are entered against the correct standard(s) for each field.◦ Ensure candidates entered for NZ Scholarship have also been entered in the corresponding Level 3 field (if applicable):<ul style="list-style-type: none">NZ Scholarship Painting 93306 - Level 3 Painting 91456NZ Scholarship Design 93307 - Level 3 Design 91455NZ Scholarship Sculpture 93308 - Level 3 Sculpture 91459NZ Scholarship Printmaking 93309 - Level 3 Printmaking 91458

August	<p>Schools should:</p> <ul style="list-style-type: none">• Check online instructions for end-of-year verification and marking processes.• Ensure all entries are accurate for 1 September.
September	<p>Schools should:</p> <ul style="list-style-type: none">• Follow the late entries process detailed in the submission instructions, if any candidates are entered after the 1 September deadline.• Receive email from NZQA, detailing the Derived grade process for Level 3 Visual Arts. <p>Note: The Managing Student absence process for Visual Arts Levels 1 and 2 is determined by each school's missed and late assessment policy. There is no Derived Grade process for NZ Scholarship</p>
October	<p>Schools to:</p> <ul style="list-style-type: none">• Receive verification and marking materials (only to schools with Visual Arts entries made by 1 September). Contact the Operations Officer for Visual Arts if you have not received this by Thursday, 17 October.• Ensure the Level 1 blue bag is left at the school's reception area by 9.30 am on Wednesday, 23 October 2019, for collection by CourierPost.• Ensure the Level 2 red bag(s) is left at the school's reception area by 9.30 am on Wednesday, 30 October 2019, for collection by CourierPost.
October November	<p>Schools should:</p> <ul style="list-style-type: none">• Check materials sent from NZQA against the list provided. Contact the Operations Officer for Visual Arts if anything is missing.• Produce printed labels for Levels 1 and 2 portfolios which are being submitted for verification. Refer to the submission instructions for Levels 1 and 2 for more detail. <p>Preparing your Submission</p> <p>Level 1</p> <ul style="list-style-type: none">• Enter provisional results, using the link on your school's high security area, for ALL Level 1 Visual Arts candidates for standard 90916. This link is available from Monday 9 September 2019.

- Print out a copy of the submission schedule for inclusion in the blue bag, with the Level 1 portfolios. Check that the work submitted is that of the candidates listed on the submission schedule.
- Remove any old labels/tickets on the blue bag from previous years.
- Insert the pre-addressed courier label into the clear pocket of the blue bag. Ensure the courier label is clearly visible and not obscured by old labels/tickets.
- For moving image portfolio submissions only, use the courier bag provided by NZQA. (Retain the *Customer Copy* of the courier ticket for tracking).
- Ensure your blue bag is left at the school's reception area by 9.30 am on **Wednesday 23 October 2019** for collection by CourierPost. If no collection has been made by 3.00 pm, please call [NZQA Logistics](#) immediately.

Level 2

- Enter provisional results, using the link on your school's high security area, for **ALL** Level 2 Visual Arts candidates. This link is available from **Monday 9 September 2019**.
- Print out a copy of a submission schedule for each standard being submitted (maximum of two) for inclusion in the red bag(s), with the Level 2 portfolios. Check that the work submitted is that of the candidates listed on each submission schedule.
- Remove any old labels/tickets on the red bag(s) from previous years.
- Insert the pre-addressed courier label into the clear pocket of the red bag(s). Ensure the courier label is clearly visible and not obscured by old labels/tickets.
- For moving image portfolio submissions only, use the courier bag provided by NZQA. (Retain the *Customer Copy* of the courier ticket for tracking).
- Ensure your red bag(s) is left at the school's reception area by 9.30 am on **Wednesday 30 October 2019** for collection by CourierPost. If no collection has been made by 3.00 pm, please call [NZQA Logistics](#) immediately.

Level 3 and NZ Scholarship

- Check all Visual Arts candidates have a personalised/barcoded label to attach to the portfolios and workbooks (for NZ

Scholarship). For any missing labels, refer to the [submissions instructions for Level 3 and NZ Scholarship](#) to create temporary labels.

- Candidates to complete the [Authenticity Declaration](#) and attach to the left panel on the outside of each portfolio.
- Schools to make own arrangements for packaging and courier pick-up of portfolios and workbooks on **7 November 2019**. Portfolios and workbooks to be addressed as follows:
 - C / - Naenae Badminton Hall
 - 25 Vogel Street
 - Naenae
 - LOWER HUTT 5011
- For moving image submissions only, use the courier bag provided by NZQA. (Retain the *Customer Copy* of the courier ticket for tracking).

After the return of your submissions

Level 1

- Check verified results online in your [school's high security area](#).
- Read any online Verification Report and, if necessary, amend results for candidates whose work was not submitted for verification.
- Enter final grades for all remaining candidates between **15 and 29 November 2019**.

Level 2

- Check verified results online in your [school's high security area](#).
- Read any online Verification Report(s) and, if necessary, amend results for candidates whose work was not submitted for verification.
- Enter final grades for **ALL** Level 2 standards (including those not submitted for verification) between **15 and 29 November 2019**.

January

Preparation for reconsiderations

- Candidates who apply for reconsiderations of their Level 3 Visual Arts results will be required to provide three x A4 photographs (one per portfolio board) for this process, each one authenticated by the teacher's signature, as well as an authentication attestation from the school.
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Enquiries

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