

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 2018 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 24 October 2018

Level 2: Wednesday 31 October 2018

Level 3 and NZ Scholarship: Thursday 8 November 2018

| 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 2018 assessment specifications have been read.• Ensure the 2017 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 |

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| 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 31 August. |
| 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 31 August 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 31 August). Contact the Operations Officer for Visual Arts if you have not received this by Thursday, 18 October.• Ensure the Level 1 blue bag is left at the school's reception area by 9.30 am on Wednesday, 24 October 2018, 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, 31 October 2018, 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 10 September 2018. |

- 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 24 October 2018** 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 10 September 2018**.
- 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 31 October 2018** 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 **8 November 2018**. 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 **9 and 26 November 2018**.

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 **12 and 26 November 2018**.

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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