

# Instructions for Design and Visual Communication (DVC) NCEA and NZ Scholarship External Assessment Submission 2019

Submission date is:  
**9.30 am, Wednesday 30 October 2019**

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

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

### 1. Key dates

1 September 2019	Final entry data sent to NZQA.
15 - 17 October	Schools receive packing materials.
15 - 18 October	Schools organise submission materials for distribution. Phone NZQA Logistics on 0800 697 296 if packing materials have not arrived or if there are insufficient or missing materials.
23 - 29 October	Schools prepare and package candidate submissions using the instructions provided in this document. Hard copies of these instructions will be included in the materials sent to schools.
<b>30 October (9.30 am)</b>	<b>All Design and Visual Communication (DVC), Level 3 Education for Sustainability (EFS), Level 2 Visual Arts, Technology, NZ Scholarship Dance and NZ Scholarship Health and Physical Education (HPE) submissions to be ready for collection by CourierPost from the school's courier pick up point.</b>
Mid to late January 2020	NCEA envelopes returned to schools.
Mid to late February 2020	NZ Scholarship envelopes returned to schools.

### 2. Derived grades

#### NCEA

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

The absence or impairment for the candidate must comply with NZQA's [Derived Grade guidelines](#).

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 candidate's work to date and where the work would have reasonably been expected to be, had the work been completed.

Candidates must submit the evidence produced throughout the year. This evidence must be sent to NZQA with the school's other submission material.

#### NZ Scholarship

There is no derived grade process available for NZ Scholarship.

### 3. Processing possible authenticity breaches

If, when following the school's authentication process, a teacher has formed an opinion that candidate work is not authentic, and the candidate continues with the submission, the teacher and the Principal's Nominee must:

- inform candidates 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)
- ask the candidate to sign the cover of their envelope
- complete the process well before the submission date.

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

**DVC Senior Business Liaison Officer**, 0800 697 296, [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz)

#### 4. Materials for late entries

NZQA will only provide materials for entries made by 1 September. If you have missed this deadline and need to make late entries:

- send your entry data file via your Student Management System (SMS)
- contact NZQA Logistics on 0800 697 296 for further information.

#### 5. Submissions dispatched after 30 October 2019

Any submissions dispatched after 30 October 2019 must be explained by letter from the school's Principal or Principal's Nominee.

The letter must verify that the late submission was the result of an act of omission on the part of the school and that candidates have not worked on their submission after 30 October 2019.

Letters are to be sent as a .pdf to the subject National Assessment Facilitator at [susan.henry@nzqa.govt.nz](mailto:susan.henry@nzqa.govt.nz)

#### 6. Return of assessed work to schools after marking

NCEA submissions will be returned to schools in mid to late January and NZ Scholarship submissions will be returned to schools after the release of NZ Scholarship results.

All school deliveries are signature-required. Someone at the school must sign for them. If you believe cartons were not delivered, please check with your school office before contacting NZQA Logistics on 0800 697 296.

#### 7. Digital submission (Google Drive)

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

The appendix includes:

- Instructions on how to set up a Google account (if required)
- How to access the NZQA Google Drive for submission
- How to check the drag and drop operation
- Naming protocols for files
- Additional information.

If you are unsure about whether your school is submitting work digitally, please discuss with your Head of Department or Principal's Nominee.

For information about the digital external submission process please phone 04 463 4268; ask to speak to the digital external submission administrator or send an email to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz), by close of business 23 August 2019.

Candidates entered to submit digitally will not receive personalised envelopes.

#### 8. Sending physical submissions to NZQA

- NZQA has contracted CourierPost for **one pick up** of DVC, Level 2 Visual Arts, Level 3 EFS, Technology, NZ Scholarship Dance, NZ Scholarship Health and Physical Education submissions. Please do not make a further courier booking.
- Take the submissions to the school office before **9.30 am on Wednesday 30 October 2019** for collection.
- If the courier has not collected the submissions by **3.00 pm on Wednesday 30 October 2019**, schools must contact both CourierPost on 0800 501 501 and NZQA Logistics on 0800 697 296 immediately.
- If work is **not ready for collection** when the courier arrives, the school must make their own arrangements to send the submissions to reach NZQA by Friday 1 November 2019.

## SECTION TWO: SUBJECT SPECIFIC INFORMATION FOR DVC TEACHER (CHANGE FROM 2018)

These instructions relate to the following Levels 1, 2, 3 and NZ Scholarship Design and Visual Communications (DVC) standards:

91063	<i>Produce freehand sketches that communicate design ideas</i>
91064	<i>Produce instrumental, multi-view orthographic drawings that communicate technical features of design ideas</i>
91065	<i>Produce instrumental paraline drawings to communicate design ideas</i>
91337	<i>Use visual communication techniques to generate design ideas</i>
91338	<i>Produce working drawings to communicate technical details of a design</i>
91339	<i>Produce instrumental perspective projection drawings to communicate design ideas</i>
91627	<i>Initiate design ideas through exploration</i>
91631	<i>Produce working drawings to communicate production details for a complex design</i>
93602	<i>DVC New Zealand Scholarship</i>

### 9. Mode of assessment

The mode of assessment for Levels 1, 2, 3 and NZ Scholarship external DVC standards is a **submitted portfolio**.

Teachers are expected to be familiar with the [Assessment Specifications](#) for the current year. These specifications define a portfolio.

### 10. CD/DVD submissions

For submissions recorded on disks there must only be one submission per disk.

The format for CD/DVD submissions will need to be in a .pdf, PowerPoint, HTML or QuickTime format on CD ROM. **Do NOT** send work in an editable format of technology, such as USB flash drives or MP3 players.

1. Each disk must have the following clearly written on both the disk and the case (if not transparent):
  - o The candidate's National Student Number (NSN)
  - o The school's MoE code
  - o The achievement/performance number eg, 91063.
2. Wrap disks into protective packaging, such as bubble wrap, to prevent damage in transit.
3. Place package, together with correct envelope (barcode facing outwards) in an A3 plastic bag.

## 11. NZ Scholarship submissions

### Combination submissions

#### Level 3 91627 and NZ Scholarship 93602 portfolios:

- to be submitted together in the Level 3 91627 envelope
- the empty NZ Scholarship envelope must also be submitted
- both the Level 3 and NZ Scholarship envelopes are to be placed in one clear A3 plastic bag
- the Level 3 envelope must be at the top with the barcode shown.

### Combination submissions

#### Level 3 91631 with NZ Scholarship 93602, or Level 2 with NZ Scholarship 93602 portfolios:

- must be submitted as separate portfolios in each standard specific envelope
- both the Level 2/Level 3 and NZ Scholarship envelopes are to be placed in one clear A3 plastic bag
- the Level 2/Level 3 envelope must be at the top with the barcode shown.

### NZ Scholarship 93602

A candidate who has entered NZ Scholarship only, should submit the portfolio in the NZ Scholarship envelope with appropriate evidence, as set out in the assessment specifications. The material will be assessed against the NZ Scholarship performance standard only.

## 12. Moderation of internally assessed work that contains externally assessed material

If the work submitted for marking is also required for moderation during late term three or term four, then clear scans or coloured photocopies of the material to be submitted must be produced.

Submit, where possible, the original materials for external assessment.

## 13. Submission materials provided by NZQA

**Note: There are changes to the submission process. Envelopes and cartons will be supplied from 2019 onwards for the submission of portfolios.**

NZQA will send all schools with DVC entries a package of submission and packaging materials between 15-17 October. 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 1 September 2019, arranged by level, standard and exam code. The yellow working copy is to be retained by the school until results are received by candidates.
- **A4 plastic bag** for the return of the completed main attendance roll.
- **Personalised envelopes** for candidates who have entered (by 1 September 2019) the Level 1, 2 and 3 DVC external achievement standards, and/or the NZ Scholarship Performance Standard. Candidates submitting digitally will not receive personalised envelopes.
- **Non-barcoded envelopes** to be used for candidates with late entries (made after 1 September 2019).
- A set of cartons in which to place DVC portfolios. Refer to section 15 for a guide on the quantity per carton.
- A roll of tape to assemble and seal the cartons.
- A set of **clear plastic A3 bags** for **combined NCEA and NZ Scholarship submissions only**.

- A set of orange CourierPost bags, only applicable for some schools for a specified standard.

If these materials have not arrived by Friday, 18 October 2019, please contact NZQA Logistics on 0800 697 296.

## 14. Preparing individual submissions

The following process of organising the material for submission must be strictly adhered to.

To prepare each candidate's submission – for **each standard**:

1. Ensure each candidate has immediate access to their National Student Number (NSN) on their admission slip, NSN card, or school-generated list.
2. Use the Attendance Rolls to determine which envelope belongs to which candidate. Check the exam code (eg, D1115) and standard number on the Attendance Roll matches the barcode on the envelope. (Candidates submitting digitally will not receive an envelope).



3. Instruct the candidate to:
  - read and follow the instructions on the envelope cover
  - check the printed NSN on the envelope matches the NSN on their admission slip, NSN card or school-generated list
  - write their NSN into the boxes provided on the envelope. Ignore the first zero in the NSN
  - write their NSN on the top right-hand corner of the first page of their portfolio
  - place their portfolio in the envelope, with the NSN face up
  - tuck in the envelope flap to secure the portfolio.
4. If part or all of a submission is on a CD/DVD, ensure:
  - a. no other material is on the CD/DVD
  - b. the CD/DVD can be played on a device other than the one it was recorded on
  - c. the candidate's NSN and school MoE code is written on CD/DVD
  - d. the envelope flap is secured using adhesive tape.
5. If any candidate has chosen NOT to present work, **Do NOT send their envelope**. Their envelope must be disposed of after the submission date. These candidate entries will be marked as absent.
6. Check that each candidate has:
  - a. hand-written their NSN correctly onto the envelope in the boxes provided
  - b. signed the declaration (in the case of unavoidable absence, the teacher may sign for the candidate).

7. Schools must keep a copy of all work submitted for assessment until NCEA and NZ Scholarship results have been released to candidates in January 2020 for NCEA and February 2020 for NZ Scholarship.
8. Place the candidate's portfolio into the envelope. Any pages larger than A3 need to be folded to fit the envelope. Do not submit visual diaries (selected pages can be scanned/copied).

For combined NCEA and NZ Scholarship submissions, refer to **Section 11** for further details.

### Sample envelope with declaration

2-D115 8935A 48 56 22

91065

0123456789

**1**

**National Student Number (NSN)**

**NZQA**  
NEW ZEALAND QUALIFICATIONS AUTHORITY  
 MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD  
 KĀ NHO TAKATŪ KI TŌ ĀMUA AŌI

**Level 1 Design and Visual Communication, 2019**

**91065 Produce instrumental paraline drawings to communicate design ideas**

Credits: Three

Achievement	Achievement with Merit	Achievement with Excellence
Produce instrumental paraline drawings to communicate design ideas.	Produce instrumental paraline drawings to clearly communicate design ideas.	Produce instrumental paraline drawings to effectively communicate design ideas.

**INSTRUCTIONS**

<p style="text-align: center;"><b>CHECK YOUR NSN</b></p> <ol style="list-style-type: none"> <li>1. Find the printed nine-digit number above. The number must be the same as the NSN from the top right-hand corner of your <i>National Schools Qualifications – Examinations Admission Slip</i>.</li> <li>2. If the number above IS NOT the same as the NSN on your admission slip, return this folder to your teacher immediately.</li> <li>3. If the number above IS the same as the NSN on your admission slip, tick (✓) this box: <input type="checkbox"/></li> <li>4. Print the NSN from your admission slip here:  <table border="1" style="display: inline-table; text-align: center; width: 100px;"> <tr> <td style="width: 20px;">0</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> </li> <li>5. Print this number clearly at the top right-hand corner of the first page of your submission AND on any enclosed CD/DVD.</li> </ol>	0										<p style="text-align: center;"><b>COMPLETE THIS DECLARATION</b></p> <ul style="list-style-type: none"> <li>• I have checked my NSN.</li> <li>• I have printed my NSN at the top right-hand corner of the first page of my submission.</li> <li>• This submission is my entry for standard 91065.</li> <li>• This work presented for assessment is my own.</li> </ul> <p>Signature: _____</p> <p>Date: _____</p>
0											

**If the information above is not correct:**

- it may not be possible to award a grade
- there may be an investigation for a breach of NZQA's Rules and Procedures.

## 15. Packing into cartons/courier bags and completing attendance rolls

To ensure the safe delivery, marking and return of portfolios, please follow the process below when preparing your submission:

- Do not pack anything if the candidate is not submitting a portfolio.
- **Attendance rolls:** You will receive two copies of the attendance roll: the main (white) copy must be sent with the submission 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 College  
Session: NCEA L1 Design and Visual Communications Wednesday 31/10/18 AM

Exam Code	NSN	Candidate Name	Standard	Number			
				Absent (A)	Booklets Collected	Time Left	Extra
H113	0129791669	SMITH, Anna	91063	<input type="checkbox"/>	1		
H114	0129669444	GREEN, Lisa	91063	<input type="checkbox"/>	1		
H115	0145502114	JONES, Piper	91063	A			
H116	0128805786	WEST, Jacob	91063	A			
H118	0125550517	APPLE, Helen	91063	<input type="checkbox"/>	1		
H119	0128807138	YETTY, Harrison	91063	<input type="checkbox"/>	1		
H120	0125872719	TILSON, Trollden	91063	A			
H121	0125565352	COLE, Jessie	91063	<input type="checkbox"/>	1		
H122	0125565523	TEPANIA, Ryan	91063	<input type="checkbox"/>	1		
H123	0125343475	MARSHALL, Peter	91063	A			
J101	0133162610	LEE, Maddison	91063	<input type="checkbox"/>	1		

**COMPLETE BOXES IN GREY AREA ONLY**

Write a '1' if the candidate is submitting a portfolio for a standard

Write an 'A' if the candidate is NOT submitting a portfolio for a standard

Please do not use these two columns

- 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 and **Do NOT send their envelope**. These must be destroyed. These entries will be marked as absent.
- The **'Number of Booklets Collected'** is to indicate the candidate is submitting a portfolio. Write a '1' in this column.
- Please 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.
- Please place in any carton with candidate portfolios.

- **Cartons:** Each carton is to contain the number of envelopes as specified in the table below.

### Number of envelopes per carton:

Level/standard	No. of envelopes per carton	Important information
Any standards (except combined NCEA and NZ Scholarship)	35*	<ul style="list-style-type: none"> <li>• Do not submit visual diaries.</li> </ul>
Level 3 91627	15*	<ul style="list-style-type: none"> <li>• Do not submit visual diaries.</li> </ul>
Combined NCEA and NZ Scholarship	10*	<ul style="list-style-type: none"> <li>• Do not submit visual diaries.</li> <li>• All work to be placed in the NCEA envelope. Empty NZ Scholarship envelope to also be submitted. Both envelopes to be placed in an A3 clear plastic bag.</li> </ul>


\* ensure each carton does not exceed 7kg in weight.



- **Orange courier bags** – used for one standard, as specified on the letter enclosed with your materials (only applicable to selected schools).
- Securely file the attendance roll and retain until the portfolios are returned to schools in January-February.

## 16. Non-barcoded envelope (entries made after 1 September)

1. Spare envelopes (for each standard) with no barcodes will be included with your materials. These are to be used for candidates submitting work whose entries were sent to NZQA after 1 September.
2. If any entries have not been made, ensure these are sent to NZQA immediately. If in any doubt check with the Principal's Nominee.
3. If the candidate submitting a portfolio does not have a personalised barcoded envelope, then:
  - a. Provide them with a 'spare' for the correct standard.
  - b. Write the following in the top left-hand corner of each envelope used:

012 345 678	← the candidate's NSN
473	← your school's code
Rick Coleman	← the candidate's name
91070	

NZQA will cover this information with a personalised, barcoded label before the envelope is sent to a marker.

- c. Ensure the candidate completes the declaration on the cover of the envelope.
- d. Record the candidate's name and NSN in the grey area on the last page of each standard of the attendance roll. If there are more than two late entries for the standard, then contact NZQA Logistics on 0800 697 296.

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
91063	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
91063	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7928596 0002 0107 001 36      10000008      Page 7 of 7      NCEA L1 Design and Visual Communication (A)

- e. Continue to process candidate envelopes as above. Unused 'spares' are to be retained by the school.
- f. DO NOT use an absent candidate's barcoded envelope for a late entry. These envelopes must be destroyed.
- g. If there are not enough 'spare' envelopes, contact NZQA Logistics on 0800 697 296 immediately. As a last resort, you may photocopy the front of another spare and enclose this with the submission in a clear plastic bag. NEVER photocopy a barcoded envelope.
- h. When packing non-barcoded envelopes into the cartons, please place these at the top of all other candidate portfolios. These will be extracted and processed with a personalised barcoded label, and then scanned to record receipt.

## 17. Enquiries

Please refer any enquiries relating to these instructions to:

**DVC Senior Business Liaison Officer**

Operations and Logistics

Telephone: 0800 697 296

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

## APPENDIX – DIGITAL EXTERNAL SUBMISSIONS

### Part A: Digital external submission – Account set up/logging in

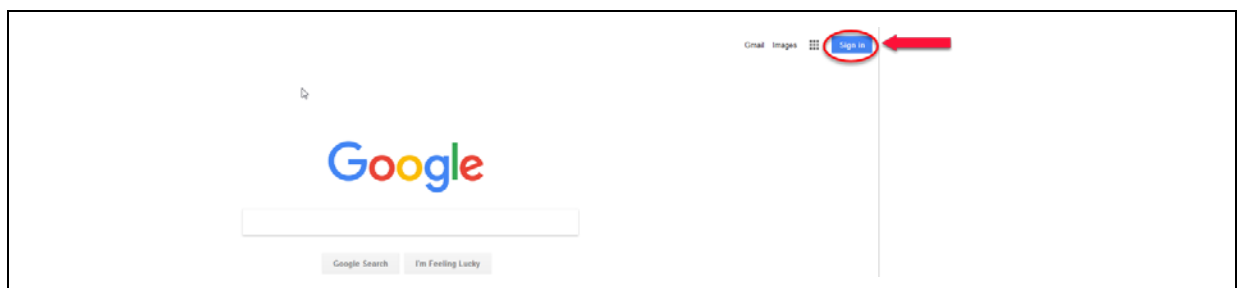
This process should begin in the first week of term 3.

If you currently have a school Google account, please refer to instructions in Section two on how to login.

#### Section one: New users

The instructions below are for setting up a Google account to upload candidates' submissions for assessment.

1. To create your Google account ([click here](#)) or go to [www.google.com](http://www.google.com). Click *Sign in*.

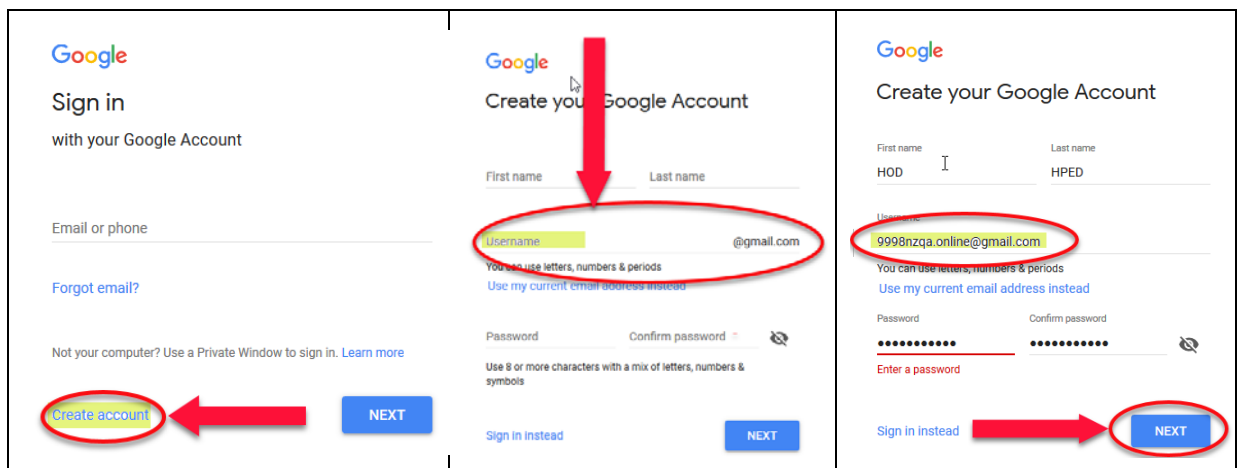


2. Click on *Create account* and enter your *First name*, *Last name* and then a *Password*.

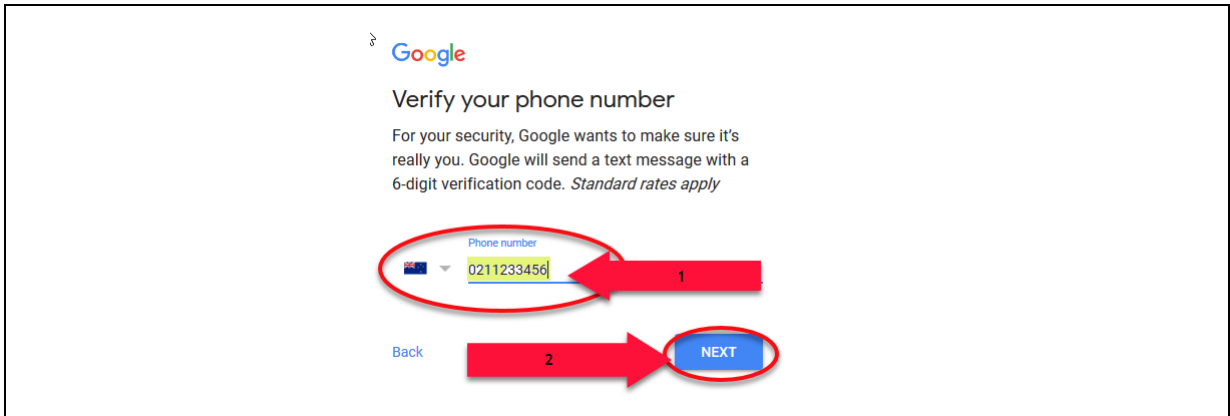
Your *Username* must be created as shown here:

**(yourschoolcode (must be 4-digits, zero-padded) nzqa.online@gmail.com**  
eg, 0071nzqa.online@gmail.com.

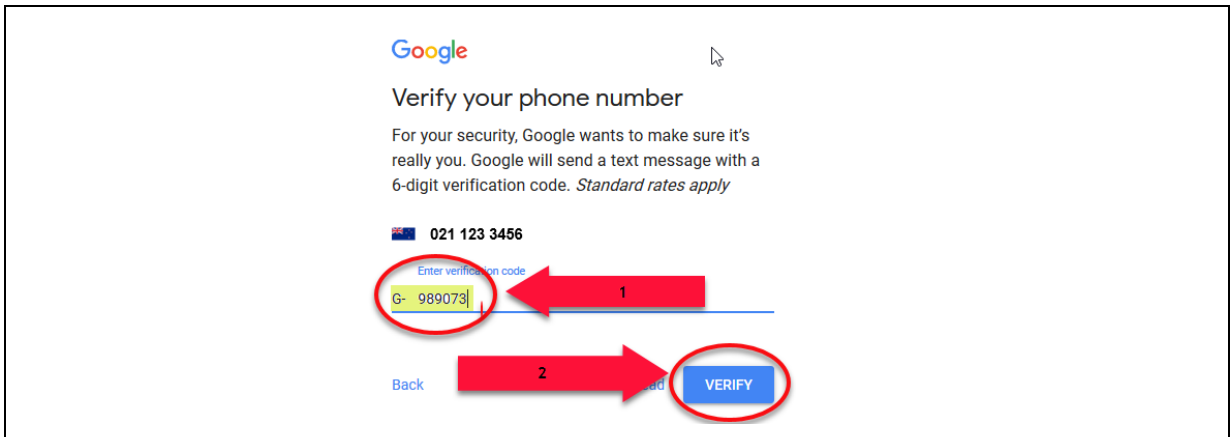
Click *Next* once all the details are entered.



3. Enter your mobile phone number to receive the 6-digit verification code, and then click *Next*.

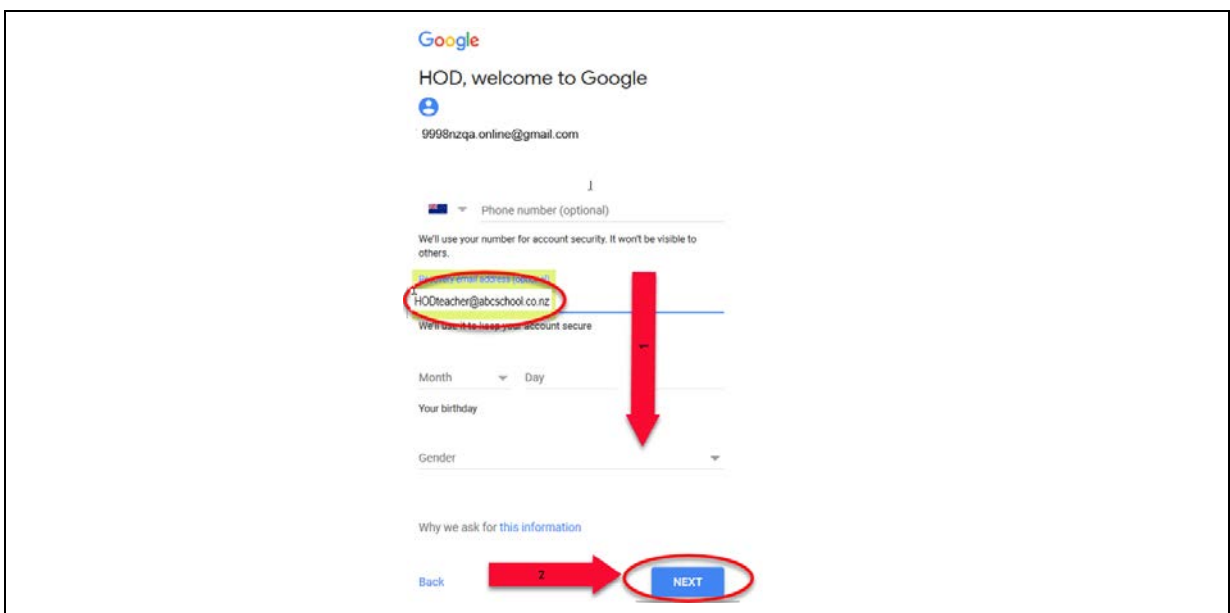


4. Enter the 6-digit verification sent to your mobile and then click *Verify*.

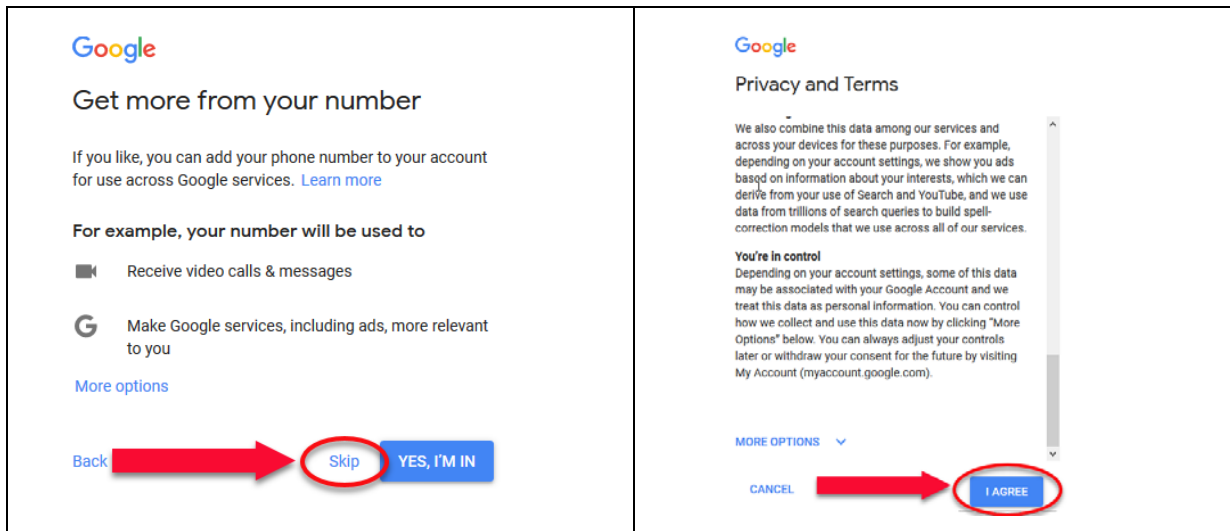


5. Enter a *Recovery email address* (which NZQA will also use when sending correspondence relating to digital external submission), *Your birthday and Gender* (NZQA will not have access to this information).

Click *Next* once all the details are entered.



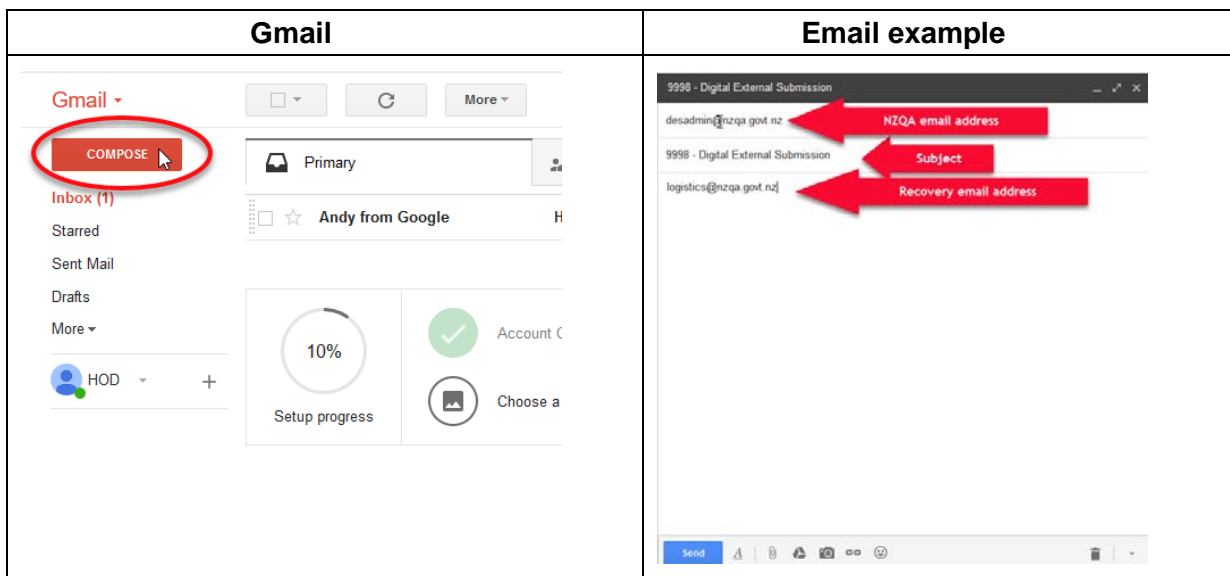
- Click *Skip* for the option to add your number. Read the *Privacy and Terms* and click *I Agree*.



- You should be automatically directed to the Gmail account created. Click on *COMPOSE* to send an email to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz) to indicate to NZQA an account has been set up.

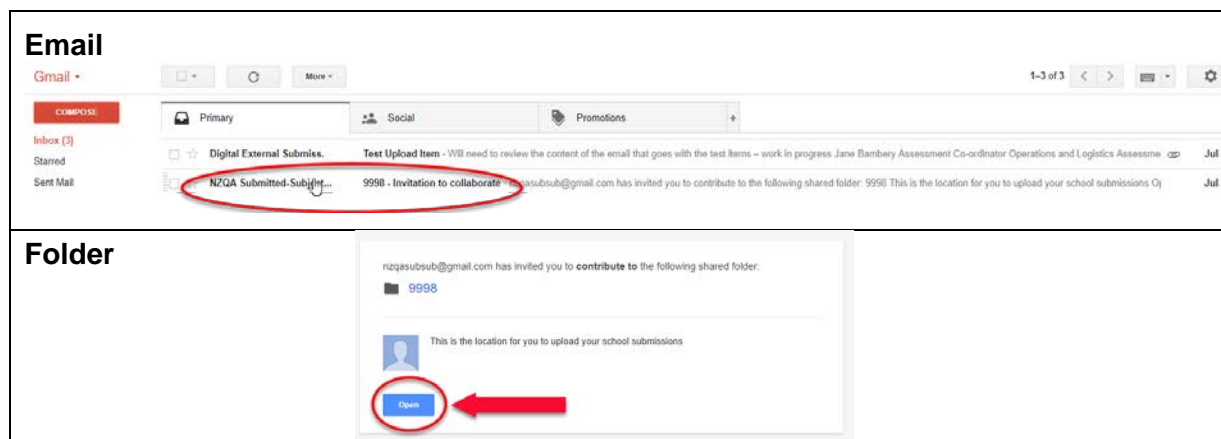
Please include any recovery/alternative email addresses in your email as a backup contact for NZQA.

If you are not automatically directed into your Gmail account, follow the instructions on how to login in Section two.

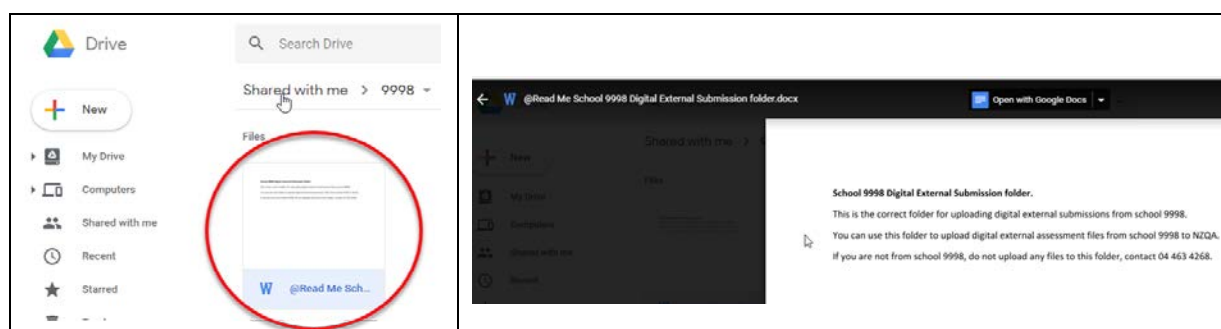


8. NZQA will send you an invitation email to your Gmail account and any recovery/alternative email addresses provided.

Open the email and click *Open* to gain access to your submission folder.



9. There should be a document for you to open and read. The document is named **@Read Me School (your school code) Digital External Submission.docx**. (eg, *@Read Me School 0071 Digital External Submission.docx*).



If you **do not** see the document stated above, you are not in the correct folder. Send an email to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz).

If you do see the @Read Me document, you can upload documents as described below.

## **Section two: Logging into your Google account**

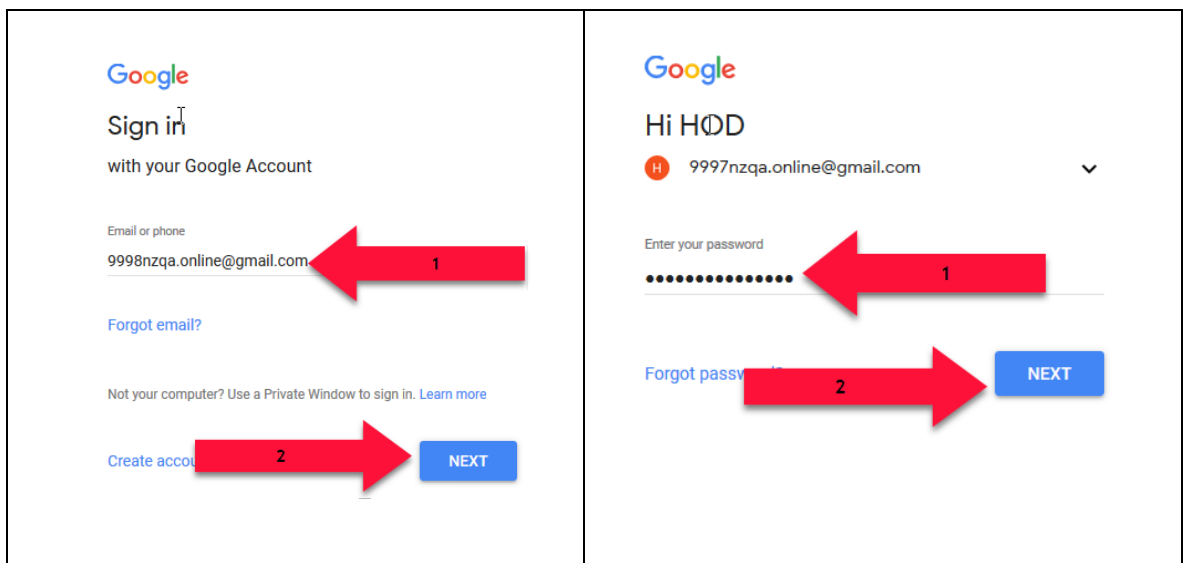
The instructions below are for logging into your Google account to upload candidates' submissions for assessment.

1. In early term 3, NZQA will send you an email to inform you when the submission folder is available. The email will be sent to all email addresses associated with the submission folder set up from the previous year. The email will provide you access to these instructions, an upload test item and other supporting documents. *(If you set up an account after 23 August, NZQA **will not** send you a test item).*
2. Once the submission folder is available, open Google either through Chrome or any other browser.
3. Click *Sign in*.

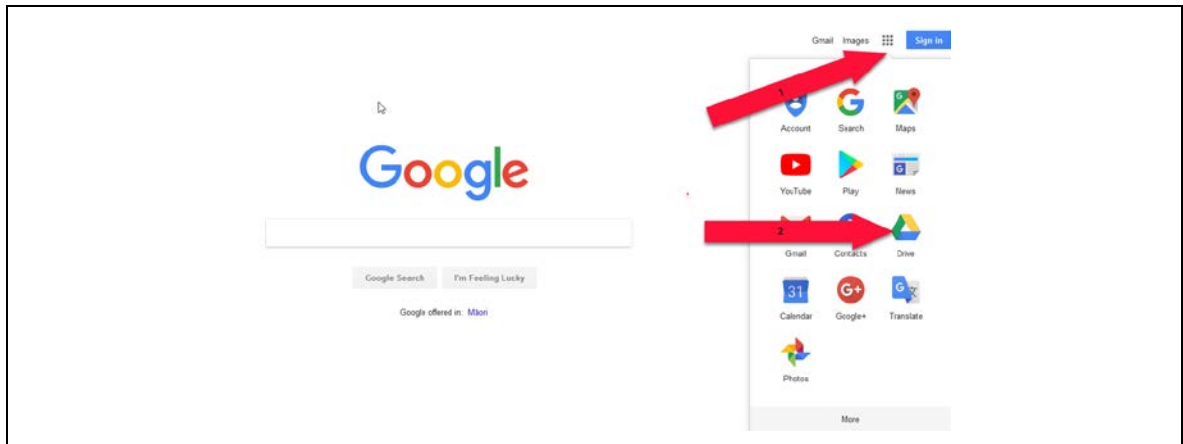


4. Enter your user name (eg, 0071nzqa.online@gmail.com) and then click *NEXT*.

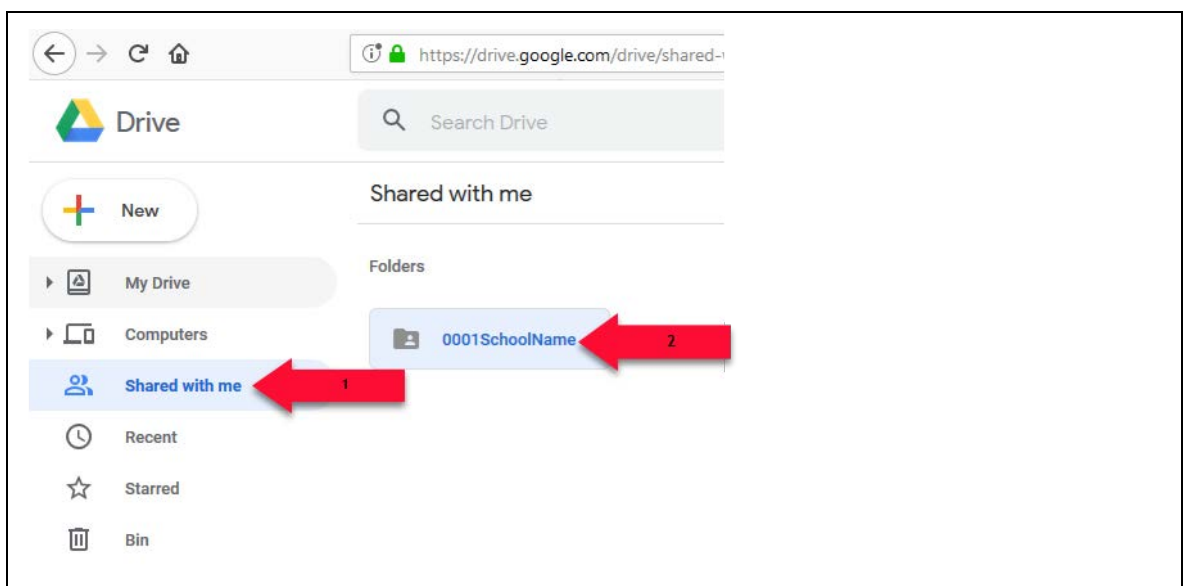
Enter your password and then click *NEXT*.



5. Click on *Google apps* (nine dots) and then the *Drive* icon to open the drive.

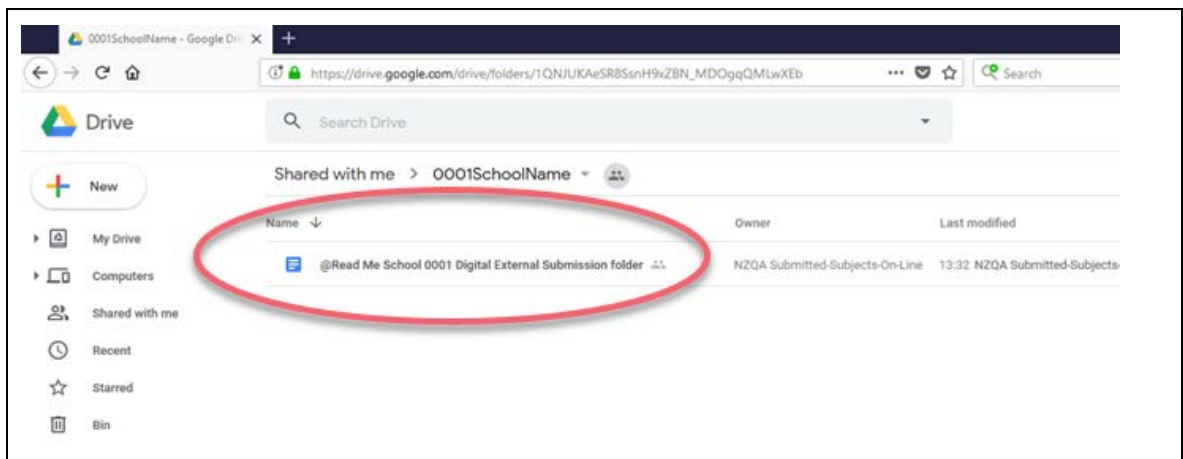


6. Click on *Shared with me* and then the folder icon.



7. Within your submission folder will be a document named **@Read Me School (your school code) Digital External Submission**, eg, @Read Me 0071 Digital External Submission.

If you do not see this document, you are in the wrong folder. You will need to contact [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz) for assistance.










## Part B: Digital external submission – Testing, uploading files and other information for digital submission

### Section one: Testing prior to submission

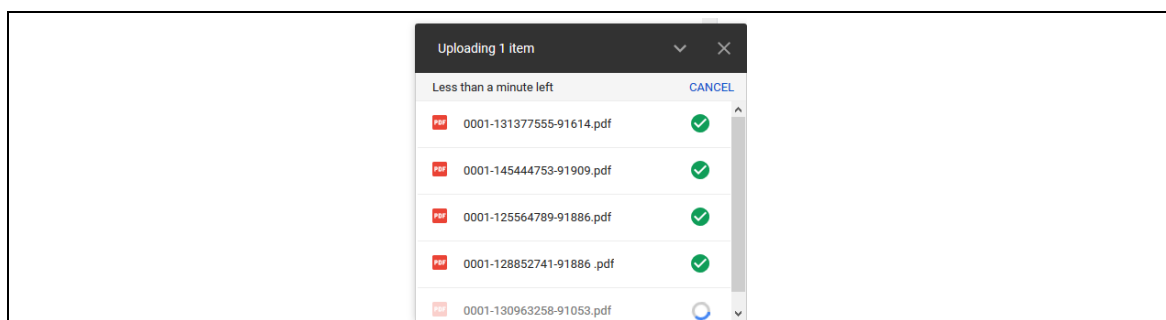
1. Using the test item provided by NZQA via email, you will need to drag and drop the item into the submission folder. This test is to confirm the upload process has been successful and the file can be accessed by NZQA. If you have not received the email containing the test item, contact [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz).
2. Once you have completed the steps above, the submission folder should now be ready for you to upload candidates' submissions.

### Section two: Uploading files to the submission folder

1. The candidate's submission:
  - must be in accordance with the Design and Visual Communications [assessment specifications](#).
  - must include the file name as a header inside the document
  - must be in the form of a **.pdf**
  - must be under the maximum file size of 10MB
  - must be a single file
  - can have embedded audio and visual materials (NB: Links in the document will not be followed).
2. File names for each candidate's submission **must** be structured by the following convention: **eg, 0071-111222333-91064** (*four-digit school code, nine-digit national student number and standard number (including the hyphens shown in the example)*).
3. In your own directory, open the folder(s) that contain the candidates' submissions. Select all files from the folder(s) and drag and drop them into your submission folder. It is recommended that all submissions be in the same folder.

Name	Date modified	Type	Size
 0001-125564789-91886.pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	3,524 KB
 0001-128852741-91886 .pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	1,000 KB
 0001-130963258-91053.pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	4,146 KB
 0001-131377555-91614.pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	904 KB
 0001-145444753-91909.pdf	27/06/2019 2:00 PM	Adobe Acrobat D...	2,439 KB

4. A dialogue box will open to track the progress of the upload. Check the total number of files dragged and dropped appears in your Google submission folder. This completes the upload process.



Please note: there is an activity log that records all activity in your submission folder.

## **Section three: Other information for digital submission**

### **Candidate entries**

1. Schools must complete the entry process for each submission before 1 September 2019, as per the NZQA Key Dates 2019 calendar.
2. Schools are required to flag entries as DS (digitally submitted) in their Student Management System (SMS), if candidates are submitting work digitally.
3. Folders and other packaging materials will not be sent to schools for entries where the digital submission flag has been set.

### **Late candidate submissions**

1. Late candidate submissions (after 30 October 2019) can only be made: if;
  - an email is sent to [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz); and
  - the school's Principal or Principal's Nominee has sent a letter 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 30 October 2019. The letter is to be sent in .pdf form to the subject National Assessment Facilitator, [susan.henry@nzqa.govt.nz](mailto:susan.henry@nzqa.govt.nz), prior to the late submitted work being uploaded.

Please check the candidate(s) has entries in your SMS. If there are no current entries, complete the entries through your SMS and submit the data file to NZQA.

2. The Digital External Submission (DES) admin team will provide you with instructions that must be followed.

### **Security**

1. Your submission folder can only be accessed using your school's unique user name and password.
2. The organisation of files in your local submission folder(s) is managed by your school.
3. We recommend you double check that all expected uploads have occurred.
4. We recommend that the candidate keeps a personal copy of their submission until the end of March 2020.
5. Your school must also keep a copy of the candidates' submissions until the end of March 2020.
6. We will download a copy of the submissions and marked files and store them for security and reference purposes on a local NZQA drive.
7. We will delete all material from the NZQA drive in early May 2020.

## Working with files on Google Drive

1. There is a menu of operations accessible through the right mouse button.
2. If you wish to replace a file in the submission folder, please remove the previous version first.
3. During the upload, if you find two files with the same file name and content, delete the older file and re-upload the file(s).
4. At 3.00 pm on 30 October 2019, we will remove your write access to the submission folder. After this you will not be able to save to the submission folder.
5. You can request that we reopen the submission folder in a letter signed by the Principal's Nominee or Principal that states that you were not able to submit on time due to an act or omission by the school and that candidates did not work on the submission after 9.30 am on 30 October 2019.
6. After 30 October 2019, we will check and if necessary correct file names on the online submission folder. This might require further contact with you.

## Reviews and Reconsiderations

1. If a candidate believes that the score notified to them has been incorrectly entered they may apply for a review following the [Reviews and reconsiderations](https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/) process online (<https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/>).
2. If a candidate believes that the score notified to them is not the correct assessment decision they may apply for a reconsideration following the [Reviews and reconsiderations](https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/) process online (<https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/>).
3. The review will be conducted by the National Assessment Facilitator.
4. The reconsideration will be carried out by the panel leader who will completely re-mark the online submission.
5. NZQA will keep a copy of the marked file until the completion of the review or reconsideration process.
6. The review or reconsideration outcome will be reported to the candidate by letter.

## Further assistance

1. Your first contact should be through [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz)
2. If you need further help please contact the DVC Senior Business Liaison Officer on 0800 697 296, [examinations@nzqa.govt.nz](mailto:examinations@nzqa.govt.nz)