

# Digital Technologies & Hangarau Matihiko Common Assessment Task

## Administration Instructions for Schools

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<b>1. Digital Technologies and Hangarau Matihiko Common Assessment Task Timeline</b>	
April	<p>Schools must ensure:</p> <ul style="list-style-type: none"> <li>• teachers read the updated assessment specifications published by NZQA in the year before assessment. Schools must also ensure that teachers read any updates to assessment specifications published in March in the year of assessment.</li> <li>• candidates understand the digital citizenship (ethical requirements) relating to saving their work to the school's systems</li> <li>• candidates understand the digital citizenship (ethical requirements) relating to sourcing information for assessment.</li> </ul>
1 August	Schools advise NZQA of the day chosen for assessment via an online form before this date.
1 September	<p>Schools must ensure:</p> <ul style="list-style-type: none"> <li>• that school is connected to the digital external assessment drive.</li> <li>• all entries are complete and have the digital submission flag set.</li> </ul>
Last 2 weeks of term 3 September. First 2+1/2 weeks of term 4.	Schools must ensure that Digital Technologies & Hangarau Matihiko Common Assessment Tasks (DT&HM CAT(s) files made available for download seven days before the chosen assessment. Schools must ensure that a copy of all candidate responses are uploaded to the schools' digital submission folder ONE working day after completion of assessment.
November/December	Candidate work marked online by NZQA markers.
January	Grades for all candidates released.
Jan-Feb	Candidates may apply for a reconsideration of the grade awarded to their assessment response.

## 2. Overview

NZQA’s assessment development contractors develop Digital Technologies & Hangarau Matihiko (DT&HM) Common Assessment Tasks (CAT) each year. NZQA contracts experienced, respected, and currently practicing specialist teachers to develop assessments.

Digital Technologies and Hangarau Matihiko Common Assessment Tasks will be available online. Schools will download the CAT, test it, and make it available to individual candidates at the start of the scheduled assessment session.

Schools must choose which day(s) they will assess the DT&HM CAT(s) and provide this information to NZQA via an [online form](#).

Schools may assess all 3 levels on one day or may choose separate dates for each level. Schools must not split an assessment level over two or more dates. Where a school schedules a session for a level, candidates at that level must be assessed in that session.

Candidates must complete DT&HM Common Assessment Tasks under examination supervision conditions .

A copy of each candidate’s assessment response will be uploaded to an NZQA drive as a single PDF file. NZQA markers will mark an exact copy of the file. NZQA contracts experienced, respected, and currently practicing specialist teachers to make assessment decisions.

The uploaded file and the marked file will remain online until the completion of the reconsideration process.

Markers cannot change the content of the assessment response once submitted.

NZQA will digitally sample candidate responses to ensure authenticity requirements are met.

### The Digital Technologies and Matihiko Common Assessment Tasks (DT&HM CATs)

The common assessment tasks will provide candidates with the opportunity to produce a response to a series of prompts or questions drawn from the standard. In each following year, the questions, prompts, and range of resources may change to ensure authenticity of future candidate responses. Where significant changes to a DT&HM CAT’s assessment format or range are needed, these will be notified by circular and in the Assessment Specifications published in December in the year before assessment.

<b>91886</b> Digital Technologies and Hangarau Matihiko Common Assessment Task <b>Demonstrate understanding of human computer interaction.</b>	<b>91887</b> Digital Technologies and Hangarau Matihiko Common Assessment Task <b>Demonstrate understanding of compression coding for a chosen media type.</b>
<b>91898</b> Digital Technologies and Hangarau Matihiko Common Assessment Task: <b>Demonstrate understanding of a computer science concept.</b>	<b>91899</b> Digital Technologies and Hangarau Matihiko Common Assessment Task: <b>Present a summary of developing a digital outcome.</b>
<b>91908</b> Digital Technologies and Hangarau Matihiko Common Assessment Task: <b>Analyse an area of Computer Science.</b>	<b>91909</b> Digital Technologies and Hangarau Matihiko Common Assessment Task: <b>Present a reflective analysis of developing a digital outcome.</b>

2018 Exemplars and Assessment reports are available here for Level 1 AS91886 and AS91887  
<https://www.nzqa.govt.nz/ncea/assessment/search.do?query=Digital+Technologies&view=exams&level=01>  
<https://www.nzqa.govt.nz/ncea/subjects/assessment-reports/digital-technology-l1/>

Samples of common assessment tasks for Level 2 and 3, are online and found at :

<https://www.nzqa.govt.nz/ncea/subjects/digital-technologies/sample-resources/>

### 3. Scheduling assessment sessions.

Schools must choose which day(s) they will assess the DT&HM CAT(s) and provide this information to NZQA via an [online form](#).

Schools may choose dates within the last 2 weeks of term 3 or the first 2 and 1/2 weeks of term 4.

At each level, candidates must have one three-hour session to respond to the common assessment tasks. The three-hour period must be administered as a block within a single day.

Scheduling Sessions for DT&HM CATs.

NCEA Level	Session time	Standards
One	One three-hour period total	91886, 91887
Two	One three-hour period total	91898, 91899
Three	One three-hour period total	91908, 91909

Schools may assess all 3 levels on one day, or may choose separate dates for each level. Schools must not split an assessment level over two or more dates. Where a school schedules a session for a level, candidates at that level must be assessed in that session.

### 4. Assessment materials

The Principal's Nominee is responsible for ensuring that the DT&HM CAT(s) files(s) are downloaded, tested, and distributed as needed. A link to the instructions for downloading testing and copying will be sent to schools who have indicated to us the dates they will be conducting the Common Assessment Tasks.

When the file has been downloaded and tested, schools must produce copies as needed.

If a file cannot be downloaded or does not work when testing please contact [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz)

### 5. Administering the DT&HM CAT(S)

#### Scheduling

The DT&HM CAT(S) must be assessed on the chosen days unless circumstances beyond the school's control prevent this from occurring. If an emergency occurs, schools should contact [desadmin@nzqa.govt.nz](mailto:desadmin@nzqa.govt.nz).

Candidates must not be given more than one assessment opportunity.

DT&HM CAT(S) s from the current year may not be used to provide practice or preparation for students.

## **Authenticity**

In all cases, ensuring authenticity of a candidate's work is essential. Assessment supervision must ensure that candidates do not use printed notes or course material as a reference during the assessment. Candidates for 91899 and 91909 may access and copy and paste from their **Digital Outcome**. Please refer to the assessment specifications for each standard.

Before the assessment date, and again at the beginning of the assessment session, candidates must be told that, by saving their work into their school's folder, they are verifying the content of their file has been produced by them during the assessment session.

Candidates must be told before the assessment date and again at the beginning of the assessment session that their work may be sampled to test authenticity.

## **Special assessment conditions**

Only students with entitlement for special assessment conditions, as approved by NZQA can be given special assessment conditions.

## **Assessment security**

Schools must ensure assessment materials are kept secure. Assessment materials must not be kept on a drive or device that students can access before the assessment starts.

## **Grades**

NZQA will inform candidates of their grade(s) in January in the year following the assessment, along with their other NCEA results.

## **6. Assessing the DT&HM CAT(S)**

Schools must ensure examination supervision conditions are maintained during the assessment session. As NZQA can sample assessment responses, schools do not have to block internet or network access.

### **Schools must:**

- appropriately inform teachers and candidates of the requirements outlined in the assessment specifications well before assessment starts
- appropriately supervise the assessment
  - ensure candidates work individually
  - take reasonable steps to ensure candidates do not have hard-copy course resources or notes available to them
- ensure candidates for 91899 and 91909 can access their digital outcome (usually Level 2 AS91897 or Level L3 AS91907)
- ensure candidates understand that, by saving a file to the school's folder, a candidate is verifying that the content of the file is their own work
- test the link to the submission folder
- upload assessment responses to the submission folder specified by NZQA
- record submissions on the provider attendance roll and save a copy of the provider attendance roll in a secure place
- provide a link or other access to the candidate's digital outcome, if requested by NZQA
- make a copy of a candidate's assessment response available, should the candidate request it.
- securely save copies of the assessment response until the closure of the reconsideration process.

## 7. Supervisor messages to Candidates

The supervisor must present the following messages at the start of the assessment sessions.

### Messages for candidates for 91886, 91887, 91898, 91908

- Only work keyed directly by you into your computer or device during the assessment session may be used by you to complete your assessment response.
- Candidates for 91886 may copy and paste screenshots (snip) from the video resources provided in the DT&HM CAT 91886
- Candidates for 91887, 91898, 91908 may not use hardcopy or online course resources, or screenshots or notes of any type, to complete this assessment.
- NZQA may digitally sample your work to test authenticity.
- By saving your work at the end of this assessment you are verifying that this work is your own.

### Messages for Candidates for Level 2 91899 and Level 3 91909

- The Digital outcome to which you refer must be an outcome produced by you, within the last 12 months.
- Except as stated below, only work directly keyed by you into your computer or device during the assessment session may be used in your assessment response. You may access your digital outcome and you may copy from the digital outcome and paste into the assessment response.
- You may not use hard copy or online course resources, or notes of any type, to complete this assessment. You may not access internet resources, except the CAT and your digital outcome. (usually Level 2 91897 or Level 3 91907), if the outcome is web based or saved on the Internet.
- The school may be required to provide a link to your digital outcome.
- By saving an assessment response at the end of the assessment, you verify that the work as your own.
- NZQA may digitally sample your work to test authenticity.

## 8. Processing possible authenticity breaches

The submission of an assessment response by a candidate is regarded as verifying that the work is the candidate's own. If, when following the school's assessment rules, a teacher forms an opinion that candidate work is not authentic, the Principal's Nominee must:

- inform the candidate of this process
- download and 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 form to [breaches@nzqa.govt.nz](mailto:breaches@nzqa.govt.nz)
- complete the process well before the submission date.

NZQA will investigate once the school's report is received.

## **9. Derived grades**

A derived grade may be applied for by a candidate who has suffered a temporary illness or impairment including a physical injury or an emotional trauma, which has impaired the candidate's preparation for or prevented their attendance at the assessment.

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 derived grade reported by the school must be from pre-existing evidence gathered before the DT&HM CAT was held and be valid, authentic and standard-specific.

## **10. Uploading files to NZQA.**

Submission instructions are reviewed annually and updated. The location will be shared with Principal's Nominees at the beginning of Term Three

## **11. DT&HM CATs marking and results**

NZQA markers assess candidate assessment responses following training with reference to the assessment schedules and benchmarks set each year. Markers are experienced and respected Digital Technologies and Hangarau Matihiko teachers contracted by NZQA to make assessment decisions.

Results are released in January.

## **12. Reconsiderations**

Where a candidate believes their grade does not fairly reflect their performance, they can apply to have the grade reconsidered. Applications for reconsiderations can be made online from a candidate's NZQA page. A fee applies. The panel leader marks the assessment response to produce a final grade. Candidates do not need to provide a copy of their assessment response for the reconsideration process.

## **13. Assessment feedback**

To give feedback in addition to the results, after the close of the reconsideration process, NZQA publishes; assessment reports, the assessment schedule, and exemplars. NZQA cannot give individual feedback to schools or candidates.

After the assessment process each year, NZQA will provide anonymous online surveys for teachers and candidates. The information gathered will help NZQA's assessment development contractors evaluate the assessments.

NZQA will make any feedback relating to the achievement standards available to the Ministry of Education.

## **14. Frequently asked Questions**

We have developed a FAQ page based upon feedback from assessment experiences. NZQA will refresh the page ready for September.