

Online Digital Submission User Guide

26 May 2022 V1.2



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MATAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

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Introduction

Audience This guide is for anyone who uploads student files to NZQA, using the Digital Submission Upload option in the Provider Login.

Topics This document has the following topics:

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Before you begin

Student entered	You can only upload files for students with an entry submitted to NZQA for that standard.
File type	<p>Some standards have limited permitted submission file types.</p> <p>The file types accepted for a standard are listed in the Assessment Specifications for that standard.</p> <p>The standard's Assessment Specification can be found on the NZQA website:</p> <p>NCEA standard: https://www.nzqa.govt.nz/ncea/subjects/ (<i>under the standard's subject page</i>)</p> <p>NZ Scholarship standard: https://www.nzqa.govt.nz/qualifications-standards/awards/new-zealand-scholarship/scholarship-subjects/ .</p>
File name	<p>To link an uploaded file to the correct student's entry, the file name must include the student's NSN and/or name in a specific format.</p> <p>NZQA's preferred file naming convention is:</p> <p style="text-align: center;">[School No]-[NSN]-[Standard No].[extension]</p> <p>Example: 0045-345678912-91979.pdf</p> <p>Note: The school number must be padded with leading zeros to 4 digits. For example, 0123, 0023, 0004.</p> <p>Other permitted file naming conventions are covered in Step 2: Check filename is correct for the student.</p>
Google account	<p>If any submitted file is over 200MB, then you need to log in to a Google account to complete the file submission process.</p> <p>If you do not have a Google account, you can create one when prompted on the screen or refer to Google's instructions on how to create an account.</p> <p>Link: https://support.google.com/accounts/answer/27441?hl=en&ref_topic=3382296.</p>

Steps to submit a digital file to NZQA

Upload options

There are two NZQA web pages available for uploading student files:

- The standard entries page allows multiple students' files for that standard to be uploaded at a time.
- From the standard entries page, an individual student can be selected to open their specific entry page which will only allow that student's file(s) for the standard to be uploaded.

The methods of adding the files, the file requirements and the error messages are the same for both options.

Main steps

These are the main steps to submit a digital file to NZQA.

Step	Action
1	Go to the digital submission page for the standard (page 4).
2	Check filename is correct for the student (page 11).
3	Select file(s) for upload (page 12).
4	Review any file matching error messages (page 16).
5	Upload the files (page 18).
6	Upload student files over 200MB (page 21).

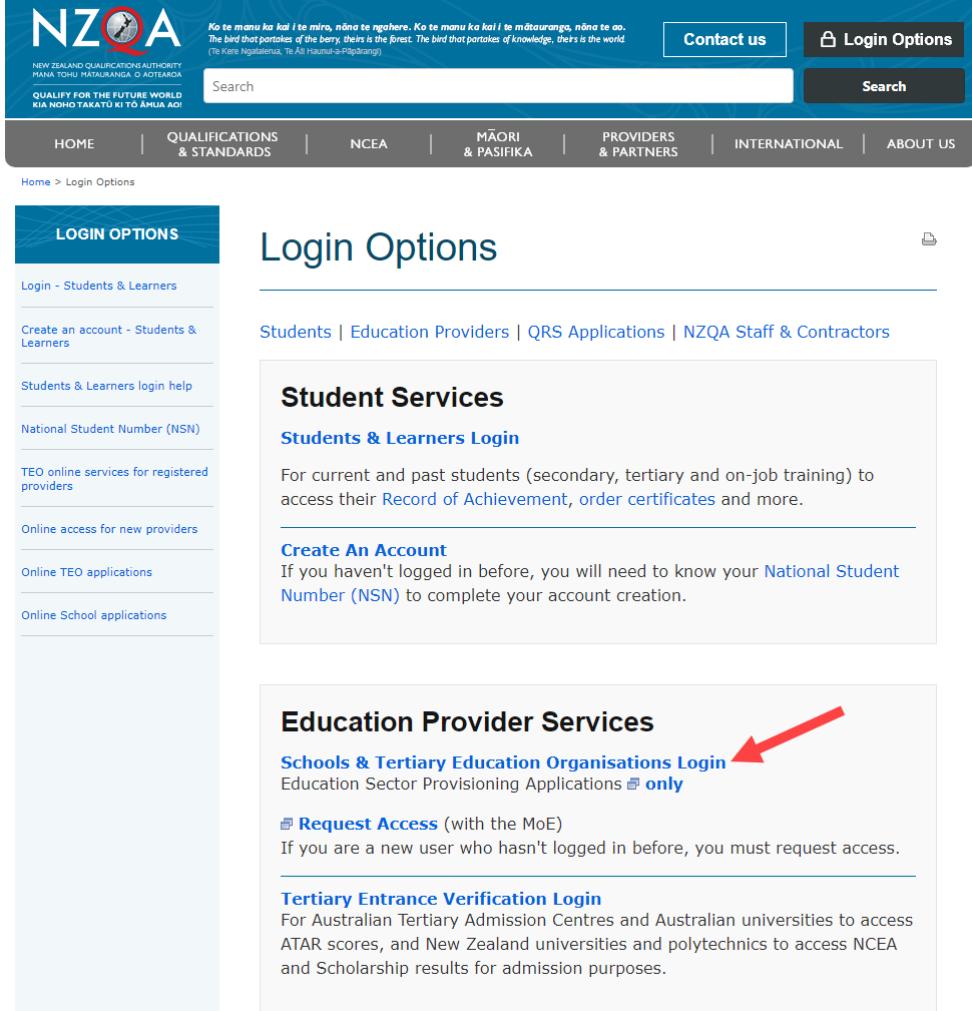
Optional actions

These are additional optional actions, after you have submitted a digital file to NZQA.

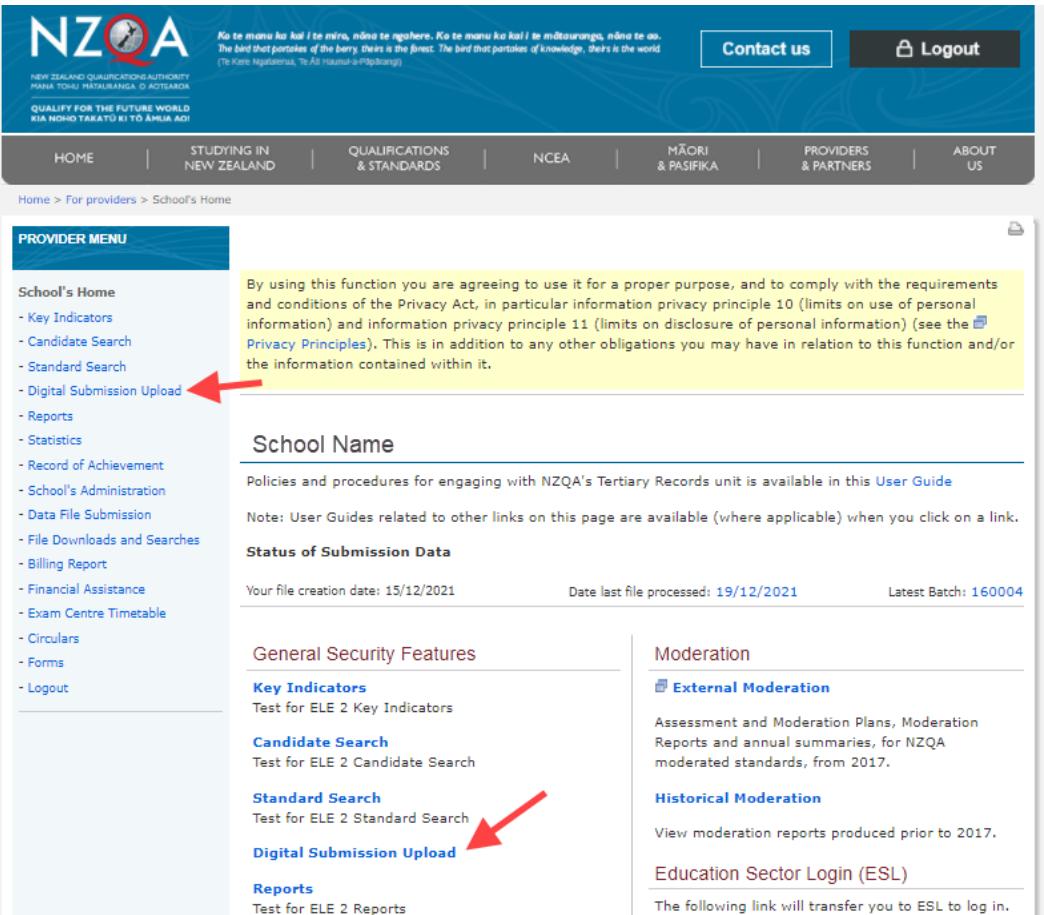
- [Replace student files](#) (page 26)
 - [Submit additional student files](#) (page 28)
 - [Delete student files](#) (page 32)
-

Step 1: Go to the digital submission page for the standard

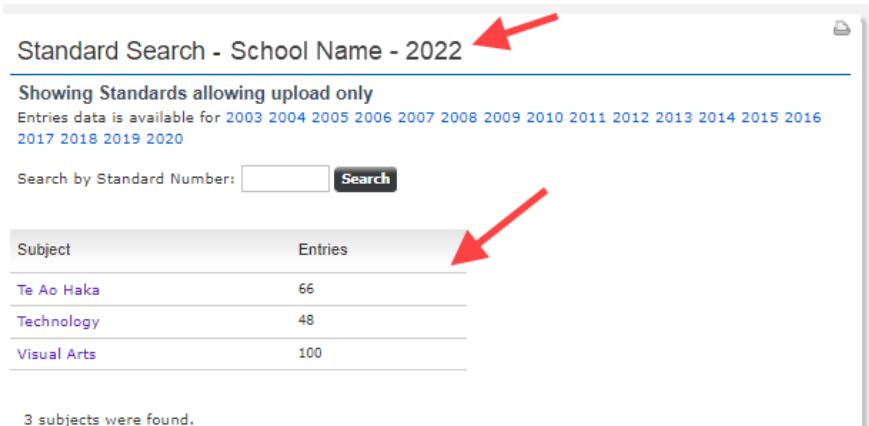
Steps Follow the steps below to go to the digital submission page for the standard.

Step	Action
1	<p>Open one of these browsers:</p> <ul style="list-style-type: none">● Chrome● Firefox● Microsoft Edge.
2	<p>Log in to the NZQA Schools' Provider Login.</p> <p>Full URL link: https://www.nzqa.govt.nz/login/</p> 

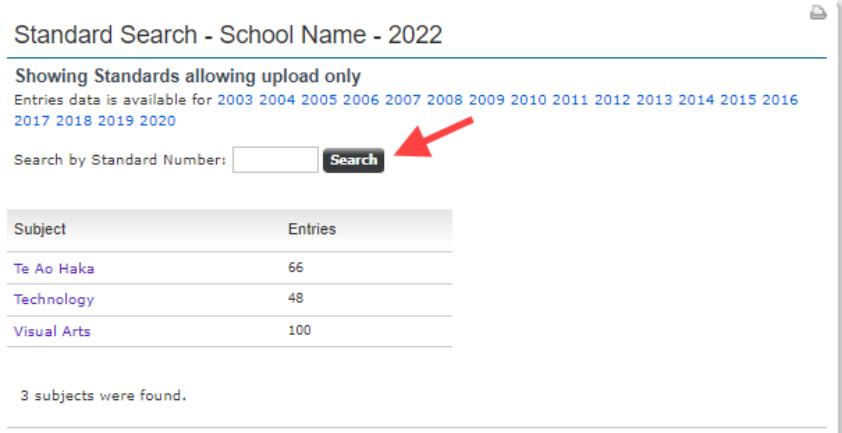
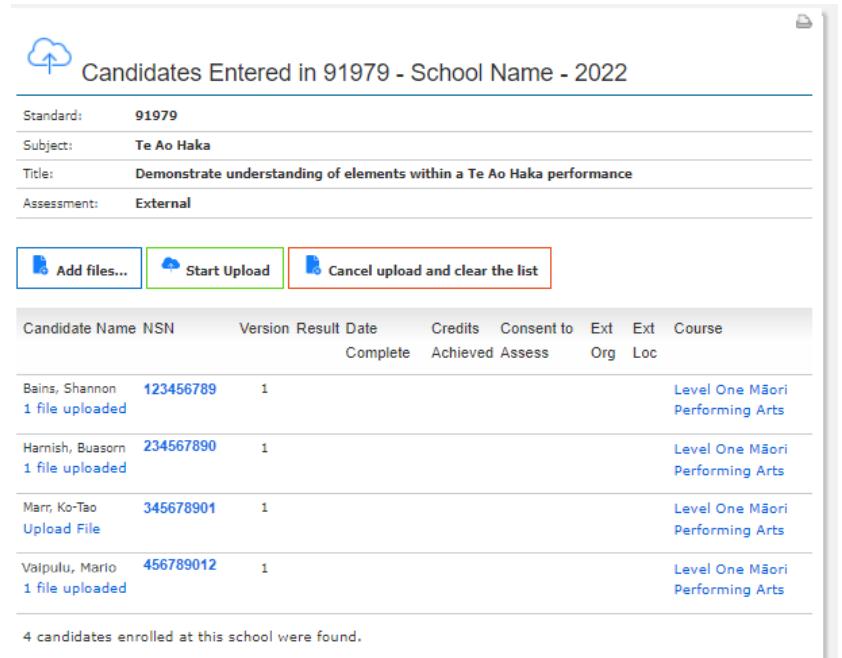
Step 1: Go to the digital submission page for the standard, continued

Step	Action
3	<p>Click Digital Submission Upload from either the:</p> <ul style="list-style-type: none">● School's Home menu on the left side of the screen● General Security Features on the main part of the screen.  <p>The screenshot shows the NZQA provider portal interface. At the top, there is a header with the NZQA logo, a mission statement in Maori, and links for 'Contact us' and 'Logout'. Below the header is a navigation bar with links for 'HOME', 'STUDYING IN NEW ZEALAND', 'QUALIFICATIONS & STANDARDS', 'NCEA', 'MĀORI & PASIFIKA', 'PROVIDERS & PARTNERS', and 'ABOUT US'. The main content area has a breadcrumb trail: 'Home > For providers > School's Home'. On the left, there is a 'PROVIDER MENU' sidebar with various links, including 'Digital Submission Upload' which is highlighted with a red arrow. The main content area contains sections for 'School Name', 'Policies and procedures for engaging with NZQA's Tertiary Records unit is available in this User Guide', 'Status of Submission Data' (showing creation date 15/12/2021, last file processed 19/12/2021, and latest batch 160004), 'General Security Features' (with 'Key Indicators', 'Candidate Search', 'Standard Search', and 'Digital Submission Upload' links, the latter also highlighted with a red arrow), 'Moderation' (with 'External Moderation' and 'Historical Moderation' sections), and 'Education Sector Login (ESL)'.</p>

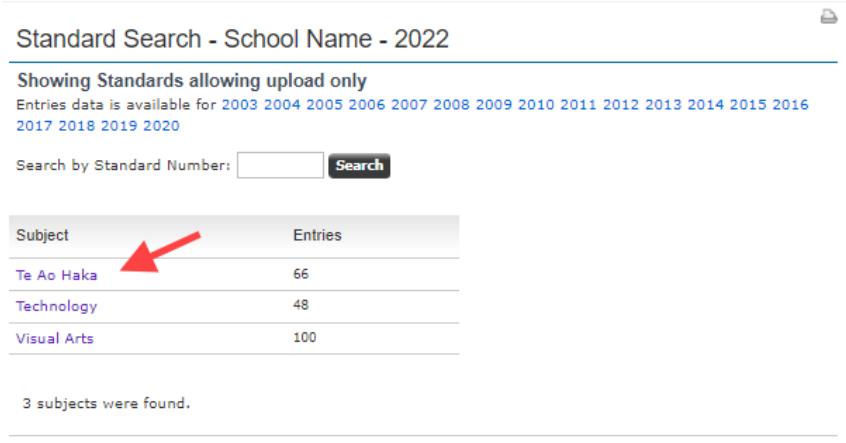
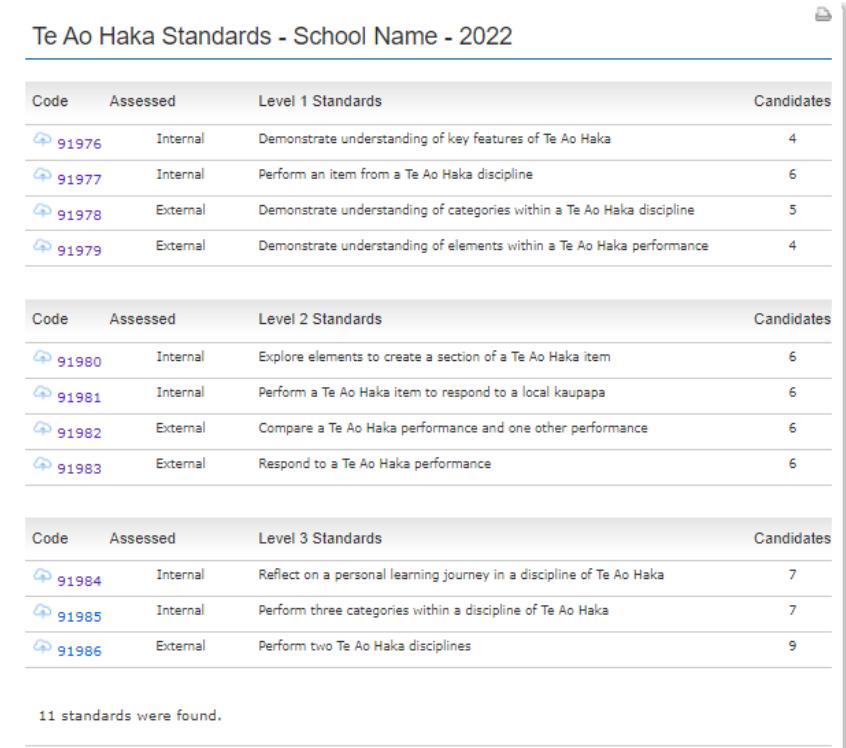
Step 1: Go to the digital submission page for the standard, continued

Step	Action								
3 cont'd	<p>Result: For the current academic year, a list of the subjects that have entries from your school and accept digital submission files displays.</p> <p>Note: The list also shows the number of standard entries there are for each subject.</p>  <p>Standard Search - School Name - 2022</p> <p>Showing Standards allowing upload only</p> <p>Entries data is available for 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020</p> <p>Search by Standard Number: <input type="text"/> <input type="button" value="Search"/></p> <table><thead><tr><th>Subject</th><th>Entries</th></tr></thead><tbody><tr><td>Te Ao Haka</td><td>66</td></tr><tr><td>Technology</td><td>48</td></tr><tr><td>Visual Arts</td><td>100</td></tr></tbody></table> <p>3 subjects were found.</p>	Subject	Entries	Te Ao Haka	66	Technology	48	Visual Arts	100
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Visual Arts	100								
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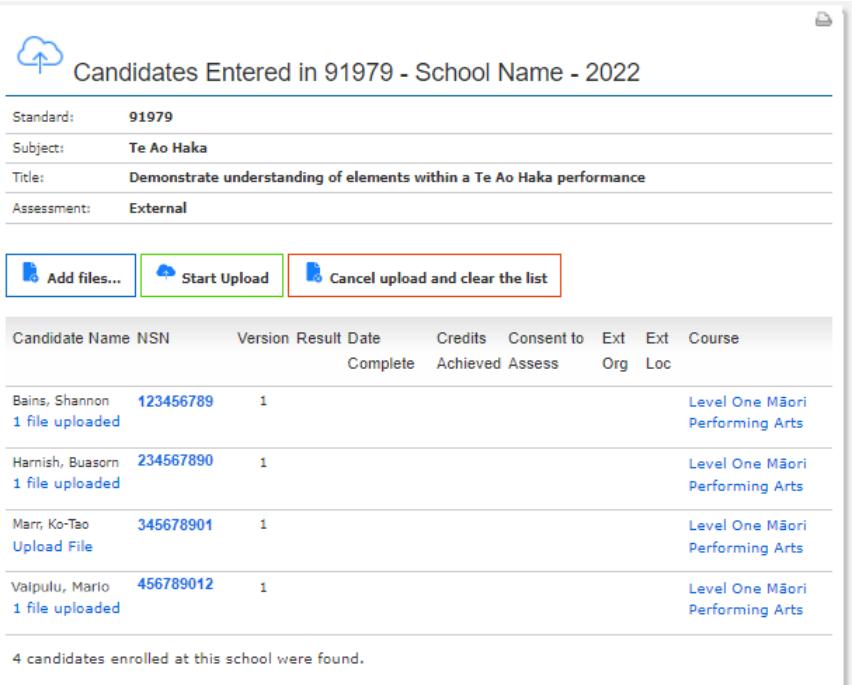
Step 1: Go to the digital submission page for the standard, continued

Step	Action
5	<p>If you know the standard number, then enter it in the Search by Standard Number field and click Search.</p> <p>A screenshot of a web page titled "Standard Search - School Name - 2022". It shows a search bar with "Search by Standard Number: []" and a "Search" button. An arrow points to the "Search" button. Below the search bar is a table with three rows: "Subject" (Te Ao Haka), "Entries" (66); "Subject" (Technology), "Entries" (48); and "Subject" (Visual Arts), "Entries" (100). At the bottom, it says "3 subjects were found."</p> <p>Result: Students entered in the standard display.</p> <p>A screenshot of a web page titled "Candidates Entered in 91979 - School Name - 2022". It shows a table of student entries. The columns are: Candidate Name, NSN, Version, Result, Date, Credits, Consent to, Ext, Ext, Course. The rows show four students: Bains, Shannon (NSN 123456789, Version 1, Level One Māori Performing Arts); Harnish, Buasorn (NSN 234567890, Version 1, Level One Māori Performing Arts); Marr, Ko-Tao (NSN 345678901, Version 1, Level One Māori Performing Arts); and Valpulu, Mario (NSN 456789012, Version 1, Level One Māori Performing Arts). Each row has a "Upload File" link below it. At the bottom, it says "4 candidates enrolled at this school were found."</p>

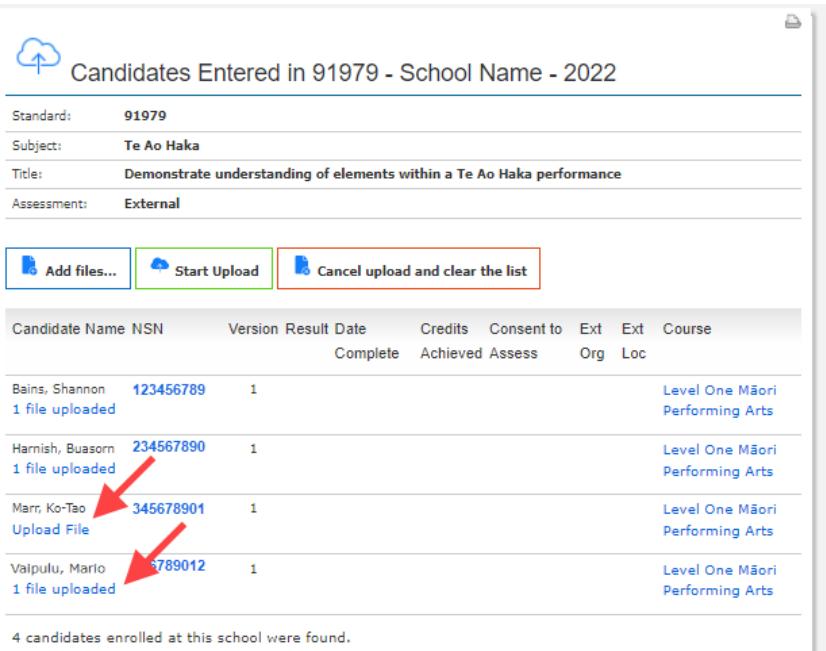
Step 1: Go to the digital submission page for the standard, continued

Step	Action
6	<p>If you do not know the standard number click the subject in the list that contains the standard that you want to upload files to.</p> <p></p> <p>Result: Subject's standards where digital submissions are accepted display.</p> <p></p> <p>Note: Standards are grouped by year level. The Candidates column shows how many of your students are entered in the standard.</p>

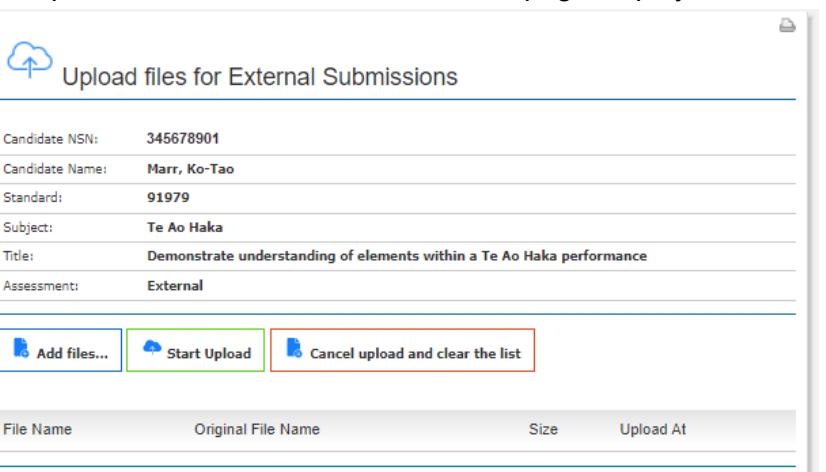
Step 1: Go to the digital submission page for the standard, continued

Step	Action																																																
7	<p>Click the standard you want to upload files to.</p> <p>Result: Students entered in the standard display.</p>  <table border="1" data-bbox="450 864 1286 1179"> <thead> <tr> <th>Candidate Name NSN</th> <th>Version</th> <th>Result Date</th> <th>Credits</th> <th>Consent to</th> <th>Ext</th> <th>Ext</th> <th>Course</th> </tr> <tr> <th></th> <th>Complete</th> <th>Achieved</th> <th>Assess</th> <th>Org</th> <th>Loc</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Bains, Shannon 1 file uploaded</td> <td>123456789</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>Level One Māori Performing Arts</td> </tr> <tr> <td>Harnish, Buasorn 1 file uploaded</td> <td>234567890</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>Level One Māori Performing Arts</td> </tr> <tr> <td>Marr, Ko-Tao Upload File</td> <td>345678901</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>Level One Māori Performing Arts</td> </tr> <tr> <td>Vaipulu, Mario 1 file uploaded</td> <td>456789012</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>Level One Māori Performing Arts</td> </tr> </tbody> </table> <p>4 candidates enrolled at this school were found.</p>	Candidate Name NSN	Version	Result Date	Credits	Consent to	Ext	Ext	Course		Complete	Achieved	Assess	Org	Loc			Bains, Shannon 1 file uploaded	123456789	1					Level One Māori Performing Arts	Harnish, Buasorn 1 file uploaded	234567890	1					Level One Māori Performing Arts	Marr, Ko-Tao Upload File	345678901	1					Level One Māori Performing Arts	Vaipulu, Mario 1 file uploaded	456789012	1					Level One Māori Performing Arts
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8	<p>Review the list of students with entries for the selected standard.</p> <p>Determine your next step.</p> <table border="1" data-bbox="314 1403 1421 1785"> <thead> <tr> <th>IF ...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>the student is not listed</td> <td>the PN must submit an updated data file to NZQA to create an entry</td> </tr> <tr> <td>you would like to upload files for one specific student</td> <td>go to step 9, then continue to Step 2: Check filename is correct for the student section</td> </tr> <tr> <td>you would like to upload files for one or more entered students</td> <td>go to Step 2: Check filename is correct for the student section</td> </tr> </tbody> </table>	IF ...	THEN...	the student is not listed	the PN must submit an updated data file to NZQA to create an entry	you would like to upload files for one specific student	go to step 9, then continue to Step 2: Check filename is correct for the student section	you would like to upload files for one or more entered students	go to Step 2: Check filename is correct for the student section																																								
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Step 1: Go to the digital submission page for the standard, continued

Step	Action																																																						
9	<p>Click on a link directly below the student's name to load the files against one specific student only.</p> <p>Note: The link will be:</p> <ul style="list-style-type: none">• Upload File if no files have been uploaded• n file uploaded if files have been previously successfully loaded.  <p>The screenshot shows the 'Candidates Entered' page for school 91979 in 2022. It lists four students with their NSNs and upload status:</p> <table border="1"><thead><tr><th>Candidate Name NSN</th><th>Version</th><th>Result</th><th>Date</th><th>Credits</th><th>Consent to</th><th>Ext</th><th>Ext</th><th>Course</th></tr><tr><th></th><th>Complete</th><th>Achieved</th><th>Assess</th><th>Org</th><th>Loc</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Bains, Shannon 123456789</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Level One Māori Performing Arts</td></tr><tr><td>Harnish, Buasorn 234567890</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Level One Māori Performing Arts</td></tr><tr><td>Marr, Ko-Tao 345678901</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Level One Māori Performing Arts</td></tr><tr><td>Vaipulu, Mario 5789012</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Level One Māori Performing Arts</td></tr></tbody></table> <p>4 candidates enrolled at this school were found.</p>	Candidate Name NSN	Version	Result	Date	Credits	Consent to	Ext	Ext	Course		Complete	Achieved	Assess	Org	Loc				Bains, Shannon 123456789	1							Level One Māori Performing Arts	Harnish, Buasorn 234567890	1							Level One Māori Performing Arts	Marr, Ko-Tao 345678901	1							Level One Māori Performing Arts	Vaipulu, Mario 5789012	1							Level One Māori Performing Arts
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Result: The Upload files for External Submissions page displays.



The screenshot shows the 'Upload files for External Submissions' page for student Marr, Ko-Tao. It displays the student's details and the submission information:

Candidate NSN:	345678901	
Candidate Name:	Marr, Ko-Tao	
Standard:	91979	
Subject:	Te Ao Haka	
Title:	Demonstrate understanding of elements within a Te Ao Haka performance	
Assessment:	External	
Add files...	Start Upload	Cancel upload and clear the list

Step 2: Check filename is correct for the student

Introduction

The 2nd step you need to do is check that the filename is correct for the file that you want to upload.

A correct filename will successfully link to the student entry, in preparation for upload.

An incorrect filename will return an error and will not be uploaded to NZQA.

File naming convention

You must use one of these file naming conventions for the student's file:

File naming convention	Example
[School No]-[NSN]-[Standard No].[extension] <i>* recommended convention</i>	0045-456729012-91979.pdf
[NSN].[extension]	456729012.mp3
[Surname]-[First name].[extension]	Marshall-James.mp3
[NSN]-[Surname]-[First name].[extension]	456729012-Marshall-James.mp3

School number

The school number is your school's Ministry of Education (MoE) number.

If you use your school number in the file name it must be padded with leading zeros to make it 4 digits long. **Example:** 0123, 0023, 0004.

Student name must match exactly

If you use a file naming convention that includes the student's name, then the student name must **exactly** match the name and case displayed in the student entry. It must also match any spaces shown within the name in student entry.

Examples:

Student entry name shown as..	Acceptable file name
Foster, Sasha	Foster-Sasha.mp4
CESARIO PIOTTO, May	CESARIO PIOTTO-May.mov
De Hoedt Norgrove, Sheree	De Hoedt Norgrove-Sheree.avi
Smith-Long, Jane	Smith-Long-Jane.mts
McCollum, Amy	McCollum-Amy.pdf
Smith, T'reik	Smith-T'reik.pdf
MacDonald, KUSHLA	MacDonald-KUSHLA.mp4

Step 3: Select file(s) for upload

Selecting Files

Check that the file(s) being uploaded are for the correct standard.

There are two ways to add files for upload:

- Files can be selected by dragging files on to the webpage
- Files can be selected by clicking the **Add files** button.

Adding files by drag and drop

To drag the files, open your local drive with your file browser and select the file(s) to load.

Drag the files on to the webpage area anywhere below the title bar.

When the icon changes to a loading symbol then you are in the right place to drop the file(s).

The screenshot shows the NZQA website's 'School's Home' section. The top navigation bar includes links for Contact us, Logout, HOME, STUDYING IN NEW ZEALAND, QUALIFICATIONS & STANDARDS, NCEA, MĀORI & PASIFIKA, PROVIDERS & PARTNERS, and ABOUT US. Below the navigation is a breadcrumb trail: Home > For providers > School's Home > Upload files for External Submissions. The main content area is titled 'UPLOAD FILES FOR EXTERNAL SUBMISSIONS'. It displays form fields for Candidate NSN, Candidate Name, Standard, Subject, Title, and Assessment. At the bottom, there are buttons for 'Add files...', 'Start Upload', and 'Cancel upload and clear the list'. A large red circle highlights the 'Drop the files here' text area, which is positioned above the upload buttons.

Step 3: Select files for upload, continued

Adding files through 'Add files' button

To add the files through a file browser, click **Add files**.

The screenshot shows the 'Upload files for External Submissions' page. At the top, there is a header with the NZQA logo and a sub-header: 'No te manu ki kai i te miro, nōna te ngāhere. Ko te manu ki kai i te miro, nōna te wā. The bird that partakes of the berry, there is the forest. The bird that partakes of knowledge, there is the world. (Te Kete Rauhīruru, 'Te Ali Hauora o te Taiao)'. Below the header, there are fields for Candidate NSN, Candidate Name, Standard, Subject, Title, and Assessment. At the bottom of the page, there are three buttons: 'Add files...', 'Start Upload', and 'Cancel upload and clear the list'. The 'Add files...' button is highlighted with a red arrow.

Navigate to your local drive, select the file(s) and click **Open**.

The screenshot shows the 'Upload files for External Submissions' page with a file selection dialog box overlaid. The dialog box is titled 'Open' and shows a file path: '91979 submission files 2022\0045-345678901-91979.pdf'. The 'Open' button at the bottom right of the dialog is highlighted with a red arrow.

Note: You can also drag and drop the files across instead of clicking **Open**.

Step 3: Select files for upload, *continued*

Selecting multiple files in the file browser

In the file browser you can select multiple consecutive files by holding down the Shift key and selecting the first file of interest and the last file of interest in the file list in the file browser window.

You can select multiple non-consecutive files by holding down the Ctrl key and selecting individual files of interest from the file list in the file browser window.

Review messages after adding files

The result of adding the file(s) by dragging files on to the webpage or by clicking the **Add files** button will be the same.

The result will be:

If..	Then..
files cannot be matched to a student entry	an error message will display in the message panel.
files can be matched to more than one student entered	an error message will display in the message panel. An example would be using names only in the filenames and two students of the same name are entered in a standard.
files are not a permitted file type for this standard	an error message displays under the student's name.
files are over 200MB	a message displays under the student's name with a link to load the file by google form.
file is successfully matched to an entry and the correct type	the file will show with a message 'ready to upload'

Error messages for file naming errors or the incorrect file type can be downloaded.

You have the option to cancel the upload and correct the cause of the error then reload the student file(s), or continue with the upload of 'ready to upload' files.

Step 3: Select files for upload, *continued*

Next action for a message

Use the table below to see what to do next:

IF there are...	THEN...
files matching student entry errors	go to the section Step 4: Review any file matching error messages.
files matching more than one entry	go to the section Step 4: Review any file matching error messages.
files are not a permitted type	check the Assessment Specification for the standard on the standard's subject page on the NZQA website. (https://www.nzqa.govt.nz/ncea/subjects/).
files that are larger than 200MB	go to the section Step 6: Upload student files over 200MB.
files ready to upload	go to the section Step 5: Upload files.

Note: You can click **Cancel upload and clear the list** to clear all errors and cancel the files listed as ready to upload.

Step 4: Review any file matching error messages

Introduction

File matching error messages are the same whether files are loaded to the page listing all entries to the standard or the page for an individual student's entry to the standard.

The error message includes the name of the file that triggered the error.

File matching error

If there are errors encountered during the file upload with the file name(s) or matching the file to a student entry, the message panel will identify the file(s) that contain the error and a brief description of the validation error.

Example errors are:

The screenshot shows a web-based file upload interface. At the top, there is a blue cloud icon with an upward arrow and the text "Upload files for External Submissions". Below this is a form with the following fields:

Candidate NSN:	345678901
Candidate Name:	Marr, Ko-Tao
Standard:	91979
Subject:	Te Ao Haka
Title:	Demonstrate understanding of elements within a Te Ao Haka performance
Assessment:	External

Below the form, a red error box contains the following text:

Error trying to match files with the current learner, please review below: [Export to CSV](#)

* File 0045-234567890-91979.mp4 doesn't match with any candidate(s) information on this page.

At the bottom of the interface are three buttons: "Add files...", "Start Upload" (highlighted in green), and "Cancel upload and clear the list".

- File [filename] 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.

Go to the section [Step 2: Check filename is correct for the student](#) to see examples of the correct use of student names in the file names.

If you are uploading a class and at this point notice the entry is missing for one file, then the school PN must add a standard entry for the missing student.

Step 4: Review any file matching error messages, *continued*

Exporting the file matching error(s)

To export the list of errors, click **Export to CSV**.

The screenshot shows a web-based upload interface. At the top, there's a blue cloud icon with an upward arrow and the text 'Upload files for External Submissions'. Below it is a form with fields: Candidate NSN (345678901), Candidate Name (Marr, Ko-Tao), Standard (91979), Subject (Te Ao Haka), Title (Demonstrate understanding of elements within a Te Ao Haka performance), and Assessment (External). A red arrow points to a red box containing an error message. The message says: 'Error trying to match files with the current learner, please review below: Export to CSV' and lists one item: 'File 0045-234567890-91979.mp4 doesn't match with any candidate(s) information on this page.' At the bottom are three buttons: 'Add files...', 'Start Upload' (highlighted in green), and 'Cancel upload and clear the list'.

Result:

	A	B	C	D	E	F	G	H	I	J
1	Digital Submissions Upload Error Messages									
2	File	345678901-KoTao-Marr.pdf	doesn't match with any candidate(s) information on this page.							
3										
4										

Note: This function is useful when there are several errors displayed, as the error messages will disappear when the upload page is refreshed.

Step 5: Upload the files

Files are ready to upload

For files that show as 'ready to upload', you must complete the process by uploading the files.

Upload files for External Submissions

Candidate NSN:	345678901
Candidate Name:	Marr, Ko-Tao
Standard:	91979
Subject:	Te Ao Haka
Title:	Demonstrate understanding of elements within a Te Ao Haka performance
Assessment:	External

Add files... Start Upload Cancel upload and clear the list

File Name	Original File Name	Size	Upload At
File "0045-345678901-91979.pdf" is ready to upload. ←			

Steps

Follow the steps below to complete the file(s) upload.

Step	Action
1	Click Start Upload .

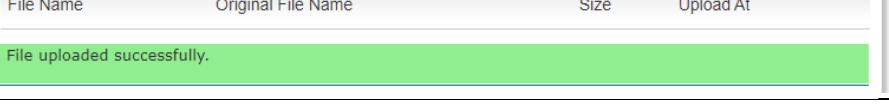
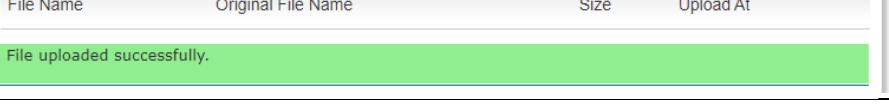
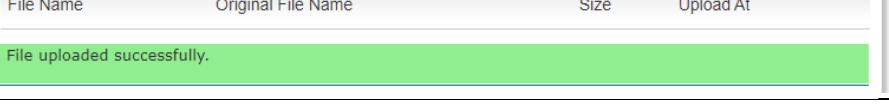
Upload files for External Submissions

Candidate NSN:	345678901
Candidate Name:	Marr, Ko-Tao
Standard:	91979
Subject:	Te Ao Haka
Title:	Demonstrate understanding of elements within a Te Ao Haka performance
Assessment:	External

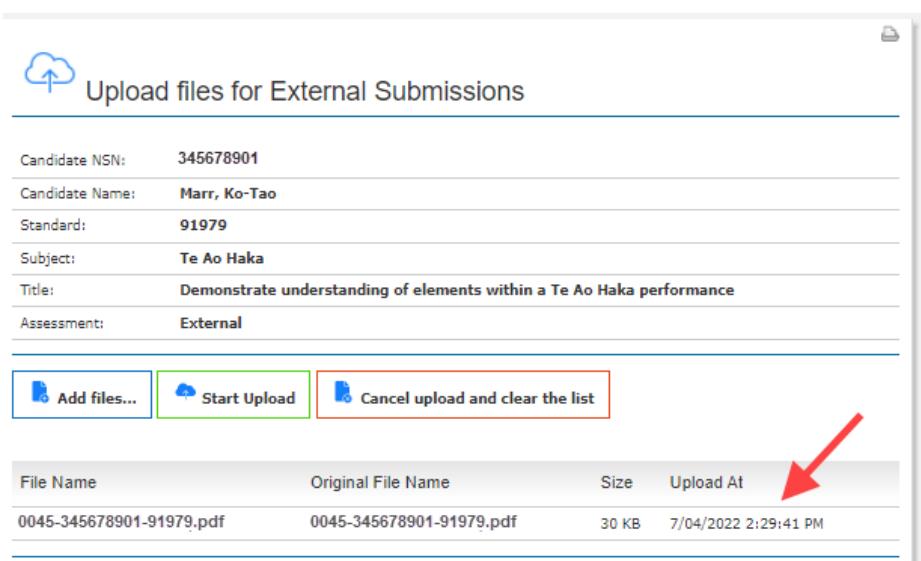
Add files... Start Upload Cancel upload and clear the list

File Name	Original File Name	Size	Upload At
File "0045-345678901-91979.pdf" is ready to upload. ←			

Step 5: Upload the files, *continued*

Step	Action								
1 <i>cont'd</i>	<p>Result: The file(s) will progress through 3 stages:</p> <table border="1"><thead><tr><th>Stage</th><th>Description</th></tr></thead><tbody><tr><td>1</td><td>The Uploading file progress bar displays: </td></tr><tr><td>2</td><td>The Analysing file message displays: </td></tr><tr><td>3</td><td>The File uploaded successfully message displays: </td></tr></tbody></table> <p>Note: If the file upload encountered issues during the upload, then a message displays:</p> <div style="background-color: #f8d7da; padding: 5px;"><p>Upload failed. Please, refresh the page and try again for this file. If the error persists, contact our Contact Centre.</p></div> <p>Follow the instructions and reattempt the upload, before contacting the NZQA Contact Centre.</p>	Stage	Description	1	The Uploading file progress bar displays: 	2	The Analysing file message displays: 	3	The File uploaded successfully message displays: 
Stage	Description								
1	The Uploading file progress bar displays: 								
2	The Analysing file message displays: 								
3	The File uploaded successfully message displays: 								

Step 5: Upload the files, continued

Step	Action																				
2	<p>Click the browser refresh button (⟳) to view an updated list of the files uploaded.</p>  <p>The screenshot shows a file upload interface with the following details:</p> <table border="1"><tr><td>Candidate NSN:</td><td>345678901</td></tr><tr><td>Candidate Name:</td><td>Marr, Ko-Tao</td></tr><tr><td>Standard:</td><td>91979</td></tr><tr><td>Subject:</td><td>Te Ao Haka</td></tr><tr><td>Title:</td><td>Demonstrate understanding of elements within a Te Ao Haka performance</td></tr><tr><td>Assessment:</td><td>External</td></tr></table> <p>Buttons at the bottom include: Add files... (blue), Start Upload (green), and Cancel upload and clear the list (red).</p> <p>A table at the bottom lists the uploaded file:</p> <table border="1"><thead><tr><th>File Name</th><th>Original File Name</th><th>Size</th><th>Upload At</th></tr></thead><tbody><tr><td>0045-345678901-91979.pdf</td><td>0045-345678901-91979.pdf</td><td>30 KB</td><td>7/04/2022 2:29:41 PM</td></tr></tbody></table> <p>Note: If you used a filename that was not the recommended naming convention, the file will be given a system file name in the recommended format with your school number, the student's NSN and the standard number.</p>	Candidate NSN:	345678901	Candidate Name:	Marr, Ko-Tao	Standard:	91979	Subject:	Te Ao Haka	Title:	Demonstrate understanding of elements within a Te Ao Haka performance	Assessment:	External	File Name	Original File Name	Size	Upload At	0045-345678901-91979.pdf	0045-345678901-91979.pdf	30 KB	7/04/2022 2:29:41 PM
Candidate NSN:	345678901																				
Candidate Name:	Marr, Ko-Tao																				
Standard:	91979																				
Subject:	Te Ao Haka																				
Title:	Demonstrate understanding of elements within a Te Ao Haka performance																				
Assessment:	External																				
File Name	Original File Name	Size	Upload At																		
0045-345678901-91979.pdf	0045-345678901-91979.pdf	30 KB	7/04/2022 2:29:41 PM																		

Step 6: Upload student files over 200MB

Files over 200MB

If a file being uploaded is over 200MB, a message will direct you to submit the file via a link which opens a Google form.

The Google form will prompt you for the information required by NZQA staff to process the file.

Large files are processed separately to minimise security risk to NZQA.

Google account

To load a submission file via a Google form you must have a Google account.

If you do not have a Google account, then you can create one from the link on the Google login screen or refer to the Google online instructions on how to create an account

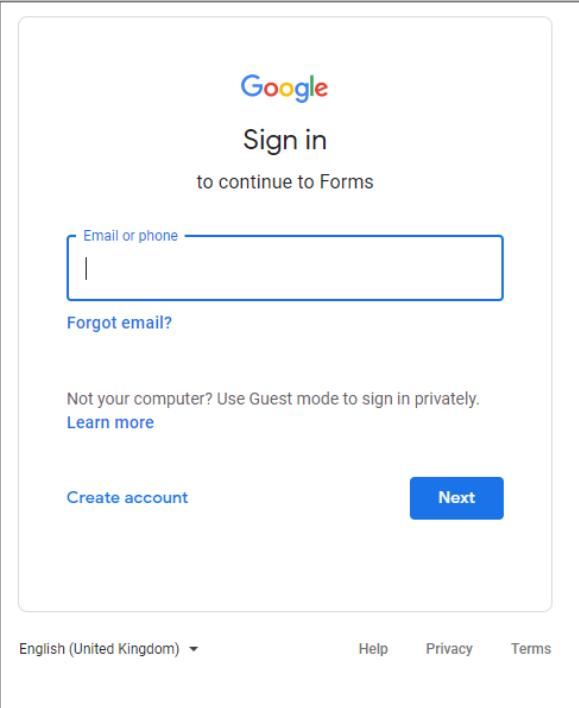
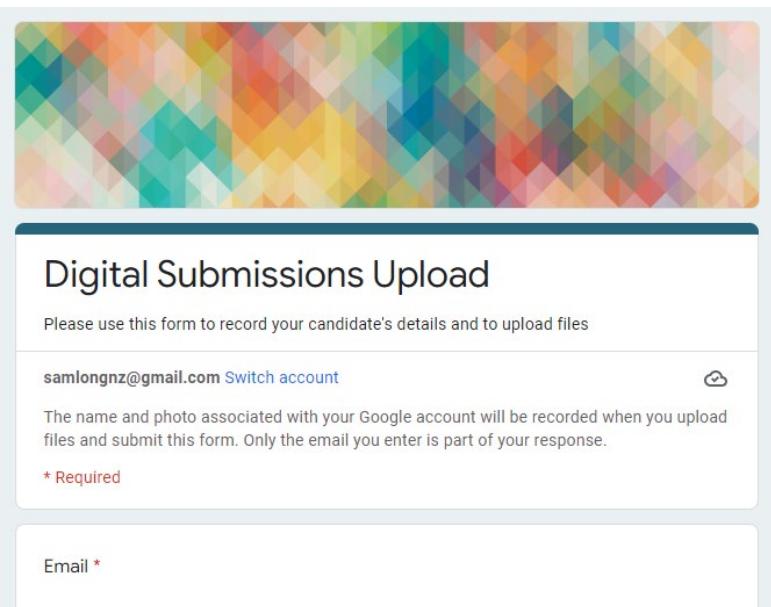
(https://support.google.com/accounts/answer/27441?hl=en&ref_topic=3382296).

Steps

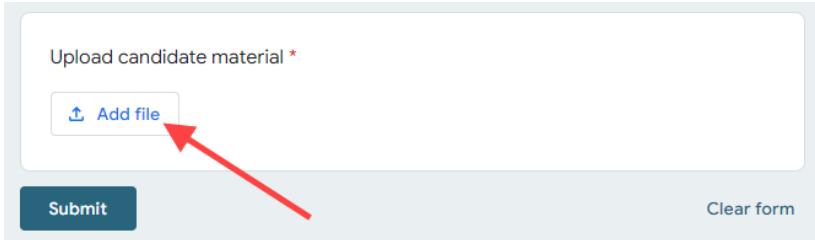
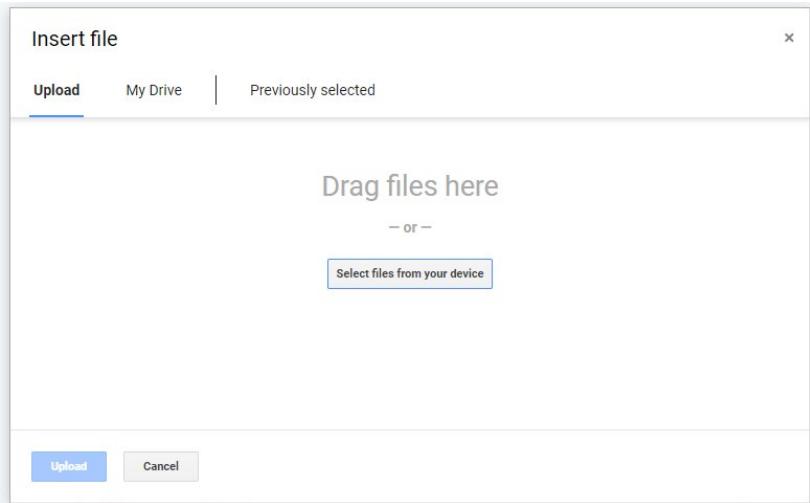
Follow the steps below to upload the file using a Google form.

Step	Action
1	<p>From the file size message, click on the clicking here link to open the Google form.</p> <p>The screenshot shows a Google form interface for external submissions. At the top, there's a cloud icon and the text 'Upload files for External Submissions'. Below that, there are several input fields: Candidate NSN (345678901), Candidate Name (Marr, Ko-Tao), Standard (90916), Subject (Visual Arts), Title (Produce a body of work informed by established practice, which develops ideas, using a range of media), and Assessment (External). At the bottom, there are three buttons: 'Add files...', 'Start Upload' (highlighted in green), and 'Cancel upload and clear the list'. A red arrow points to a yellow warning box at the bottom right. The warning box contains the text: 'File size (0045-345678901-90916.mp4) is over the 200 MB limit. Please, resubmit the file by clicking here. You will need a Google account.'</p>

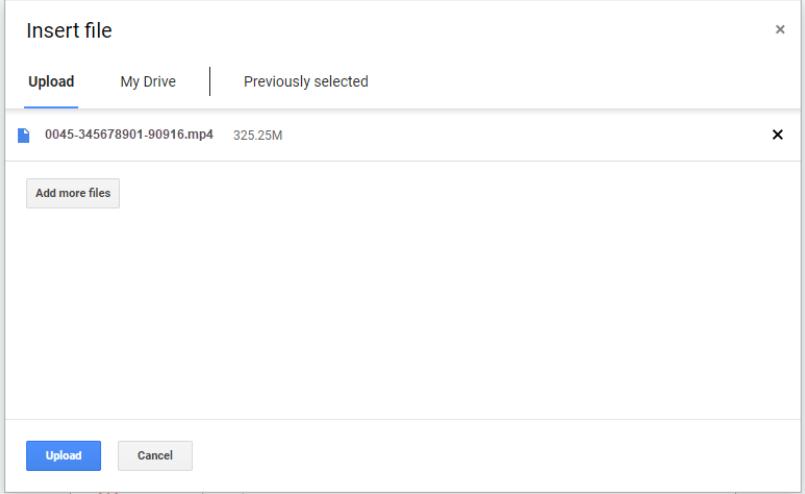
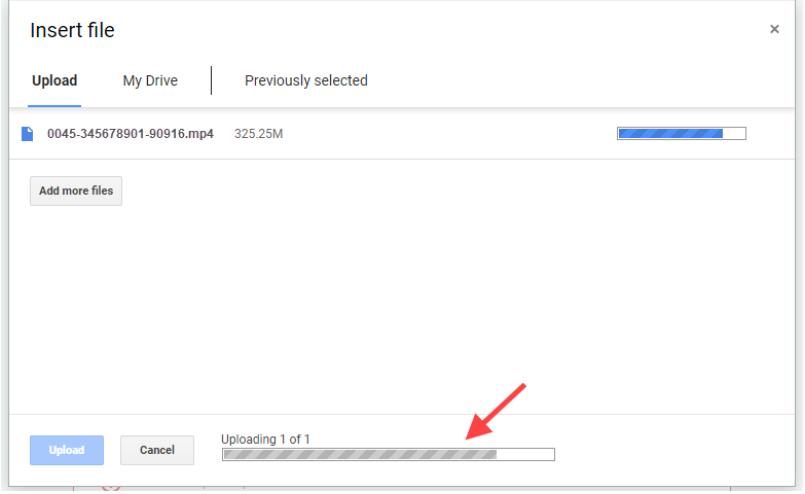
Step 6: Upload student files over 200MB, continued

Step	Action
1 <i>cont'd</i>	<p>Result: The Google login screen is displayed.</p> 
2	<p>Log in with your Google credentials, or select the Create account link and follow the Google prompts to create a new Google account.</p> <p>Result: A google form is displayed.</p> 

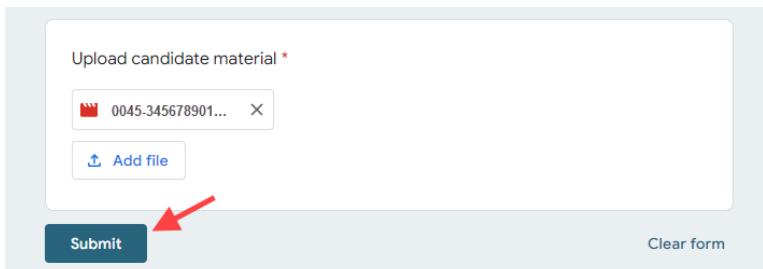
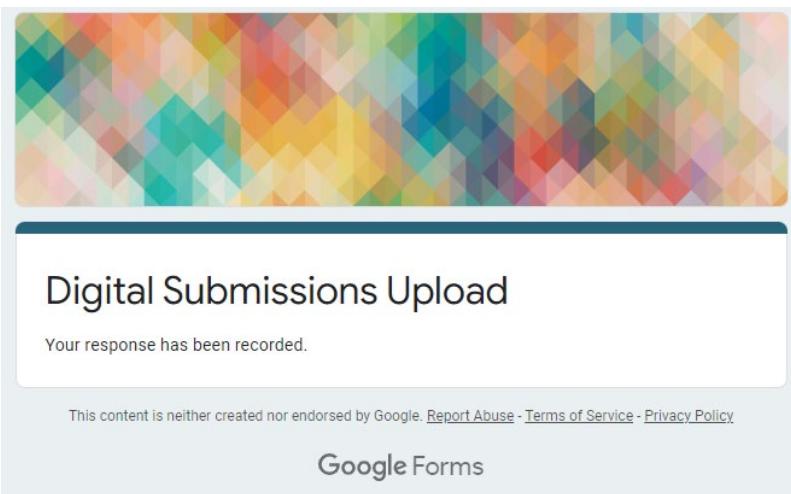
Step 6: Upload student files over 200MB, *continued*

Step	Action
3	<p>Complete the form.</p> <p>You will need to fill in:</p> <ul style="list-style-type: none">• an email address that we can contact you on• your School's name• your School's MoE ID (School number)• the student's name• the student's NSN• the standard number.
4	<p>To upload the files, click the Add File link</p>  <p>Result: A popup window is displayed.</p> 

Step 6: Upload student files over 200MB, *continued*

Step	Action
5	<p>You can drag the files into the popup window or click Select files from your device to use a file explorer to find the student's file.</p> <p>Result: The file will show in the window.</p>  <p>The screenshot shows the 'Insert file' dialog box. At the top, there are tabs for 'Upload', 'My Drive', and 'Previously selected'. Under 'Upload', a file named '0045-345678901-90916.mp4' is listed with a size of '325.25M'. Below the file list is a button labeled 'Add more files'. At the bottom of the dialog are two buttons: 'Upload' (highlighted in blue) and 'Cancel'.</p>
6	<p>Click the Upload button to upload the selected file</p> <p>Result: The progress bar will display the uploading progress.</p>  <p>The screenshot shows the same 'Insert file' dialog as above, but now the 'Upload' button is highlighted in blue. A progress bar at the bottom indicates the upload status with the text 'Uploading 1 of 1' and a red arrow pointing to the progress bar.</p>

Step 6: Upload student files over 200MB, *continued*

Step	Action
7	When the file has completed uploading the popup window will close and return you to the main form.
8	Click the Submit button to complete the submission process.  <p>Result: A message will display that your Digital Submission Upload response has been recorded.</p> 
9	Close the tab. This completes the process. Note: The uploaded file will not show against the Standard entry page, but NZQA will receive the information that the file has been uploaded through the google form.

Replace student files

Deadline for replacement submission

The date of file submission is recorded by the system at the time of upload.

All files, whether first submissions or replacements must be submitted by the submission deadline date.

Replacing files

The ability to replace a file is dependent on the settings for the standard.

IF...	THEN...
a standard does not permit multiple file submissions per student	a new submitted file will replace the existing file.
a standard permits multiple files of different types per student	a new submitted file will replace an existing file if the new file is the same file type as an existing file. If you want to replace a previously submitted file that is a different type see the Delete student files section for who to contact for assistance.
a standard permits multiple files of the same type per student	a new submitted file will show as an additional file in the student's entry page. If you do not want the previous submitted file to be assessed see the Delete student files section for who to contact for assistance.

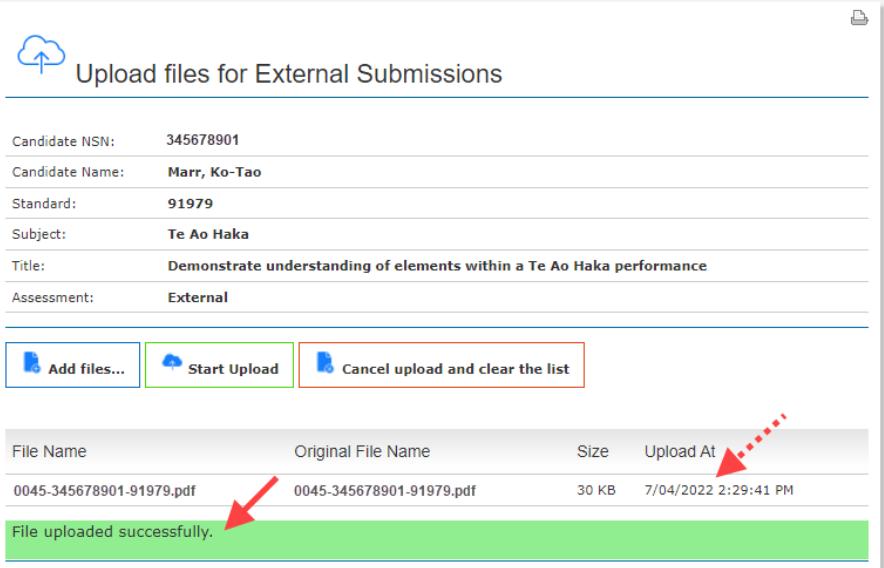
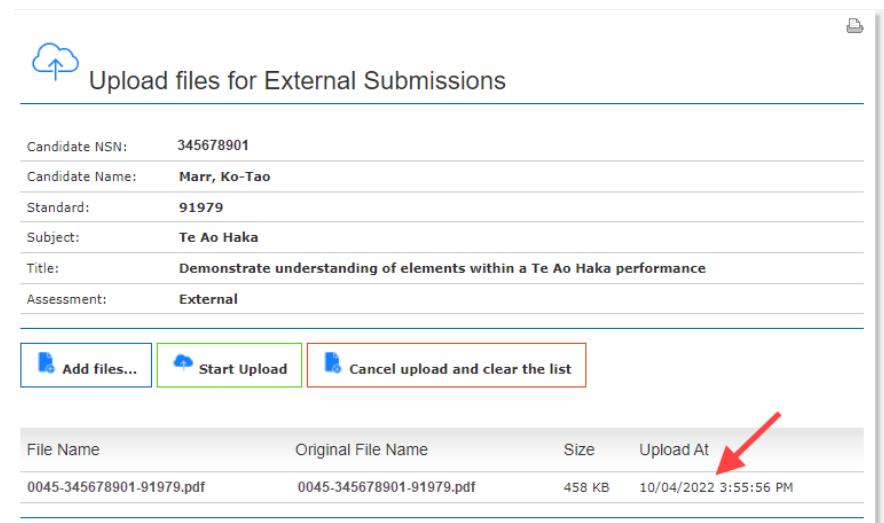
Steps

Follow the steps below to replace a file and confirm the replacement file has been uploaded successfully.

Note: For this example, a standard that does not permit multiple files is used.

Step	Action
1	To submit a replacement file for a student with an existing submitted file, follow steps 1 to 6 of submitting a file, with the new file. Result: The file submission web page must show the message File uploaded successfully.

Replace student files, *continued*

Step	Action
1 <i>cont'd.</i>	<p>Note: At this stage the existing file will also show.</p>  <p>The screenshot shows a file upload interface. At the top, there's a header with a cloud icon and the text 'Upload files for External Submissions'. Below it is a form with fields: Candidate NSN: 345678901, Candidate Name: Marr, Ko-Tao, Standard: 91979, Subject: Te Ao Haka, Title: Demonstrate understanding of elements within a Te Ao Haka performance, and Assessment: External. Below the form are three buttons: 'Add files...', 'Start Upload' (highlighted in green), and 'Cancel upload and clear the list'. A table lists the uploaded file: File Name: 0045-345678901-91979.pdf, Original File Name: 0045-345678901-91979.pdf, Size: 30 KB, and Upload At: 7/04/2022 2:29:41 PM. A green bar at the bottom says 'File uploaded successfully.' A red arrow points to this message. Another red arrow points to the 'Upload At' column in the table.</p>
2	<p>Click refresh on your browser (↻) to view the new file details</p> <p>Result: For standards not permitting multiple file uploads, only one file shows with an upload date of the most recent file upload:</p>  <p>This screenshot shows the same interface after refreshing. The table now displays a single file entry: File Name: 0045-345678901-91979.pdf, Original File Name: 0045-345678901-91979.pdf, Size: 458 KB, and Upload At: 10/04/2022 3:55:56 PM. A red arrow points to the 'Upload At' column, highlighting the updated date.</p>

Submit additional student files

Deadline for completing submission

The date of file submission is recorded by the system at the time of upload.

All files, whether first submissions or additional files must be submitted by the submission deadline date.

Multiple files permitted

You can only submit multiple file(s) for an individual student if the standard permits multiple submission file types.

The ability to add multiple files is dependent on the settings for the standard.

IF a standard...	THEN...
does not permit multiple file submissions per student	there can only be one file against a student's entry at any one time. Therefore, a new submission file will overwrite an existing file.
permits multiple files of different types per student	there can only be one file per permitted file type against a student's entry at any one time. Therefore, a new submission file will replace an existing file if it is of the same file type. If you want to replace a previously submitted file that is a different type see the Delete student files section for who to contact for assistance.
permits multiple files of the same type per student	there can be multiple files of the same type against a student's entry at any time. Therefore, a new submission file will load as an additional file to the existing submitted files in the student's entry page. If you do not want a previously submitted file to be assessed see the Delete student files section for who to contact for assistance.

Submit additional student files, continued

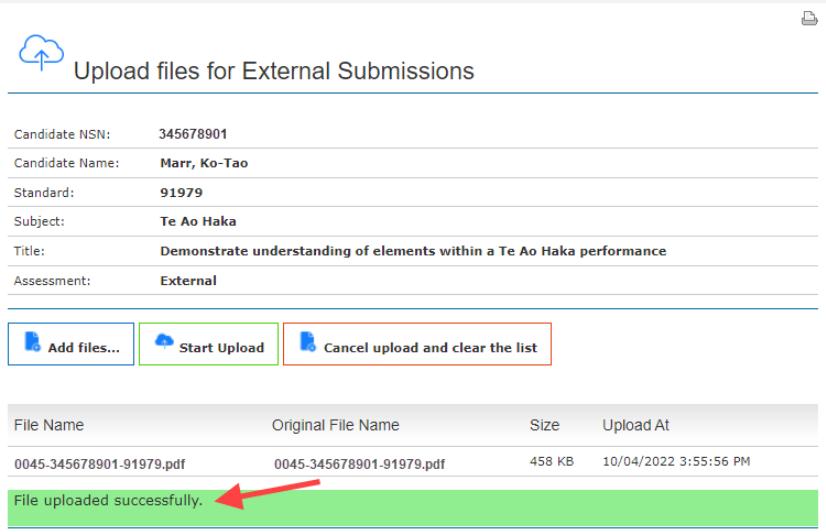
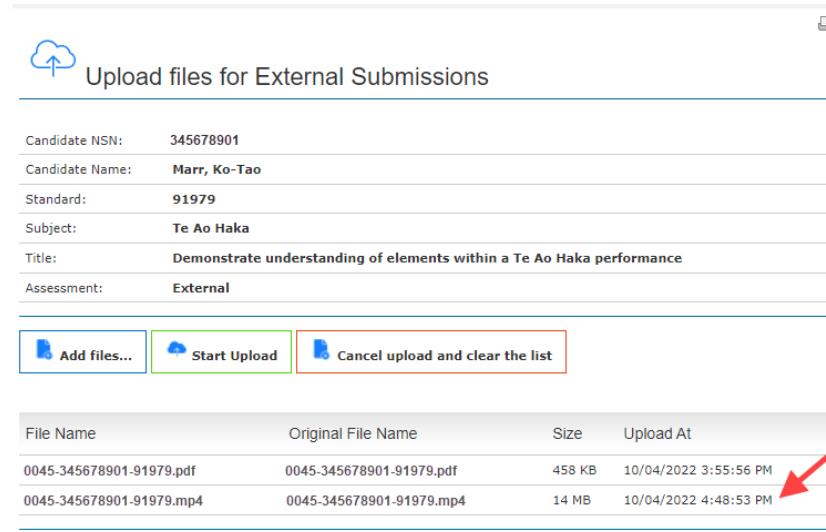
Steps

Follow the steps below to submit additional files and confirm it has been uploaded successfully.

Note: For this example, a standard that permits multiple files for different file types is used.

Step	Action												
1	<p>To submit additional file(s) for a student with an existing submitted file, follow the Steps 1 to 6 of submitting a file, with the new file.</p> <p>Result: The file will show as ready to upload, and is a different file type.</p> <p>Cloud icon</p> <p>Upload files for External Submissions</p> <p>Candidate NSN: 345678901 Candidate Name: Marr, Ko-Tao Standard: 91979 Subject: Te Ao Haka Title: Demonstrate understanding of elements within a Te Ao Haka performance Assessment: External</p> <p>Add files... Start Upload Cancel upload and clear the list</p> <table><thead><tr><th>File Name</th><th>Original File Name</th><th>Size</th><th>Upload At</th></tr></thead><tbody><tr><td>0045-345678901-91979.pdf</td><td>0045-345678901-91979.pdf</td><td>458 KB</td><td>10/04/2022 3:55:56 PM</td></tr><tr><td colspan="4">File "0045-345678901-91979.mp4" is ready to upload.</td></tr></tbody></table>	File Name	Original File Name	Size	Upload At	0045-345678901-91979.pdf	0045-345678901-91979.pdf	458 KB	10/04/2022 3:55:56 PM	File "0045-345678901-91979.mp4" is ready to upload.			
File Name	Original File Name	Size	Upload At										
0045-345678901-91979.pdf	0045-345678901-91979.pdf	458 KB	10/04/2022 3:55:56 PM										
File "0045-345678901-91979.mp4" is ready to upload.													

Submit additional student files, *continued*

Step	Action
2	<p>Click Start Upload button.</p> <p>Result: The file submission web page must show the message “File uploaded successfully”.</p>  <p>The screenshot shows a web form for file submission. At the top, there are fields for Candidate NSN (345678901), Candidate Name (Marr, Ko-Tao), Standard (91979), Subject (Te Ao Haka), Title (Demonstrate understanding of elements within a Te Ao Haka performance), and Assessment (External). Below these are three buttons: 'Add files...', 'Start Upload' (highlighted in green), and 'Cancel upload and clear the list'. A table below lists the uploaded file: File Name (0045-345678901-91979.pdf), Original File Name (0045-345678901-91979.pdf), Size (458 KB), and Upload At (10/04/2022 3:55:56 PM). A green banner at the bottom of the table area says 'File uploaded successfully.' with a red arrow pointing to it.</p>
3	<p>Click refresh on your browser (⟳) to view the new file details.</p> <p>Result: Both the existing file and the new file will show as loaded.</p>  <p>The screenshot shows the same web form after refreshing. The table now contains two entries: the existing file (0045-345678901-91979.pdf) and the new file (0045-345678901-91979.mp4). The new file's details are shown: File Name (0045-345678901-91979.mp4), Original File Name (0045-345678901-91979.mp4), Size (14 MB), and Upload At (10/04/2022 4:48:53 PM). A red arrow points to the new file entry in the table.</p>

Submit additional student files, continued

Step	Action																																																		
4	<p>On the Candidates Entered in the standard page the file count has increased.</p> <p>Candidates Entered in 91979 - School Name - 2022</p> <p>Standard: 91979 Subject: Te Ao Haka Title: Demonstrate understanding of elements within a Te Ao Haka performance Assessment: External</p> <p>Add files... Start Upload Cancel upload and clear the list</p> <table><thead><tr><th>Candidate Name</th><th>NSN</th><th>Version</th><th>Result</th><th>Date Complete</th><th>Credits Achieved</th><th>Consent to Assess</th><th>Ext Org</th><th>Ext Loc</th><th>Course</th></tr></thead><tbody><tr><td>Bains, Shannon</td><td>123456789</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Level One Māori Performing Arts</td></tr><tr><td>Harnish, Buasorn</td><td>234567890</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Level One Māori Performing Arts</td></tr><tr><td>Marr, Ko-Tao</td><td>345678901</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Level One Māori Performing Arts</td></tr><tr><td>Vaipulu, Mario</td><td>456789012</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Level One Māori Performing Arts</td></tr></tbody></table> <p>4 candidates enrolled at this school were found.</p>	Candidate Name	NSN	Version	Result	Date Complete	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course	Bains, Shannon	123456789	1							Level One Māori Performing Arts	Harnish, Buasorn	234567890	1							Level One Māori Performing Arts	Marr, Ko-Tao	345678901	1							Level One Māori Performing Arts	Vaipulu, Mario	456789012	1							Level One Māori Performing Arts
Candidate Name	NSN	Version	Result	Date Complete	Credits Achieved	Consent to Assess	Ext Org	Ext Loc	Course																																										
Bains, Shannon	123456789	1							Level One Māori Performing Arts																																										
Harnish, Buasorn	234567890	1							Level One Māori Performing Arts																																										
Marr, Ko-Tao	345678901	1							Level One Māori Performing Arts																																										
Vaipulu, Mario	456789012	1							Level One Māori Performing Arts																																										

Delete student files

Deleting student files

There is no current functionality for schools to delete submitted files.

To delete a submitted file, the PN must contact NZQA, requesting the file be removed.

If it is after the submission deadline, then an explanation must be given.

Contact the NZQA call centre or email desadmin@nzqa.govt.nz.
