

## 2020 Digital External Submission Upload – Overview

### Uploading candidate submission files for external assessment.

This document provides an overview of the process for the submission of candidate materials for external assessment in 2020. Principal's Nominees are requested to share this document with staff who may be involved in teaching subjects where some standards will be submitted for external assessment through NZQA's Digital External Submission Upload process.

### New Digital Submission Interface

NZQA has developed a simplified and straightforward digital submission process for use in 2020. The new process will allow schools to upload files to NZQA by selecting or dragging and dropping onto the standards page on the [school's Provider Login](#). The candidate's file will need to be saved as either the candidate name, NSN (National Student Number) or a combination of both. Schools will have view of what they have submitted and can retain a record of their submission.

### Submission Instructions

The submission instructions scheduled for publication at the end of term 2 (3 July 2020) will now be published by the end of week 1 Term 3 (**24 July 2020**). School staff involved in the digital submission process must read the instructions carefully to ensure the upload process works as intended. Schools will be notified when the instructions have been published.

### 2020 Submission dates

In line with the changed examination timetable the decision has been made to extend the time available for candidates to complete work required for the submission of material for external assessment. The new submission date is **12 November 2020** and applies to subjects and standards where candidates develop their evidence within the classroom.

### 12 November 2020 submission date is for:

Level 1 Design and Visual Communication	Level 3 Technology (generic)
Level 2 Design and Visual Communication	Level 3 Visual Arts
Level 3 Design and Visual Communication	Scholarship Dance
Level 3 Education for Sustainability	Scholarship Health and Physical Education
Level 1 Technology (generic)	Scholarship Music
Level 2 Technology (generic)	Scholarship Visual Arts

### Common Assessment Tasks

The timelines and deadline for the Digital Technologies Common Assessment Tasks remain unchanged. The Digital Technologies Common Assessment Tasks will be required to be completed and submitted by **27 October 2020**.

### Examinations

The submission component for all Scholarship Languages and Scholarship Drama will be required to be submitted on the day of the examination. The dates are as follows:

November		December	
German	17 November	Japanese	3 December
French	19 November	Spanish	8 December
Drama	18 November	Chinese	8 December
Samoan	30 November	Te Reo Māori	4 December
Te Reo Rangatira	25 November		

The digital submission process for the performance aspect of these subjects will use the same process as all other digital submissions.

## Candidate Entries

For candidates who intend to submit digital external assessment(s), schools must flag the candidate's entries as a DS (Digital Submission) in the school's SMS system to be included in the data file submissions to NZQA.

## Subjects and standards that will use the Digital External Submission Upload process:

There are three types of digital submissions:

- Digital Submission only - all candidate material must be submitted digitally
- Optional Digital Submission – candidate material can be submitted through the digital submission process OR as a hard copy and couriered. Only one option should be selected for submission but not both
- Partial Digital Submission – as part of the examination, candidates will be required to produce some evidence in digital format that will be submitted digitally.

A full list of the relevant subjects, standards and the submission type can be found below.

Digital Submission only			
Level 1	Digital Technologies	91886	91887
Level 2	Digital Technologies	91898	91899
Level 3	Digital Technologies	91908	91909
NZ Scholarship	Health and Physical Education	93501	
NZ Scholarship	Music	93305	

Optional Digital Submission						
Level 1	Design and Visual Communication	91064	91065			
Level 2	Design and Visual Communication	91338	91339			
Level 3	Design and Visual Communication	91631				
Level 3	Education for Sustainability	90831	91736			
Level 1	Technology	91048	91049	91050	91053	
Level 2	Technology	91358	91359	91360	91363	
Level 3	Technology	91612	91613	91614	91617	
		91632	91636	91638		
Level 3	Visual Arts	91455	91456	91457	91458	91459
NZ Scholarship	Visual Arts	93306	93307	93308	93309	93310

Partial Digital Submission		
NZ Scholarship	Chinese	93005
NZ Scholarship	Dance *	93311
NZ Scholarship	Drama	93304
NZ Scholarship	French	93004
NZ Scholarship	German	93006
NZ Scholarship	Japanese	93002
NZ Scholarship	Samoan	93010
NZ Scholarship	Spanish	93007
NZ Scholarship	Te Reo Māori	93003
NZ Scholarship	Te Reo Rangatira	93009

\* Scholarship Dance has a recorded component which will be submitted through the digital submission process and a written component that may be submitted through the digital submission process or as a hard copy.