



Literacy and Numeracy assessments Administrative and Submission Instructions 2026

19 June 2026 v2.0

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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Highlighted sections contain updated information introduced in Version 2

Section 1: Information for Principal's Nominee

1. Introduction

This document is an overview of what you need to know for the delivery and submission of the Literacy and Numeracy (<https://www2.nzqa.govt.nz/ncea/subjects/litnum/>) Common Assessment Activities (CAAs).

For information regarding Te Reo Matatini me te Pāngarau, including the unit standards, assessment specifications, and preparing for Tūmahi Aromatawai Pātahi (TAPā) external assessments, please visit the Te Reo Matatini me te Pāngarau [subject page](#).

2. Assessment overview

Standard	Session Title	Session Code	Description	Assessment Event (AE)	
				1	2
32403	<i>Literacy Reading</i>	<i>LITR</i>	<i>Demonstrate understanding of ideas and information in written texts</i>	18 - 29 May (8:30am – 5:00pm)	7 – 18 September (8:30am – 5:00pm)
32405	<i>Literacy Writing</i>	<i>LITW</i>	<i>Write texts to communicate ideas and information</i>		
32406	<i>Numeracy</i>	<i>NUME</i>	<i>Apply Mathematics and Statistics in a range of everyday situations</i>		

Teachers/supervisors are expected to be familiar with the Assessment Specifications for each standard. Assessment Specifications for each standard can be found on the NZQA website. Teaching and learning materials can be found on the Ministry of Education's NCEA website:

Website	Webpage
NZQA	www2.nzqa.govt.nz/literacy-reading www2.nzqa.govt.nz/numeracy
Ministry of Education	ncea.education.govt.nz/teaching-and-learning-overview

To access and complete the Literacy and Numeracy CAAs, learners will use their MyNZQA Learner account username and password to login to the digital assessment platform.

The marking of learner assessment responses and results entry will be conducted by NZQA. Results release for each standard will vary for each Assessment Event (AE1 and AE2). Please see the [Key Dates](#) for full details.

3. Key Tasks

	Principal's Nominee	Teacher	Learners
Preparation	- Submit entries by 1 April (Assessment Event 1) (AE1) and 3 August (Assessment Event 2) (AE2). - Ensure entries are created for the correct Assessment Event. e.g. learners who are only entered for AE2 will not be able to access the AE1 assessment. - Late Entries (submitted after 1 April) for AE1 can be accepted up to one day before the assessment day. - Late entries (submitted between 4-31 August) for AE2 will require updated data to be sent as soon as possible. Further instructions on late entries for AE2 can be found here. - Read the information on preparing for and running digital assessments. - Set up supervisor logins. - Ensure spare devices and headphones are available. - Ensure learners have access to headphones that are compatible with their device if they intend to use the text to speech function (Polly) for Numeracy and Writing assessments only. - Ensure the school technician is available to assist. - If you require printed PDFs for SAC learners or to resolve technical issues, follow the instructions in the Assessment materials section.	- Read assessment specifications and instructions/guides. - Prior to the assessment, check that learners can log in or create (if they are new to NCEA) a MyNZQA Learner account. - Ensure learners have access to their National Student Number (NSN) so they can verify their MyNZQA Learner account when setting it up. - Check you can login and access the CAAs in the digital assessment platform. - Ensure learners have headphones if Polly or other assistive technology (text to speech software) is to be used. - Remove all materials relevant to the assessment from the walls or ensure it is covered up.	- Create or check their MyNZQA Learner account. - Complete practice digital assessment and/or PDF practice assessments. - Ensure they are prepared for a digital assessment.
Assessment	- Open and close learner access to the CAAs in the digital assessment platform. - Administer the CAAs like an external examination in terms of security and supervision. - Follow breach procedures if needed.	- Run and supervise the CAAs. - Locate the 4-digit access code in the digital assessment platform. - Ensure learners have submitted their assessment in the digital assessment platform.	- Log into <i>Online assessments</i> through the NZQA website. - Answer the CAAs in the digital assessment platform.
Submission	- Scan and upload all learner responses completed using the printed PDFs (for Literacy Reading and Literacy Writing) through the new portal and scanned Numeracy assessments through the old portal. - Instructions on how to file name learner's assessment can be found here Please check and ensure both sides of the PDFs are scanned and uploaded correctly. - Complete the Scanned Paper Register (only for scanned PDF Numeracy and Literacy composite assessments) and submit to NZQA.	Ensure learners have submitted responses through the digital assessment platform at the end of the session by checking their status is 'Complete' or collect responses on the printed PDF for submission.	Submit responses through the digital assessment platform or submit to the teacher for responses outside of the digital assessment platform.
Follow-up after results	- Submit the Results Confirmation Process form if required. - Further information about the Results Confirmation Process can be found in this guide.	Review learner results.	

4. Key dates

Date 2025	Literacy (Reading 32403 & Writing 32405) and Numeracy (32406)
April	Read the: Literacy and Numeracy assessment specifications. - Digital Assessment Administrator guides (available from the Provider log in). - Administration and submission instructions available to schools through the NZQA website – Literacy and Numeracy.
1 Apr	Submit all learner entries for Assessment Event 1 (AE1) to NZQA.
28 Apr – 1 May	Schools receive login credentials and instructions to set up Administrator and Supervisor logins.
18 – 22 May	AE1 – week 1: Password-protected assessments in PDF form made available to download from 12:00 pm Friday 15 May until Friday 22 May at 12:00 pm from the Provider log in. The week 1 assessments are different to the week 2 assessments so you must download the correct one.
18 – 29 May	Learners sitting AE1 access the Literacy and Numeracy assessments in the digital assessment platform.
25 – 29 May	AE1 – week 2: Password-protected assessments in PDF form made available to download from 12:10 pm Friday 22 May until Friday 29 May at 3:00 pm from the Provider log in. The week 2 assessments are different to the week 1 assessments so you must download the correct one.
23 Jun	Results and Assessment Feedback** released for AE1 Reading assessments sat digitally* Access to completed digital Reading 32403 assessments available for learners***
20 July	Results and Assessment Feedback released for AE1 Writing 32405, Numeracy 32406, Pāngarau 32412, Te Reo Matatini (Te Reo Torohū) 32413, Te Reo Matatini (Te Reo Whakaputa) 32415 assessments taken digitally* Access to completed digital assessments for Writing 32405, Te Reo Torohū 32413, Numeracy 32406 and Pāngarau 32412 are available for learners*** Please note: Te Reo Matatini (Te Reo Whakaputa) 32415 is not available.
3 Aug	Submit all learner entries for Assessment Event 2 (AE2) to NZQA.
10 – 14 Aug	Schools receive login credentials and instructions to set up Administrator and Supervisor logins (for schools who did not have entries for AE1).
21 Aug	Final date for submission of Results Confirmation Process requests from AE1.
7 – 11 Sep	AE2 – week 1: Password-protected assessments in PDF form made available to download from 12:00 pm Friday 4 September until Friday 11 September at 12:00 pm from the Provider log in. The week 1 assessments are different to the week 2 assessments so you must download the correct one.
7 – 18 Sep	Learners sitting AE2 access the Literacy and Numeracy assessments in the digital assessment platform.
14 – 18 Sep	AE2 – week 2: Password-protected assessments in PDF form made available to download from 12:10 pm Friday 11 September until Friday 18 September at 3:00 pm from the Provider log in. The week 2 assessments are different to the week 1 assessments so you must download the correct one.
14 Oct	Results and Assessment Feedback released for AE2 Reading assessments sat digitally* Access to completed digital Reading 32403 assessments available for learners**
27 Oct	Results and Assessment Feedback released for AE2 Writing 32405, Numeracy 32406, Pāngarau 32412, Te Reo Matatini (Te Reo Torohū) 32413, Te Reo Matatini (Te Reo Whakaputa) 32415 assessments taken digitally* Access to completed digital assessments for Writing 32405, Te Reo Torohū 32413, Numeracy 32406 and Pāngarau 32412 are available for learners*** Please note: Te Reo Matatini (Te Reo Whakaputa) 32415 is not available.
19 Feb 2027	Final date for submission of Results Confirmation Process requests from AE2.

*Assessments completed digitally can be marked and processed faster than paper-based assessments, so learners sitting assessments on paper may receive their results later than those sitting digitally.

** Personalised assessment feedback reports and consolidated assessment feedback reports.

*** NZQA will not be able to return assessments that were completed on paper, as these are held and processed differently. Schools and kura keep PDF copies of assessments completed on paper and should return these to learners on or after results release for the relevant standards. Schools and kura can make arrangements for learners who have left or transferred schools.

Similarly, we cannot return completed Literacy or Numeracy assessments where a learner attempted both the Week 1 and Week 2 tasks, or any assessments where learners began to respond digitally but switched to paper part-way through (schools should return a PDF of the portion completed on paper).

5. Learner entries

Schools are required to submit all learner entries for Literacy and Numeracy to NZQA by **1 April** (for **AE1**) and by **3 August** (for **AE2**).

Learners cannot access the assessments or submit their responses if an entry has not been created for the standard before the time of the assessment.

Learners are not required to be entered into every assessment during the assessment period i.e. learners may only be ready for Reading, Writing or Numeracy.

Learners can be assessed from Year 9 for Literacy and Numeracy assessments.

If you experience any issues submitting your entries, please contact your SMS vendor in the first instance. You should also notify your data person at NZQA on 0800 697 296 or email schools@nzqa.govt.nz.

5.1 Late learner entries

For AE1, you can submit learner data to NZQA up to one day before the assessment is due to take place.

If entries are not processed, use the printed PDF for the learner(s) with late entries.

For AE2, you can continue to submit learner entries between 4-31 August 2026.

No new learner entries will be processed from 1 to 6 September 2026. Data APIs will be reopened on 7 September 2026. Late learner entries received from 7 September will take at least one day to process. If entries are not processed, use the printed PDF for the learner(s) with late entries.

If you experience any issues submitting your entries, please contact your SMS vendor in the first instance. You should also notify your data person at NZQA on 0800 697 296 or email schools@nzqa.govt.nz.

Any learners who complete the assessment on paper, must have their entry created before you can upload their scanned work. You will then need to follow the Late submissions [process](#) as detailed in this guide.

6. Change of assessment centre

Changes to assessment centres for learners must be made using the [Change of Exam Centre Form](#) on the NZQA website. It is the responsibility of the home school Principal's Nominee to initiate and send the request to the Principal's Nominee of the new school. Full details on the process is available on the [NZQA website](#).

If a learner is attending a Health School, please make entries as requested by the Health School. Enter the Health School code as the Study Provider/External Provider on the learner entry.

7. Supporting documentation

For the Literacy and Numeracy CAAs, schools will need to be familiar with accessing and using the digital assessment platform.

The following documentation is specific to the roles of the Principal's Nominee (Administrator) and the Supervisor.

Document type	Document title	Document location
Digital Assessments	<i>Digital Assessment Administrator guide</i> <i>Digital Assessment Supervisor guide</i> - Job aids (in English and te reo Māori) - Videos - Other support documents	MyNZQA > Useful documents > Assessment Master Guidance
Digital Submissions	How-to guides and resources	
Forms	Scanned paper register (for numeracy and composite literacy assessments) Results Confirmation Process	
Other NZQA resources available	Pūtake eLearning course (available in English and te reo Māori) Get your school ready for digital assessment Preparing for LIT NUM / TRMTP checklist Check your school's technology Consent to assess for tertiary providers Information on Polly (text-to-speech) and Assistive Technology for the Writing 32405 and Numeracy 32406 assessments Special Assessment Conditions for Literacy and Numeracy Literacy and Numeracy pre-assessment instructions Digital Assessment troubleshooting checklist eLearning courses – Digital assessment administrator guide and Digital assessment supervisors guide - Online TAPā guide for Te Reo Matatini me te Pāngarau (TRMPā)	

For learners, information and resources to help prepare them for digital assessments is available on the NZQA website (www2.nzqa.govt.nz/ncea/external-assessment/about-digital-external-assessment/preparation-for-students/).

8. Learner device and browser requirements

When accessing the CAAs in the digital assessment platform, most laptop and desktop computers are compatible with the platform.

Learners may use their own devices if the school has a Bring Your Own Device (BYOD) programme and supporting policies.

Device	Requirements
Browser options	For optimal performance and experience, use Google Chrome , version 130+
Screen / monitor	Screen resolution must be at least: 1366 x 768 pixels
Operating system	Use one of the following: - Microsoft Windows 10+ - Apple Mac OS 10.12+ - Chrome OS
Headphones	Learners will require headphones that are compatible with their device when accessing the CAAs in the digital assessment platform if they wish to use the Polly tool.

Further information about device requirements can be found on our website page: [Digital exams device check](#).

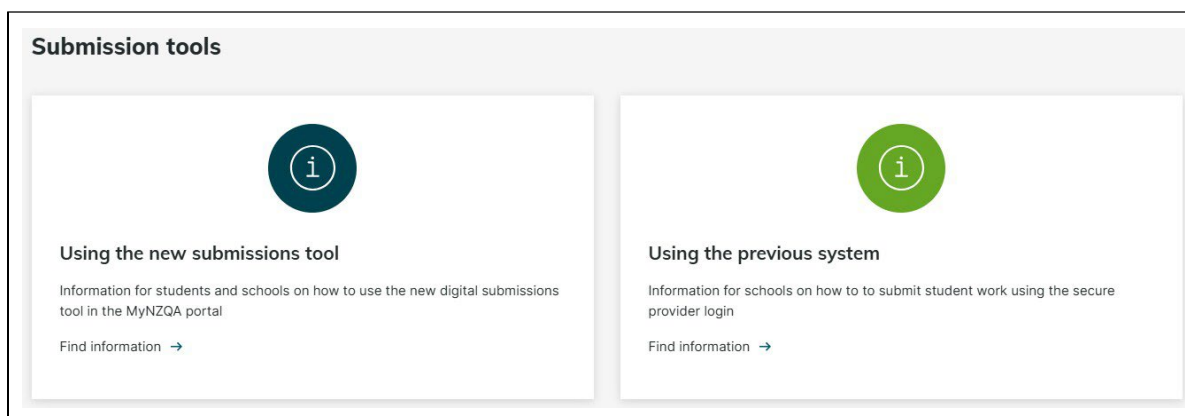
9. Principal's Nominee responsibilities

The Principal's Nominee (Administrator) is responsible for:

- ensuring and checking the accuracy of entries before submitting learner entries through the SMS API to NZQA
- ensuring learners have an active [MyNZQA Learner](#) account and have set up their devices correctly
- ensuring staff are trained to supervise the assessment
- ensuring suitable assessment spaces, spare devices and headphones are available
- ensuring the correct external assessment conditions in the [assessment specifications](#) are met
- opening and closing learner access to the CAAs, by using the login credentials provided by NZQA to access your digital assessment platform Admin account. Refer to the *Digital Assessment Administrator guide*
- ensuring headphones are available and compatible with the devices used, where the learner wishes to use the Polly tool or other text to speech tools in the digital assessment platform
 - Learners can use Polly or a tool they bring themselves for the numeracy and writing assessments. Polly supports learners with low vision, learning differences or reading difficulties by reading text aloud to learners. The other tools NZQA recommends using are:
 - Texthelp Read and Write including Google Read and Write (text-to-speech function only)

Accessibility tools that are available from your Microsoft, Apple or Android device. This includes Microsoft Narrator, Spoken Content (Apple) and Google Text-to-Speech.
- providing supervisors with:
 - Digital assessment supervisor guide* (as early as possible)
 - login credentials for the digital assessment platform

- printed copies of the downloaded PDF of the CAAs for learners completing the assessments outside of the digital assessment platform (to be printed by the school)
- checking that learners have submitted their responses in the digital assessment platform, i.e. their status is 'Complete'
- checking that learner paper responses have been scanned (both sides), saved as pdfs and uploaded to the correct portal. Upload Literacy Reading and Literacy Writing assessments in the [new portal](#). For Numeracy assessments, these will be uploaded to the [old portal](#).



- checking that the [Scanned paper register](#) is completed for scanned Numeracy and Literacy composite assessments and submitted to NZQA.

If issues occur when accessing the assessments on the day, please contact NZQA on 0800 222 230.

10. Assessment process overview

The following sets out the delivery and submission processes for schools on the day of the assessment:

10.1 Assessment and submission process

Digital assessment platform responses

Schools give learners access to the CAAs:

- The Principal's Nominee (Administrator):** Opens the CAAs in the digital assessment platform.
- The teacher/supervisor:**
 - Instructs learners to go to the home page of the NZQA website, click 'Login', scroll down to the 'Online assessments' section, select the 'Learner log in' button under the 'Complete your online assessment' tile and log into the assessment platform using their [MyNZQA Learner](#) credentials.
 - Helps the learners log into the CAAs, reads the [Pre-assessment instructions](#).
 - Gives the learners who need to complete the CAAs outside of the digital assessment platform the printed PDF provided by NZQA (printed by the school).
 - Gives out note-making paper to learners who request it.
- The learner:** Checks their headphones, where Polly or other text to speech tools will be used, using the audio check page.

d. **The teacher/supervisor:**

- i. Gives learners the 4-digit access code, obtained from the digital assessment platform.
- ii. Supervises the CAA.

e. **The learner:** Completes their response in the digital assessment platform.

Learner checks they have submitted their response in the digital assessment platform.

Where a learner has completed their response outside of the digital assessment platform, they must hand in their completed paper response to the teacher/supervisor at the end of the assessment session.

Supervisor checks the submitted response from the learner and collects any note-making paper and destroys it.

f. **The Principal's Nominee (Administrator):** Closes the CAAs in the digital assessment platform. Note assessments must be completed by 5:00pm.

Paper responses

Schools give learners access to the paper-based version of the CAAs:

a. **The teacher/supervisor:**

- i. Gives the learners the paper-based version provided by NZQA (printed by the school).
- ii. Supervises the CAAs.

b. **The learner:**

- i. Writes their NSN and school number on the front cover.
- ii. Completes their response.
- iii. Hands in their completed paper response to the teacher/supervisor at the end of the assessment session. Teacher/supervisor checks learner has written NSN and school number on cover.

c. **The Principal's Nominee (Administrator):**

- i. Collects the completed paper responses, scans them as PDFs.
- ii. Schools are required to follow the [file naming convention](#) method for uploading the PDF and for consistency and reconciliation purposes.
- iii. Uploads scanned paper responses for Literacy Reading or Literacy Writing to NZQA using the [new portal](#). Scanned paper responses for Numeracy assessments are to be uploaded using the [old portal](#).

Completes the [Scanned Paper Register](#) for Numeracy and Literacy composite assessments. It should be noted that there is an online [TAPā guide](#) for Te Reo Matatini me te Pāngarau (TRMPā) submissions.

11. Assessment materials

PDF copies of the assessments are available for download and can be printed to assist learners with [Special Assessment Conditions](#) and where digital assessment is not possible for a learner.

Although NZQA does not expect any problems with accessing the digital assessment platform, it is important that schools are well prepared for any local network or platform issue. We strongly suggest that you download a copy of the assessment and have it ready to photocopy, if a paper-based version is required to prepare learners with individual device issues. If for any reason, a paper-based version of the assessment is used, it is very important that the learner writes their NSN and the school number clearly at the top of the first page.

It should be noted that there are different assessment tasks for week one and week two of each standard, so schools should download each assessment and be careful that (where necessary) they provide learners with the correct week's assessment.

It should also be noted the multi-choice questions may be placed randomly in the digital assessment and may not match the order they are presented in the PDF.

11.1 Assessment security

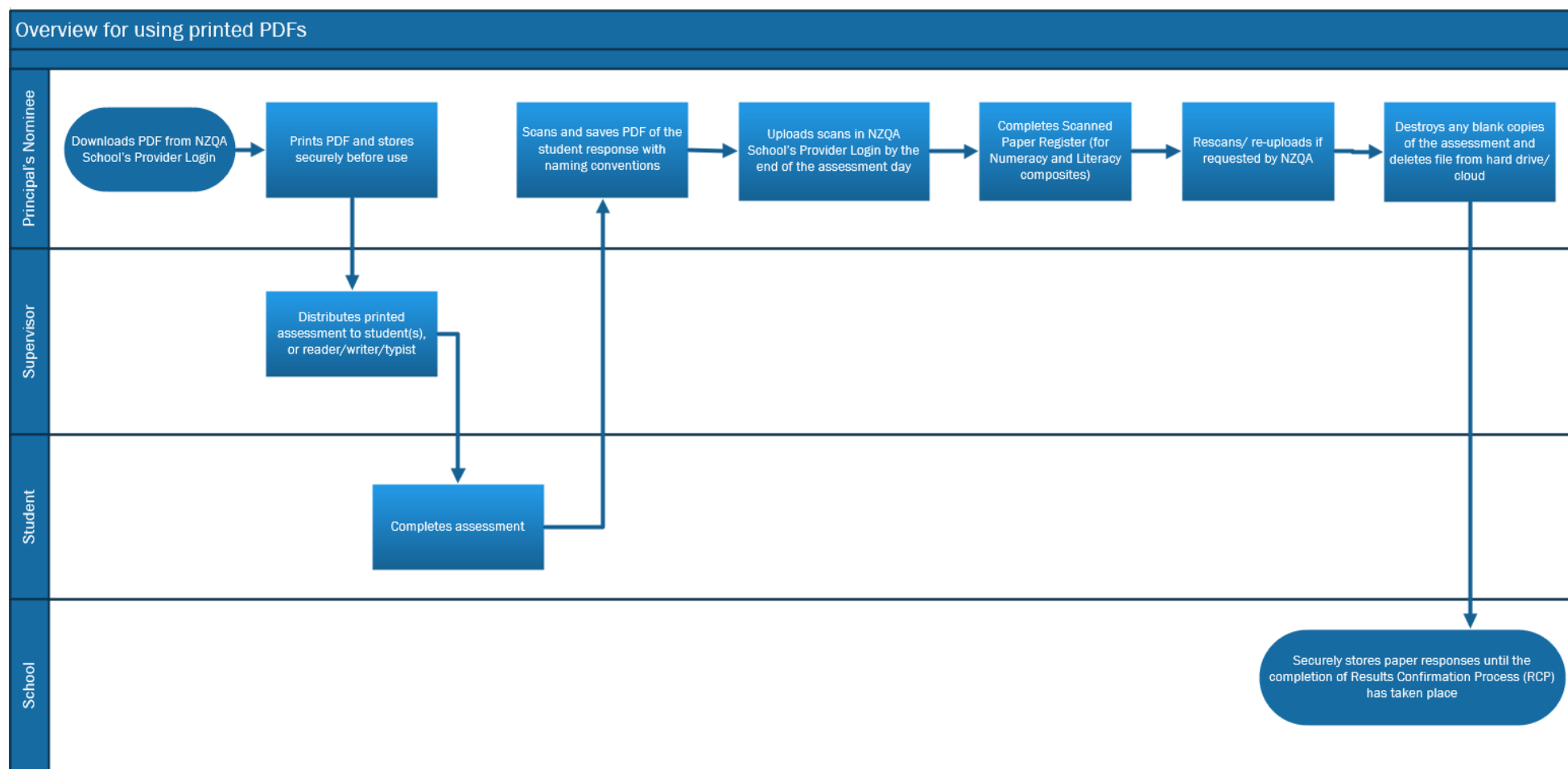
For the validity of the assessments, the login credentials for access to the digital assessment platform and password protected PDFs of the CAAs provided by NZQA must be kept secure and not shared outside of your direct teaching staff in any way. Schools are responsible and accountable for the security of every PDF that is printed.

The assessment should only be accessed and released to the learners at the time set by the school.

PDF copies of the assessments used by the reader/writer/typist and any spares must be either destroyed or kept secure until after results release.

PDF copies of the learner submission should be held securely by the school and may be returned to the learner after results release for the relevant standard.

11.2 Overview for using printed PDFs



11.3 PDF for SAC conditions

The Literacy and Numeracy CAAs are digital-first, which means learners complete the assessments on a computer. Please encourage learners with SAC entitlements to, where practical, complete the assessment digitally where their reader/writer/typist can work from a PDF version. This will allow them to fully benefit from the digital tools available for support. These tools include:

- copy and paste within the assessment
- easy deletion and insertion of text
- spell check
- Polly text-to-speech (on 32405 Writing and 32406 Numeracy only)
- Assistive Technology.

Further information about SAC conditions for Literacy and Numeracy are available on our [website](#).

11.4 Important Information for Literacy and Numeracy PDFs

Important information about the Literacy and Numeracy (32403, 32405, 32406) assessments

To protect their validity, all Literacy and Numeracy standards will have different assessment tasks for Week 1 and Week 2 of the assessment period.

The PDFs will be clearly labelled with Week 1 or Week 2 on the cover page. Additionally:

- Week 1 will have a BLUE banner
- Week 2 will have a YELLOW banner

Before distributing the assessments, check the file you have downloaded to ensure you have the correct PDF for learners, or their response may be invalid. If the learner is not completing their assessment digitally, ensure you submit the scanned PDF by the end of your assessment day.

It should be noted that the multi-choice questions may be placed randomly in the digital assessment and may not match the order they are presented in the PDF.

11.5 Downloading the PDF

The CAAs (in PDF form) will be available for download by the Principal's Nominee from the High Security section of the [Provider log in](#) – *Download other external assessments and resources*.

- a) Log in to the [Provider log in](#)

Click the 'Download other external assessments and resources' link from the High Security Features section in the old portal. Click 'Exams and assessments' and then 'Download other external assessments and resources' in the new portal.

Old portal	New portal
High Security Features School's Administration Data File Submission Download end of year timetable exams Exam PDFs are available for download 75 minutes before the exam start time and until the end of the exam session. Download other external assessments and resources Assessment and resource PDFs required outside of the exam timetable period for external standards are available for download at specific times.	

b) Download the correct assessment file.

Other external assessments and resources			
Title	Standard	Session Code	Material Type

The link will display assessment files available for download on the Friday prior to the assessment week as per times below.

Assessment Event	Week	Available from...	until...
1	1 Blue banner	12.00 pm Friday 15 May	12:00 pm Friday 22 May
1	2 Yellow banner	12.10 pm Friday 22 May	3.00 pm Friday 29 May
2	1 Blue banner	12.00 pm Friday 4 September	12.00 pm Friday 11 September
2	2 Yellow banner	12.10 pm Friday 11 September	3.00 pm Friday 18 September

To download the PDF:

- Click the 'Download' button, it may take a few minutes for the zipped file to download to your device, depending on the file size.
- To open the file, an access code is required. By downloading the file, an automated email will be sent to the Principal's Nominee email address.

The email is sent from webmaster@nzqa.govt.nz and includes:

- The 'File Name' to ensure the correct assessment is downloaded.
The access code to open the PDF(s) contained in the zipped file.

Note: if you click on the link outside of the specified times of when files are available for download, the link to the files will not be displayed. Please contact NZQA on 0800 222 230, if you:

- are experiencing difficulties with downloading the PDF, or
- have downloaded the file and checked your Junk/Spam folder and the email is not there.

11.6 Using the printed PDF

The printed PDF can be offered to learners as an alternative method in exceptional circumstances, or for completing the assessment if there is a significant interruption and;

- the learners are unable to complete the assessment digitally, if they have started. Once learners have started an assessment, they must complete the activity within the same session. Supervisors can use their discretion to extend the end of the assessment session, or
- it is not possible to complete the digital assessment within the same day or on another day within the two weeks of the assessment event, if they have NOT started.

Remember that the literacy and numeracy assessments do not have to be completed within a set time e.g. 60 minutes, provided each is completed within a single continuous session within a day.

Schools using the printed PDF must:

1. print the appropriate number of PDFs for the learner(s) and reader/writer/typist. When printing papers consider which format is most suitable to assist with ensuring pages are scanned in the correct order and rotation (see 19.1 for scanning details)
 - Confirm you have the correct assessment for Literacy Reading 32403, Literacy Writing 32405 or Numeracy 32406 PDF for Week 1 (blue banner) or Week 2 (yellow banner).
2. ensure the appropriate assessment conditions are maintained during each assessment session.
3. ensure the learner(s) has written the school number, and the correct NSN on the front cover.

collect the handwritten or typed learner responses at the end of the assessment session, scan and save as a PDF using the [file naming convention](#).
4. complete the linked Microsoft form [Scanned paper register](#) (for scanned Numeracy and Literacy composite assessments only) accurately to indicate which learner(s) have completed the assessment as a response on paper.
 - a. *If a learner has completed the assessment partially digitally and on paper, indicate on the form it is a composite for the full response to be marked.*
 - b. *If you do not submit a Scanned paper register, NZQA will contact you to request one. NZQA will be unable to process the learner's response for marking until the register is completed and submitted.*
5. securely retain copies of the written learner responses until the completion of the [Results Confirmation Process](#) (RCP).
6. PDF copies of the learner submission should be held securely by the school, and may be returned to the learner after results release for the relevant standard, unless the school elects to submit a request for the Results Confirmation Process, in which case return the learner submission to the learner following the outcome of this process.
7. PDF copies of the assessments used by the reader/writer/typist and any spares must be either destroyed or kept secure till the end of the assessment window. Failure to do so may result in a [breach](#).

Reminder, the Week 1 (blue banner) Literacy Reading or Writing and Numeracy PDF assessments cannot be used in Week 2. **Any responses submitted using the incorrect PDF will not be marked and will not count toward an assessment attempt**

12. Digital Assessment Results Release dates

Reading

- AE1 Reading results will be released on 23 June 2026.
- AE2 Reading results will be released on 14 October 2026.

Writing and Numeracy

- AE1 Writing and Numeracy results will be released on 20 July 2026.
- AE2 Writing and Numeracy results will be released on 27 October 2026.

Learners sitting assessments by paper may get their results back later than those sitting digitally due to additional time needed for receiving and processing paper scripts from schools and the associated human marking requirements.

If a learner has achieved a standard, an 'A' will be displayed. If they have not achieved a standard, an 'N' will be displayed.

Only an Achieved result will be displayed on a learner's Record of Achievement (ROA). Literacy and Numeracy standards will not show until the learner has achieved it, and results are published after results publication.

The six dedicated standards for the NCEA co-requisite are not graded standards and learners cannot gain a Merit or Excellence in these assessments.

Learner submission for the Literacy and Numeracy standards are available through the learner portal for learners who attempted one or more of the Reading 32403, Writing 32405, Te Reo Torohū 32413, Numeracy 32406 or Pāngarau 32412 standards digitally. Learners will be able to view their completed digital assessments through the MyNZQA learner login when results are released. Learners who do not achieve a Literacy or Numeracy standard will also receive Assessment Feedback.

NZQA will not be able to return assessments that were completed on paper, as these are held and processed differently. Schools and kura keep PDF copies of assessments completed on paper and should return these to learners on or after results release for the relevant standard (unless the school elects to go through a Results Confirmation Process). Schools and kura can make arrangements for learners who have left or transferred schools.

Similarly, we cannot return completed Literacy or Numeracy assessments where a learner attempted both the Week 1 and Week 2 tasks, or any assessments where learners began to respond digitally but switched to paper part-way through (schools should return a PDF of the portion completed on paper).

An interim Assessment Report will be made after AE1, which will show how the national cohort performed against each outcome and make recommendations on where schools may want to focus teaching and learning.

An annual Assessment Report will also be released after AE2, with information relating to how the whole cohort performed.

12.1 School access to results

Principal Nominees can go to the [Provider log in](#) and navigate to 'File Downloads and Searches'.

Under 'File Downloads', schools can download a results.zip file. Please download the Externally Assessed Results Only file to obtain results from the assessment event. This file should be imported into the School Management System (SMS).

Schools can also use the Learner/Standard search functions to see results for individual learners.

12.2 Learner results access

Learners can access their results via their [MyNZQA Learner](#) account on the NZQA website.

Once logged in, learners can access the 'Entries, results and progress'. If results are not available, learners are to contact their school in the first instance.

Learners will need their username or email address and password to log into the NZQA website. Learners who do not have this information will need to call the Contact Centre on 0800 697 296 or ask Awhina, NZQA's chat bot, on the NZQA website.

12.3 Learner assessment feedback

Learners who completed the Literacy (Reading and/or Writing) and/or Numeracy CAAs and did not achieve one or more of the standards can access their Assessment Feedback from their [MyNZQA Learner](#) account, at the same time their results are released. The document will show the strength of the evidence a learner provided for each outcome in that standard. Learners can download and/or print this document to share with their teacher/tutors, and/or whānau, to assist with teaching, learning, and preparation for future assessment attempts.

Also provided is a single report for teachers for each standard that provides them with information on learners who did not achieve the standard. These reports use a rubric that is aligned to the outcomes of the standard. There are resources on the [NCEA Education website](#) to assist teacher and whānau with unpacking the outcomes.

12.4 Access Completed Digital Assessments

Learners who attempted one or more of the Reading, Writing, Te Reo Torohū, Numeracy or Pāngarau standards digitally in May will be able to view their completed digital assessments through the MyNZQA learner login at the same time as the results release for the relevant standard. More information on this is here - [guide-to-online-results](#).

NZQA will not be able to return assessments that were completed on paper, as these are held and processed differently. Schools and kura keep PDF copies of assessments completed on paper and should return these to learners on or after results release for the relevant standard (unless the school elects to go through a Results Confirmation Process. Schools and kura can make arrangements for learners who have left or transferred schools.

Similarly, we cannot return completed Literacy or Numeracy assessments where a learner attempted both the Week 1 and Week 2 tasks, or any assessments where learners began to respond digitally but switched to paper part-way through (schools should return a PDF of the portion completed on paper).

12.5 Learner support

We recommend reviewing the Assessment Feedback document with the learners(s) and work with them to identify what did and did not go well during the assessment event. This could include reviewing their preparation for the assessment (such as achievement in diagnostic tests, participating in digital familiarisation activities, and going through [past digital external assessments](#)).

12.6 Re-entering learners

If learners did not achieve a standard for the first assessment event, schools will need to decide after reviewing the Assessment Feedback whether it is appropriate to enter them in the next assessment event. The school will have to submit a new assessment opportunity for those learners who wish to re-sit the assessment.

Remember, there will be further opportunities for learners to participate in the assessments in the following year. Learners can attempt the co-requisite standards through Years 9-13 (and in some tertiary institutions).

For further help with determining learner readiness, there are a range of tools to support. These are designed to support schools in understanding your learners and what their next steps might be. An overview of these tools is available from the [NCEA Education website](#).

12.7 Results Confirmation Process (RCP)

Learners cannot request a reconsideration and/or a review for the NCEA co-requisite. However, if a learner's results deviate significantly from what you expected, you may want to confirm their results are accurate, via the Results Confirmation Process (RCP). This process is managed by the Principal's Nominee (PN).

The RCP can be triggered if a learner's results are not consistent with the outcomes of [diagnostic assessments](#) the school has implemented as part of the teaching and learning programme.

The RCP is a check that the item scores have been recorded correctly, and marking has been applied accurately. Where relevant, the learner's evidence may be re-marked.

To begin this process, the PN completes the online [Results Confirmation Process form](#) and submits it to NZQA. There is no charge for the RCP. The response will be sent to the PN. If learners' results reflect the schools' expectations, there is no need to undertake results confirmation.

The final date for submission of the Results Confirmation Process requests is:

- 21 Aug 2026 for Assessment Event 1
- 19 Feb 2027 for Assessment Event 2

Section 2: Information for teachers/supervisors

13. Delivering the Literacy and Numeracy CAAs

The mode of assessment for the Literacy and Numeracy assessments is by sitting external Common Assessment Activities (CAAs) conducted as per the NZQA dates provided below.

Assessment Event (AE)	
One	Two
18 – 29 May	7 – 18 September

Schools are responsible for:

- making an assessment plan that includes:
 - which learners will be assessed
 - what devices are available
 - who will supervise the CAAs
 - which rooms will be used
 - what days you will assess each standard.
- deciding:
 - which staff supervise the CAAs
 - when the CAAs are held during the two-week assessment event
 - if learners who are ready to be assessed complete the Reading, Writing and Numeracy assessments at the same time, at different times on the same day, or across multiple days
 - how the room is set up for the CAAs
 - if learners require Special Assessment Conditions.

14. Administering the CAAs

14.1 Timing

The Literacy and Numeracy CAAs are designed to be completed by most learners operating at curriculum level 4 or above within 60 minutes, but there is no actual time set by NZQA for learners to complete the assessment, except that learners should complete it in a single session. This does not mean that the time available should be considered as unlimited. Schools should use professional judgement to ensure that sufficient time is provided for all learners to complete the assessment fairly, including those learners with learning needs that usually require SAC support.

Ensure you are clear about the agreed times set for the CAAs in your school, and there are plans in place for learners who may require more time. Learners can be assessed from 8:30am and cannot carry on with their assessment past 5:00pm.

To protect each CAA's integrity, it is good practice for schools to assess learners for a single co-requisite (Reading, Writing or Numeracy) on the same day, but schools can stagger these throughout the day or assess over multiple days if required.

Schools:

- manage the delivery of Literacy and Numeracy CAAs. They can choose when to deliver the CAAs, so long as it is within the two-week assessment event set by NZQA.

- determine the best time during the day to hold the assessment session.
- will use the digital assessment platform for learners to access and respond to the CAAs. Schools may decide a learner needs to respond outside of the digital assessment platform, by writing or typing their responses using the printed version (PDF available from NZQA and printed by the school).

15. Accessing the CAAs

Prior to the learners sitting the CAAs, the school must be familiar with accessing and using the digital assessment platform.

To access the assessments, the Principal's Nominee (Administrator) must first log into the digital assessment platform and open the CAAs. The teacher/supervisor is to instruct learners to go to the home page of the NZQA website, click 'Login', scroll down to the 'Online assessments' section, select the white 'Learner log in' button under the 'Complete your online assessment' tile and log into the assessment platform using their MyNZQA Learner log in details.

Once the learners have completed the assessment, the Principal's Nominee (Administrator) must then close the assessment access.

Detailed guidance is available in the *Digital Assessment Administrator guide* provided separately by NZQA (via the [Provider log in](#)).

16. Assessing the CAAs

Schools must ensure examination conditions are maintained during the assessment session. School internet or network access does not have to be blocked as NZQA can digitally sample learners' work for authenticity.

Schools must:

- inform teachers/supervisors and learners of the requirements outlined in the assessment specifications well before the assessment session
- provide teachers/supervisors with the printed PDF of the CAAs if necessary
- ensure learners understand that, by submitting their response, the learners are verifying that the content is their own work
- ensure learners have set up their devices correctly and can access the CAAs (for those completing in the digital assessment platform)
- actively supervise the assessment to ensure learners work individually and do not have access to hard-copy or online course resources or notes
- ensure learners' responses completed on the printed version are scanned, saved as a pdf and follow the file naming conventions:
 - check the pdf has been printed
 - check the learner(s) has written the school number and their correct NSN on the front of the booklet
 - upload scanned paper responses to NZQA
 - complete a [Scanned paper register](#) for Numeracy and Literacy composite assessments only
- securely retain copies of the paper responses completed outside of the digital assessment platform until results release for the relevant standard, then return to the learner, or hold securely if electing to submit a request for the Results Confirmation Process.

- destroy or keep secure any PDFs of the assessment printed for the reader/writer/typist. These may be shared with school staff a week after results are published. Failure to keep assessments secure may result in a [breach](#).

The teacher/supervisor is responsible for:

- managing the assessment
- following the *Digital Assessment Supervisor guide*
- providing learners with:
 - the 4-digit access code after reading the [Pre-assessment Instructions](#)
 - a printed copy of the PDF (for learners responding outside of the digital assessment platform)
- collecting paper responses from the learners that have completed the assessment outside of the digital assessment platform.

17. Supervising the CAAs

For the end of year exams, supervisors read out a set of pre-assessment instructions. If you would like your delivery of CAAs to simulate an end of year exam, please refer to [Appendix A: Pre-assessment Instructions](#). Note these are a guide only and can be amended to suit your school's assessment plan.

Learners must complete their assessment individually under supervision.

The school must:

- provide a venue where learners can be separated appropriately
- ensure the supervisor invigilates the assessment under examination conditions and follows the *Digital Assessment Supervisor guide*
- ensure learners work individually
- ensure only the learner sitting the assessment is logged in to the digital assessment platform
- remind learners they are not permitted to access any additional software, such as Grammarly and any translation tools, during co-requisite digital assessments, as doing so would breach assessment rules.
- ensure that learners have removed or disabled Chrome extensions from the devices, refer [here](#) on how to remove or disable a chrome extension.
- ensure the [Scanned paper register](#) for Numeracy and Literacy composites is completed accurately.

17.1 What learners & supervisors can expect to see

Standard number displayed with assessment event information

With the recent enhancements to improve the handling of entries for standards with more than one assessment event, the standard displayed on the digital assessment platform will appear differently to both schools and learners, where the assessment event number is appended to the standard. *e.g. 324051 = entry for standard 32405 and assessment event 1.*

An example of how this will be displayed on the supervisor's dashboard:

Candidates

Exams

Access Rules

Access Rule Groups

Incident Categories

Login History

Accessibility Options

Incidents

Bulk Action

Record Incident

Password List

Export CSV

Columns

Standards: 324061

NSN:

☐	ID	Learner ID	NSN	Verification Code	Exam	Testlet Original ID	Status	Last login	Exam Centre	Last Saved	Standards	Name
☐	9465038				Numeracy, Term 2 2024	LN-NUME-2024A	In Progress	03/03/2025, 11:55:07 AM		03/03/2025, 12:42:59 PM	324061	

Showing 1 to 1 of 1

15 per page

Examples of how these are displayed to the learners within the digital assessment.

NCEA Level 1 Literacy (Writing), 2024
Standard 324061

Page 1

QUESTION ONE

Write between 150 and 250 words.

Your local council will be developing a large, outdoor community space. The council has three options and would like community feedback.

Write an email to the council to suggest why **ONE** of these options



NCEA Level 1 Literacy (Writing), 2024
Standard 324061

Review your answers

Click on a page progress bar below to go back and review your answers.

If you see an empty or partly filled progress bar, it means that you have not answered a question.

You can click on a progress bar and check or change your answers.

Standard: 324061

WHEN YOU ARE READY

Submit exam

17.2 Using the 'blank screen button'

The 'Blank screen' button, located at the bottom of a digital assessment, can be used by learners to temporarily hide assessment content if they need to leave their desk, such as to take a bathroom break.

Clicking the 'blank screen' button takes learners to the 'blank screen' page. When ready to re-enter the exam, the learner uses the 'return to exam' button.



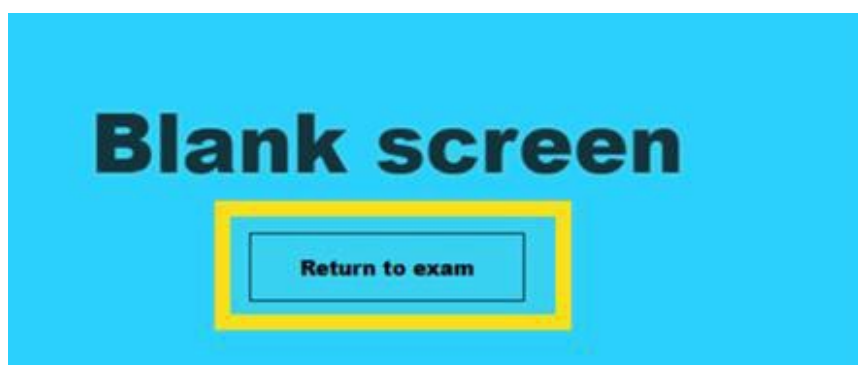
Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

If you require help with any aspect of this Examination please contact the examination supervisor.

Blank screen

[Help guide](#)

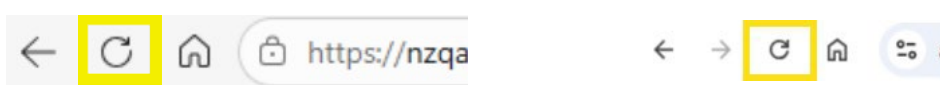
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If the 'return to exam' button does not take the learner back to the exam, they will need to:

- Wait at least one minute
- Then hit the refresh button, which will return them to the exam

The refresh button can usually be found at the top left hand side of the browser.



18. Preparing for the digital submissions of paper responses

18.1 Printed PDF (paper) responses

Assessments completed on paper must be submitted by the end of the assessment day using the instructions provided on the [How-to guides and resources](#) from the NZQA website.

Failure to submit scanned paper responses on time may result in a breach, or the learner responses being classed as invalid. Responses submitted after the day of the assessment must follow the [Late submissions process](#).

Paper responses must be scanned and saved as a PDF before being submitted to NZQA. Please follow the NZQA file naming convention when saving the PDF. NZQA's naming conventions for uploading paper responses are listed below.

It is important that scans of the CAAs are clear and legible. Please check the pages are scanned in the correct order and rotation. If the marking team is unable to view the submitted scanned responses, NZQA will request a rescan of the paper response to replace the file previously uploaded.

If schools have been contacted to resubmit a scan, it is the responsibility of the Principal's Nominee to ensure the re-scan has been uploaded to the correct folder and not emailed to NZQA. Failure to re-upload will cause delays in the processing of the learner's assessment.

It is the Principal's Nominee's responsibility to ensure the scanned paper responses have the correct NSN and school number.

18.2 File naming conventions for old portal (for submission of Numeracy assessments only)

The following file naming convention are to be used when saving **Numeracy only assessment** PDFs prior to the upload of files.

[4-digit School No]-[NSN]-[Standard No].[extension]
Example: 0045-345678912-32406.pdf

By using the file naming convention specified, this ensures the uploaded file is linked to the correct learner's entry. A learner's NSN is nine digits long and should **not** be padded with a 0 in front.

Note: The school number must be padded with leading zeros to 4 digits. For example, 0004, 0023, 0123.

18.3 File Naming conventions for new portal (for submission of Literacy - Reading and Writing assessments)

The following file naming conventions are to be used for **Literacy Reading and Literacy Writing assessment** PDFs prior to the upload of files.

- No full names – to keep learner anonymity (requirement)
- Not too long – 100 character maximum (requirement)
- Enough clarity so you can file them at school and find them if you need them (tip).
- File names should provide enough clarity so the Principal's Nominee doesn't upload the wrong file for a standard, as they could have multiple on the go at once (tip) e.g. 123456789-32405.
- The learner's NSN, standard number, and school code are automatically attached to the file when it is submitted.

Please check you have uploaded to the correct folder - e.g. Reading (32403) PDFs in the Reading folder and Writing (32405) PDFs in the Writing folder. This will help with the reconciliation process.

19. Late submissions

Late upload (**after the day of the assessment**) for scanned PDFs can only be made if:

- an email is sent to litnum@nzqa.govt.nz by the school Principal or Principal's Nominee verifying that the late submission(s) was the result of an act of omission on the part of the school, and that the learner has not worked on the submission **after their assessment session**.
- the email is sent prior to submitting the work to NZQA.
- learners are entered for the standard to be submitted. If there are no current entries, schools will be required to submit entries to NZQA.

Note: The subject line of the email will need to include 'Late submission - <Literacy/Numeracy> <standard number>' e.g. *Late submission - Literacy Writing 32405*.

NZQA will acknowledge the request and/or provide further instruction where applicable.

Contact the NZQA Contact Centre on 0800 222 230 if you are concerned about the scanning and/or uploading of learner responses.

20. Queries

Please direct queries to the contact details listed below:

Query type	Contact	Email subject requirements
Assessment, or submission queries	assessment.service.centre@nzqa.govt.nz	Use the subject and standard number in the subject field. e.g. Literacy 32405
Late submissions	litnum@nzqa.govt.nz	Use 'Late submission' and subject and standard in the subject field. e.g. Late submission - Literacy 32405
Support prior to the assessment AND on the day of the assessment	0800 222 230	

Appendix A: Pre-assessment Instructions

For end of year assessments, NZQA supervisors read out pre-assessment instructions.

If you'd like to simulate an end of year exam, read out these instructions.

These are only a guide and can be adapted to suit your school's assessment plan.

Supervisor: Read these instructions to the learners	Listen carefully and follow all instructions. Check the name displayed on the welcome page. Ensure you are logged in and waiting at the access code screen. You will all need to be here for [x] minutes. If you require more time after that you will be able to continue. No one can leave the room without permission. The official time is taken from [clock]. Watches and mobile phones must be in your bag and phones must be turned off. Power banks must be kept in your bag. If you need to use your power bank, raise your hand. Do not access any internet resources (including translators), except the assessment. Navigating away from the assessment screen will trigger the breach software, and your supervisor may need to unlock your assessment. Do not have any unauthorised material such as notes, correcting fluid, or books with you or in any pocket. Do not copy the assessment or assessment materials. If you require blank note paper, please ask and it will be provided for you.
Supervisor: Read these instructions for Numeracy (32406) and Literacy Writing (32405) only	If you are using the text to speech software (Polly), you will need to use headphones. Polly is off by default. You will need to turn Polly on using the Polly icon in the top right-hand corner of the digital assessment platform. When Polly is on, when you highlight text, the play bar will display. Click on play to listen to the text read aloud and use the action functions to pause and stop. Note: The Spell Check function is off by default. You can turn it on with the Spell Check button that is just below where you write your answer.
Supervisor: Read the Access Code	When learners are about to start the assessment: Read out the access code and write the code on the board, in large clear digits. Remind the learners if they have any problems, to put up their hand.

Appendix B: Digital Assessment troubleshooting checklist

NZQA will be closely monitoring the performance of the digital assessment platform during the Literacy and Numeracy assessment events.

We will post real-time updates on the [Literacy & Numeracy web page](#) advising whether there are any current platform performance issues that may affect the co-requisite assessments.

If there are significant problems with the platform performance, NZQA will send a text message to PNs with instructions on what schools should do. If no text messages are received, and there are no updates on the website indicating a general problem, then any problem is most likely to be local/at the school level.

The following checklist may assist you to troubleshoot local/school level issues. We suggest you keep this close by, in case any issues arise.

Scenario	Notes	Recommended actions
If some or all learners cannot start the assessment	The school and assessment folder may be locked	☐ Check that both the school and assessment folders are 'unlocked'. If it is unlocked and learners cannot start the assessment, record the following information and any other details you have and contact the priority call centre line (0800 222 230). • The number of the standard affected: _____ • What learners can see on the screen/error message: _____ • Identify the step of the login process learners were at: ☐ The NZQA website ☐ Learner 'log in' button ☐ Login credentials entered ☐ Got in but the Access Code is not working • NSN of one affected learner: _____
If the system slows down temporarily for less than 10 minutes	Learners may experience slowness which may be caused by high numbers of users logging on around the same time.	In most cases, the slowness will resolve itself within a few minutes. Learners should not refresh the screen or close their browser.
If slowness persists longer than 10 minutes	Slowness can be due to local factors affecting the performance of the system.	☐ Check with your own IS technician support if the school's network is performing at speed. ☐ Ensure there are not large numbers of other learners or staff in the vicinity of the assessment room who may be connecting devices to the room's Access Point.

Scenario	Notes	Recommended actions
		☐ Check how many learners are connecting through a single Access Point (Wi-Fi router). If there are more than 30 learners it may be affecting the speed of connection. If there are up to 50 or more, it is almost certainly affecting speed. ☐ Check that there are no local issues with your school's internet service.
If learners are unable to access the assessment for more than 15 minutes	Literacy and numeracy assessments do not have to be completed within set time e.g. 60 minutes, provided each is started and completed: • within the same session if they have started the assessment, or • if they have not started the assessment, within the same day or on another day within the two weeks of the assessment event. In those circumstances, contact NZQA for advice on 0800 222 230	☐ Halt the assessment and consider the following options: • If learners have started an assessment, they must complete the activity within the same session. • Supervisors can use their discretion to extend the end of the assessment session. • Learners who have started an assessment could complete the assessment on paper. You may need to extend the time set aside for learners to undertake the assessment, so they can complete it in a single assessment session. Please note: ○ Paper copies of the assessment will need to be printed by the school. ○ As digitally submitted assessments will be marked before paper assessments, learners may receive a result for the standard that initially reflects only the portion of the assessment completed digitally, until the paper and digital results are combined. • If learners have not started the assessment, the assessment can be undertaken on another day within the two weeks of the assessment event. • Assess the learners at the next assessment event. • Consider whether the limited number of other standards are appropriate for individual learners to meet the requirements of the co-requisite.
If the learner's device 'freezes'	If an individual learner's device appears to freeze for an extended period, first check that they have work saved by selecting View Progress for that learner in the Supervisor's dashboard. Then assist the learner to log in again. Only do this as a last resort as the learner may lose the work they have completed on the page.	☐ Ask the learner(s) to log out of the assessment or close the window (force restart if the device has completely frozen). ☐ Wait a few minutes. ☐ Unlock the learner and then log in again.