



2026 External Assessment Instructions for NZ Scholarship Dance Digital Submissions

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

21 May 2026 v1

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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1. Key dates and tasks for schools

Candidate:	Mar	Sept-Oct			Feb
	☐ Prepare work for submission	☐ Submit completed work to the school by the deadline			☐ Results release
Teacher:		Prior to 28 Oct:	28 Oct		
		☐ Checks file naming conventions and formats	☐ Scholarship Dance submissions due to NZQA.		
Principal's Nominee:		By 26 Oct	28 Oct:		
		☐ Ensure all entries have been made. The submission link will not appear for candidates unless an entry is made.	☐ Scholarship Dance submissions due to NZQA. ☐ Upload candidate submission via the Google form link to NZQA by 5:00pm. ☐ Completes the online attendance roll.		
NZQA:			29 Oct onwards	9 Nov	Feb
			☐ Contact schools who have not submitted submissions but have stated they are submitting.	☐ Follow up with schools who have not submitted the attendance rolls.	☐ Results release.

2. Mode of assessment

The mode of assessment for NZ Scholarship Dance is a portfolio comprising:

- TWO video files (MP4) showing the candidate's own choreography and performance.
- ONE document file (PDF) containing written and visual evidence.

Teachers and candidates are expected to be familiar with the NZ Scholarship Dance [Assessment Specifications](#).

A candidate who has entered NZ Scholarship Dance should submit their work to their school, with appropriate evidence, as set out in the Assessment Specifications. The material will be assessed against the performance standard.

3. Digital submissions

Schools must retain copies of all submissions sent to NZQA.

All candidate portfolios for NZ Scholarship Dance are now required to be digitally submitted to NZQA via the [Google form](#) and follow the prompts by 5.00 pm **Wednesday 28 October 2026**.

Please note: To load a submission file using the Google form, you must have a Google account. If you do not have a Google account, you can create one using this [link](#).

Schools must retain copies of all submissions sent to NZQA until the end of March 2027.

For assistance during the submission process or queries relating to these instructions:

- Email examinations@nzqa.govt.nz and in the subject line, type '**NZ Scholarship Dance**'
- Phone 0800 697 296 (NZQA Contact Centre).

4. Preparing individual submissions

Prior to the upload of candidate submissions to NZQA, candidates and teachers must strictly adhere to the 2026 NZ Scholarship Dance [Assessment Specifications](#).

The two recordings must be produced as MP4 files:

- one video file must be a recording of a complete dance work (2–5 minutes in duration) entirely **choreographed by the candidate**
- the other video file must be one or more recordings of dance **performed by the candidate** (2–5 minutes in duration)
- both videos must be recorded as one static camera long shot, front view with minimal editing.

The written and visual evidence will be submitted as a PDF, and include reflections on:

- **choreographic processes and products**, and
- **performance processes and products**.

NZ Scholarship Dance Portfolio Authenticity Form

Candidates and teachers are required to complete the NZ Scholarship Dance Portfolio Authenticity Form (available on the [NZQA NZ Scholarship Dance page](#)) for each candidate and upload alongside their portfolio. Both candidates and teachers must attest that the material presented for assessment is the candidate's own. NZQA may carry out authenticity checks.

5. File naming conventions

The file naming convention must follow a strict naming convention. NZQA's file naming convention is: **[School No]-[NSN]-[Standard No]-[Description].[extension]**

Note: The school number must be padded with leading zeros to 4 digits.

For example, 0123, 0023, 0004.

For Example:

Choreography video	0045-456729012-93311-Choreography. mp4
Dance performance video	0045-456729012-93311-Performance. mp4
Written Reflections on Choreography and Performance	0045-456729012-93311-Reflection. pdf
Authenticity form	0045-456729012-93311-Authenticity. pdf

6. Late submissions

Late upload of candidate submissions (**after 28 October 2026**) can only be made if:

- an email is sent to examinations@nzqa.govt.nz, by the school's Principal or Principal's Nominee (PN) verifying that the late submission(s) was the result of an act of omission on the part of the school and that the candidate(s) has not worked on the submission after 28 October; and
- the email is sent prior to submitting the late work to NZQA.

Note: the subject line of the email will need to include '**Late submission – NZ Scholarship Dance**'.

Please check the candidate(s) are entered for the standard to be submitted. If there are no current entries, the work will not be able to be submitted, and schools will be required to send an entry file to NZQA.

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

7. Completing attendance rolls

Accurate completion of the attendance roll is vital for tracking, reconciling and recording candidates that did not submit work. Incorrect data will create issues for candidate and their results.

PNs must complete online attendance rolls from their secure Provider log in by Friday, 6 November 2026.

How to complete an online attendance roll for NZ Scholarship Dance for Principal's Nominees

- Log on to your [School Portal](#)
- Click on the old portal home page link

MyNZQA Home

Nau mai, haere mai

Welcome to MyNZQA

We've updated this platform with a new design so it's more accessible and responsive.

Use the left-hand menu and the links on the right and below to access functions, tools and resources.

[Give us feedback on the new MyNZQA portal](#)

Useful links

Old portal home page
(Providers login) [↗](#)

Key indicators [↗](#)

Assessment Master login [↗](#)

- On the left-hand side of the screen – locate **Reports** under the Provider Menu
- Click **Reports**
- Click **Submitted Subjects Online Attendance Roll**
- Click on the subject – Dance
- A list of candidate names will appear if they have been entered
- Tick the appropriate boxes to indicate what each candidate is submitting
 - **Choreography:** Use this column to indicate this aspect of the candidate's work has been uploaded
 - **Performance:** Use this column to indicate this aspect of the candidate's work has been uploaded.
 - **Reflection:** Use this column to indicate this aspect of the candidate's work has been uploaded. The **Authenticity Form** must be included as part of the submission
 - **Candidate did not submit:** Use this if the candidate is **not** submitting any work for NZ Scholarship Dance 93311 but has an entry into the standard. These entries will be marked as Standard Not Attempted.
 - **Portfolio submitted:** this column will auto-tick once the three assessment components have been ticked to indicate the candidate work has been uploaded to NZQA.
- You can also edit the attendance roll later (but no later than 6 November 2026) by clicking the **Save and Close** button.
- When you have finished with the attendance roll, click **Submit**.

Example below:

The screenshot shows the 'S-DANC - 2026 Provider Attendance Roll' page. The left sidebar contains a 'School's Home' menu with various links. The main content area includes instructions and a table for recording attendance.

Important information:

- Choreography:** tick this box to indicate this component has been uploaded to NZQA
- Performance:** tick this box to indicate this component has been uploaded to NZQA
- Reflection:** tick this box to indicate this component has been uploaded to NZQA
- Candidate did *not* submit:** tick this box if the candidate is **not** submitting any work to be marked for this standard.
- Portfolio submitted:** this column will auto-tick once the three assessment components have been ticked to show the school has uploaded the candidate's work.

Once you have completed the attendance roll, click **Save and Close**. You can then come back and update the roll in one sitting, click **Submit** if you experience any issues completing the roll.

Candidate Name	NSN	Standard 93311	Choreography	Performance	Reflection	Candidate did <i>not</i> submit	Portfolio Submitted
Candidate A	123456789		☒	☒	☒	☐	☒
Candidate B	100000001		☐	☐	☐	☒	☐

Annotations on the screenshot:

- Green box:** The Candidate has submitted to their portfolio to the school including each of the three components. (Points to the 'Portfolio Submitted' column for Candidate A)
- Blue box:** Candidate was entered for the standard but did not submit work for marking. (Points to the 'Candidate did not submit' column for Candidate B)
- Yellow box:** The PN has uploaded the Candidate's work to NZQA through the Google Drive. (Points to the 'Submit' button)
- Green box:** Click Save and Close if you need to return back to complete the roll. (Points to the 'Save and Close' button)
- Red box:** Click Submit when all Candidate attendance information has been entered. (Points to the 'Submit' button)

8. Other information:

- It is recommended schools check that all expected uploads have occurred. Check every candidate that has been entered has a file uploaded to NZQA.
- Schools must retain copies of each candidate's submitted work until the end of March 2027.
- NZQA will store a copy of the submissions and marked files for security and reference purposes.
- NZQA will delete the candidate's submission and marked files after 30 June 2027