ANZAAE

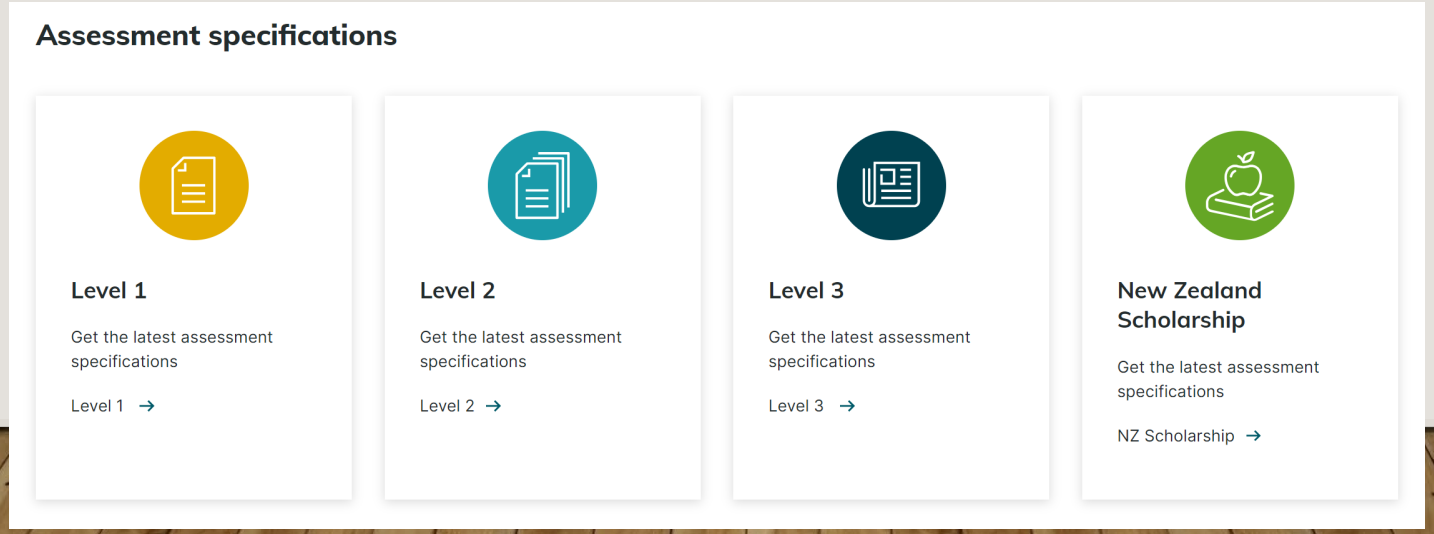
Level 1 Visual Arts

91914 (1.3) & 91915 (1.4)

External Submission Guidelines for Art Teachers for 2026

Check the assessment specifications for each external being submitted

External assessment specifications are avaiable at NZQA Visual Arts
https://www2.nzqa.govt.nz/ncea/subjects/select-subject/visual-arts/



Set an in-school deadline for external assessments to be submitted to teachers

*Tip: Allow plenty of time between your in-school date and the NZQA deadline of **Wednesday 21 October - 2026**, so verification processes can be completed once work has been submitted to teachers*

Authenticity

Authenticity is an assurance that evidence provided for assessment, is the learner's own work.

Schools are responsible for ensuring that the work to be assessed has been processed and produced by the learner.

Tip: *Candidates cannot use appropriated imagery or tools to automatically generate sustained visual outcomes.*

Collect assessments in from all students

Tip: Students can submit work to their teacher physically or digitally.

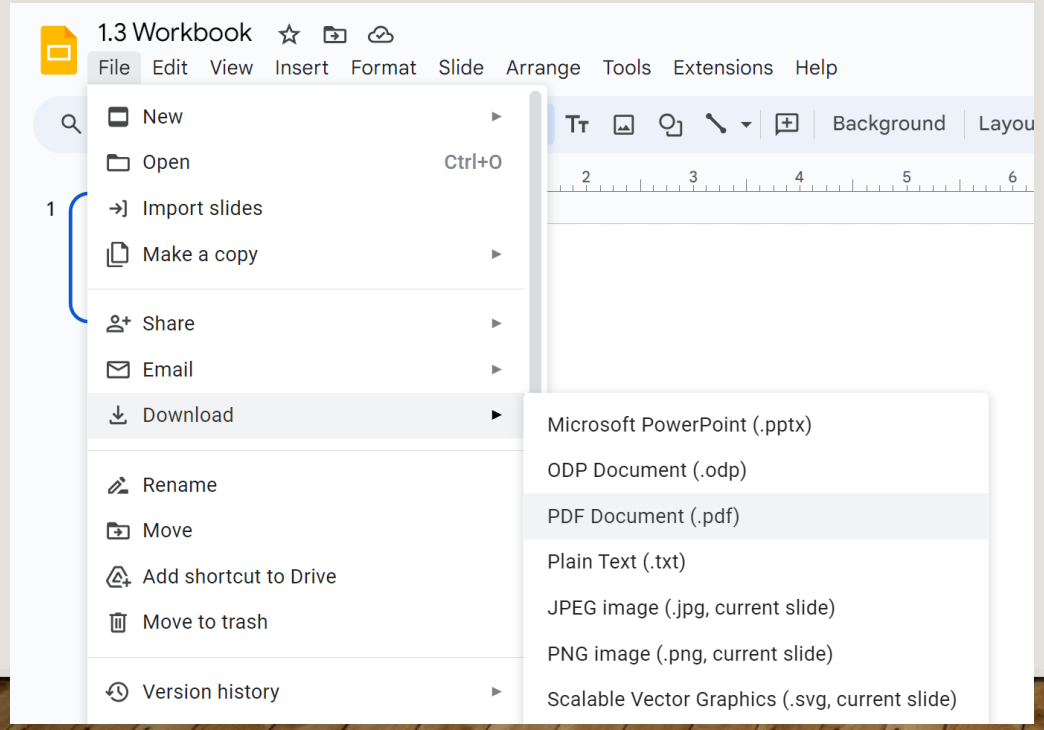
Consider how the work was made and how you will mark it when deciding how students will hand their completed work into you.

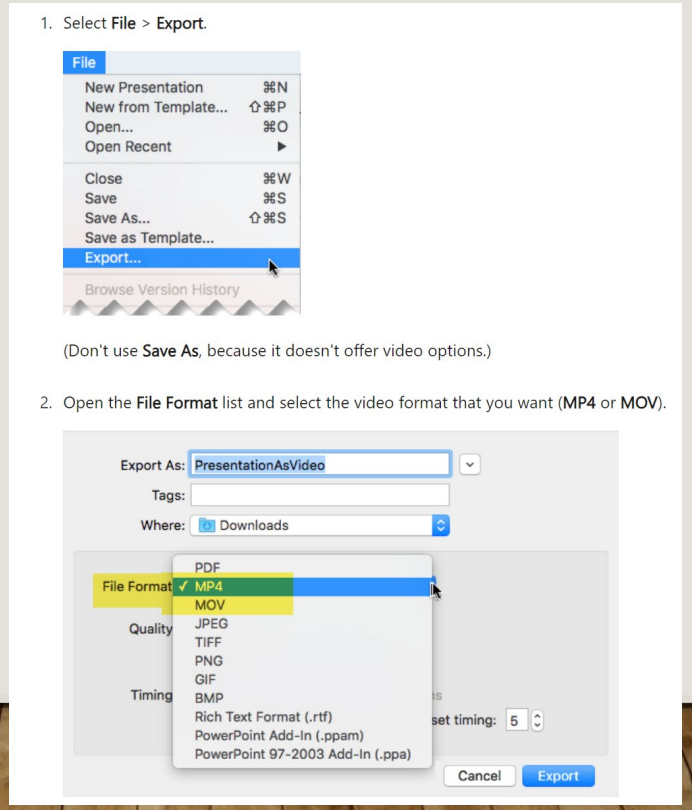
For example, collecting submissions for 91914 (1.3) Workbook

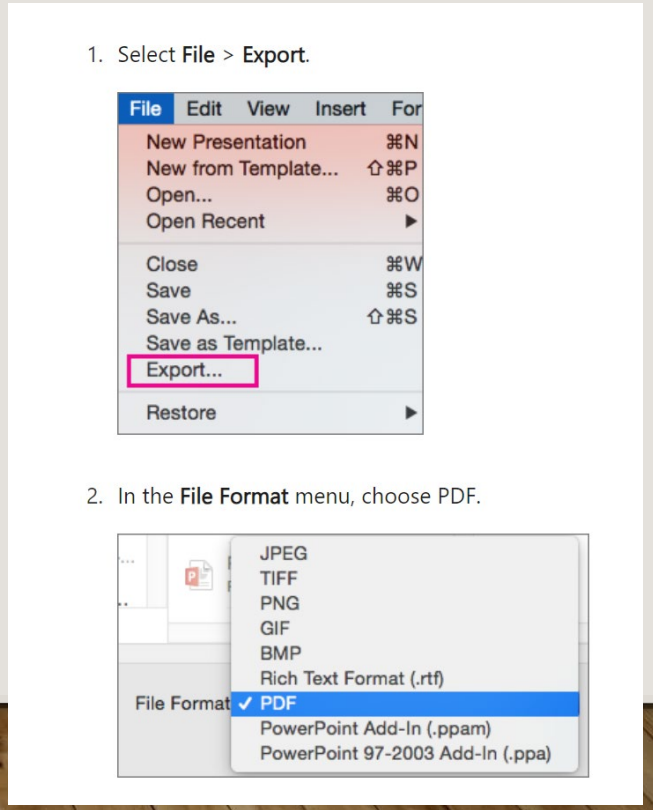
Student work is created in a sketchbook =
Student submits 8 x physical A3 pages to their teacher
OR
Student work is created in PowerPoint =
Student goes File > Save As and chooses .PDF as file output
A copy of the .PDF is then saved by the teacher

Slideshows will need to be exported

Tip: Export as a .PDF, or to .MP4 (if PowerPoint has sound / video)







For example, collecting submissions for 91915 (1.4) Folio

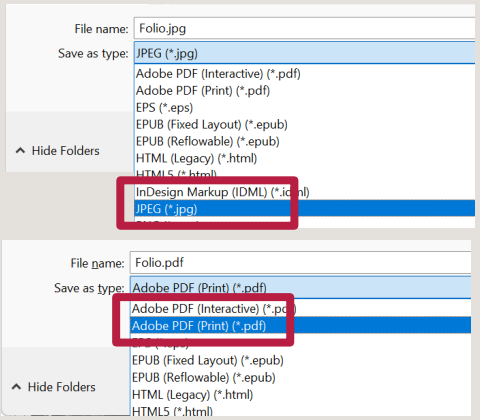
The student has arranged work on a physical folio board =
Student submits the folio board to their teacher

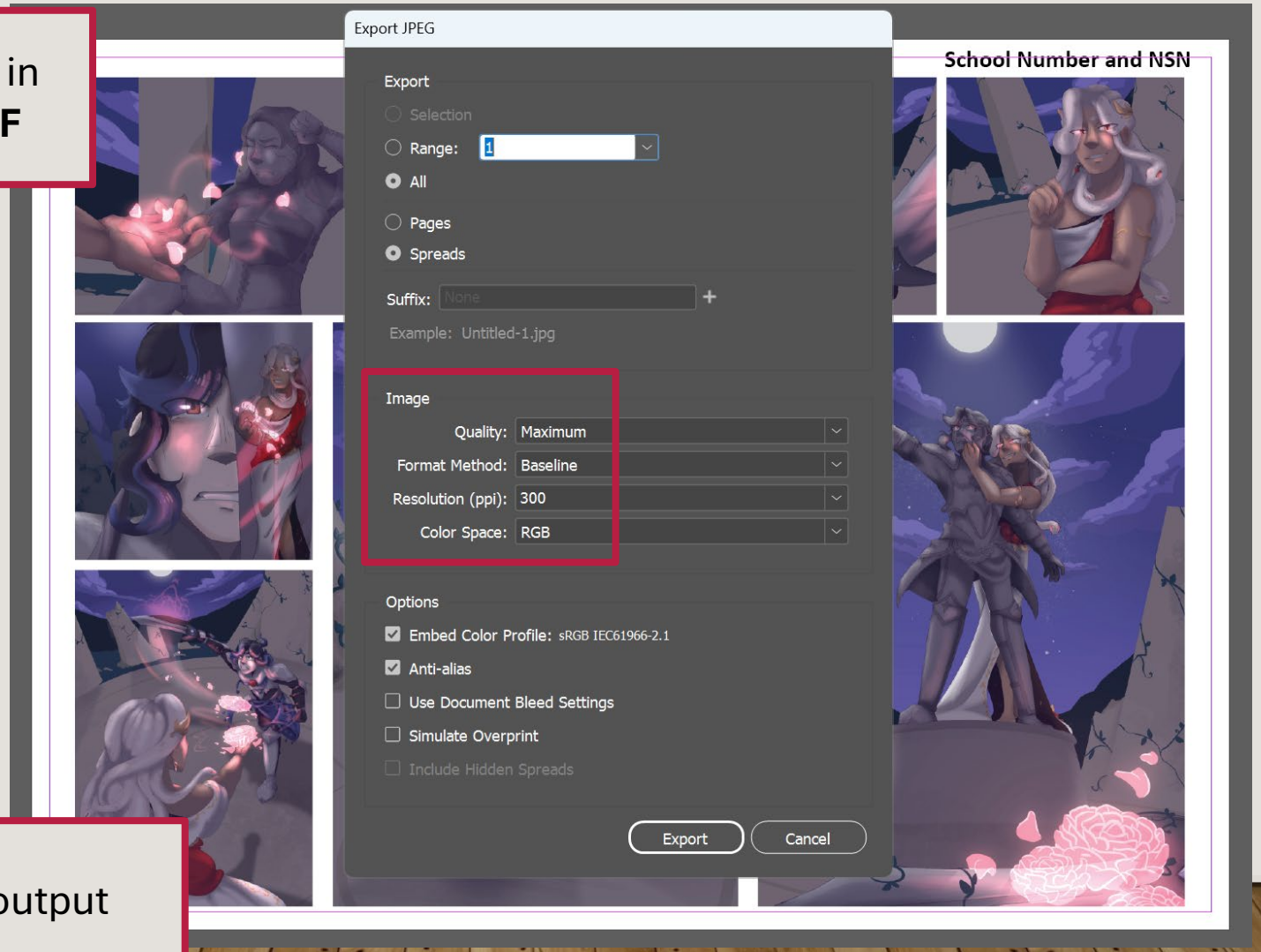
OR

The student has arranged work in InDesign =
Student does File > Export and chooses .JPEG as the file output
A copy of the .JPEG is then saved by the teacher

Exporting submissions from InDesign

Export submissions completed in InDesign as either **.JPEG or PDF**





Adjust **Quality** to get the best output

Moving Image submissions

For example, the student has arranged work in Premiere Pro = Student does File > Export and chooses appropriate file output. A copy of the video file is saved by the teacher.

Tip: *A moving image submission is time-based work. Export or render files to AVI, M4V, MP4, or MOV.*

There is a time limit for each standard. 120 seconds for 91914 and 60 seconds for 91915.

Complete in-school marking

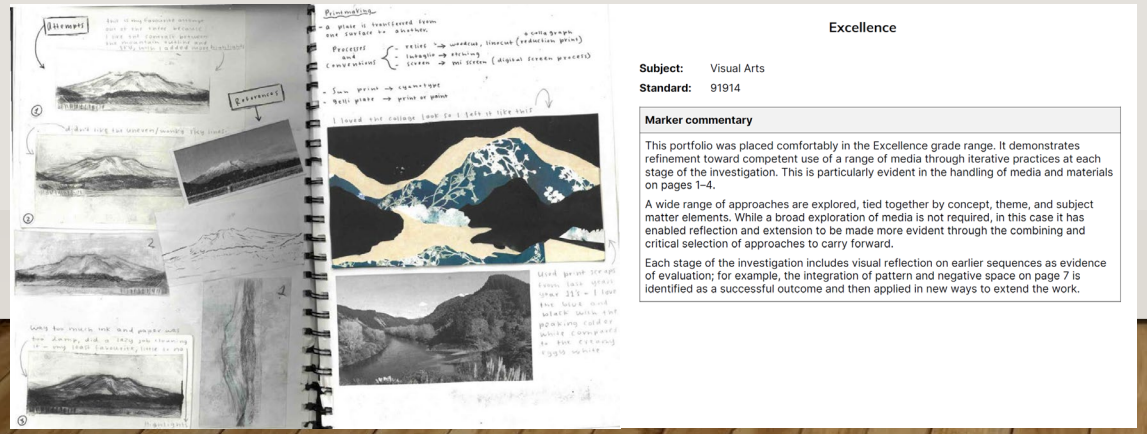
91914 (1.3) and 91915 (1.4) are not marked together

***Tip**: Working in a large space allows you to arrange work into a rank order, which when used alongside benchmarks and exemplars, aids the marking process.*

Use Benchmarks and Exemplars

Tip: Each year following verification, record the folio boards that have been externally verified, along with grades and boundaries. These can then be used as in-school benchmarks the following year.

NZQA provides exemplars of work with grades and supporting commentary. Ensure you use these to support grade decisions.
https://www2.nzqa.govt.nz/ncea/subjects/past-exams-and-exemplars/visual-arts



Excellence

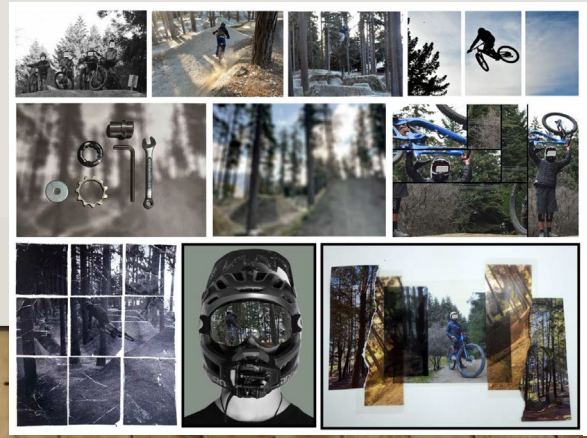
Subject: Visual Arts
Standard: 91914

Marker commentary

This portfolio was placed comfortably in the Excellence grade range. It demonstrates refinement toward competent use of a range of media through iterative practices at each stage of the investigation. This is particularly evident in the handling of media and materials on pages 1–4.

A wide range of approaches are explored, tied together by concept, theme, and subject matter elements. While a broad exploration of media is not required, in this case it has enabled reflection and extension to be made more evident through the combining and critical selection of approaches to carry forward.

Each stage of the investigation includes visual reflection on earlier sequences as evidence of evaluation; for example, the integration of pattern and negative space on page 7 is identified as a successful outcome and then applied in new ways to extend the work.



Subject: Visual Arts
Standard: 91915

Marker commentary

This candidate presents a sustained and fluent investigation centred on a personal connection to mountain biking, clearly establishing the art-making proposition from the outset. Both the quantity and quality of the work are appropriate for the high-level response required by the standard.

The effective use of scale, image sizing, and hierarchy, combined with clear sequencing and logical shifts throughout the board, demonstrates reflection and refinement in the making and ordering of works, contributing to the portfolio meeting the criteria for Excellence.

Reading each row, the complexity of ideas builds from left to right. Additionally, the shift in scale, where larger, more complex works are placed at the bottom right of the board, supports reading of the entire panel. This demonstrates intentional and successful sequencing that effectively guides the viewer, demonstrating clarification of ideas.

The portfolio demonstrates fluency in all approaches used. A subdued, moody colour palette is consistently applied, reinforcing the intended atmosphere, and supporting the thematic exploration with sophistication. The work shows clear development of ideas, drawing inspiration from multiple sources: Jerry Takigawa and David Hilliard inform the compositional structuring and multi-image arrangements, while modern responses to Mark Adams, David Hockney, and the Starn Brothers are blended to create original outcomes.

The candidate demonstrates fluency with photographic conventions and processes, including digital manipulation, controlled use of natural lighting, and the skilful addition of textured overlays and page-rip motifs. These techniques are used with intention to evoke the dirt, grit, and physicality associated with the subject matter, showing a level of conceptual and technical integration.

Record Grades and Boundaries

Record each candidates grade (N, A, M, E) and whether the folio is within the High, Middle or Low (H, M, L) band of the grade range.

***Tip**: Ask your PN to print out the provisional entries online form, so you can record grades exactly as they need to be inputted to NZQA.*

Keep a record of the 'rank order' as well as this can be a useful reference if grade changes are needed following external verification.

Select **7 submissions** from each standard to upload for verification

Tip: *Select submissions to reflect the spread of grades being given. For example, N High, A Low, A High, M Low, M High, E Low, E Low*

If you have less than 7 candidates entered for a single standard, you must select and send all submissions.

Clearly label ‘selected for verification’ submissions with NSN and School Number

Tip: *Please ensure you label work with your school number and candidate NSN in top right corner of the folio or on first workbook page.*

When saving files, we suggest using the standard number and first name as the filename to avoid mix-ups with files when you are uploading. Filenames are not visible to verifiers once uploaded into the portal, but might be seen by students if they login to upload work for other subjects.

Tip: *Each file can be no larger than 5GB.*

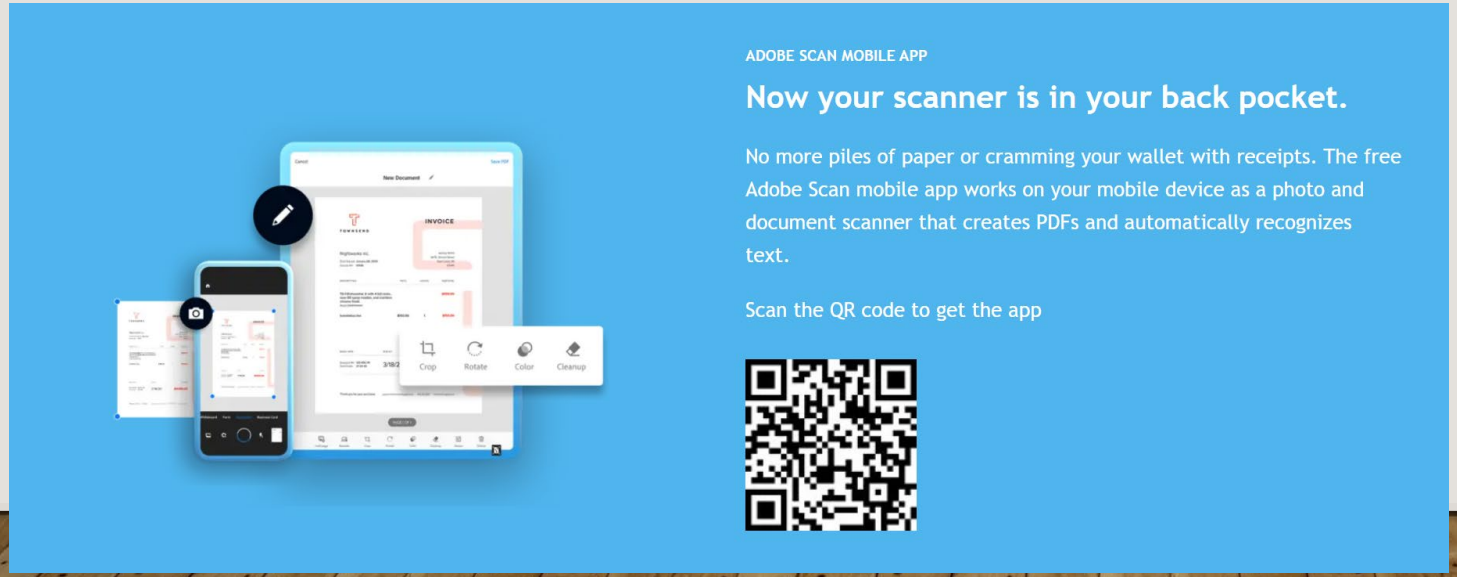
Document the 7 submissions ‘selected for verification’ ready to upload to NZQA

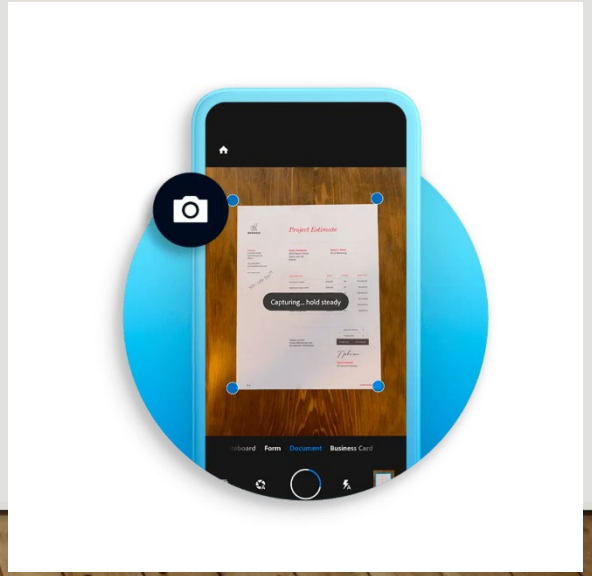
If scanning physical workbook pages, adjust settings to ensure lighter works (such as pencil drawings) are still clearly visible.

If photographing physical folio boards, ensure you do not cast a shadow onto the work. Lay each folio down in an area of diffused light and photograph from above.

Your phone can be used to scan pages

Tip: Scan to PDF apps can be used to document pages.
Most allow you to rotate pages in the app if needed.
Use 'original colours' to ensure scans reflect physical works.

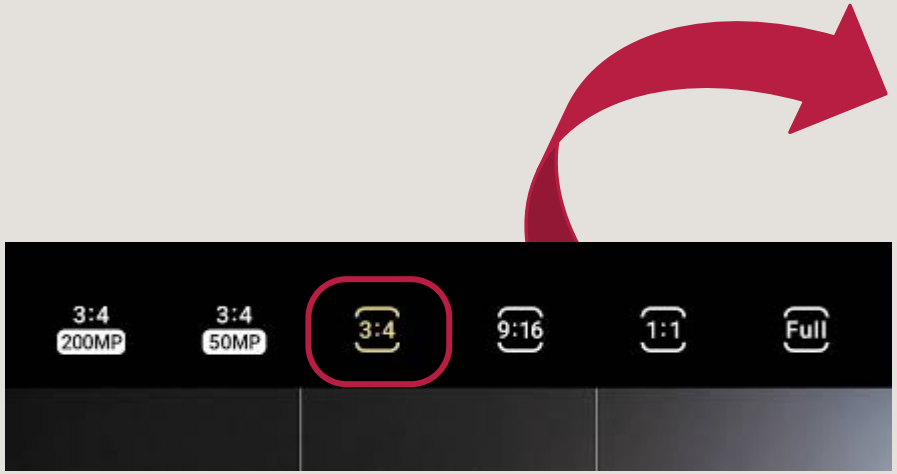




If using a phone, set image ratio to 4:3

4:3 is the perfect fit for a folio board.

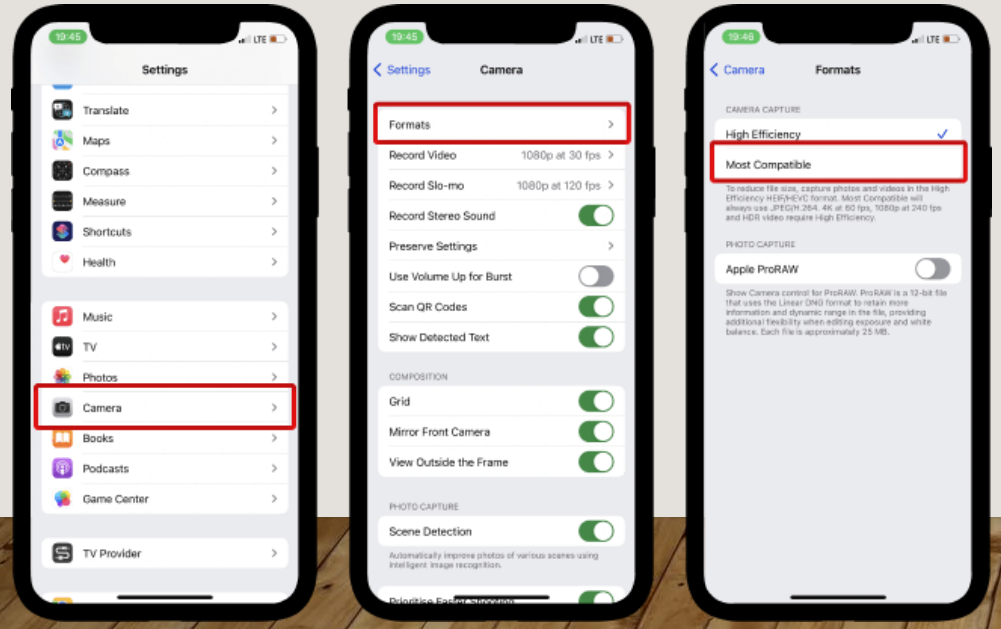
Tip: *Physical folios are landscape, so ensure the phone is as well.*





If shooting on iPhone, turn off HEIC

Apple devices use high efficiency image compression (HEIC). Switch this off before taking photos to ensure they are compatible with permitted file formats for uploading to NZQA.



Tip: *Already shot your photos? They can be converted from HEIC to JPEG format at https://heictojpg.com/ or https://crestconvert.com/heic-to-jpg*

Check files are clear and complete

Do photographs and .PDFs appear clearly? Is work visible? Are all eight-pages, and no more than eight-pages, of the workbook included?

Verification samples need to be clear. If you check files and they are not sharp or clear, revisit the documentation steps.

If you are collecting exported files from students, remember to check they have exported them corerctly before you save a copy.

See your PN to enter results and upload submissions selected for verification

Tip: Arrange a time in advance when you will both be available to avoid a last-minute rush to get everything entered.

If your PN is new, direct them to the Visual-Arts-L1-and-L2-Submission-Instructions which are released on the NZQA Visual Arts page each year for step-by-step details of the process.

Profile

MyNZQA Home

Nau mai, haere mai

Welcome to the new MyNZQA portal

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

The new MyNZQA portal has all the same functions as the old portal.

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

National secondary exam timetable

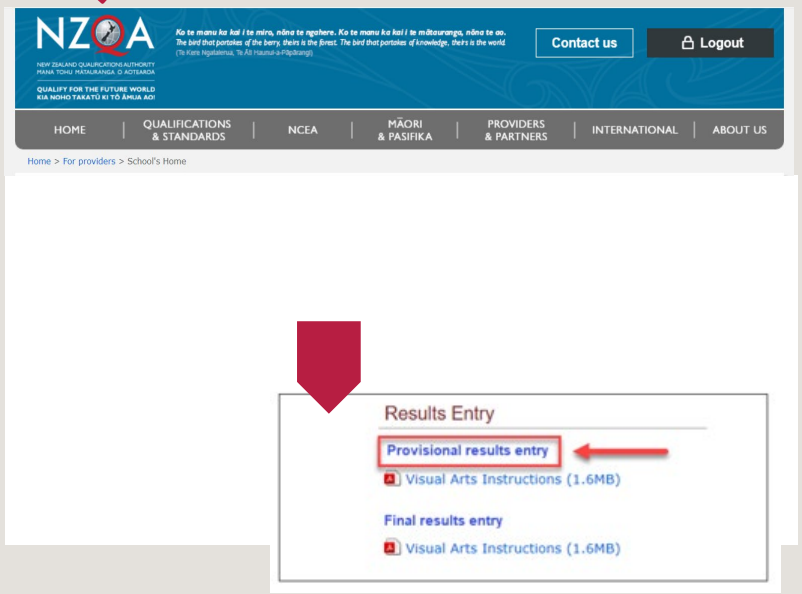
Useful documents

Digital submissions guides

Assessment Master guidance

Key dates calendar

To access Provisional Results entry, go to the old NZQA portal. This is most often done with your PN.



Enter all grades, ticking the box if ‘selected for verification’

Enter the grades you have recorded for all candidates who have undertaken the assessment. If a student attempted, but did not complete an assessment, the grade will be N.

***Tip**: Y can be entered for absent candidates.*

Once grades are entered your PN will print and sign the submission schedule, which they then email to NZQA

Tip: *Double check that the NSNs on the submission schedule match the submissions you have 'selected for verification'*

MyNZQA

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Digital submissions / Kete manarua

External Moderation

Past exams

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As soon as Provisional Grades are entered, upload submissions 'selected for verification' in the new MyNZQA portal

This could be done alongside your PN if needed

Useful links

Old portal home page (Providers login)

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Navigate to Visual Arts Level 1 standards 91914 (1.3) and 91915 (1.4)

Note: Level 2 standards are listed for any Moving Image submissions

MyNZQA

- Home
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- Exams and assessments
  - Digital submissions / Kete manarua
  - External Moderation
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- Communications

Digital Submissions Standards

For standards not found on this page please go to the 'Old portal home page', the

Subjects

Subject name
Agricultural & Horticultural Science (AgHort)
Chemistry and Biology (ChemBio)
Commerce
Design and Visual Communication (DVC)
Digital Technologies
Drama
History
Mathematics and Statistics
Music
Physical Education
Science
Te Ao Haka
Te Reo Maori
Technology
Visual Arts

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Digital Submissions Standards

For standards not found on this page please go to the 'Old portal home page', then select 'Digital Submission Upload'.

Subjects > Visual Arts

Standard number ↓	Standard name	Level
	Produce a systematic body of work that shows understanding of art making conventions and ideas within design	2
	Produce a systematic body of work that shows understanding of art making conventions and ideas within painting	2
	Produce a systematic body of work that shows understanding of art making conventions and ideas within photography	2
91914	Explore Visual Arts processes and conventions to inform own art making	1
91915	Create a sustained body of related artworks in response to an art making proposition	1

Digital Submissions Home › Visual Arts › 91915

91915 Create a sustained body of related artworks in response to an art making proposition

Level 1 | External assessment | 5 credits

Requirements for digital submission uploads

NZQA close date: 21 Oct 2026 77 days

File type: JPG, JPEG, PDF, AVI, M4V, MOV, MP4

Other details: Each file should be no more than 5GB in size.
Files should not contain the learner's name.
Files should not contain any links to outside resources.

Permitted file types for assessments will show here, which may differ slightly to published specifications.
Tip: *PowerPoints must be saved as .PDF or rendered to video*
HEIC files can be converted to .JPEG

Student information

Students enrolled: **80** | Total submissions: **0 out of 80**

Find each candidate 'selected for verification' and click View/Manage
You will only upload files for the 7 candidates you have selected for verification

Submit students for marking | **Mark students as not submitting**

Student name ↓	NSN	Files uploaded	File types	Status	
Candidate Name	Candidate NSN	0		Open	View/Manage ›

Before submitting, open and check each of the verification submissions for accuracy

Tip: Double check the correct file has been uploaded against each of the candidates selected for verification. Downloading each file from within the portal, is the best way to double-check what was uploaded.

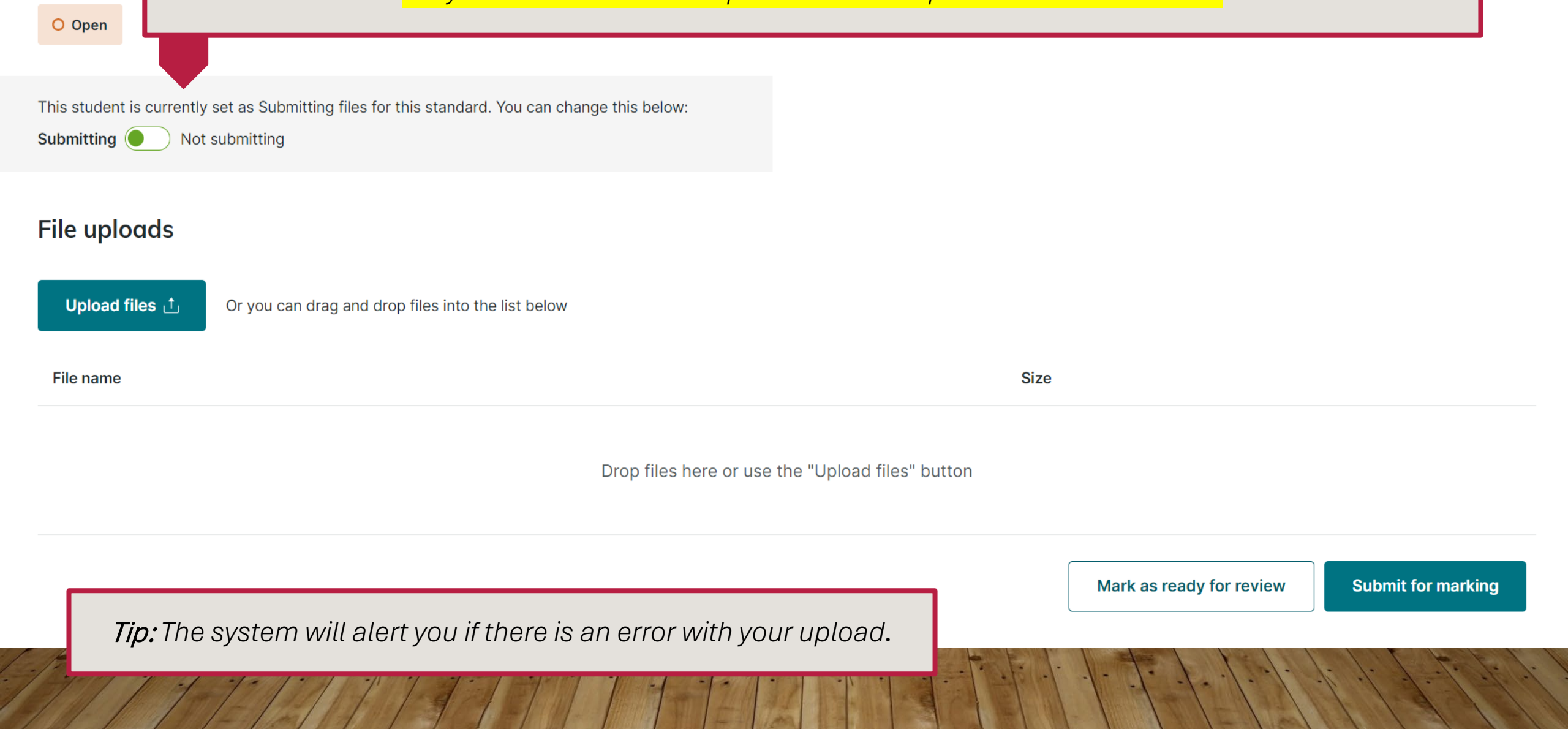
When you open the file in portal, is work presented the right way round?

Due to the external NZQA system, files may be viewed and verified as received. Ensure nothing is sent upside down.

Upload files for the 7 samples selected for verification and ‘Submit for Marking’.

TIP: Results for all candidates will be recorded through the Provisional and then Final results entry process.

Only the 7 verification samples should be uploaded and submitted.



Tip: *The system will alert you if there is an error with your upload.*

Your PN will advise you when verification is complete, and if a report is available

Tip: Level 1 verification reports are released about 7 days after the conclusion of external verification. If your verification results are confirmed, your 'Final Results' will automatically be confirmed.

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To access the **Verification Report**, go to the old NZQA portal.
This might be done by your PN.



NZQA
NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA
QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

Ko te manu ka kai i te miro, nōna te ngahere. Ko te manu ka kai i te mātauranga, nōna te ao.
The bird that partakes of the berry, theirs is the forest. The bird that partakes of knowledge, theirs is the world.
(Te Kere Ngatalerua, Te Āti Haunui-a-Pāpārangi)

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REPORTS - SCHOOL NAME

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- Standard Search
- Digital Submission Upload
- **Reports**
  - Candidate Entries and Results
  - Candidate Account Register
  - Student Feedback Reports
  - Co-requisites Report
  - Consent to Assess
  - Counts by Subject or Course Report
  - Course Endorsement Report
  - Student Feedback Reports: (Literacy Writing/Literacy Reading/Numeracy)
  - Credit Summary Report
  - Entries and Results by Standard
  - Submitted Subjects online attendance rolls
  - Qualifications Report
  - Qualifications Report with LRCs
  - Scholarship Results Report
  - Summary of Total Grades
  - Grades Reported for use as Derived Grades at Scale
  - Verification Reports

Reports - School Name

- Candidate Entries and Results Report view and print out candidate entries and results by sort key, NSN number and/or year
- Candidate Account Register View and print out candidates and if they have a registered learner account
- Student Feedback Reports: (Literacy Writing/Literacy Reading/Numer
  consolidated view of the student feedback results for Literacy and Nu
- Co-requisites Report This report displays a breakdown of learners' pr
  requirements.
- Consent to Assess view lists of standards by domain that you have co
- Counts by Subject or Course Report view and print out candidate ent
- Course Endorsement Report download a CSV file of Course Endorsem
- Credit Summary Report download a CSV file of results and candidate
- Entries and Results by Standard Report view and print out candidate
- Late Attendance Roll *(not yet available)*

This report generates late attendance rolls for each exam session to be provided to you

- Submitted Subjects online attendance rolls This report generates atte
  Scholarship DVC, NCEA L3 and NZ Scholarship Visual Arts and Schola
- Qualifications Report download a CSV file of Qualification details
- Qualifications Report With LRCs download a CSV file of Qualification details including Learning Recognition Credits
- Scholarship Results Report download a CSV file of scholarship results and candidate details
- Summary of Total Grades view summary of total grades by subject group or school course
- Grades Reported for use as Derived Grades at Scale This report provides an Excel Spreadsheet of the grades submitted to NZQA to b available for a declared derived grades at scale situation.
- Verification Reports view a list of subjects with current verification reports available
- Derived Grade Profile View your Derived Grade profile for previous academic years for your school, including breakdowns by level, and subject

Viewing documents

You will need the appropriate reader to view PDF documents generated by the above reports.
Download the latest version free.

View the **Verification Report** and check **verification outcomes** to establish if changes to provisional grades are needed

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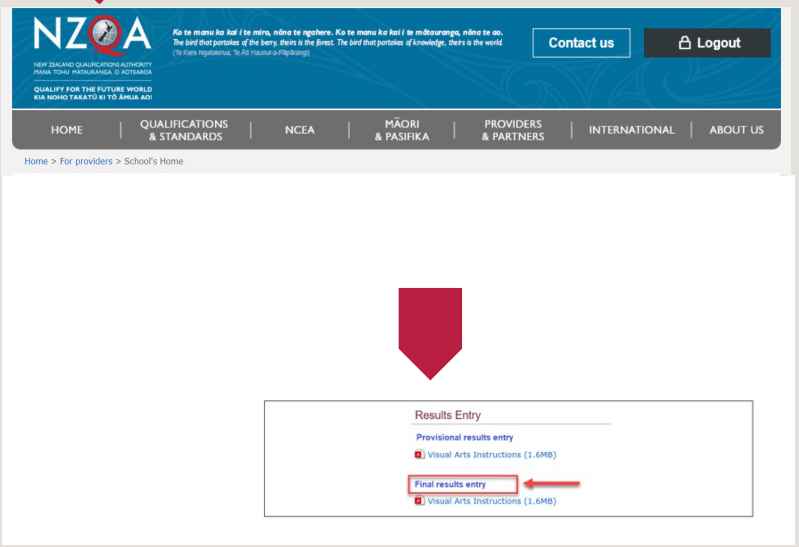
Useful documents

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To access Final Results entry, go to the old NZQA portal.
This is most often done with your PN.



You may need to make adjustments to external grades following verification

Tip: Use verification outcomes to re-evaluate samples as needed, adjusting grades to align with outcomes of external verification.

For example, if a High Merit moves to Low Excellence in verification, consider other closely ranked samples and if they should also shift. This should always be done on a case-by-case basis.

There is an appeal process for Visual Arts verification, with a very tight timeline

If your verification report has noted an error in the submission process, please see your PN and lodge an appeal.

***Tip**: An appeal can also be lodged if you question the accuracy of verification outcomes.*

Appeals must be made immediately following the release of verification outcomes and reports.

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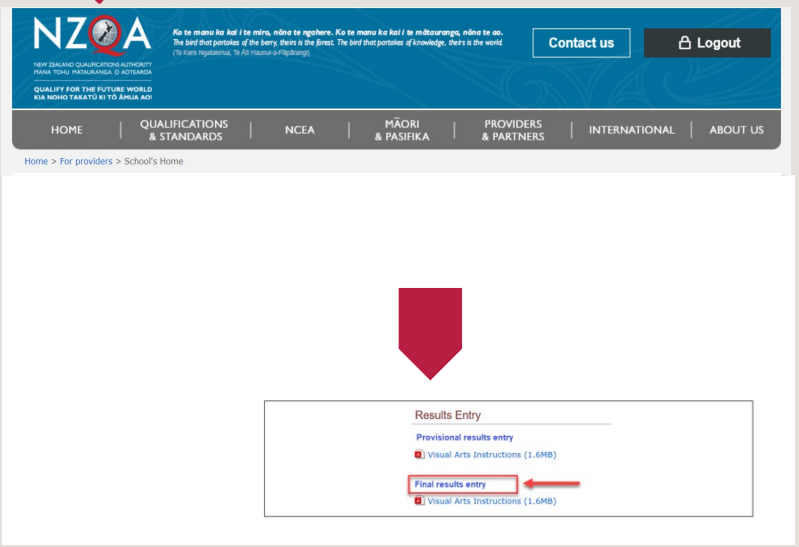
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Enter **Final Grades** for all Level 1 students by the deadline – **25 November for 2026**

Need more help?

Tip: Regional Subject Associations are a great support network. You can access details for your local representative at https://anzaae.nz/home/about-anzaae/regional-subject-associations/

You can also get in touch with us support@anzaae.nz