



ANZAAE

Level 1 Visual Arts





91914 (1.3) & 91915 (1.4)

*External Submission Guidelines
for Art Teachers for 2025*

Check the assessment specifications for each external being submitted

External assessment specifications are available at NZQA Visual Arts
[*https://www2.nzqa.govt.nz/ncea/subjects/select-subject/visual-arts/*](https://www2.nzqa.govt.nz/ncea/subjects/select-subject/visual-arts/)

Assessment specifications

			
Level 1	Level 2	Level 3	New Zealand Scholarship
Get the latest assessment specifications	Get the latest assessment specifications	Get the latest assessment specifications	Get the latest assessment specifications
Level 1 →	Level 2 →	Level 3 →	NZ Scholarship →

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 22 October - 2025, so verification processes can be completed once work has been submitted to teachers



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*

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*

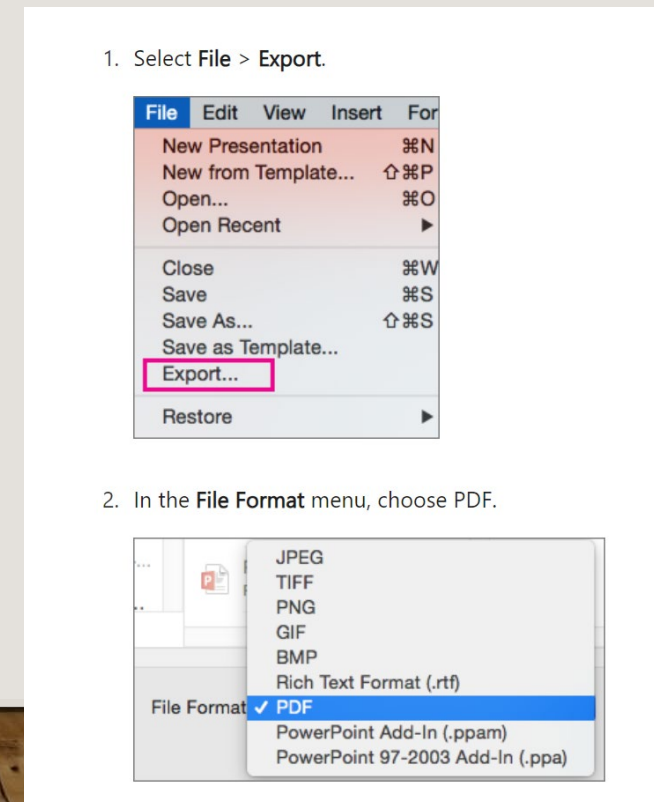
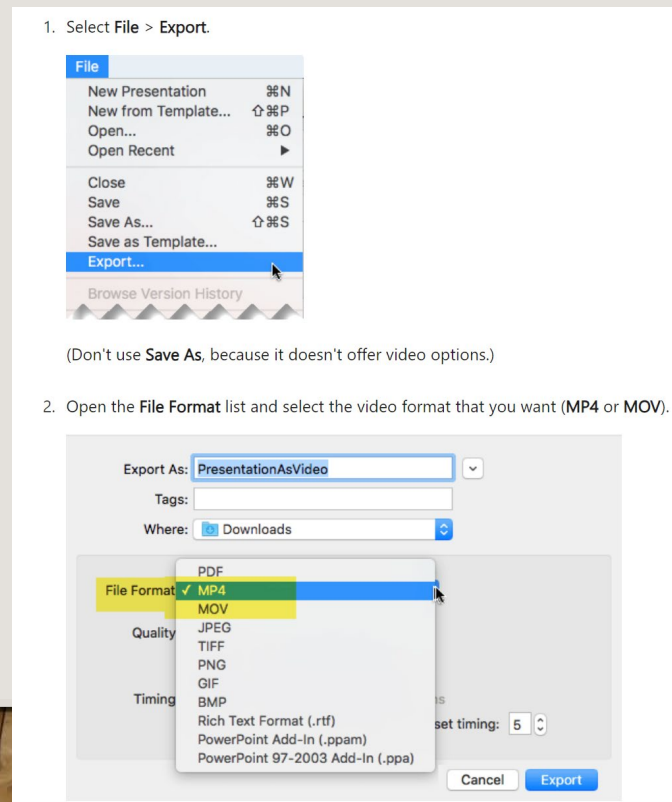
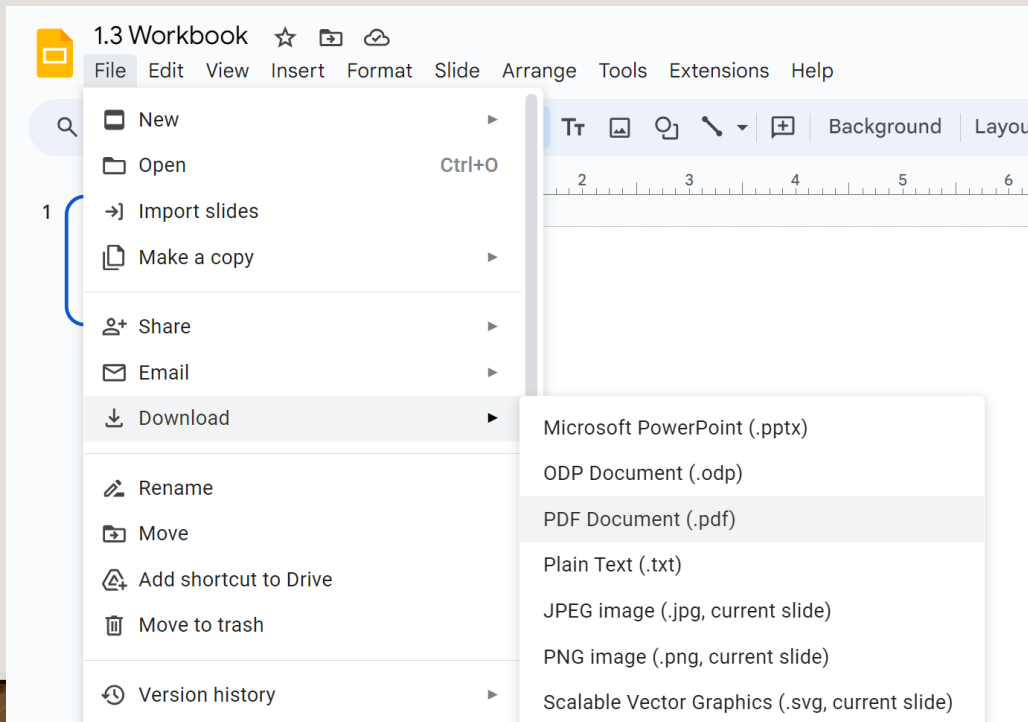
OR

*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*



Slideshows will need to be exported

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



Complete in-school marking.

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

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



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 candidate NSN and your school number in top right corner of the physical folio or on first workbook page.

When saving files, we suggest using standard number and first name as the filename to help easily identify files when you are uploading.

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

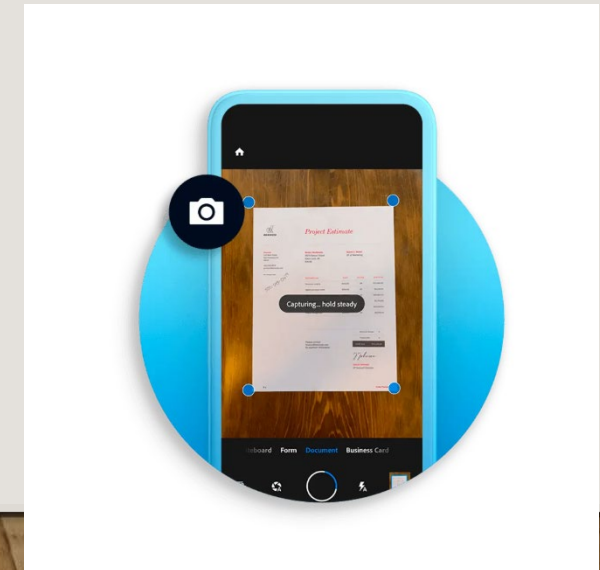

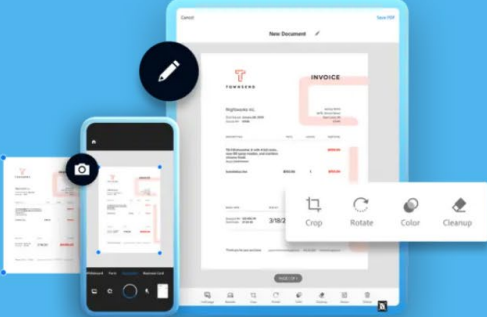
Tip: Scan to PDF apps can be used to document pages. Most allow you to rotate pages in the app if needed. Use 'original colours' to ensure scans reflect physical works.

ADOBE SCAN MOBILE APP

Now your scanner is in your back pocket.

No more piles of paper or cramming your wallet with receipts. The free Adobe Scan mobile app works on your mobile device as a photo and document scanner that creates PDFs and automatically recognizes text.

Scan the QR code to get the app



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

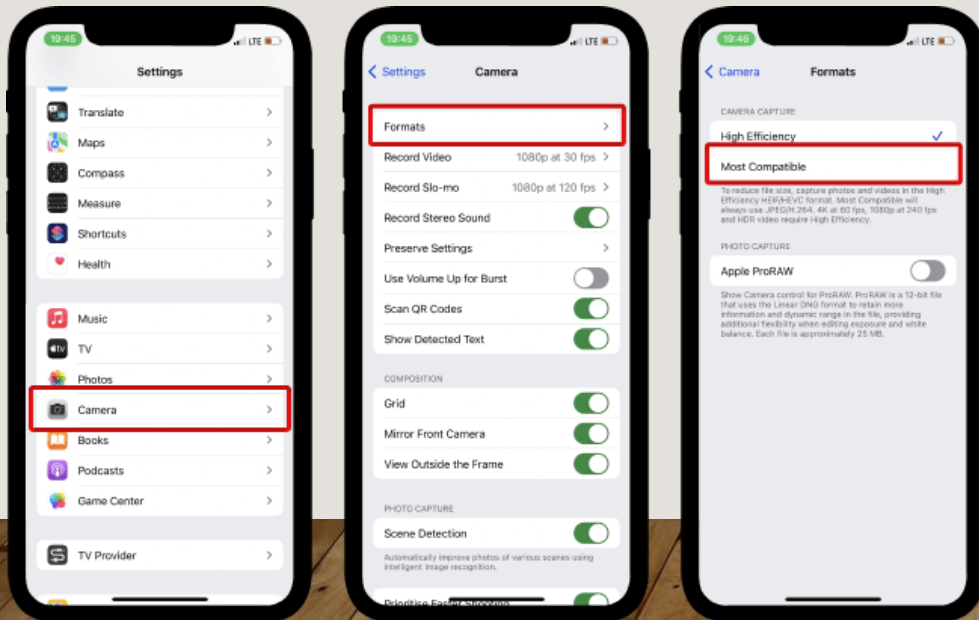
4:3 is the perfect fit for a folio board.

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/>

Save files and check each photo or page of the 'selected for verification' submissions

Tip: Double check photographs and scanned pages appear clearly.

When opened, is work presented the right way round?

*Due to the external NZQA system, files will be viewed and verified as received. It is **very important** to ensure nothing is sent upside down.*



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 will be released on the NZQA Visual Arts page later in the year for step-by-step details of the process.



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

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 [↗](#)

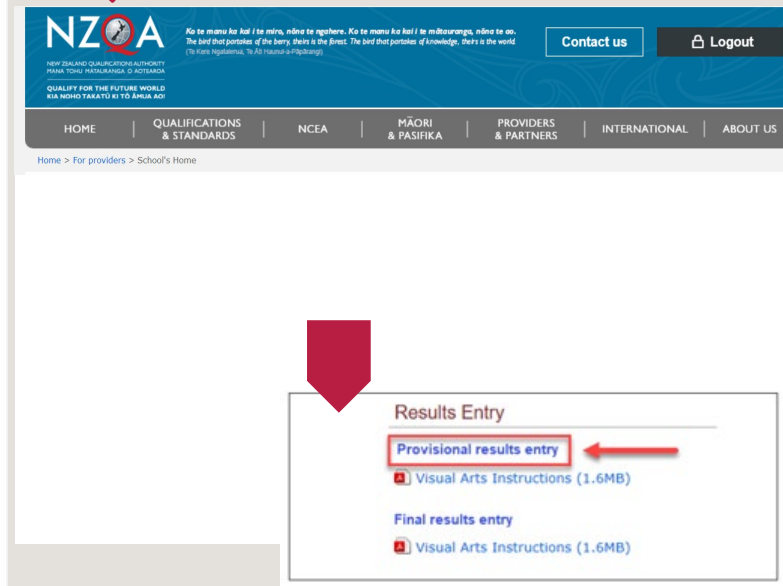
National secondary exam
timetable [↗](#)

Useful documents

Digital submissions guides [→](#)

Assessment Master guidance [→](#)

Key dates calendar [↗](#)



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 the submission schedule, which they need to sign and courier to NZQA

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

Your PN should receive Visual Arts materials (including the courier bag for Level 1 submission schedules) at the start of Term Three.



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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

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

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

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

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: 23 Oct 2024 48 days

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

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 each standard will show here, which may differ slightly to published specifications.

Tip: PowerPoints can be saved as .PDF or rendered as .MP4
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 >

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.

Open

This student is currently set as Submitting files for this standard. You can change this below:

Submitting ☒ Not submitting

File uploads

Upload files 

Or you can drag and drop files into the list below

File name

Size

Drop files here or use the "Upload files" button

Mark as ready for review

Submit for marking

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

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

Tip: Level 1 verification reports are not expected until week beginning 18 November. If your verification results are confirmed, your 'Final Results' will be automatically confirmed.



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

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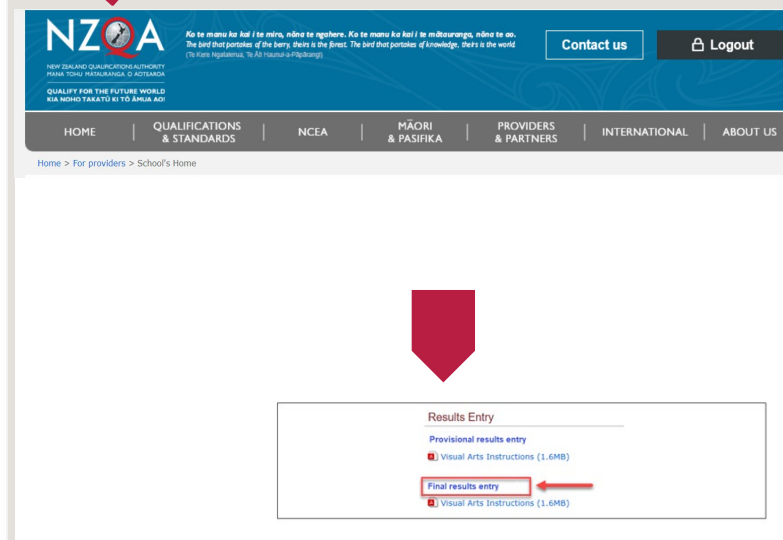
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If you need to adjust grades, ask your PN for the date 'Final Results' need to be in

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



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