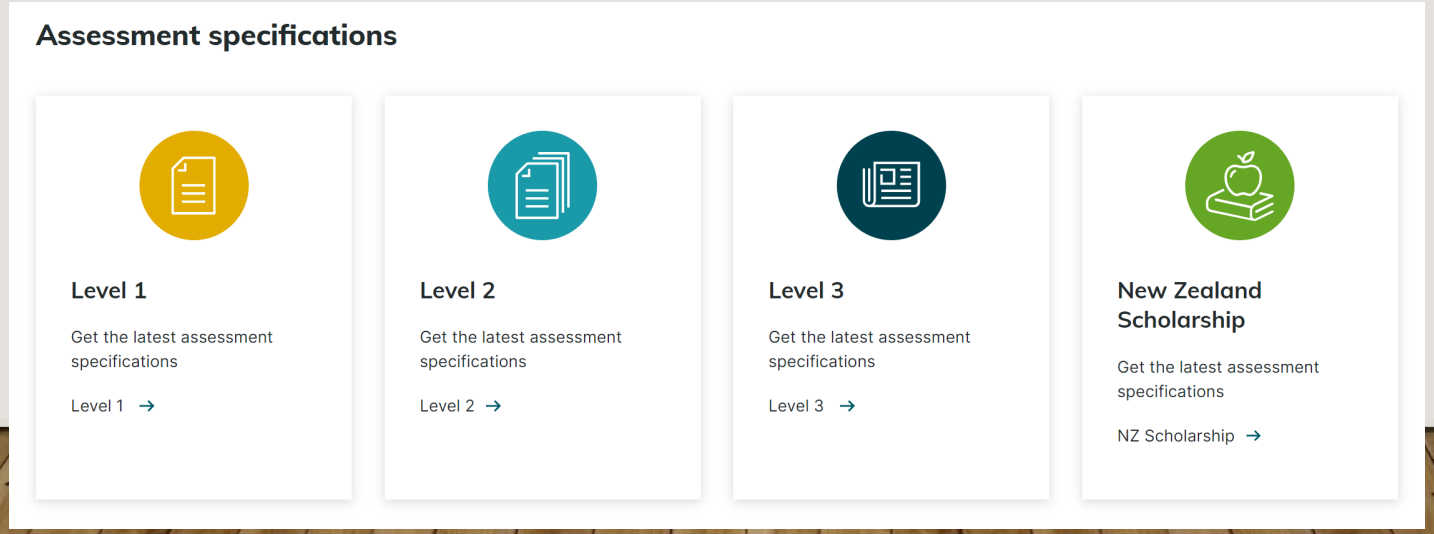
# ANZAAE

## Level 2 Visual Arts

*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 28 October - 2026** for in-school verification processes to be completed after work is been submitted to teachers.*

# Authenticity

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

*Candidates must not use appropriated imagery or tools to automatically generate visual content for their portfolio.*

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

# Collect assessments in from all students

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

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

*Remember, a full-scale folio is expected for these assessments.*

# Collecting submissions for (2.4) External Folio Boards

*For example, the student has completed a physical folio board = Student submits the folio board to their teacher.*

*For example, the student has arranged work in InDesign = Student does File > Export and chooses .PDF as the file output. The PDF is then printed and a copy of the .PDF is saved by the teacher.*

# 2.4 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, or MOV.*

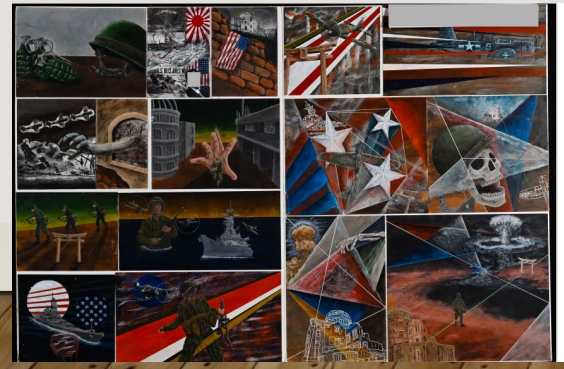
# Complete in-school marking

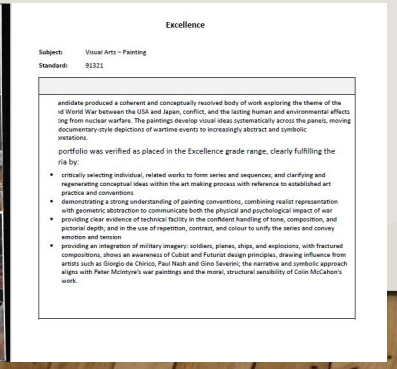
*Tip*: *Working in a large space allows you to arrange folios in rank order, which when used alongside benchmarks and exemplars, aids the marking process.*

# 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 – Painting

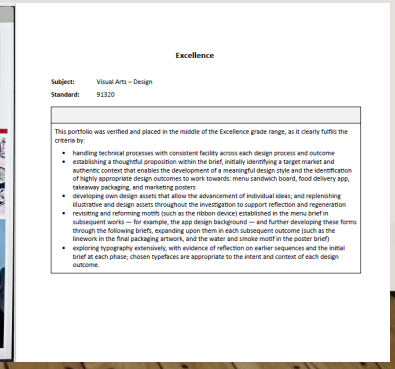
Standard: 91321

andidate produced a coherent and conceptually resolved body of work exploring the theme of the
d World War between the USA and Japan, conflict, and the lasting human and environmental effects
ing from nuclear warfare. The paintings develop visual ideas systematically across the panels, moving
documentary-style depictions of wartime events to increasingly abstract and symbolic
ariations.

portfolio was verified as placed in the Excellence grade range, clearly fulfilling the
ria by:

- critically selecting individual, related works to form series and sequences; and clarifying and regenerating conceptual ideas within the art making process with reference to established art practice and conventions
- demonstrating a strong understanding of painting conventions, combining realist representation with geometric abstraction to communicate both the physical and psychological impact of war
- providing clear evidence of technical facility in the confident handling of tone, composition, and pictorial depth; and in the use of repetition, contrast, and colour to unify the series and convey emotion and tension
- providing an integration of military imagery: soldiers, planes, ships, and explosions, with fractured compositions, shows an awareness of Cubist and Futurist design principles, drawing influence from artists such as Giorgio de Chirico, Paul Nash and Gino Severini; the narrative and symbolic approach aligns with Peter McIntyre's war paintings and the moral, structural sensibility of Colin McCahon's work.





Excellence

Subject: Visual Arts – Design

Standard: 91320

This portfolio was verified and placed in the middle of the Excellence grade range, as it clearly fulfils the criteria by:

- handling technical processes with consistent facility across each design process and outcome
- establishing a thoughtful proposition within the brief, initially identifying a target market and authentic context that enables the development of a meaningful design style and the identification of highly appropriate design outcomes to work towards: menu sandwich board, food delivery app, takeaway packaging, and marketing posters
- developing own design assets that allow the advancement of individual ideas; and replenishing illustrative and design assets throughout the investigation to support reflection and regeneration
- revisiting and reforming motifs (such as the ribbon device) established in the menu brief in subsequent works — for example, the app design background — and further developing these forms through the following briefs, expanding upon them in each subsequent outcome (such as the linework in the final packaging artwork, and the water and smoke motif in the poster brief)
- exploring typography extensively, with evidence of reflection on earlier sequences and the initial brief at each phase; chosen typefaces are appropriate to the intent and context of each design outcome.

# 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.*

# Decide which **two fields** from the Level 2 external folio standards completed are being submitted for verification

*Tip: Schools that offer more than two Visual Arts standards at Level 2, only submit a sample from each of two fields for external verification.*

*We recommend rotating through fields each year to ensure schools maintain a recent externally verified sample group for each standard.*

# Select **7 submissions** from **each** of the **two fields** being submitted 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 document and submit all submissions.*

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

*Tip*: *Ensure you label folios with candidate NSN and your school number in top right corner of each folio – this could be done within InDesign.*

*When saving files, we suggest using the standard number and first name as the filename to easily identify files when 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 must not exceed 5GB.*

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

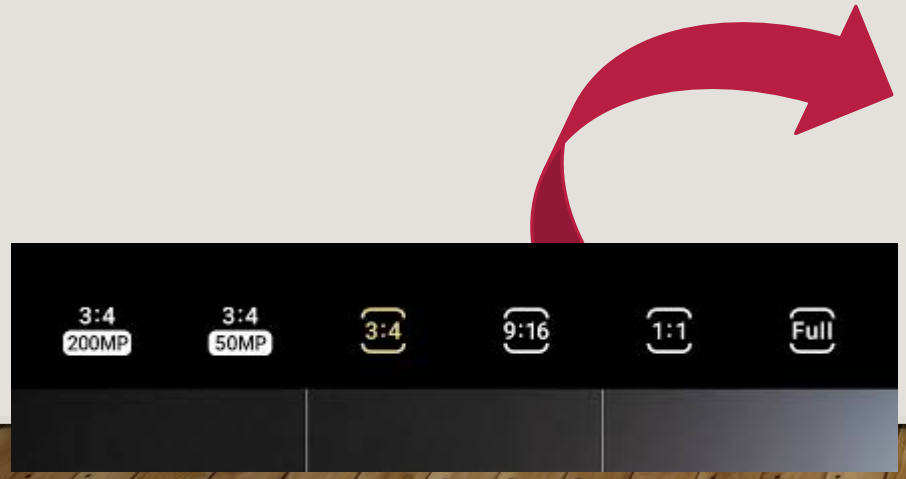
*If photographing physical folio boards, document each folio in an area of diffused light. Use auto focus and make sure you do not cast a shadow onto the work.*

*TIP: Lean folios open against a wall and crouch down to photograph them. You can lay folios open and photograph from above but you must make sure you can fit the entire folio clearly.*



# If using a phone, set ratio to fit the folio

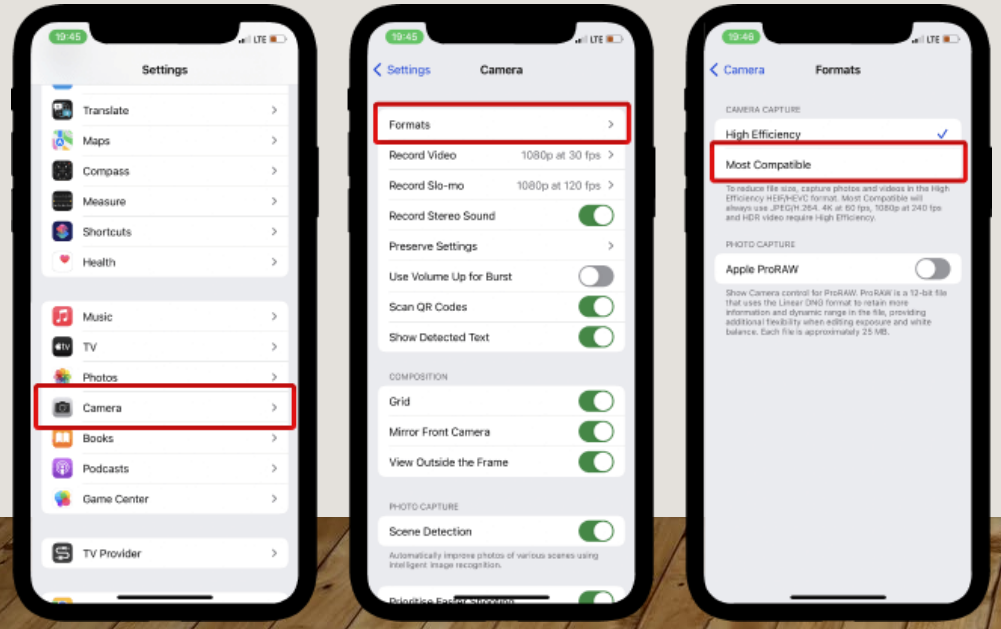
*Choose the ratio which best fits the entire two-panel folio board.*
***Tip:** Folios must be documented with 2-panels in one image, so ensure the phone is in landscape orientation.*






# If shooting on iPhone, turn off HEIC

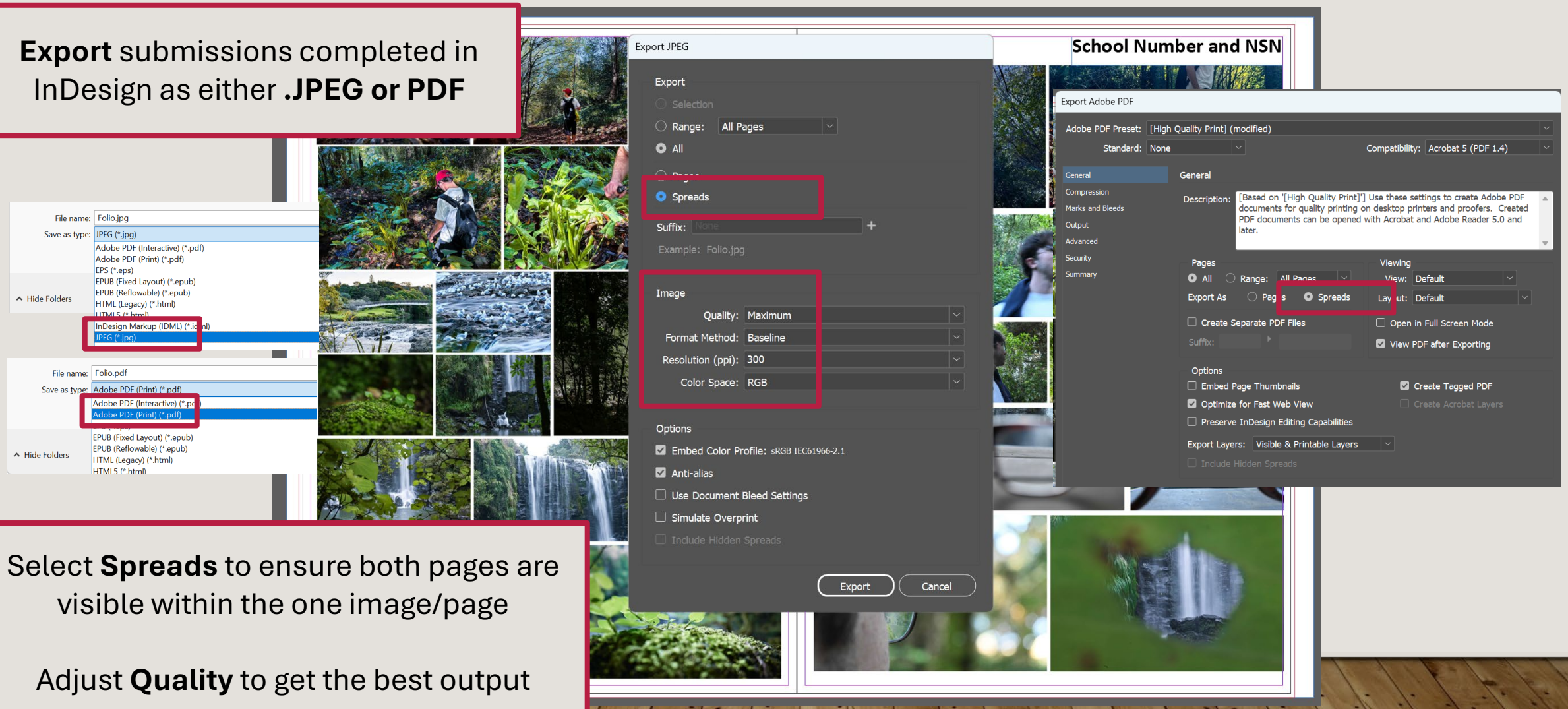
*Apple devices use high efficiency image compression (HEIC). Switch this off before taking photos to ensure they are compatible with permitted file formats for uploading to NZQA.*




***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*

# Exporting submissions from InDesign

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




Select **Spreads** to ensure both pages are visible within the one image/page

Adjust **Quality** to get the best output

# Check files are clear

*Do photographs and .PDFs appear clearly? Is work visible?*

*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 clearly 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

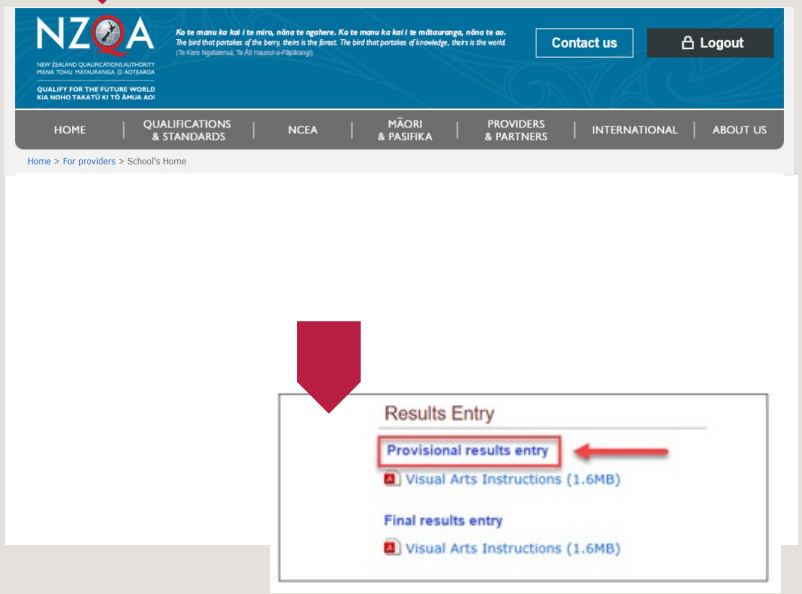
### Useful documents

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.



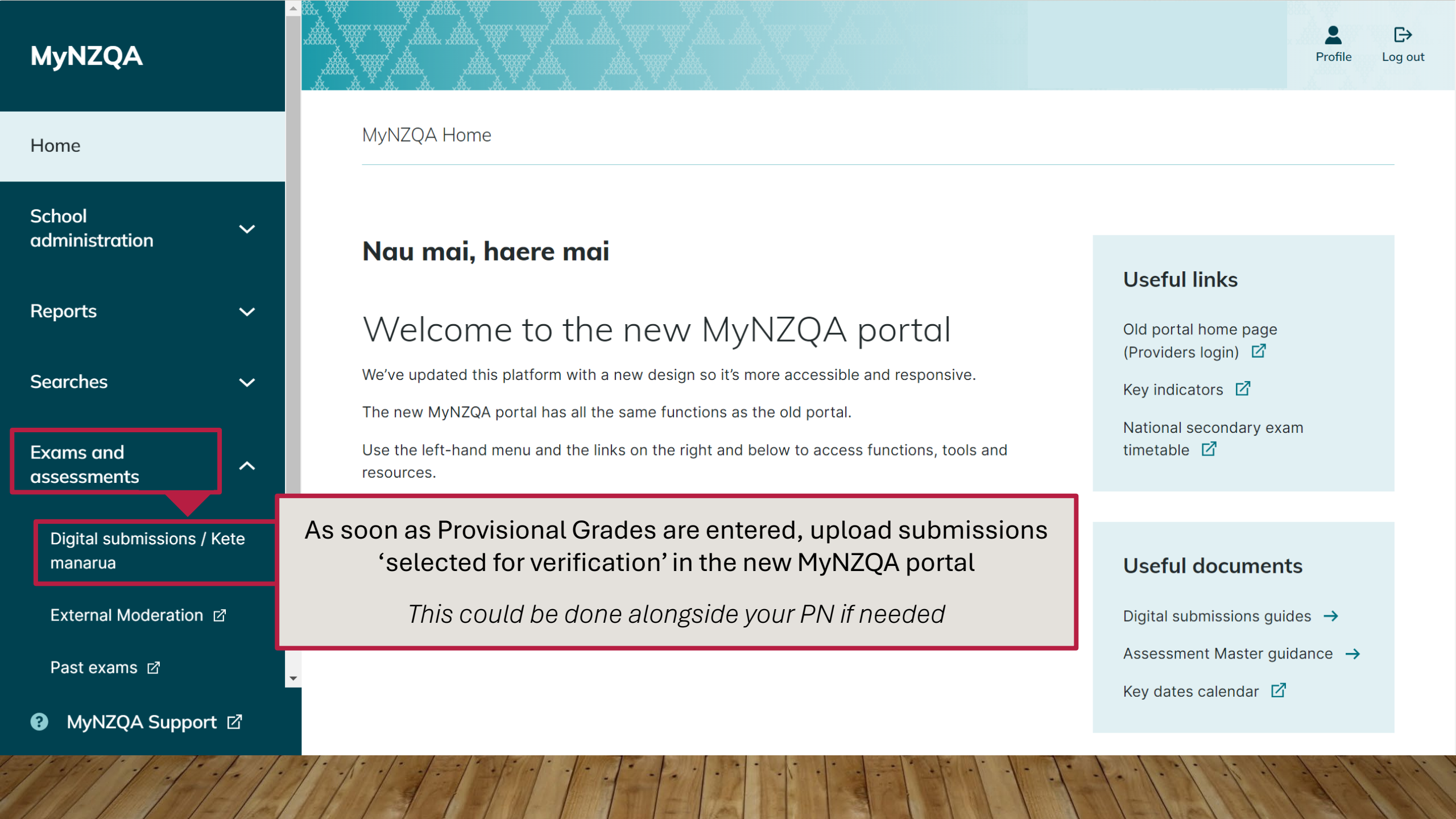
# Enter all grades, ticking the box if ‘selected for verification’

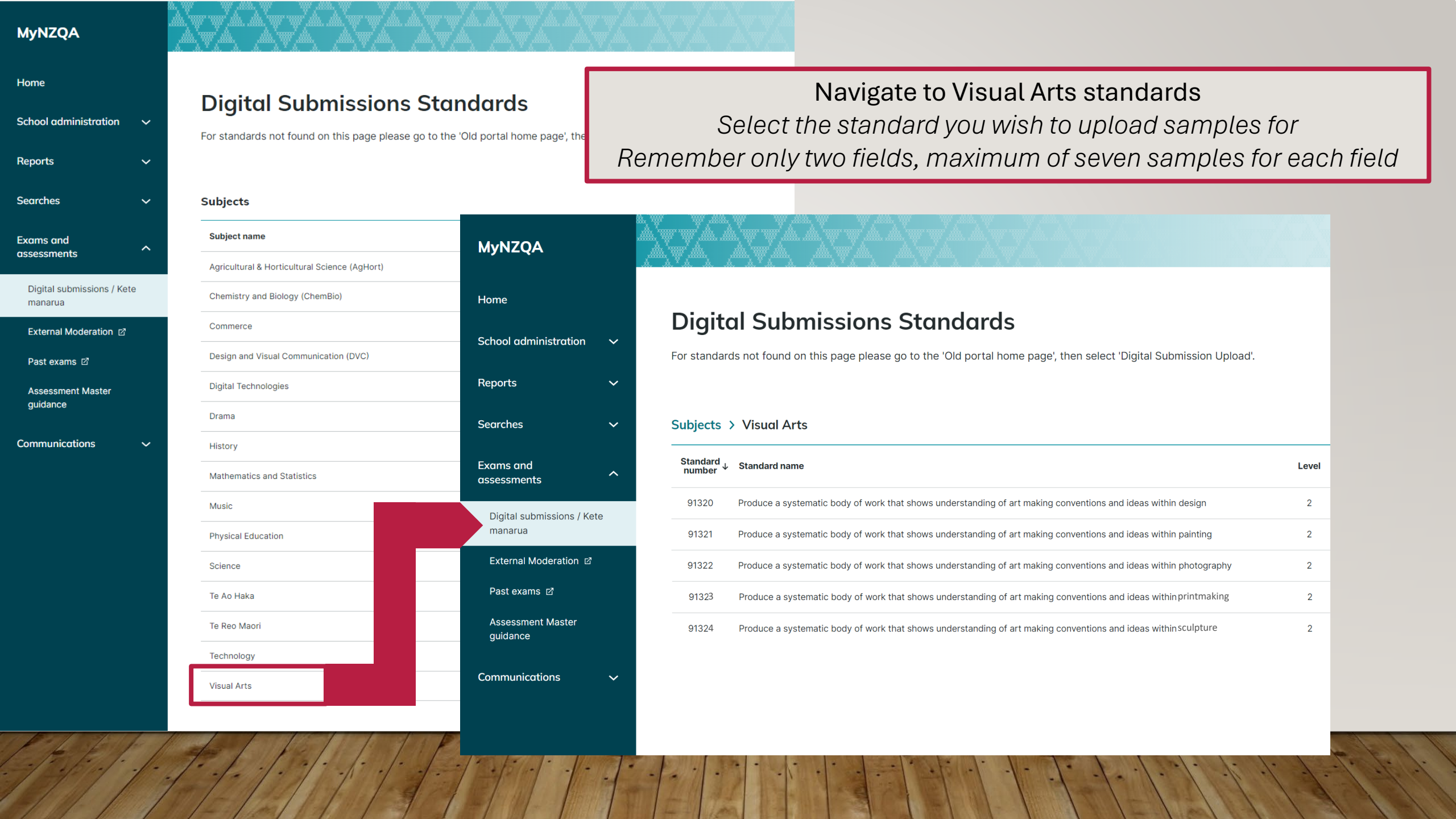
*Enter the grades you have recorded for all candidates who have undertaken the assessment. If a student attempted, but did not complete an assessment, the grade will be N.*

***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
Home
School administration
Reports
Searches
Exams and assessments
Digital submissions / Kete manarua
External Moderation
Past exams
MyNZQA Support
Profile
Log out
MyNZQA Home
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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


MyNZQA
Home
School administration
Reports
Searches
Exams and assessments
Digital submissions / Kete manarua
External Moderation
Past exams
Assessment Master guidance
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
Navigate to Visual Arts standards
Select the standard you wish to upload samples for
Remember only two fields, maximum of seven samples for each field
MyNZQA
Home
School administration
Reports
Searches
Exams and assessments
Digital submissions / Kete manarua
External Moderation
Past exams
Assessment Master guidance
Communications
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
91320 Produce a systematic body of work that shows understanding of art making conventions and ideas within design 2
91321 Produce a systematic body of work that shows understanding of art making conventions and ideas within painting 2
91322 Produce a systematic body of work that shows understanding of art making conventions and ideas within photography 2
91323 Produce a systematic body of work that shows understanding of art making conventions and ideas within printmaking 2
91324 Produce a systematic body of work that shows understanding of art making conventions and ideas within sculpture 2

# 91322 Produce a systematic body of work that shows understanding of art making conventions and ideas within photography

Level 2 | External assessment | 12 credits | Event 1

## Requirements for digital submission uploads

NZQA close date: 28 Oct 2026 97 days

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

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 can differ slightly to published specifications*

## 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 by downloading what you have uploaded and saved in the portal.*

*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.*

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

*TIP: Results for all candidates are recorded through the Provisional and then Final results entry process, not in the file upload portal. 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 if a report is available

*Tip: Level 2 verification reports are released about 7 days after the conclusion of external verification. If your verification results are confirmed, your 'Final Results' will be automatically confirmed.*

Profile

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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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HOME | QUALIFICATIONS & STANDARDS | NCEA | MĀORI & PASIFIKA | PROVIDERS & PARTNERS | INTERNATIONAL | ABOUT US

Home > For providers > School's Home > Reports

**REPORTS - SCHOOL NAME**

- School's Home
- Return to MYNZQA (new portal)
- Key Indicators
- Candidate Search
- 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

# 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 very tight timelines

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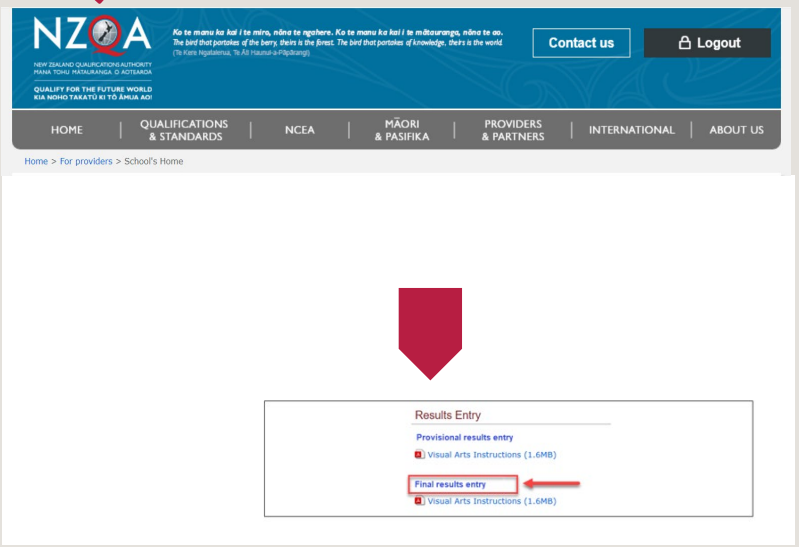
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To access Final Results entry, go to the old NZQA portal.
*This is most often done with your PN.*




Enter **Final Grades** for all Level 2 students by the deadline - **3 December 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*