



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



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.

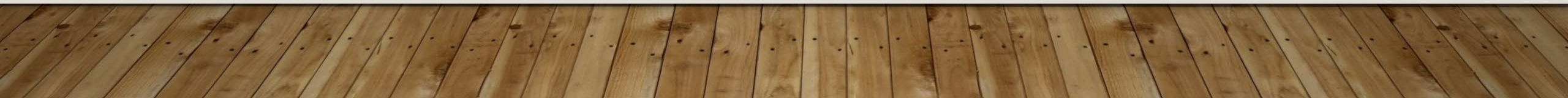


Collecting submissions for

(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.

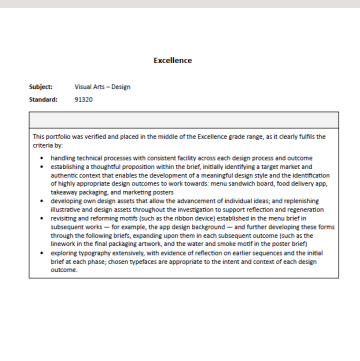
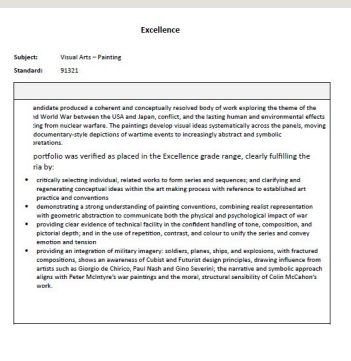
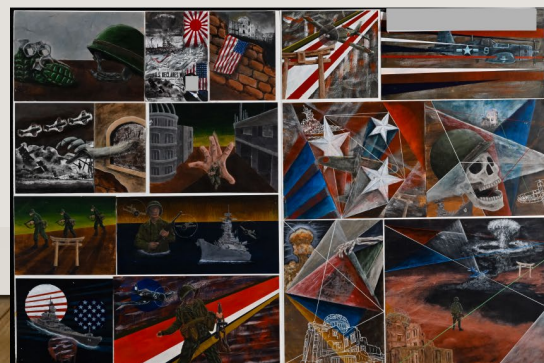


Use Benchmarks and Exemplars

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>



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.*

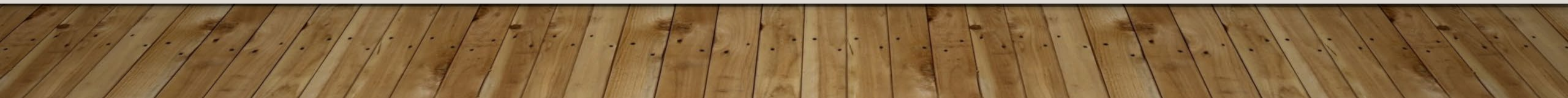
Keep a record of the ‘rank order’ as well as this can be a useful reference if grade changes are needed following external verification.



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 once files are uploaded into the portal.

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.

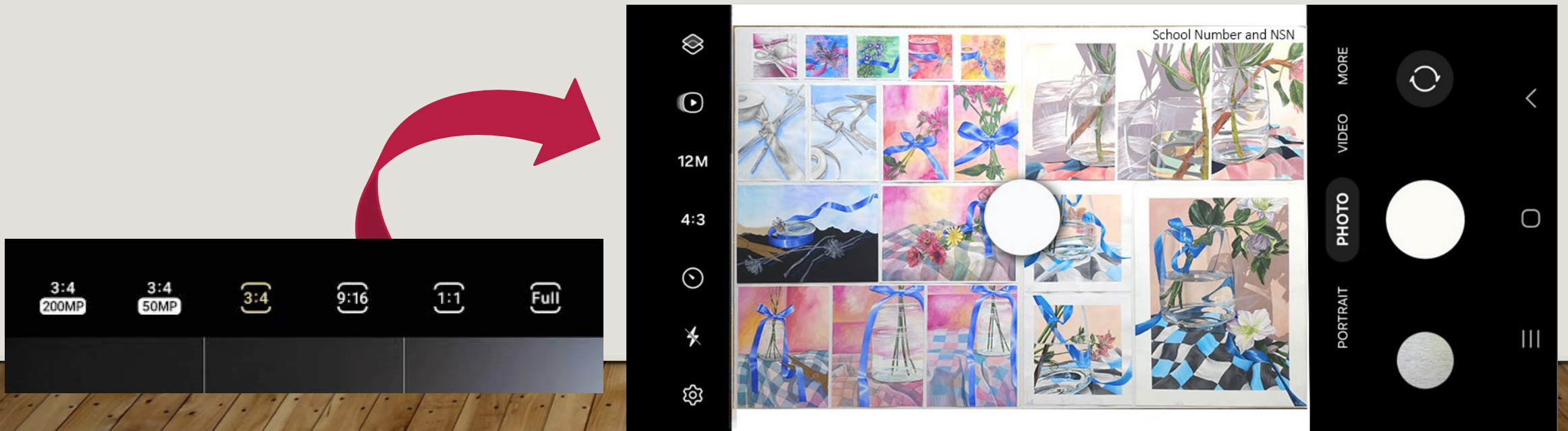
TIP: Lean folios open against a wall and crouch down to photograph them. You can lay folios open and photograph from above but you must make sure you can fit the entire folio clearly.



If using a phone, set ratio to fit the folio

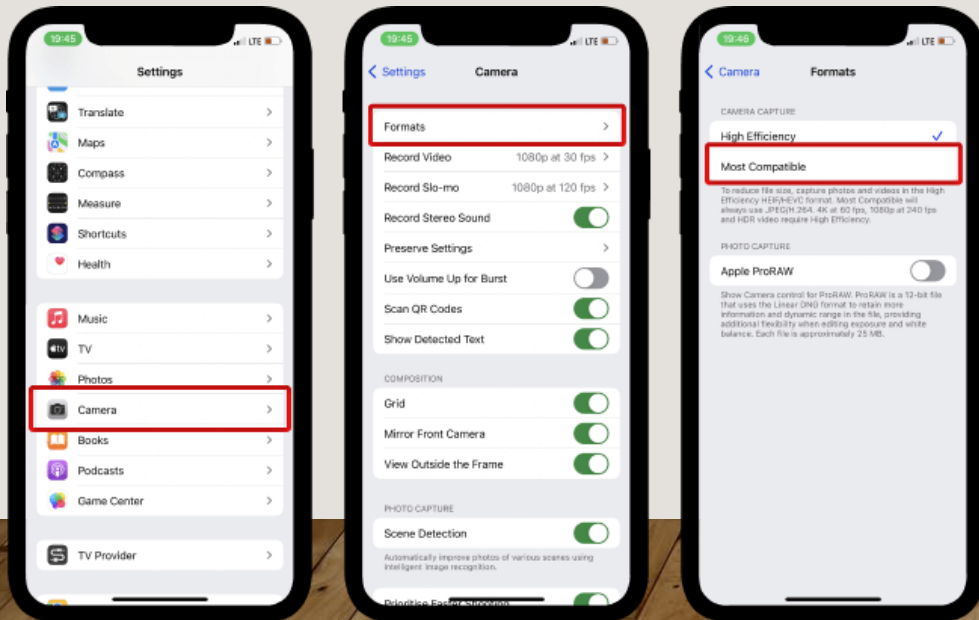
Choose the ratio which best fits the entire two-panel folio board.

***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

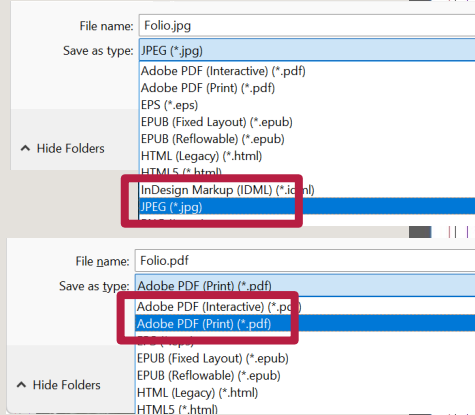
Apple devices use high efficiency image compression (HEIC). Switch this off before taking photos to ensure they are compatible with permitted file formats for uploading to NZQA.



Tip: Already shot your photos? They can be converted from HEIC to JPEG format at <https://heictojpg.com/>

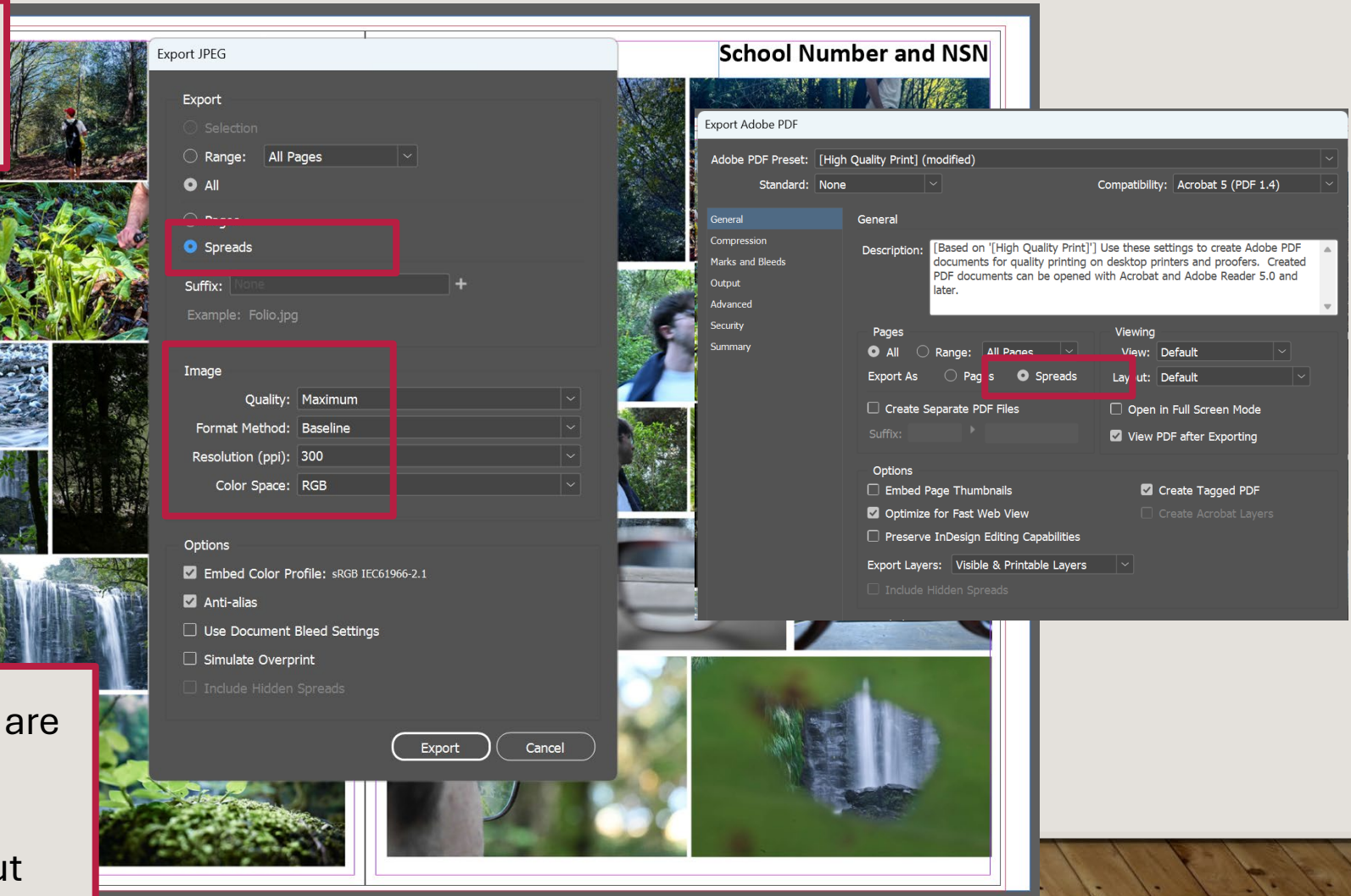
Exporting submissions from InDesign

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.



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 [↗](#)

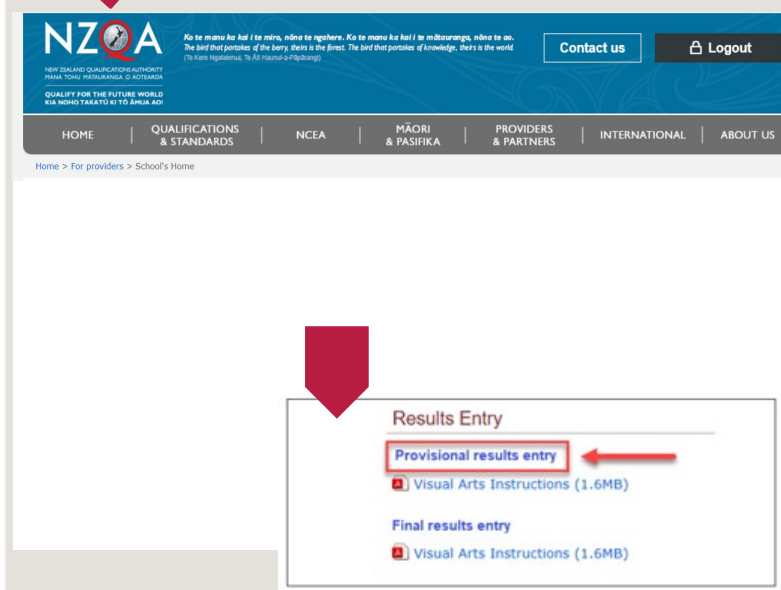
National secondary exam
timetable [↗](#)

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 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'



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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', then select 'Digital Submission Upload'.

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

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

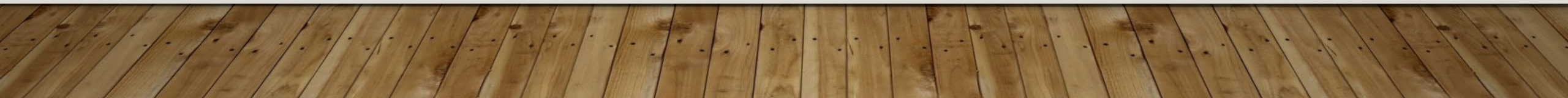
Mark as ready for review

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.



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

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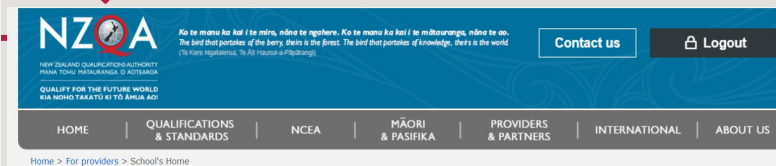
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REPORTS - SCHOOL NAME

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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: \(Literacy Writing/Literacy Reading/Numeracy\)](#) consolidated view of the student feedback results for Literacy and Numeracy
- [Co-requisites Report](#) This report displays a breakdown of learners' prior learning against course requirements.
- [Consent to Assess](#) view lists of standards by domain that you have consented to assess
- [Counts by Subject or Course Report](#) view and print out candidate entries and results by subject or course
- [Course Endorsement Report](#) download a CSV file of Course Endorsement details
- [Credit Summary Report](#) download a CSV file of results and candidate details
- [Entries and Results by Standard Report](#) view and print out candidate entries and results by standard
- [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 attendance rolls for Submitted Subjects, Scholarship DVC, NCEA L3 and NZ Scholarship Visual Arts and Scholarship
- [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 be 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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Enter **Final Grades** for all **Level 2** students
by the deadline - **3 December for 2026**

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

Useful links

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(Providers login) [↗](#)

Key indicators [↗](#)

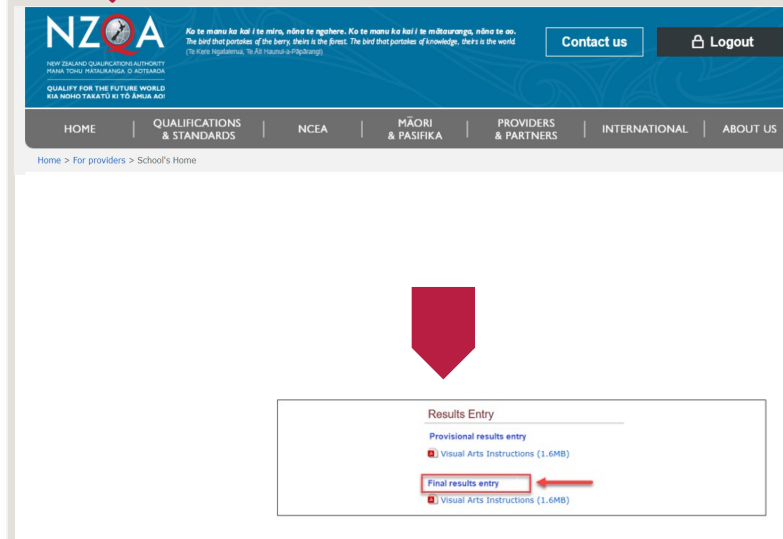
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Need more help?

*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