

Frequently Asked Questions

1. Who can enter the A-level Summer Exhibition Online?

All secondary-aged students at schools and colleges in the UK who are currently studying A-levels (A/S and A2), IB and Higher/Advanced Higher or the equivalent.

2. When can I submit my work?

Student registration begins on **10 January 2012**. After registering, students receive their personal submission link via email and can submit their work until **23 April 2012**.

3. The registration form won't let me register.

It is possible that your teacher has not registered your school. Your school must be registered before you can register and submit artwork. Teachers can register their schools until 30 March 2012.

4. Can my teacher submit my work?

This exhibition is for you, the student. The submission process only allows one person to submit three images and/or video so we advise submitting your artwork yourself using your personal email address.

5. Why haven't I received a personal submission link?

You may have to adjust your 'spam' settings to allow the email from 'alevelonline@royalacademy.org.uk' to be accepted by your spam filter. This happens with school email addresses because schools have a strict spam policy. We can send you the link. Adjust the spam setting and email us at 'alevelonline@royalacademy.org.uk'

6. How do I photograph my work?

Ask your teacher for help and consider the following points, as poorly photographed work will be rejected (also see advice below):

- What is in the background of my photograph?
- Do I need to place my work on the floor, a table or an easel?
- Is there a glare from the flash reflected on my work?
- Is my photograph clear and in focus?
- We strongly suggest reading the more extensive photography guidelines given in this document.

7. How do I crop my work?

It is very important to crop your work exactly, as images with messy backgrounds will be automatically rejected. Use the cropping tool on software such as Photoshop or Microsoft Office Picture Manager to do this.

8. Can I submit video?

Video work can be submitted through YouTube (see Student Guidelines for details). Videos can be a maximum of 3 minutes in length. Please note that this is a Fine Art exhibition and genres such as documentaries and advertisements will not be judged.

9. Do I have to include the text (Inspiration and Artwork Description)?

Yes, as it is important for the curators to read about you and your influences. This is required of all artists submitting to exhibitions.

10. I have had problems submitting. Why?

- **Did you take more than one hour to submit?** One hour is the limit, so make sure that all your images and text are ready to submit when you begin the process. **If you take more than one hour, the form 'times out' (when you click on submit, your form goes blank and your submission is not received). You may start again by clicking on your link!**
- **Are your images too big?** Your images must be less than 1MB. To make your images more web-friendly, make the width 1000 pixels and click on 'Save for Web' on Photoshop.
- **Is the text more than 200 words for each section?** There is a limit of 200 words for describing your artwork and 200 words limit for your inspiration.

11. Is there a theme for the online exhibition?

There is no theme for submitted work. Submit what you consider to be your best work. Once the work is selected, an exhibition theme will be established by the curators.

12. What happens after I submit my images?

All the submitted images are selected from a shortlist by a Royal Academician artist, the Director of RA Exhibitions and a RA Schools student. The exhibition goes online on 4 June. Check the website then!

13. What if I am still having problems?

Please email alevelonline@royalacademy.org.uk and we will help you.

Some Guidelines on Photographing Works of Art, by the Royal Academy's Curator of Photographs, Pat Eaton

1. **Avoid photographing your work in a mount or frame or under glass.**
2. If possible, **photograph the work out of doors.** This avoids inaccurate colours through different forms of indoor lighting.
3. To photograph your work well, **you need good even daylight.** Very sunny days are to be avoided when you will have problems with changing light levels as the sun goes in and out of clouds. An overcast day is probably best.
4. If the work is a drawing or print and not too big place it on a large piece of matt-grey or matt-black card **flat on the ground.** Make sure both are flat. A good alternative is a piece of matt-black velvet.
5. Try and use a tripod to avoid moving the camera even slightly while you are taking the photograph. If you do not have a tripod, stand over the work and try to steady yourself as much as possible (standing legs apart helps) but make sure that you, your tripod or anything else **do not cast a shadow on the work.**
6. Make sure the lens of your camera is held over the middle of the work and you are parallel to the surface of work; that is, **try not to tip the camera.**
7. If you cannot photograph the work flat on the ground, prop it up against a black or grey board. **Make sure that there is nothing brightly coloured close by** as you may get this colour reflected on your work.
8. **For 3D objects, place the work on a stable box or low table,** having first made sure that the background is very plain. If possible use a sheet of black or grey paper as a background, but a brick wall or fence would be okay. Make sure there is nothing brightly coloured on or near the table that will reflect colour on your work. Draping the table first with matt-black cloth is a good idea.
9. **Take several photographs over a period of time** and select the image that most accurately shows the colours of your work.
10. If you have to photograph your work indoors, try and work near a window and avoid having anything brightly coloured close by. Check that there are no shadows on your work. **Try and use daylight, not electric lights.** If you do have to use electric light, **try and place the lights on either side of your work at the same distance away** so that they shine a uniform light on it. Do not place them too close to the work.