Guidance on photographing work for submission

BTEC Art & Design

General Guidance

This document pertains to Art and Design units that undergo external assessment, and the submission of work for these units is done digitally through Pearson.

Essential resources:	
• Camera • Computer • Space • Lighting	• Tripod • Image-editing software, such as Adobe® Photoshop® • Microsoft lens® - PDF scanner (optional) • Neutral background • Patience

- Ensure that you have a good camera with a high autofocus. This can be a DSLR or Smart phone.

- Remember to fully charge your camera or phone, and don't forget the memory card if one is needed.

- Make sure that the lens is free from dust and grease. Clean it with a soft cloth.

- Your camera should have a few basic settings:

  − The ability to select ISO. Always use the lowest ISO setting. The higher the ISO number, the grainier the image. Some recommend a setting of 200 ISO.

  − Good autofocus.

  − The ability to adjust white balance - the type of light you're shooting in may produce white light, with slightly different colour tints. The white balance setting makes white objects appear whiter in your images. The auto balance setting is the simplest option.

Photographing 2D work

- Photograph 2D work with a light, neutral colour or tone around it. You can always crop this out later.

- Make sure that the work is placed or pinned on a flat surface, with no wrinkles or turned-up edges, and that the light is directly on the piece.

- You will need a tripod to make sure that your camera is aligned with the image you want to photograph. Turning on the Grid feature will help.

- A tripod eliminates movement, allowing you to focus and achieve a sharper image.

Photographing 3D work

- For smaller 3D objects, place your artwork on a flat surface with a neutral-coloured background. Make sure that you don't place your artwork too close to the background; give it some space.

- Think about the number of angles and lighting sources needed to capture the artwork in its best form.

- Details should be photographed separately where necessary e.g. intricate sewing/stitching, metalwork, ceramic details etc.

Additional tips

Lighting

- Autofocus is probably the best option for novice photographers, but you will also need to make sure that the lighting is good.

- Use bright or indirect daylight (avoid direct sunlight as this can create reflection) or fluorescent lighting.

- Avoid mixing lighting sources as different lighting produces different colour results.

- Your photographs should represent your work as accurately as possible, with a good contrast between light and dark.

- Do not use a flash as this can also result in reflection.

- Artwork that is reflective should be photographed in a space where reflections are minimised. Try to photograph the work so reflections do not obscure the work or detail.

- Check your photos as you go in case you need to adjust your lighting.

Composition and Sizing

- Use a ruler or recognised object (like a pencil) should be included next to work to indicate scale where appropriate e.g. very large work or very small work

- Make sure that your object/image is centred to the lens, and that you can see the whole object/image in the lens frame.

- Take multiple shots of the same image so that you have a range of options and can choose the image that works best for your presentation.

Saving digital work for submission

- Work should be saved in an easily accessible format such as JPEG, PNG or PDF. It is important to note that work submitted in any other file formats may not be accessible and may delay the issue of results.

- Images must be completely legible and clear at a recommended 72 pixels-per-inch (ppi).

- Each file should be named according to the following naming convention:
centre number_registration number_surname_first letter of first name

For example, the file name for Joshua Smith with registration number F180542 at centre 12345 should be named: **"12345_ F180542_Smith_J".**

Methods for returning the work to Pearson can be found on our submitting set-task work webpage.