

# Portfolio submissions to NCAD are digital for 2021

NCAD

An online submission process does not change what we are asking of you in terms of how you develop your work, the processes you use and how you document that process, including the use of worksheets and notebooks (see our [Portfolio Guide](#)).

However, you will need to document your work digitally through scanning/photography/film.



## **When can I start to submit my digital Portfolio?**

The Portfolio Submission platform will be open from mid-January right up until the closing date, allowing you to submit your work at your own pace.

You can save your progress and return to review and edit as many times as you like, up until the deadline of midnight on Friday 5th February.

## **What will I need?**

You can use a smartphone or any camera to document (photograph/video) your work. Please use the best quality smartphone / camera that is available to you.

## **How to document your work**

A standard portfolio contains between 10 and 20 A1/A2 or A3 sheets as well as at least 1 notebook.

You will need to document each of your sheets separately, as image files or as PDF's.

You can document your notebook as a set of images in a PDF. Alternatively, you can video your notebook by recording your work as you turn the pages. You will not need to talk us through it or add any commentary. You can ask a friend to turn the pages as you video your notebook.

Remember, whatever format you choose to document your work, the most important factor is that your work is clear and easily legible.

### 3Formats and File Size

You can upload files on the following formats:

- JPEG / TIF / GIF / PNG
- MP4 / AVI / M4V / MOV Video
- PDF

The maximum file size is 5MB for each file you submit. If a file exceeds this limit, please supply a link to YouTube / Vimeo or similar.

**IMPORTANT: We will not be able to assess work that is password protected.**

As part of your digital submission there is an optional text box available, in case you want to add some text to describe your work (Max. 200 words). Alternatively, you could include this text as a separate PDF (Max. 200 words).

If you have prepared separate pieces for different entry pathways, please make sure that your images are clearly labelled for each relevant pathway.

### Other considerations

Remove your work from any plastic or other folders that will obscure detail. Place your work flat on a large surface (even on the floor), and include the entire sheet in the frame. Aim to document your work in good daylight or under a strong artificial light. Make sure there are no shadows over your work.

### Scheduling my Portfolio Submission

You should factor in plenty of time to document your work. You should also factor in time to register with and upload your work to the portfolio submission platform.

### Other Useful Tips

- You will need to have your 2021 CAO number to register on the Portfolio Submission platform.
- We will ask you to provide an email address as part of your digital submission. Please make sure to use the same email address that you used as part of your CAO application.
- Put all your files (images/videos) in 1 folder on your computer. This will make it easier for you when uploading.
- Make sure to rotate all your images to the position you intend them to be viewed.
- Name and number your files like this "Joe Bloggs 1, Joe Bloggs 2"
- You will be able to review and edit your portfolio up until the final deadline.

### Deadline for submission

Midnight on Friday 5th February 2021.

### Need more information?

Email us at [admissions@ncad.ie](mailto:admissions@ncad.ie)

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### CORRECT IMAGES



### INCORRECT IMAGES

