

**Supplementary Intake Exercise (SIE) 2023
Preparation Notes and Checklist for Year 1 Visual Arts Applicants
PSLE Applicants**

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SUPPLEMENTARY INTAKE EXERCISE 2023

(A) Checklist

(A.1) for Submission of Supporting Documents to be uploaded via the TA Portal

- It takes about 45 minutes to 1 hour to complete the entire application for **ONE** (1) artform, provided that the portfolio submission and all supporting documents have been prepared in advance.
- Submit your applications early, as the TA Portal may experience slower connectivity due to high traffic towards the close of the application period.
- There will be no extension of deadline for submission of application. Incomplete applications will be disqualified. Appeals for late submissions will not be considered.

S/N	Document Title						
1. Applicant's Identification Document	<table border="1" data-bbox="480 584 1490 696"> <tr> <td data-bbox="480 584 938 618">Singaporeans</td> <td data-bbox="938 584 1490 618">Birth Certificate or Citizenship Certificate</td> </tr> <tr> <td data-bbox="480 618 938 651">Singapore Permanent Residents</td> <td data-bbox="938 618 1490 651">Passport and Re-Entry Permit</td> </tr> <tr> <td data-bbox="480 651 938 696">Foreigners residing in Singapore</td> <td data-bbox="938 651 1490 696">Passport and Dependant or Student Pass</td> </tr> </table> <p data-bbox="480 730 1490 797">Instruction:</p> <ul data-bbox="480 763 1490 797" style="list-style-type: none"> • Upload directly in the online application form via the TA Portal. 	Singaporeans	Birth Certificate or Citizenship Certificate	Singapore Permanent Residents	Passport and Re-Entry Permit	Foreigners residing in Singapore	Passport and Dependant or Student Pass
Singaporeans	Birth Certificate or Citizenship Certificate						
Singapore Permanent Residents	Passport and Re-Entry Permit						
Foreigners residing in Singapore	Passport and Dependant or Student Pass						
2. Recent Passport-Sized Colour Photograph	<ul data-bbox="480 842 1490 909" style="list-style-type: none"> • Should be taken against a plain white background. • Do not upload a full-length photograph. <p data-bbox="480 943 1490 999">Instructions:</p> <ul data-bbox="480 965 1490 999" style="list-style-type: none"> • Upload directly in the online application form via the TA Portal. 						
3. Academic Results	<p data-bbox="480 1043 1490 1111">(A) For applicants who are submitting their application during the Indication of Interest period (before the release of the PSLE result)</p> <ol data-bbox="512 1111 1490 1234" style="list-style-type: none"> 1. Primary 6 prelim results 2. Mother Tongue Language In-Lieu Letter issued by MOE (if applicable) 3. Mother-Tongue Language Exemption Letter issued by MOE (if applicable) 4. PSLE result slip <p data-bbox="480 1267 1490 1301">Instructions:</p> <p data-bbox="480 1290 1490 1323">Part 1: To submit during Indication of Interest Period</p> <ul data-bbox="480 1323 1490 1447" style="list-style-type: none"> • Save document 1 with documents 2 and 3 (if applicable) into 1 folder • Upload folder to Google Drive. Ensure that the privacy setting is set to 'Anyone with the link'. • Paste the shared link on the TA Portal in the 'Paste the Link Here' field. <p data-bbox="480 1480 1490 1514">Part 2: After release of PSLE result and eligible for Posting Group 3</p> <ul data-bbox="480 1514 1490 1547" style="list-style-type: none"> • upload a copy of your PSLE result slip (item no.4) into the same Google Folder in Part 1. <p data-bbox="480 1570 1490 1637">(B) For applicants who are submitting their application during the SIE application period</p> <ol data-bbox="512 1637 1490 1760" style="list-style-type: none"> 1. Primary 6 prelim results 2. PSLE result slip 3. Mother Tongue Language In-Lieu Letter issued by MOE (if applicable) 4. Mother-Tongue Language Exemption Letter issued by MOE (if applicable) <p data-bbox="480 1794 1490 1827">Instructions:</p> <ul data-bbox="480 1827 1490 1951" style="list-style-type: none"> • Save documents 1 to 4 (if applicable) into 1 folder • Upload folder to Google Drive. Ensure that the privacy setting is set to 'Anyone with the link'. • Paste the shared link on the TA Portal in the 'Paste the Link Here' field. 						

SUPPLEMENTARY INTAKE EXERCISE 2023

(B) Preparation Notes for Art Task Submission in Visual Arts (for all applicants)

SOTA offers students specializing in Visual Arts the opportunity to develop deep knowledge and understanding in the techniques, processes, theory, and history of visual arts. Students will develop analytical and critical abilities as they learn to investigate, annotate, and document their ideas and processes, in art making.

You may apply for Visual Arts if you demonstrate talent or potential in areas of 2-dimensional (2D) work, such as drawing and painting or design; 3-dimensional (3D) work, such as sculpture and ceramics; or electronic- or lens-based work, such as media arts or photography.

(B.1) What to Submit for Visual Arts Art Task

2 Items to Submit	Description
Art Task in A3 Size (29.7cm x 42.0cm)	<p>Applicants are to produce an original pencil drawing of the following subject:</p> <p><u>My Breakfast</u></p> <ul style="list-style-type: none"> • The drawing should demonstrate observational skills and technical control in pencil drawing (e.g., shading, line work and tonal value). • The drawing must include the subject matter only. There should be only 1 – 3 items related to the subject matter. Other items or backgrounds not related to the subject matter in the drawing will not be assessed. • The applicant is advised not to crop the subject matter and to draw the entire object/s related to the subject matter. • Please use only graphite pencils and white A3 drawing paper (29.7cm x 42.0cm). DO NOT use other medium, e.g., colour pencils, pen, charcoal. • The drawing should be executed from 1 November 2023 onwards. DO NOT submit work completed before 1 November 2023. • There is no time limit, but it is recommended that the applicant does not spend more than 3 hours on this task. <p>IMPORTANT: Shortlisted applicants are to bring the original physical work in hardcopy for the TA. You will not be able to proceed with the TA if you are unable to produce the original physical work in hardcopy.</p>
Annex A	Complete the Annex A: Declaration of Authenticity for Art Task Form
How to Submit	<ul style="list-style-type: none"> • Photograph or scan the artwork in high resolution and save as .pdf. • File size should not exceed 10MB. • Save the image of the artwork and the completed Annex A into 1 folder. • Name the folder as '<applicant's name_date of completion of the art task>'. • Upload the folder to Google Drive. • Privacy Setting: ensure that it is set to 'Anyone with the link'. • Paste the shared link of the folder on the TA Portal in the 'Uploaded to External Site URL' field. • Only the Art Task submission will be assessed. Portfolio or other artworks submitted at this stage will not be assessed.
Note	<ul style="list-style-type: none"> • Supporting documents, portfolios, and photographs submitted for shortlisting will be retained for the school's records. • Certificates, achievement records, testimonials, recommendation letters are <u>not</u> required.

ANNEX A

**SUPPLEMENTARY INTAKE EXERCISE 2023
VISUAL ARTS
PSLE APPLICANTS**

DECLARATION OF AUTHENTICITY OF ART TASK FORM

Instructions

- a. To be completed by the applicant's parent or legal guardian
- b. **Complete and sign** the Declaration of Authenticity
- c. **Upload** the artwork for the art task and Declaration of Authenticity to Google Drive
- d. **Privacy Setting:** ensure that it is set to 'Anyone with the link'
- e. **Paste** the shared link on the TA Portal in the 'Uploaded to External Site URL' field

Applicant's Full Name: (As per birth certificate /Re-Entry Permit/Passport /Student Pass)	
Title of Artwork (optional):	

I hereby declare that the Art Task* submitted for my child/ward's application via the TA Portal was 100% drawn and completed by my child/ward from 1 November 2023 to the date of submission.

I understand that my child/ward will NOT be eligible for TA shortlisting or audition or admission to SOTA should the above be falsely declared.

* as described on page 3 of the [Preparation Notes and Checklist for Visual Arts](#) SIE applicants.

Parent's/Guardian's Full Name: _____

Signature/Date: _____

(C) Audition Details for Shortlisted Applicants

(C.1) What You Will Experience During the TA

You will be required to participate and complete the following compulsory activities at SOTA:

1. Panel Interview and Online Questionnaires (no preparations required)
2. Arts Auditions:
 - a. Creative Activity
 - b. Portfolio Interview

(C.2) How to Prepare for Visual Arts Audition

Activity	Description
Creative Activity	<p>What to Prepare and Bring You must bring the Art Task submitted for the TA application (Compulsory). Art materials will be provided.</p> <ul style="list-style-type: none">• You will be assessed for:<ol style="list-style-type: none">a. Compositionb. Imaginationc. Manipulation of medium
<p>Portfolio Interview</p> <ol style="list-style-type: none">1. Art Portfolio2. Sketchbook (Optional)3. Annex B4. (Page 10)	<p>What to Prepare and Bring</p> <p>1) Art Portfolio (Compulsory) 10 final artworks completed within 2021 – 2023. You are encouraged to include at least 3 artworks produced in your current school. You may include artworks done in a variety of mediums, such as drawing, painting, mediaworks, design works, jewellery pieces and ceramics.</p> <p><u>Selecting the Artworks</u></p> <ul style="list-style-type: none">• Key qualities that the interview panel will look for include: a keen sense of observation, imagination, inspiration, and self-motivation.• You should include in your portfolio, where possible:<ol style="list-style-type: none">a. 5 artworks based on <u>observation</u>. These should show your ability to observe and achieve realism and details. The images should not be direct copies of copyrighted works, e.g., popular characters from cartoons, comics, or manga.b. 5 artworks based on <u>imagination</u>. These should demonstrate your ability to imagine and create original works from your sketches. These need not be in detail but could have ideas incorporated from other works, e.g., a creative combination of observed objects.c. In the above you could include some artworks that reveal where you derive your inspiration from. Others may demonstrate a range of your technical skills. The mediums could be 2D, such as drawing and painting; 3D, such as sculpture and ceramics; or electronic- or lens-based, such as photography and video. <p><u>Instructions:</u> <u>Each artwork should be clearly labeled with:</u></p> <ul style="list-style-type: none">• Your Full Name• Your TA Index Number (you would have received the TA index number upon successful submission of your TA application via the TA Portal. E.g., NonDSA/2024/VA123)• Title of artwork• Dimensions of artwork in centimeters (e.g., height, width, and depth)• Date of completion and/or duration of execution• An indication on whether the artwork was done in your current school• A short description of each artwork

	<p>2) Sketchbook (Optional)</p> <ul style="list-style-type: none"> • 1 sketchbook created in 2021 – 2023. • Sketches may include documentation of processes, trials, or experiments with mediums. • Sketches may be a compilation of quick drawings and/or reflections in a file or book format. <p><u>Instructions:</u></p> <p><u>The sketchbook should be clearly labelled with:</u></p> <ul style="list-style-type: none"> • Your Full Name • Your TA Index Number (you would have received the TA index number upon successful submission of your TA application via the TA Portal. E.g., NonDSA/2024/VA123) • Title of each image and/or sketchbook (if any) • Date of completion and/or duration of execution • An indication on whether the sketchbook was completed in your current school <p>3) Annex B (Compulsory)</p> <p>Complete and submit <u>Annex B: Declaration Of Authenticity Of Portfolio For Shortlisted Candidates</u> (page 8).</p>
Preparation	<p><u>What to Expect and How to Prepare for the Audition</u></p> <p>You will be assessed for:</p> <ul style="list-style-type: none"> • Imagination • Idea exploration • Technical ability • Engagement • Communication <p>You should be prepared to share with the panelists about:</p> <ul style="list-style-type: none"> • Your Art Task submitted during the application stage, which you must bring on the day for Visual Arts Talent Academy. • Your art portfolio. • The extent and diversity of your explorations and experimentation in the visual form. • Your responses towards the selected topic/theme and reflection on the different approaches taken. • Involvement in visual arts-related projects or activities you may have undertaken in school or during your own time. <ol style="list-style-type: none"> a. Do put thought into the selection of works for your portfolio as the TA Panel will not view artworks beyond the stated number during the Portfolio Interview session. b. The TA Panel will only consider artworks presented during the Portfolio Interview session.

(C.3) What to Bring

TA Schedule	<ul style="list-style-type: none">• A copy of your TA Schedule.• Primary Student Concession Card• Attire: school uniform• Art Task submitted for the TA application.• Art Portfolio, Sketchbook (Optional), Completed Annex B: Declaration Of Authenticity Of Portfolio For Shortlisted Candidates.
Notes	<p>Release from SOTA</p> <ul style="list-style-type: none">• You will need to WhatsApp or text message your parents/relatives to arrange for a pickup place (level 2 or nearby places around SOTA).• You will only be released once your parent/guardian has replied to your message and confirmed a pickup place/meeting spot.• If you do not have a mobile phone, inform the SOTA staff for loan of mobile phone.

ANNEX B

VISUAL ARTS – DECLARATION OF AUTHENTICITY OF PORTFOLIO FOR SHORTLISTED CANDIDATES

Instructions

- a. To be completed by the applicant’s parent or legal guardian
- b. **Complete and sign** the Declaration of Authenticity
- c. **Print** the Declaration of Authenticity and bring along to submit to the Panel at your audition

Applicant’s Full Name: (As per birth certificate /Re-Entry Permit/Passport /Student Pass)	
Date:	

I hereby declare that the following submitted for my child/ward’s application via the Talent Academy audition was 100% created by my child/ward from 2021 to the date of submission. I understand that my child/ward will NOT be considered for or eligible for admission to SOTA should the above be falsely declared.

- Art Portfolio (Compulsory)* Sketchbook (Optional)**

*** as described on pages 5 & 6.

Parent’s/Guardian’s Full Name:	
Signature & Date:	

Annex C

Guide to uploading and compressing videos and/or documents for submission via the TA Portal

1. How do I upload videos and files to Google drive?

You may refer to the [Google Support page](#) for assistance

Direct Link:

<https://support.google.com/drive/answer/2424368?co=GENIE.Platform%3DDesktop&hl=en>

Google Search Engine

In google search engine, type the following keywords: How to upload files or folders to google drive

2. How do I upload videos to YouTube?

You may refer to the [YouTube Support page](#) for assistance

Direct Link:

https://support.google.com/youtube/answer/57407?hl=en&ref_topic=7505892

Google Search Engine

In google search engine, type the following keywords: How to upload video to YouTube

3. How do I convert, compress or merge documents to PDF?

There are many free online websites you can use. Below are a few suggestions. Please note that SOTA is not affiliated to any of these sites. The links below will bring you to an external website not hosted by SOTA.

Convert word document to pdf document

- a. www.freepdfconvert.com
- b. <https://smallpdf.com/word-to-pdf>

Compress / Resize pdf documents

- a. http://www.ilovepdf.com/compress_pdf

Merge individual pdf documents into 1 document

- b. http://www.ilovepdf.com/merge_pdf