AP Art and Design—Drawing and 2-D Art and Design Portfolio Exams

Last Day for AP Art and Design Portfolio Assembly for Drawing and 2-D Art and Design: Friday, May 8, 2020

The directions in this section apply only to the Selected Works section of the AP 2-D Art and Design and AP Drawing Portfolio Exams. AP Drawing and AP 2-D Art and Design students submit the Sustained Investigation section online using the digital submission web application. 3-D Art and Design students submit ALL sections of their portfolio exam using the web application and therefore do not need to be present at this assembly session.

It is recommended that you fill in the form on the next page with the appropriate information and then photocopy and distribute that page to your students before the designated date for portfolio assembly. Instructions for portfolio assembly begin on page 20. Art and Design students do not submit a paper answer sheet. Students complete registration when they enroll in a class section in My AP, and they provide identifying information when they set up access in the AP Art and Design digital submission web application. The web application also includes an electronic permission form that students fill out regarding possible reproduction or exhibition of their work. Students must also agree to a series of statements about the artistic integrity of their work and confirm that they have not plagiarized another artist’s or student’s work.

What Proctors Need to Bring to This Exam

- Art and Design portfolio envelopes (if the envelopes haven’t previously been distributed to classes)
- The personalized AP ID label sheet for each student completing a portfolio assembly
- Part 2 of the 2019-20 AP Coordinator’s Manual
- This book—2019-20 AP Exam Instructions
- Extra pens with black or dark blue ink
- Optional: Extra blank stickers (in case the numbered stickers included in the portfolio envelope have been lost)

Reminder: Students need to bring a printed copy of their Selected Works written evidence. Make sure students have this ready.
Art and Design Student (Drawing and 2-D Art and Design only)

Today’s Date: ____________

Pick up your Art and Design portfolio envelope at:

Place: ______________________ Date: ____________ Time: ____________

Read the instructions on the outside of your portfolio envelope. Read and review the detailed information on the portfolio label and in the AP Art and Design brochure about how to pack and label the five works that you submit for your Selected Works.

Bring your portfolio envelope with your Selected Works section materials to:

Place: ______________________ Date: ____________ Time: ____________

Be prepared to pack the pieces for your Selected Works section and your printed copy of Selected Works written evidence, and fill out the information requested. This should take no more than half an hour. Nothing that identifies you or your school may appear on any of your art materials, unless removing such information could damage your work. For the safety of your work during shipping, please follow the instructions in the AP Art and Design brochure about mounting or matting your work.

Your artwork will be returned via UPS in late June or early July. The address you provided with your registration information in My AP is where your portfolio will be sent. You must supply a street address including apartment number (if applicable), not a post office box, because UPS will not deliver to a P.O. box. ETS and College Board do not assume responsibility or liability for loss or damage to portfolio materials while they are in ETS’s possession or in transit. You will be able to track the return shipment of your artwork by following the steps below.

Track the return of your artwork:

1. Keep a record of your AP ID: _____ _____ _____ _____ _____ _____ _____
   You can view your AP ID by signing in to My AP (myap.collegeboard.org), then go to My AP Profile and click the Registration tab.
2. Log on to the UPS website at www.ups.com
3. Go to TRACKING in the toolbar at the top of the screen and select Track & Track History
4. Select the Track by Reference Number link
5. Enter your Shipment Reference which is your AP ID
6. In the Date Range, enter June 1, 2020, in the FROM field and July 15, 2020, as the TO field
7. Select the country (e.g., United States) where you live from the Destination Country or Territory dropdown box
8. Enter your zip or postal code in Destination ZIP/Postal Code
9. If you agree to the terms and conditions, click “TRACK”
Instructions for Portfolio Assembly

AP coordinators receive shipments with a portfolio envelope for each Drawing and 2-D Art and Design student. The envelope is the same, regardless of what type of portfolio the student is submitting. The portfolios are sent in special cartons, separate from the rest of your exam materials. As soon as you receive the carton(s) containing the portfolio envelopes, fill in the information in the form on the previous page, photocopy the form, and give a copy to each Drawing and 2-D Art and Design student. Because the AP Art and Design portfolio envelopes are not secure exam materials, it's suggested to distribute the envelopes to teachers after receiving them, though schools may also choose to wait until the portfolio assembly session to distribute the portfolio envelopes if they prefer. Regardless of when you choose to distribute the envelopes, ensure they are all accounted for and present at the portfolio assembly session. Portfolio envelopes are not sent for 3-D Art and Design students, since 3-D Art and Design students submit their entire portfolios online.

If a student wants to submit more than one portfolio type, each must be submitted separately via the AP Art and Design digital submission web application. Selected Works sections for Drawing and 2-D Art and Design portfolios must be submitted in separate portfolio envelopes. The AP coordinator and the AP Art and Design teacher should verify that no work is duplicated between the portfolios—for example, a work submitted as an original in one portfolio may not be submitted as a digital image, whether of the whole work or in a detail, in the other. In addition, an exam fee must be submitted for each portfolio.

The portfolio assembly does not involve secure testing materials. Therefore, in contrast to other AP subjects, the AP Art and Design teacher may be present when students meet to assemble the Selected Works sections of their Drawing and 2-D Art and Design Portfolio Exams, just as they may be present when students upload digital images and work on the Sustained Investigation and Selected Works sections of their portfolio exams online. AP Art and Design teachers should help ensure students’ portfolios are complete and are accurately presented. The meeting to assemble the Selected Works section of the portfolios is not “testing time” in the usual sense.

The portfolio envelopes for the Selected Works section of the AP 2-D Art and Design and AP Drawing Portfolio Exams must be returned to the AP Program before the close of the next business day after the school's last scheduled exam. For example, if your last administration is on May 15, they should be returned no later than May 18. You should have the portfolio assembly session with Drawing and 2-D Art and Design students no later than May 8.

Students should provide the same identifying information in the digital submission web application as they provided in My AP, to ensure consistent matching information. Students can access their AP ID through My AP (myap.collegeboard.org) by going to My AP Profile and then the Registration tab. This year, students will indicate the institution receiving their scores only through My AP. For more information about digital submission, see pages 125–129 in Part 2 of the 2019-20 AP Coordinator’s Manual.

Remind students of the following packing guidelines, which are also listed in the AP Art and Design Portfolio Requirements 2019-20 brochure.
Guidelines for Submitting Physical Art for AP 2-D Art and Design and AP Drawing Portfolios

**DO** | **DO NOT**
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- mat or mount any works on paper, preferably on neutral colored matboard; | - send work under glass, fragile work, or stretched canvases (they will be evaluated, but they are likely to be damaged in shipment);
- mount works smaller than 8” x 10” on backing at least 8” x 10” to ensure they aren’t overlooked in the portfolio envelope; | - send works rolled or folded, and don’t roll or fold works to make them fit in the portfolio envelope (they won’t be evaluated, and your score for that section will be based on the work remaining in that section);
- use fixative on works that may smudge; | - send books or journals (they will be opened to one page at random for evaluation);
- cover any work that has a delicate surface with an overleaf fastened to one edge so it can be lifted easily; | - send more than 5 works (extra works won’t be evaluated);
- unstretch canvases and back them with matboard; | - send works that won’t fit easily into the 18” x 24” portfolio envelope (they won’t be evaluated, and your score for that section will be based on the work remaining in that section); or
- submit the required number of works (portfolios must have the required number of works); and | - place any information identifying you or your school on any of the materials in your portfolio, except where requested. Your AP coordinator or teacher will give you instructions on how to label your works. If you have already signed your work, however, don’t risk damaging it to remove a signature.

**NOTE:** Although College Board and ETS make every effort to avoid loss or damage to your portfolio materials when they are being evaluated or in transit, accidents do happen. ETS and College Board do not assume responsibility or liability in such cases.

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Introduction and Distribution of Materials

Read aloud all the directions in bold. When ellipses ( . . ) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing costly errors.

Be sure you have the students’ AP ID label sheets. The AP ID label sheets are personalized. You should have one AP ID label sheet for each student assembling a portfolio. You must be sure to give each student their own AP ID label sheet. Students receive one AP ID label sheet to use for the whole 2020 AP Exam administration; if a student is taking exams during both the regular and late-testing exam administrations, they don’t receive a separate label sheet for late testing.

**When you’re ready to begin, say:**

May I have everyone’s attention? We are going to complete the assembly of your portfolios.
Does everyone have their portfolio envelope, their five works of art, numbered stickers, a printed copy of their Selected Works written evidence, and a pen with black or dark blue ink? . . .

Students need to include a printed copy of their Selected Works written evidence in the portfolio envelope. Check that students have their printed written evidence.

If any students don’t have their written evidence, have someone assist them in signing in to their AP Art and Design digital submission web application account to print their written evidence.

Each of you was assigned a unique AP ID when you provided registration information through “My AP.” Your AP ID is printed on your AP ID label sheet, which I’ll distribute in a moment. You must use your AP ID labels on all AP Exams you take in 2020. If you run out of labels, you must write your AP ID in the areas indicated on exam materials. You will not receive a new label sheet. You must not share labels.

I will now distribute AP ID label sheets. Make sure you receive your personalized AP ID label sheet. . . .

Distribute the personalized AP ID label sheet to each student.

When you have distributed all AP ID label sheets, say:

Please look at the name printed at the top of your AP ID label sheet to make sure it’s yours. If you have received a label sheet that isn’t yours, please raise your hand and I’ll help you. . . .

IMPORTANT: If any student says information such as their name or date of birth is printed incorrectly on their AP ID label sheet, tell the student not to worry. They can proceed with the portfolio assembly even if there’s a typo on their AP ID label sheet. They should write their correct information on their portfolio materials. Advise the student that they should contact AP Services for Students after the portfolio assembly to correct their information in their College Board account.

Each student’s AP ID label sheet has their exam schedule printed at the top. The exam schedule lists the student’s known AP Exams as of the time the label sheet was printed; if a student had any recent changes to their exam schedule, that might not be reflected on the label sheet. Up to eight exams are printed. If a student has more than eight exams, the label sheet will have the note “+ Additional Exams.” Alternate exams for late testing are indicated with an asterisk (*). If a student has any questions about the exam schedule printed on their AP ID label sheet, advise the student to talk to the AP coordinator after the portfolio assembly.

NOTE: If any student is missing an AP ID label sheet, they can look up their AP ID by signing into My AP (myap.collegeboard.org), going to My AP Profile, and then the Registration tab. The student should write their AP ID on their portfolio label and on the back of each of their works of art. Be sure to let the AP coordinator know if any students are missing an AP ID label sheet.

Confirm that all students have received their personalized AP ID label sheet.

Then say:

For reference, your AP ID label sheet shows your AP Exam schedule. If you’ve had any recent changes to your exam schedule, they might not be reflected here. Your AP coordinator has a record of the AP Exams you’re taking, so if you have any questions about your exam schedule, please contact your AP coordinator later.
**Portfolio Assembly Instructions**

We’re now ready to assemble the Selected Works section of your AP 2-D Art and Design and AP Drawing Portfolio Exams. Remember, your Sustained Investigation section must be submitted through the digital submission web application, and you also need to submit digital backups of your Selected Works.

In you haven’t already, take out the numbered stickers that are in your portfolio envelope and place them on your desk . . .

**Portfolio Label**

Let’s begin. On the front of your portfolio envelope is a large label where you’ll complete some information. First, take an AP ID label from your label sheet and place it in the box at the bottom of your portfolio label that reads “Place your AP ID label here.”

Look up when you’re done . . .

Any student without labels should write their AP ID.

Next, use your pen to print the information requested under Step 1 on your portfolio label. This information must be identical to the identifying information you entered online using the AP Art and Design digital submission web application and that you provided when first enrolling in a class section in “My AP.” . . .

Under Step 2, place a check mark in the box that indicates which portfolio you are submitting—Drawing or 2-D Art and Design. Be sure this matches the information you have entered using the web application. If this information doesn’t match, your score may be delayed. Look up when you have finished . . .

Next, put an AP ID label in the lower right corner on the back of each of your five works. Be sure the label is in the lower right corner; if there is any doubt about the orientation of a work (which side is the top), this label will be used to make sure it is evaluated right-side up. You can also write “TOP” along that side on the back of the piece. For either portfolio, works should fit easily into the portfolio envelope. Look up when you have finished . . .

Now, get the sheet of numbered stickers, numbered 1 through 5. You’ll need to place a numbered sticker on the back of each of your works to match the order of your Selected Works in the digital submission web application. Refer to the printed copy of your written evidence for the order of your works. Place the “1” sticker on the back of the work that you placed as your first work in the web application, the “2” sticker on the back of the work that you placed as your second work in the web application, and so on.

If any students are missing the numbered stickers, you can either provide them with blank stickers that they can write numbers on, or they can write the numbers directly on the back of their works.

**Do not submit more than the required number of works. Only the five works with stickers numbered 1 through 5 will be evaluated. Extra or oversized pieces for the Selected Works section of the Drawing or 2-D Art and Design portfolios are not allowed. Incomplete portfolios (fewer than five artworks submitted) will not be accepted in the digital submission web application. If fewer than five of the submitted artworks meet the specifications for Selected Works, your score for that section will be based on the work remaining in Selected Works, if any.**
Inserting Portfolio Materials

Place your materials into the portfolio in the following order:

1. Original works facing the back of the portfolio (the side without the label)
2. Printed copy of your written evidence for the Selected Works section (printed from the digital submission web application)

NOTE: If any students are submitting both a 2-D portfolio and Drawing portfolio, make sure they place their written evidence in the correct envelope.

Then say:

Fill in the “Student” column on the portfolio label under Step 4. Check the box to indicate that you have included five physical artworks, labeled 1 through 5 on the back, for the Selected Works section and check the box indicating that you’ve included your printed written evidence. Look up when you have finished. . .

Review the list under Step 5 on the portfolio label, and complete the “Student” column. Then, close the portfolio.

Your portfolio will be returned to you in late June or early July via UPS to the home address you provided. As a reminder, work cannot be returned to a P.O. Box. Write your AP ID on the form with tracking information that your AP coordinator gave to you. You’ll need this information if you want to track the return shipment of your portfolio. Are there any questions? . . .

Answer any questions concerning the assembly procedure described above.

When all students have filled in the checklists and properly inserted materials in their portfolios, say:

I need to collect AP ID label sheets from everyone.

Collect the AP ID label sheet from each student.

Then say:

I’m now going to collect your portfolios.

As you collect the materials, check the portfolios to be sure each student has been consistent in filling them out, has correctly indicated which portfolio is being submitted, and has put an AP ID label at the bottom of the portfolio label. The AP coordinator needs to fill in the “Coordinator” column in Step 4 on the blue portfolio label, verifying the materials that are enclosed. Review the checklist under Step 5 on the portfolio label, and complete the “Coordinator” column.

When you are sure all materials are in order, say:

Remember, if you need to view your AP ID after the exam, you can do so by signing in to “My AP.” Instructions are in the 2019-20 Bulletin for AP Students and Parents. . .

You can have one AP score report sent for free. If you haven’t already done so, it’s important that you sign in to “My AP” later to indicate the college or university that you’d like to receive your free score report. The deadline to indicate or change your free score report recipient is June 20.

Your AP Exam scores for this year will be available online in July.
**Then say:**

*You are now dismissed.*

Portfolios must be placed in secure storage until they are returned to the AP Program before the close of the next business day after the school’s last regularly scheduled exam. For example, if your last administration is on May 15, they should be returned no later than May 18. *Any Incident Report involving a student’s Art and Design portfolio should be placed in the portfolio envelope, not in the Incident Report return envelope.* See “Administration Incidents” in **Part 2** of the *2019-20 AP Coordinator’s Manual.*

Return the AP ID label sheets to the AP coordinator so the label sheets can be organized for each upcoming exam administration. Keep in mind that the schedule printed on the label sheet may not reflect recent changes to a student’s exam schedule. If you need to confirm a student’s exam schedule, reference the AP coordinator’s master exam list.