



APA2

INSTRUCTIONS TO THE APS HONOURS ASSESSMENT PANEL –DIGITAL IMAGES (CD/DVD/Flash drive Presentations)

These instructions shall be read to the members of the Honours Panel before they are presented with the submissions for consideration.

1. The Coordinator shall have no vote and shall take no part in the assessment of the photographs. He/she shall be responsible for the conduct of the meeting and he/she shall ensure that the regulations are explained to the members of the panel and carried out.
2. The name of each applicant shall be known only by the Coordinator
3. For the recommendation of an applicant the number of panel members voting in favour shall be 3 for LAPS and AAPS, and 4 for FAPS.
4. Members of the panel shall view the submission to satisfy themselves on the following points:
 - a) The standard for Honours granted by the Exhibition System and the Panel Assessment System should, as far as is practicable, be the same. There is NO control over subject matter in the Exhibition System. Similarly, Panel System applicants may choose to specialise with one theme/subject matter or demonstrate some versatility.
 - b) Where more than the minimum number of images is submitted, different panel members may each deem the required number of images to comply with the required standard without the need for them to be the same images as those selected by the other members of the panel.

The following is the minimum standard required:

LAPS – Applicants may submit between 10 and 12 images. Of the images submitted, at least 10 should be at least of National standard.

AAPS - Applicants may submit between 20 and 25 images. Of the images submitted, at least 20 should be of at least National standard, and of these, at least five should be really top pictures worthy of awards. Awards are defined as 1st, 2nd, 3rd placings. Trophies, Medals, Diplomas, Certificates of Merit, Honourable Mentions or Highly Commended.

FAPS - Applicants may submit between 40 and 45 images. Of the images submitted, at least 40 should be of International standard and of these, at least ten should be really top pictures worthy of awards. Awards are defined as 1st, 2nd, 3rd placings. Trophies, Medals, Diplomas, Certificates of Merit, Honourable Mentions or Highly Commended.

To reach National or International standard a digital image must, in the opinion of the panel member, have a very good chance of gaining acceptance in the majority of exhibitions of that standard.

Where a verified exhibition record has been provided for any image in a Panel, and that exhibition record indicates that an image has obtained at least 5 acceptances, that image shall be deemed to meet the required standard for that honour. An image that does not have the required acceptances but has an award (National/International for LAPS & AAPS, International for FAPS) will still be deemed to meet the required standard. Such images are still presented to the panel as part of the overall body of work submitted and to ensure that each of the images submitted is substantially different to the other images in the submission. Any one of those images which has obtained at least one award in a National/International (as relevant) will be deemed to constitute one of the 5 (AAPS) or 10 (FAPS) images worthy of awards, subject to the proviso that no more than two awards per country will be deemed to constitute a FAPS award. A table setting out how images are to be assessed on the basis of these criteria is appended. (APA5). An image meeting the required minimum exhibition record as per these criteria is “deemed to satisfy” and is thus to be automatically counted by all panel members as one of the images that meets the standard required.

5. A verified exhibition record may be provided by the applicant for any image submitted to the panel. If this record has fewer than the number of acceptances required to meet the “deemed to satisfy” criteria, it will be presented to the panel. Where one or more panel members are of the view that individual images within a submission do not meet the standard applicable to the Honour sought, the Panel Coordinator shall advise the panel of the exhibition record of the image or images in question, such that this record may be taken into consideration prior to a final decision being made on that submission.
6. To ensure that all the images comprising a panel submission are distinctly different images, the whole submission will be shown to the Panel, irrespective of the “deemed to comply” status of individual images.
7. Automatically review (by way of a discussion by panel members) ALL panel submissions that are not successful.
8. Each panel member shall be required to give their reasons for not recommending a submission. These comments shall be summarised by the Coordinator. The Coordinator will provide unsuccessful applicants with some constructive comments on their submission indicating the works or aspects of the presentation that were below standard with suggestions for improvement. A copy of the summary will be sent to the unsuccessful applicants by the Honours Sub-Committee Chairman. No further correspondence shall be entered into regarding the panel’s decision not to recommend any application.

When notifying members, the results of their submissions, the HSC Chairman will give them the names and Honours of all Panel members.