

FREQUENTLY ASKED QUESTIONS

A) INFO PACKAGE

1. What are the documents inside the info package?

Document Content	Artwork Category	Personal Recount Category
Guide to Judging criteria, Tips, Submission	(1) 2025 FAQs & Submission Guide.pdf	(1) 2025 FAQs & Submission Guide.pdf
Implementation ideas & prompts that teachers can share with students to ask their elders during brainstorm session for each topic	(2) 2025 Implementation (Teacher's Copy) and Guidebook.pdf	(2) 2025 Implementation (Teacher's Copy) and Guidebook.pdf
Worksheet to assist teachers and students to get started on brainstorm process, to put together submission documents	(3) 2025 Supplementary Worksheet (Student's Copy).pptx	(3) 2025 Supplementary Worksheet (Student's Copy).pptx
A complete entry should consist of (i) (4A) Artist Statement / (4B) Creative Writing.pptx (ii) (5) Teacher coversheet.pptx (iii) Artwork pieces / Photographs	(4A) 2025 pri artist statement_<school>.pptx	(4B) 2025 pri personal recount_<school>.pptx
	(4A) 2025 sec artist statement_<school>.pptx	(4B) 2025 sec personal recount_<school>.pptx
	(5) 2025 Teacher cover sheet_artwork_<school>.pptx	(5) 2025 Teacher cover sheet_personal recount_<school>.pptx

Registering your interest does not automatically enter your school into the competition until you submit your entries. Please email us at afcsq@ourheartforsg.org or get in touch via Whatsapp (Grace Goh) +65 88062912 if you have any questions.

2. Is it compulsory for teachers to use the implementation materials?

No. The implementation materials are suggestions to help teachers and students put together the submission documents, teachers may implement the activity however they want to.

3. Where and how should the teacher start to use the materials?

Step 1:

- Teacher to read the **(1) 2025 FAQs & Submission Guide.pdf** >
- Teacher to read the **(2) 2025 Implementation (Teacher's copy) and Guidebook.pdf** >
- Teacher could use/make edits to **(3) 2025 Supplementary Worksheet (Student's copy).pptx**, where applicable, according to the students' level.
 - Teacher to print or digitally disseminate students the edited supplementary worksheet

Step 2:

- (a) The piecemeal suggested use of the implementation materials
- (i) Teacher tasks students to do the interview brainstorm fill in **(3) 2025 Supplementary Worksheet (Student's copy).pptx**
 - (ii) students conduct interview and come back with artwork or creative writing piece
 - (iii) Teacher selects artwork suitable for submission entry, then students to fill rest of questions. Teacher selects creative writing piece for submission entry: then students to submit photos

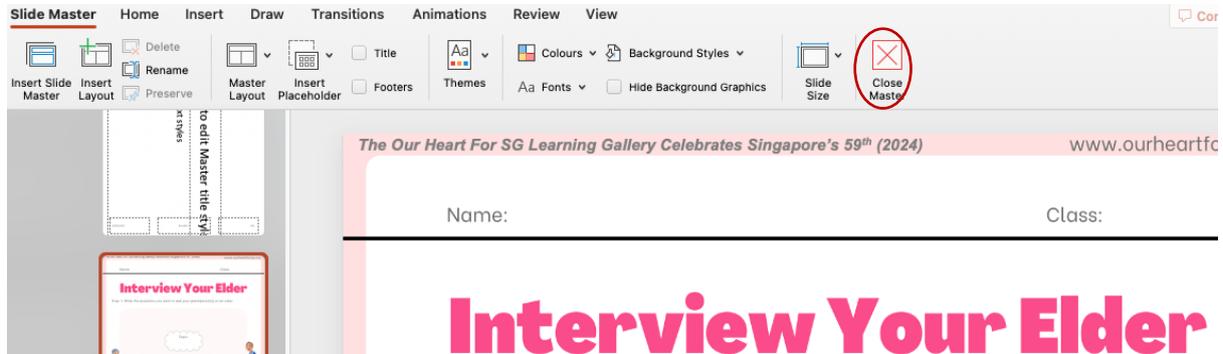
Or, Teacher simply tasks the students with the questions for submission **(4A) 2025 pri-sped artist statement_<school>.pptx**, and let students come back with full entries.

Step 3: Teacher to submit (Refer to **C) SUBMISSION**)

- Artwork Category: Artwork & **(4A) 2025 Artist Statements_<school>.pptx**, and **(5) 2025 Teacher Coversheet.pptx**
- Creative Writing Category: photos & **(4B) 2025 Personal Recount_<school>.pptx**, and **(5) 2025 Teacher Coversheet.pptx**

- By default, the supplementary worksheet setting is saved for teachers to make changes for your students' levels. I do not want to make changes to the prompts. What should I do?

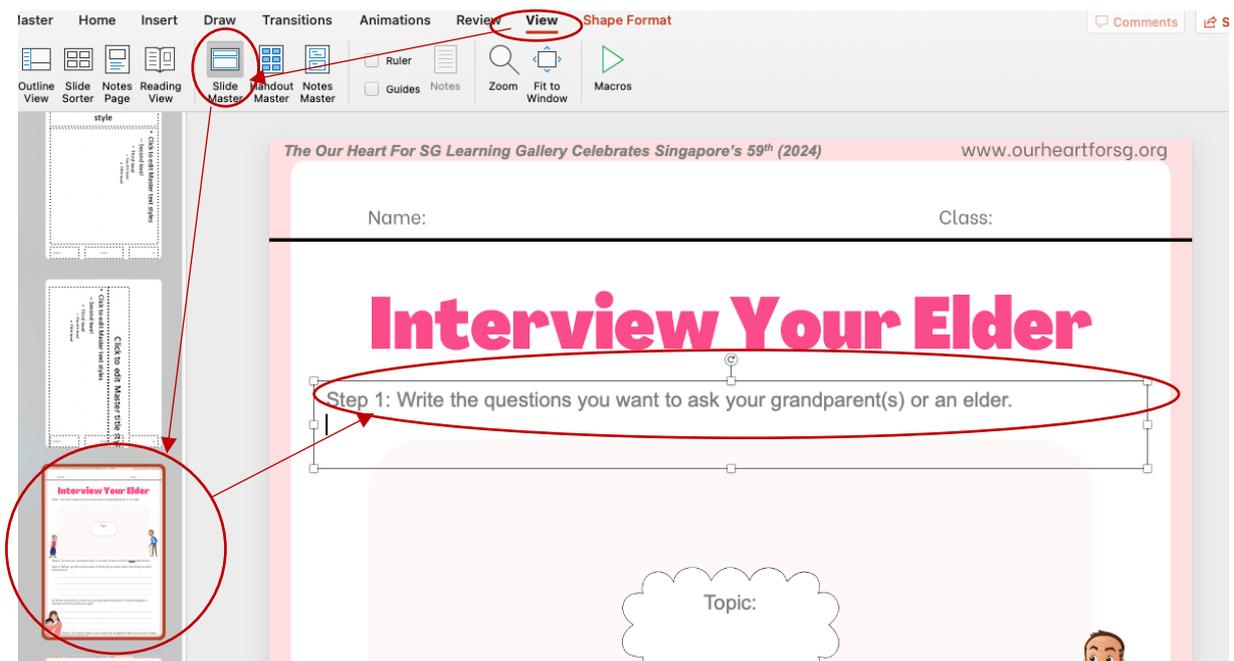
When you open the supplementary worksheet.pptx , you will see the below > click “close master”.



- I want to adjust the prompts to match my students' level. How do I edit the implementation worksheet template or the submission template?

For Implementation (Student's copy - supplementary worksheet).pptx

Step 1: Open the powerpoint, go to “View” tab > “Slide Master” > Scroll down to the slides that you want to edit > click on the text box to make the edits

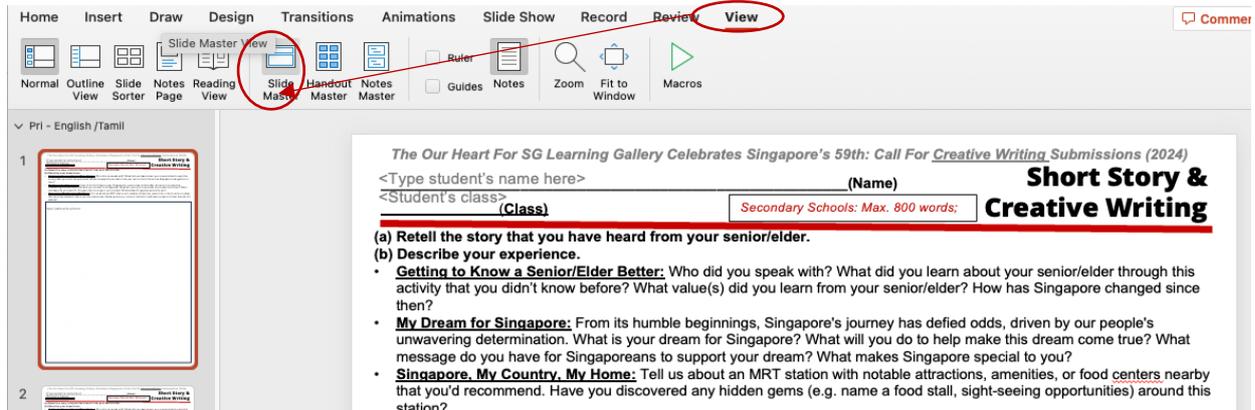


Step 2: Click “Close master” when you are done.

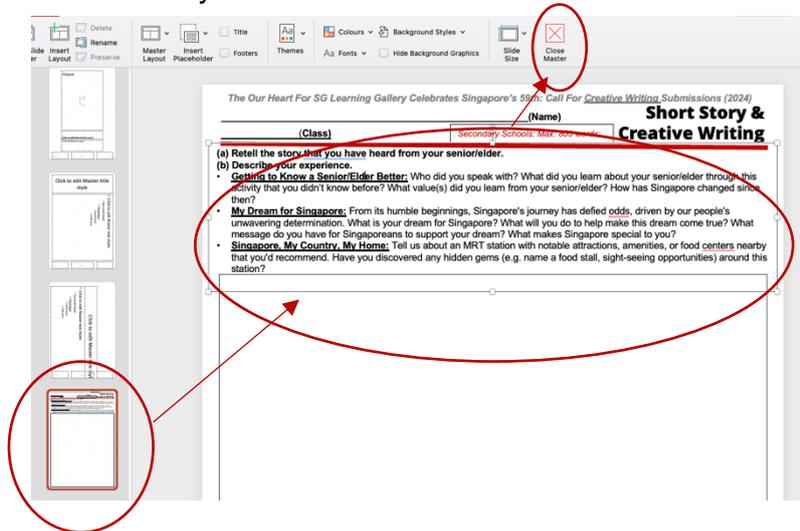


For Artist Statement.pptx or Creative Writing.pptx

Step 1: Open the powerpoint, go to “view” tab > “slide master”



Step 2: scroll to the slide that you want to make the changes > click on textbox > click “close master” when you are done.



B) JUDGING

6. What are the judging criteria?

Entries will be judged based on the following criteria:

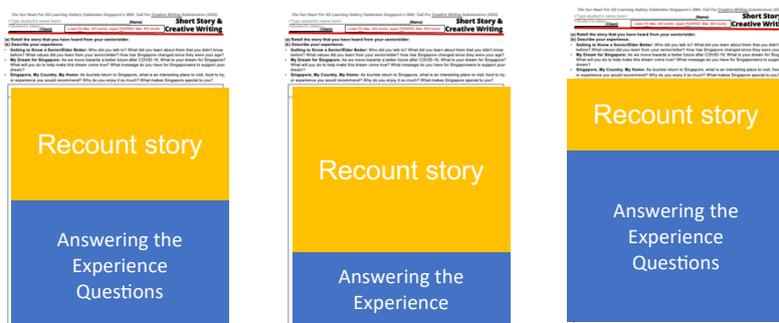
Artwork Category	Personal Recount Category
<p><u>Artwork (50%)</u></p> <ul style="list-style-type: none"> Aesthetic Quality (20%) Artwork's Vibrancy (15%) Artwork Creativity in Showcasing elements of Singapore (15%) <p><u>Artist Statement¹ (50%)</u></p> <ul style="list-style-type: none"> Quality: Storytelling (40%) Clarity: Language & interpretation of theme (10%) 	<p><u>Personal Recount² (90%)</u></p> <ul style="list-style-type: none"> Quality: Creative Storytelling of Senior's Story, Elements of Singapore & Interpretation (70%) Clarity: Language (20%) <p><u>Photo (10%)</u></p> <ul style="list-style-type: none"> Clarity of subject(s) in photograph (10%)

Tips for Artwork:

- Participants are free to create an original composition based on the given theme. They are encouraged to
 - Use vibrant colors to create an overall uplifting feel in your drawings
 - Include elements of past and/or present Singapore
 - Showcase our multiracial or multicultural community or mention Singapore in different languages

Tips for Personal Recount

- Participants may refer to the guiding questions included in the information package to create their written submissions, and are encouraged to answer all the questions in the guiding questions. It is up to the participants on how much they want to apportion to the retelling of story or answering the experience questions.



- The interpretation criteria refers to (i) recount of the story told to them and retold in participant's own words (ii) the values / application that the participant took away from the story told to them, applied to the participant's own experience

7. For both the artwork and creative writing categories, a maximum of 40 students from each school will receive a distinction, merit, or participation certificate, signed by a key appointment holder. What are the differences in the student certification levels?

Distinction	<p>Student represents respective CDC, and is invited to be interviewed by the media (in 1 of 4 Singapore's official languages) and key appointment holder of his story and experience at National Day Exhibition</p> <ul style="list-style-type: none"> Maximum 4 schools per CDC
Merit	<p>Student's work printed physically at the OHFSG National Day Exhibition</p> <ul style="list-style-type: none"> Minimum 1 student per category per school³
Participation	<p>All submitted entries by school</p> <ul style="list-style-type: none"> Maximum 40 students per school

³For the creative writing category, a minimum of one student is printed per school. However, if a school signs up for both the creative writing category and the artwork category, one student will be chosen for each category to have their work printed for the physical exhibition. This means that there will be a minimum of two students per school represented in the exhibition.

8. What are the written requirements per level?

- For both artwork and the creative writing categories, participants may submit their artist statement or creative writing piece in 1 of the 4 Singapore's official language – English, Chinese, Malay or Tamil.

You may refer to past year's work on: <https://www.ourheartforsg.org/activity>

	Artwork Category: For Artist Statement¹	Creative Writing Category: For Creative Writing Piece²
Primary / SPED	Regardless of language, maximum 400 words.	Regardless of language, Lower Primary: maximum 400 words. Upper Primary: maximum 600 words.
Secondary	Regardless of language, maximum 400 words.	Regardless of language, maximum 800 words.

9. What materials (Artwork), and font (Creative Writing) can be submitted?

Artwork Category	Creative Writing Category
<p>1) Artwork</p> <p>Traditional Artworks</p> <ul style="list-style-type: none"> Artworks must be flat, between A4 and A3 size, and able to be scanned on a flatbed scanner. You may use any two-dimensional medium, such as watercolour, acrylic or oil paint, charcoal, graphite or coloured ink. Participants are free to use a single or a variety of wet/dry drawing medium combined, such as pencils, coloured pencils, pens, markers, crayons, acrylic or oil paint, water colors Your work should not be framed. Scanned Artworks (preferably 300dpi) png, pdf, jpg or jpeg (preferred), or physical copies. <p>Digital Artworks</p> <ul style="list-style-type: none"> Adobe Illustrator: A4 size, 300 dpi (2,480px on shortest edge, 3,580 on longest edge). Adobe Photoshop: A4 size, 600 dpi (4,960px on shortest edge, 7,016 on longest edge) Autodesk Sketchbook / Procreate: 3,508px on shortest edge, 4,960 on longest edge or artboard size of 594 x 841 mm (A1 size) <p>2) Artist Statement</p> <ul style="list-style-type: none"> Type-written in the OHFSG template.pptx format, saved as .pptx or .ppt (no pdf) Arial font type, font size of 10, with clear paragraphing. Title is not included in the word count. 	<p>1) Creative Writing Piece</p> <ul style="list-style-type: none"> Type-written in the OHFSG template.pptx format, saved as .pptx or .ppt (no pdf) Arial font type, font size of 10, with clear paragraphing. Title is not included in the word count. <p>2) Photo</p> <ul style="list-style-type: none"> Clear, suitable for printing

C) **SUBMISSION**

10. What do I need to prepare for submission? Is it a hard copy or soft copy submission?

Accepted Artwork Category's entries to be in soft copies, or partially hard copy (artworks), partially soft copies (Coversheet and form).	Accepted Creative Writing Category's entries are fully soft copies.
<p>1) Artworks</p> <p>Traditional Artworks</p> <ul style="list-style-type: none"> Scanned/Photographed Artworks⁵ (preferably 300dpi) png, jpg or jpeg (preferred). If you are going to manually send us physical copies, the address will be provided to you at the submission page. We will be unable to return the physical copies to you. <p>Digital Artworks</p> <ul style="list-style-type: none"> Must be soft copy, shared in link to your school's folder on https://www.ourheartforsg.org/submit <p>2) Artist Statements</p> <ul style="list-style-type: none"> Must be soft copy, shared in link to your school's folder on https://www.ourheartforsg.org/submit <p>3) Signed Teacher's cover sheet</p> <ul style="list-style-type: none"> Must be soft copy, shared in link to your school's folder on https://www.ourheartforsg.org/submit 	<p>1) Creative Writing Pieces</p> <ul style="list-style-type: none"> Must be soft copy, shared in link to your school's folder on https://www.ourheartforsg.org/submit <p>2) Photos</p> <ul style="list-style-type: none"> Must be soft copy, shared in link to your school's folder on https://www.ourheartforsg.org/submit <p>3) Signed Teacher's cover sheet</p> <ul style="list-style-type: none"> Must be soft copy, shared in link to your school's folder on https://www.ourheartforsg.org/submit

⁵You may find a guide on how to take photos of your artwork using your phone in the step-by-step submission guide found here: <https://www.youtube.com/watch?v=FKgWlzvm3Hs> .

11. **Artist statements / Creative Writing Pieces.** (i) Do I put all students' artist statements or creative writing pieces into one single powerpoint file, with one slide per student? (ii) How should I name the file for submission?

(i) Yes. The aim is to ensure clarity and organization. All creative writing pieces and artist statements should be typed out. Teachers should compile all students' statements into one Powerpoint file. Each student's statement should be on a separate slide, with their names clearly indicated. E.g. If there are 13 student names in the teacher's cover sheet, the Powerpoint should contain 13 slides, each dedicated to one student's submission.

(ii) Naming convention:

Infopack Document Original Name	Your submission document, where applicable.
2025 pri artist statement_<school>.pptx	2025 pri artist statement_abc primary.pptx
2025 sec artist statement_<school>.pptx	2025 sec artist statement_xyz secondary.pptx
2025 pri personal recount_<school>.pptx	2025 pri personal recount_abc primary.pptx
2025 sec personal recount_<school>.pptx	2025 sec personal recount_xyz secondary.pptx

12. **Artworks / Photos.** (i) Do we put all students' artworks or photos into one single powerpoint file, with one slide per student, or do we submit by photos? How should I name the file for submission?

(i) It depends on your school's preference. The aim is to ensure clarity and organization. E.g.

- Individual artwork/photo file (png, jpg or jpeg), file name: Student's name, or
- Photos saved in **one** separate ppt, each photo to be clearly stated it belongs to which student, file name: e.g. abc primary

13. Signed Teacher's Cover Sheet. How should I name the file for submission?

Naming convention:

Infopack Document Original Name	Your submission document, where applicable.
2025 Teacher cover sheet_artwork_<school>.pptx	2025 Teacher cover sheet_artwork_ abc primary.pptx
2025 Teacher cover sheet_personal recount_<school>.pptx	2025 Teacher cover sheet_artwork_ xyz secondary.pptx
	2025 Teacher cover sheet_personal recount_ abc primary.pptx
	2025 Teacher cover sheet_personal recount_ xyz secondary.pptx

14. The submission form requires to submit links instead of upload files. How do I submit my school's folder link?

You may share your files with us either through (i) google drive folder, or (ii) wetransfer.

(i) If you are using Google Drive Folder

Step 1: Drag and drop files into google folder

- For Artwork Category, you should include 1. Artwork, 2. Artist statements, 3. Teacher's cover sheet
- For Creative Writing Category, you should include 1. Creative writing pieces, 2. Photos 3. Teacher's cover sheet

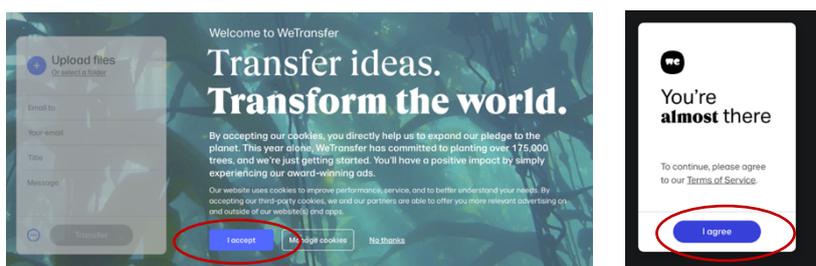
Step 2: Set folder to be publicly accessible, copy the link:

Share a file publicly

1. Select the file you want to share.
2. Click **Share** or Share +.
3. Under "General access" click the Down arrow ▾.
4. Choose **Anyone with the link**.
5. To decide what role people will have, select **Viewer**, **Commenter**, or **Editor**.
6. Click **Copy link**.
7. Click **Done**.
8. Paste the link in an email or any place you want to share it.

(ii) If you are using free file transfer provider Wetransfer: <https://wetransfer.com/>

Step 1: Once you enter <https://wetransfer.com/>, accept and agree:



Step 2: Fill in the form

- (i) **Email to:** afcsq@ourheartforsg.org , you may also add your HOD's email address, so that HOD will receive a copy of your submissions as well.
- (ii) **Your email:** use your official email address
- (iii) **Title/message:** Your school
- (iv) **Drag and drop your files into the form:**
 - For Artwork Category, you should include 1. Artwork, 2. Artist statements, 3. Teacher's cover sheet
 - For Creative Writing Category, you should include 1. Creative writing pieces, 2. Photos 3. Teacher's cover sheet

Please email us at afcsg@ourheartforsg.org if you have questions, or face trouble with your submission.

15. I am a teacher submitting on behalf of my students. How many entries may I submit and in which categories?

A maximum of 40 entries will be accepted per school. Examples:

- School A can submit all 40 creative writing pieces – This can be 10 English, 10 Chinese, 10 Malay and 10 Tamil entries.
- School B can submit all 40 creative writing pieces – This can be 40 English pieces.
- School C can submit 40 creative writing pieces – This can be 20 Eng pieces, 20 Chi pieces.
- School D can submit 20 artwork and 20 creative writing pieces.

Note that for each artwork / creative writing piece, only 1 student's name for the cert can be submitted, the student who drew the artwork or wrote the piece.

The number of group work members for research can be counted towards the total number of students that the activity has been rolled out to.

16. Who can make a submission? When is the submission due date?

All artworks must be submitted by school's teacher in charge of the students listed in the teacher's coversheet by 29 July 2025, Tuesday Please whitelist our email for updates. This teacher in charge will be the liaison for the student's certs, and student winners for the media event, where applicable.

17. Can different teachers from the same school submit teacher's coversheet separately?

Yes, it is allowed for different teachers to submit separate teacher's cover sheets. Additionally, each school has the option to submit more than one teacher's coversheet. HOD/school leaders can also appoint one teacher to oversee the whole submission, even if they do not teach these students.

The purpose of the cover sheet is for us to contact the teacher overseeing of the group of students whose names are listed in the teacher's coversheet, in the event of clarifications e.g. names on certs and notification of selected students to represent your school's CDC for the press event in August.

18. Where can I submit my entries? <https://www.ourheartforsg.org/submit>

D) AFTER SUBMISSION

19. How do the certificates look like?

There is a refresh of the certificates to include NDP logo since 2024, and will be signed by the year's GOH for our event.



20. What are the credits or recognition for students?

- Each school may submit up to 40 entries, and **all entries will receive certificates of distinction, merit, or participation signed by a Key Appointment Holder.**
- During the National Day Exhibition, every participating school will have **at least one student's work printed per category.**
- Schools will compete within their respective CDCs (Community Development Councils) at different levels (primary, secondary, and special education) to select entries in four languages (English, Chinese, Malay, Tamil) per CDC. The top entries from each CDC will be invited to participate in a media feature during the National Day Exhibition launch. At the exhibition, students will have the opportunity to share their experiences with key appointment holders and the media. All selected schools will receive a copy of their student's recorded soundbite.
 - Featuring **at least one** primary and **at least one** secondary participating student per CDC (maximum 4 schools per CDC).

21. What preparations should schools undertake to ensure students are ready to engage with the media or speak to key appointment holders?

An accompanying teacher or parent must be present. The 1.5 hour event is usually held on the Friday preceding National Day during the school's National Day assembly. An event brief will be sent to the school a few days before the event. Additionally, on the day itself, students will also receive guidance on speaking to the cameras and can do multiple takes.

You can view last year's event overview and student soundbites for reference on <https://www.ourheartforsg.org/about-us>