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INTRODUCING AN A.S.C.

Certificate of

Calligraphy

To achieve a recognisable standard of Calligraphy for

Commercial and Private work.

A successful assessment of your work will entitle you to an

ASC Certificate in Calligraphy.

**PART A YOUR ENTRY**

The ASC Certificate of Calligraphy is an opportunity to have work assessed by Accredited Tutors.

Post your entries to the Programme Administrator in a large flat envelope.

DO NOT PUT YOUR NAME ON THE WORK, the Administrator will allocate a number to your work.

Entries will be individually assessed and marked by two independent assessors. Your work will be returned to you approximately eight weeks from the date of entry along with, if successful, your certificate and any comments and suggested points for improvement to encourage your further advancement and enjoyment in calligraphy.

Email the administrator: [workshops@asoc.org.au](mailto:workshops@asoc.org.au) for the exemplars you will need for each individual script.  Examples will include stroke sequence, spacing etc along with a passage completed in the hand.

It is not necessary to have a tutor to help you send in work although having a tutor who can give guidance and support is always valuable.

The cost of $40.00 per entry covers the cost of the handouts, assessment, certificate and registered Return Postage.

There will be two entry periods each year. Work to be received by April 30th and October 31st.

There is no limit to the number of times you can enter.

All works submitted for marking must be original penned documents written in black ink, in final form with no mistakes, no cut and paste letters or words. Copied or scanned work will not be accepted.

NB. Should the work not receive a Certificate, the work may be resubmitted within a twelve-month period when any recommended corrections have been rectified. There is no fee for this.

**PART B STUDENT PROFICIENCY LEVELS**

1. BEGINNER /NOVICE Certificate of Proficiency. 1 to 3 years experience

2. INTERMEDIATE Certificate of Credit. 4 to 6 years experience

3. ADVANCED Certificate of Distinction. 7 or more years experience

**ASSESSMENT MARKS**

If the marks are between: 0 and 54 The work will not receive a Certificate.

55 to 65 The work is awarded a Proficiency Certificate

66 to 85 The work is awarded a Credit Certificate

86 to 100 The work is awarded a Distinction Certificate.

**MARKING CRITERIA for the submitted works**

1. Letter Forms: Historically correct letter forms, correct nib angle and x height.

2. Spacing uniform and correct between letter, words and lines.

3. Planned page layout with balanced use of space.

4. Sharp neat even letterforms written in black Ink or black Gouache.

5. Even letter slant, historical use of colour/ decoration (Advanced only) and overall unity of work.

6. Each of the above will be worth a maximum of 20 points with the total mark to be out of 100.

**PART C ASC CERTIFICATE ENTRY REQUIREMENTS**

Choose the style that you wish to be assessed from the following listed choices.

Foundational Hand

Roman Capitals

Italic

Roman Uncial

Gothic Textura (Blackletter)

Copperplate/ Roundhand

Once the style is chosen, write out the following on three separate A3 sized pieces of water colour paper weight 160 gsm (min) – 300 gsm (max).If you wish, a different paper can be used for Copperplate.

**1. BEGINNER / NOVICE ENTRIES**

**a)** A complete Alphabet with Numerals using a **2.5mm** wide chisel nib, such as a Manuscript, Brause or William Mitchell. For Copperplate no more than 8mm x-height.

**b)** The 2 pangram sentences listed below (these will change each year) using a **2.5mm wide** chisel nib as above. For Copperplate the x-height should be approximately 6mm.

Five men using jewelled penknives cut the sixty quills for a dozen scribes.

We have just quoted on nine dozen boxes of grey lamp wicks.

**c)** An Alphabetic list of names given below (these will change each year) using a **2mm** chisel nib, such as Manuscript, Brause or William Mitchell. For Copperplate 6mm x-height.

Alana, Beatrice, Colleen, David, Elise, Fiona, Graham, Heather, Isabella, Joshua, Katherine, Lyn, Matthew, Natalia, Olivia, Phillip, Quincey, Rosalyn, Sonia, Thomas, Ursula, Valerie, Walter, Xenia, Yuan, Zackery.

**2. INTERMEDIATE ENTRIES**

a) A complete Alphabet with Numerals using a **2.5mm** wide chisel nib, such as a Manuscript, Brause or William Mitchell. For Copperplate 8mm x-height.

b) The 2 pangram sentences listed below (these will change each year) using a **2.5mm wide** chisel nib as above. For Copperplate the x-height should be approximately 6mm.

Five men using jewelled penknives cut the sixty quills for a dozen scribes.

We have just quoted on nine dozen boxes of grey lamp wicks.

c) Eight lines of balanced text using a **2mm** wide chisel nib, such as Manuscript, Brause or William Mitchell.with the addition one coloured capital letter. For Copperplate no more than 6mm x-height.

**3. ADVANCED ENTRIES**

a) A complete Alphabet with Numerals using a **2.5mm** wide chisel nib, such as a Manuscript, Brause or William Mitchell. For Copperplate no more than 8mm x-height.

b) The 2 pangram sentences listed below (these will change each year) using a **2.5mm wide** chisel nib as above. For Copperplate the x-height should be 6mm.

Five men using jewelled penknives cut the sixty quills for a dozen scribes.

We have just quoted on nine dozen boxes of grey lamp wicks.

c) Eight lines of balanced text using nib size of your choice with the addition of decoration and colour usage as appropriate to the piece, showing sensitivity of penwork and design skills.

For Copperplate the x-height should be approximately 5mm with Flourishing for Text and Capitals.

**PART D CHECKLIST when you have prepared your work for Assessment.**

1. Complete the entry form.
2. Make a Direct Deposit for the correct amount payable to ASC. With your name and Certificate level applied for in the reference line.
3. Send entry form and artwork of three sheets of paper suitably packaged in an A3 padded envelope by Registered mail to the ASC Programme Administrator at the given address.
4. If you have provided an email address you will receive an email confirming that your work has arrived safely

**OR** send a stamped self-addressed envelope with the words ‘Work Received Safely’ on the back of envelope

No other acknowledgement will be given.

**NB.** Whilst all reasonable care will be taken with your work, no liability can be accepted for any work damaged or lost during transit or while in the hands of the organisers.

**DATA PROTECTION.**

The ASC keeps a record of names and addresses and assessment details on a database, this information is confidential to the ASC and will be used entirely for the ASC administration purposes and not passed to any other organisations. It will be deleted when now longer required.

Please note that we may use images of your work on the ASC website or in the Colophon magazine for guidance for future candidates.

**COPYRIGHT**

Please ensure where necessary, that you have Copyright permission to use the words in your entry.

**Direct Deposit Bank Details.**

Account Name: Australian Society of Calligraphers Inc.

BSB: 062 246

Account Number: 00 903 540

**NB**. Please put your name and Certificate level applied for in the Description line.

**Postal Address**:

Australian Society of Calligraphers Inc.

ATTN: Programme Administrator.

Jane Kent.

7 Edmund Street.

LINDFIELD.

NSW 2070

**A.S.C. CERTIFICATE OF CALLIGRAPHY**

**ENTRY FORM**

NAME:

(Please print clearly and underline your Surname).

ADDRESS:

POST CODE: STATE: MOBILE:

EMAIL:

I am sending in work for the ASC Certificate of Calligraphy

in the style of: At the level of:

(Please tick one of the styles below.) (Please tick the relevant box below.)

Foundational Hand Novice

Roman Capitals Intermediate

Italic Advanced

Roman Uncial

Gothic Textura (Blackletter)

Copperplate / Roundhand

I consent to the ASC holding personal information in accordance with the Data Protection Policy above (Please tick)

I consent to my work being used on the ASC website and in the Colophon magazine.

(Please tick)

I certify that the lettering I am enclosing has been written by me. (Please tick)

Signed: Date: