**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:

(Please tick one of the styles below.)

* Foundational Hand.
* Roman Capitals.
* Italic.
* Roman Uncial.
* Gothic Textura. (Blackletter).
* Copperplate / Roundhand.

 I consent to the ASC holding personal information in accordance

with the Data Protection Policy stated on page 5. (Please tick)

I consent to my work possibly 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.

Signed: Date:

 Page 8.



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.

 Page 1.

**PART A. YOUR ENTRY**

The ASC Certificate of Calligraphy is an opportunity to have work assessed by accredited tutors and is especially useful if you are starting out in calligraphy. 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.

The Administrator will send the work to the assessors. Entries will be marked by two assessors with the entries numbered and not named. Entries will be individually assessed and marked and will include comments and suggested points for improvement to encourage your further advancement and enjoyment in calligraphy. Your work if successful, along with the completed assessment form and your certificate will be returned to you in approximately eight weeks from the date of entry.

Please apply to the Certificate Administrator for a folder of examples for each calligraphic hand, plus notes on spacing , line sheets. The examples supplied will be those that are to be used for the certificate assessment.

For example the examples from Charles Pearce are those used for Foundational as well as Pen Roman Capitals. Jacqueline Svaren for Roman Unical example, and Julian Waters for Italic forms.

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 Assessment, Certificate and Registered Return Postage.

There will be two entry periods one in **April** and one in **October**. 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. Page.2

**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.

**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.

Page 3

**PART D. ASC CERTIFICATEOF CALLIGRAPHY**

Once the style is chosen, write out on three separate A3 sized pieces on 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 large nib, such as a Manuscript, Brause or William Mitchell 2.5mm in chisel width. Copperplate 8mm x-height.

**b)** Using a 2mm chisel as above write out the 2 pangram sentences listed below (these will change each year).

While making deep excavations we found some quaint bronze jewellery.

The public were amazed to see the quickness and dexterity of the juggler.

For Copperplate the x-height should be 6mm.

**c)** Write an Alphabetic list of names given below (these will change each year) in a small nib, Manuscript, Brause or William Mitchell 2mm, or a nib chisel width of 2mm.

Allan, Barbara, Charles, Deidre, Edward, Florence, Graham, Helen, Isabella, Jeffery, Katherine, Liam, Margaret, Nathan, Odette, Philip, Queenie, Robert, Sonia, Thomas, Una, Vincent, Wendy, Xavier, Yvette, Zachary.

For Copperplate the x-height should be 6mm.

**2. INTERMEDIATE ENTRIES.**

a) A complete Alphabet with Numerals using a large nib, such as a Manuscript, Brause or William Mitchell between 2.5mm in chisel width.

b) Using a 2mm chisel as above write out the 2 pangram sentences listed below (these will change each year). 6mm x height for Copperplate

While making deep excavations we found some quaint bronze jewellery.

The public were amazed to see the quickness and dexterity of the juggler.

For written Copperplate the x-height should be 6mm.

c) Eight lines of balanced text with the addition of one coloured capital letter. Using a 2mm chisel nib. Copperplate 6mm x height.

No flourishing for Copperplate or Italic

 Page 4

**3. ADVANCED ENTRIES.**

a) A complete Alphabet with Numerals using a large nib, such as a Manuscript, Brause or William Mitchell between 2.5mm in chisel width.

Copperplate 8mm x-height.

b) Using a 2mm chisel nib write out the 2 pangram sentences listed below (these will change each year).

While making deep excavations we found some quaint bronze jewellery.

The public were amazed to see the quickness and dexterity of the juggler.

For Copperplate the x-height should be 6mm.

c) Eight lines of balanced text with the addition of decoration and colour usage as appropriate to the piece, showing sensitivity of brushwork and design skills. Nib size own choice.

For Copperplate the x-height should be no more than 5mm with Flourishing for Text and Capitals.

**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.

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

 Page 5

**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. (See bank details page 7).
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. (see page 7).
4. To ensure the artwork has arrived safely request an email acknowledgement from workshops@asoc.org.au

**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.

 Page 6

**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.

**Postal Address**:

**Australian Society of Calligraphers Inc.**

ATTN: Programme Administrator.

Jane Kent.

7 Edmund Street

LINDFIELD NSW 2078.

**Email Address**

**workshops@asoc.org.au**

**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.

 Page7.