



INTRODUCING AN ASC

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# CERTIFICATE OF CALLIGRAPHY

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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

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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 extra information sheets you will need for each individual script. Examples will include stroke sequence, spacing etc along with a passage completed in the hand. Send the administrator scans/photos of your practice work for helpful comments.

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 \$50 for members and \$75 for non-members, 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 30 April and 31 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.

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

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- |                     |                            |
|---------------------|----------------------------|
| 1. BEGINNER /NOVICE | 1 to 3 years experience    |
| 2. INTERMEDIATE     | 4 to 6 years experience    |
| 3. ADVANCED         | 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 sharply written letter forms. Correct nib angle and x height. Written in black ink or black gouache. (50 marks)
- 2. Spacing:** Uniform and correct spacing between letters, words and lines. (20 marks)
- 3. Planned Layout:** For each exercise a planned layout with balanced use of space. Even letter slant and overall unity of finished work. (30 marks)

## PART C ASC CERTIFICATE ENTRY REQUIREMENTS

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

**Foundational Hand (Upper and lower case)** (Charles Pearce *Little Manual of Calligraphy*)

**Italic Hand** (Charles Pearce *Little Manual of Calligraphy*)

**Roman Uncial** (For beginners & Intermediate, *A Book of Formal Scripts* by John Woodcock p39. For Advanced the Uncial Hand from Charles Pearce *Little Manual of Calligraphy*)

**Gothic Textura (Blackletter)** (Charles Pearce *Little Manual of Calligraphy*)

**Copperplate/Roundhand** (Exemplars and notes supplied by administrator from the ASC)

*The Little Manual of Calligraphy* can be purchased from the ASC administrator.

Once the style is chosen, write out the following on 3 to 4 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 3 pangram sentences** listed below (these will change each year) using a **2.5mm** wide chisel nib as above. For Copperplate 6mm x-height.

*My grandfather picks up quartz and other jewels*

*The quick brown fox jumps over the lazy dog*

*Fred specialized in making very quaint wax toys*

- 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.

*Abbotsbury Balgowlah Cabarita Daceyville Earlwood Fairfield Galston Haberfield Illawong*

*Jannali Kareela Lakemba Malabar Newport Oakdale Paddington Queenscliff Ramsgate*

*Schofields Turramurra Ultimo Vaucluse Waitara Xenia Yagoona Zetland*

### 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 3 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.

*My grandfather picks up quartz and other jewels*

*The quick brown fox jumps over the lazy dog*

*Fred specialized in making very quaint wax toys*

- 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.

*Abbotsbury Balgowlah Cabarita Daceyville Earlwood Fairfield Galston Haberfield Illawong*

*Jannali Kareela Lakemba Malabar Newport Oakdale Paddington Queenscliff Ramsgate*

*Schofields Turramurra Ultimo Vaucluse Waitara Xenia Yagoona Zetland*

- d) **Eight lines of balanced text** using 2mm wide chisel nib, such as Manuscript, Brause or William Mitchell, with the addition of 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 3 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.

*My grandfather picks up quartz and other jewels*

*The quick brown fox jumps over the lazy dog*

*Fred specialized in making very quaint wax toys*

- c) **An Alphanumeric 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.

*Abbotsbury Balgowlah Cabarita Daceyville Earlwood Fairfield Galston Haberfield Illawong*

*Jannali Kareela Lakemba Malabar Newport Oakdale Paddington Queenscliff Ramsgate*

*Schofields Turramurra Ultimo Vaucluse Waitara Xenia Yagoona Zetland*

- d) **Ten lines of balanced text** using nib size of your choice with the addition of historically correct use of colour, capitals and decoration in the planned layout, 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.**

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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 3 or 4 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. While 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

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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 no 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

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

### Postal Address:

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Australian Society of Calligraphers Inc.  
ATTN: Programme Administrator  
Jane Kent  
7 Edmund Street  
LINDFIELD NSW 2070

### Direct Deposit Bank Details.

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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.

**ASC CERTIFICATE OF CALLIGRAPHY**

**ENTRY FORM**

NAME: \_\_\_\_\_

(Please print clearly and underline your Surname).

ADDRESS: \_\_\_\_\_

STATE: \_\_\_\_\_ POST CODE: \_\_\_\_\_ 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

Italic

Roman Uncial

Gothic Textura (Blackletter)

Copperplate / Roundhand

At the level of:

(Please tick the relevant box below)

Novice

Intermediate

Advanced

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: \_\_\_\_\_