



Patron: HRH The Duchess of Cornwall
President: HRH The Duchess of Gloucester

ROYAL SCHOOL OF NEEDLEWORK

CERTIFICATE & DIPLOMA

END OF MODULE CHECKLIST



**Before you hand your completed embroidery to your tutor,
Please take a few moments to complete this checklist.**

- Received an Assessment Box to submit your work in *(Unless Japan)*
- Labelled your box with your name in capitals on the front and short side
- Attached a name label clearly to the back of the actual embroidered work
- Checked work meets the Brief criteria
- Completed the Project Evaluation form for this module
- Checked work for stray fibres and pin marks
Remove pin marks with the blunt end of a Mellor.
- Removed all tacking lines
- Submit all preparatory paper work in assessment box; Inc. stitch plans, drawings, pricking & brief
Work will not be assessed without the appropriate design paperwork.
- Included a copy of your ILP for the assessors (especially if you are at a satellite)
- Included the materials list in your assessment box for this module
You will not be able to get your grades without paying the materials bill.
- Packed your work to a high standard to protect the work accordingly*
- Received the Brief and Project Evaluation for your next module from your tutor
- Booked your next date for your next module
- Double check Everything is labelled appropriately; box, paperwork and work
This box is reused for several techniques.

Now please give your work to your Tutor to submit or hand in to the Education Department at HCP

If you are posting your work to us, then please do so to this address:

**Education Department,
Royal School of Needlework,
Hampton Court Palace,
12a Hampton Ct Rd,
Surrey,
KT8 9AU**

Royal School of Needlework, Apartment 12a, Hampton Court Palace, Surrey KT8 9AU, UK
T: +44 (0)20 3166 6932, F: +44 (0)20 8943 4910, E: enquiries@royal-needlework.org.uk, W: www.royal-needlework.org.uk

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