

ROYAL SCHOOL OF NEEDLEWORK

CERTIFICATE & DIPLOMA

END OF MODULE CHECKLIST 2024/25



Name: _____ **Technique** _____
Venue _____

Have you:

- Checked that your work meets the brief criteria?
- Checked your work for stray fibres, pin marks, tacking lines etc?
- Attached a name label to the back of your work?
- Received from your tutor an Assessment Box in which you can submit your work? *(not Japan or online) This box is reused each time you submit a piece of work.*
- Labelled the short side of the box with your name in capitals so that it is easily readable?
- Used adequate protective wrapping for your work?
- Completed the Project Evaluation form for this module and included it in the box?
- Included in the box all preparatory work (source material, sketches, tracing/pricking, colour plans, stitch plans etc.) and the brief to which you were working? *Your work will not be assessed without this information.*
- Included in the box a copy of your Independent Learning Plan (ILP)? *If online your tutor will give you a copy of this.*
- Received the Brief and Project Evaluation for your next module?
- Booked your next module?

Materials supplied by the RSN

I **have/have not** received materials from the RSN for which I need to pay. If you have please include your materials sheet in the Assessment Box.

If at Hampton Court please give your work to your tutor who will book it in for assessment. Otherwise post the work using a tracked service. **If sending from outside the UK then please say on the paperwork that it is educational work being sent for assessment. We will acknowledge receipt when it arrives. The correct postal address is:**

Education Department, Royal School of Needlework,
Apartment 12A, Hampton Court Palace, East Molesey, Surrey KT8 9AU United Kingdom