**Assessment information for C and D students**

**Assessment options**

From September 2025 there are three assessment options. Details of each are explained below.

**Option 1 - No assessment**

There is no requirement to have anything assessed. If you want to take the course purely for leisure and pleasure that is perfectly acceptable. You will still work to the module brief and you may choose to complete the self-evaluation form for your own benefit.

**Option 2 - Informal verbal feedback**

This is a new option. You may request verbal feedback, up to half an hour, from a list of tutors offering this option. You will be able to discuss your experience of the module, work out your strengths and weaknesses, think about how you move forward etc. This is offered as an online option. You will be asked to complete the self-evaluation form and to supply images of your work in preparation for the discussion. The C and D team hold a list of tutors offering this option.

**Option 3 - Formal written assessment**

For formal assessment you will be expected to meet the Essential Requirements of the brief. The assessment criteria for each module are available so you know what the assessor will be looking for. You will submit your work to Hampton Court for physical assessment. You will also be asked to complete a self-evaluation form. You will receive a written copy of the assessment. Students who opt for this form of assessment will be invited to graduate and exhibit their work.

**New students**

There is no need to make an immediate decision. Take some time to work at least one module and to discuss the options with your tutor. If there is a chance you will opt for formal assessment, make sure that you meet the requirements of the brief from the start. The sequence for the Certificate is Jacobean Crewelwork, Canvas Stitches, Silk Shading and finally Goldwork. Each module builds on skills learnt in the previous one. You are advised to finish one module before starting on the next one.

**Existing students**

You may move from the formal to the informal option if you wish.

**Certificate and Graduation**

Formal written assessment is the only option leading to a graded certificate and an invitation to graduation.

**Assessment documentation**

Brief – the brief sets out the Essential Requirements for each module and has other useful information.

Self-evaluation form – this is one form which applies to all modules. It has form has two purposes. One is to allow you the chance to reflect on your progress. On some briefs, in the Essential Requirements section, there is a choice of stitches or techniques e.g. “choose one stitch out of this group”, “work two additional techniques” etc. The second purpose of the self-evaluation form is for you to list the choices you have made. The assessors will need this information, this is the work they will assess: so, it is essential that this section is completed.

Assessment guidance – every brief has a linked assessment guidance form which sets out what the assessor will be considering for each of the Essential Requirements. The brief and the assessment guidance should be read together.

**Sufficient to assess**

For either assessment or feedback options the assessor needs enough of the stitch or the technique to be able to assess it. Sometimes the brief will say precisely what is needed e.g. “a minimum of four rows”, “at least 10 cm”. In other cases, the decision on quantity will be design related. The tutor will give advice on this. Taking a simple example from the Jacobean brief – one French Knot or 2 cms of Stem Stitch are never going to be sufficient. In the context of the design a dozen French Knots and 10 cms of Stem Stitch might be.

Assessment form - The assessment form matches the guidance. The completed form is sent to you with marks, grade and observations.

The briefs and linked paperwork will be reviewed in spring each year. Changes will be introduced in the following September.

**Assessment grades**

Certificate gradesPass 50 – 69%, Merit 70 to 89%, Distinction 90 to 100%

Diploma gradesPass 60 to 75%, Merit 76 to 89%, Distinction 90 to 100%

**Assessment timetable**

From September 2025 there will be six assessment sessions per year, mid and end of each term. The mid-summer assessment session is timetabled to ensure work is assessed in time for those planning to graduate that summer. The assessment weeks for 25/26 are:

27 to 31 October, 15 to 19 December 2025, 16 to 20 February, 30 March to 2 April, 26 to 29 May (pre-graduation) and 15 to 19 June 2026.

**Appeals**

Appeals regarding the outcome of an assessment should be sent to [certificate@royal-needlework.org.uk](mailto:certificate@royal-needlework.org.uk) and will be dealt with by the Director of Education.