

national diploma in calligraphy FAQs

If you cannot find the answer to your question below, please email diploma@clas.co.uk

Q1 – Do I have to have entered Foundation before Intermediate?

No, you can enter the diploma at whichever level is most suitable. If you are not sure which level you should enter, read the requirements for each level and check the CLAS website for examples of work to help gauge where you are. If you have a tutor or mentor, they will be able to help with this

Q2 – I am submitting modular entries, do I need to be a member for all years?

Yes, you will need to be a member as of 31st March for all years you are submitting diploma work for assessment.

Q3 – I do not think I will finish my diploma in time. What do I do?

Please contact the diploma administrator who will do their best to help you. We take exceptional circumstances into consideration and may extend your deadlines by up to 1 year. If we have not heard from candidates and the deadline expires you may need to resubmit the diploma as places cannot be held open indefinitely.

Q4 – How long do I have to submit my work if choosing the modular route?

Modular entries table

Start	Foundation Complete by (3yrs)	Intermediate Complete by (4yrs)	Advanced Complete by (5yrs)
2021	2023	2024	2025
2022	2024	2025	2026
2023	2025	2026	2027
2024	2026	2027	2028
2025	2027	2028	2029

Q5 – The handbook says that I have to complete the modules in numerical order. Why is that?

Each module builds on the previous module. It is important that one performs letter analysis and historical studies in order to inform their work for later modules. This is particularly important when submitting work over several years as assessors will provide

feedback which will help you. If your letter analysis is on italics then we will want to see italics used in your work

Q6 – I submitted my letter analysis in one script but would like to change what I do in later modules. Can I do this?

We don't want anyone to feel they need to stick to a script but you will need to submit an extra letter analysis or historical study so that we can see that your new work is based on these studies. If you plan on changing scripts please contact the diploma administrator.

Q7 – If I do not pass, can I appeal or resubmit work?

Yes, you will have 3 months from the date of assessment to appeal. Appeals will be looked at by the diploma administrator and/or chief assessor depending on the reason for the appeal. On assessment day each piece of work is reviewed by an experienced assessor and undergoes a moderation process with all of the assessors present to ensure that the process is as fair as possible. If you choose to resubmit work you can submit these in the following year, please advise the diploma administrator. You will need to pay for return postage and reassessment fee for resubmitted work

Q8 - What fee do I need to pay?

	Fee	Plus postage
Foundation	Complete £60 Modular £90 Re-assessment £20 / module	£15 UK £36 EU £45 Rest of World
Intermediate	Complete £80 Modular £120 Re-assessment £25 / module	
Advanced	Complete £100 Modular £150 Re-assessment £30 / module	
Modular entries pay full fee the first year, plus return postage in each year work is submitted		