

## Guide for the Return of Exam papers

When pieces have all been worked and you are thinking about returning them for marking is often the most difficult part, as getting the backing colour right and displaying them to show the pieces off to the best advantage often takes as much time as the pieces themselves. So allow plenty of time for displaying your work, it might be worth doing each piece as you complete it.

A thin A4 display folder is the best option. These folders are usually available in the supermarkets. There are some beautiful more expensive folders on the market but these are best kept to display work after marking, which avoids bulky packages travelling through the postal system and less cost all round.

Mount the work (preferably not on shiny card or paper) and clearly identify each piece of work stating the medium and tools used. This can be done either on the page itself or opposite the work.

Lace and white work will look best on darker colours to show your lovely white embossing and coloured pieces should have a light or white backing card behind the work.

Carefully secure each piece bearing in mind it will need to be looked at front and back, so make it easy to remove the pieces. Photo corners and slot punches are usually the best option. Brads are not ideal because the pieces are removed several times and, apart from being tricky at times, the hole often gets bigger each time it is removed. The judges and registrar want to return your work as pristine as you sent it. There are some good examples on the website

The exam paper, together with **patterns and instructions**, need also be placed in the file along with the **covering letter** which gives your details and authority to photography and whether or not you consent to your work being displayed. If they are not included I will try to contact you to ask for it but if you don't receive an email or time doesn't allow, it may mean your entry isn't accepted for the exam process. If you can include your email address on your letter of consent I would be grateful as, a) it can be entered on to the database if there has been a change and, b) I can notify you of its safe arrival. You will also need to include your marking fee and for this you may need to contact me prior to see how much it is. If you purchased your exam paper some time ago you would definitely need to do this as yours would have been under the old system where one charge was made which included marking. We now have a fee for the paper (£5.00) and a fee for marking (£15.00). Current prices at 2014. I will let you know how much additional fee you need to pay if you contact me prior to sending.

It would also be a huge advantage if candidates notified me by email prior to sending their exam papers so that I know it is on its way. I would also ask that you do not send your work too early as it will require storage by me for a long time and I would prefer you kept it safely in your own home.

Many thanks to those who have already done so, it has been a great help.

So to clarify, I will require:

**Signed Covering letter**

**Marking fee** by cheque or postal order (unless you pay via Kingfisher Crafts)

**Patterns and instructions** in the file alongside **clearly labelled work**