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# The British Institute of Graphologists

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## STUDENT INFORMATION PACK

# 3

## PART THREE EXAMS 2018



# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## STUDENT INFORMATION PACK

### CONTENTS of PART 3

PAGE 2	Contents. Counselling	
3	The B.I.G. Diploma	
4	Syllabus for Part 3	Career Guidance Human Development
5		Partnerships / Human Relationships Personnel Management
6	Reading List for Part 3	
7	Reading List contd. Specimen exam papers B.I.G. Worksheets and Hilliger Assessment Guidelines Advice for the Newly Qualified	
8	General Exam Information:	How to apply Costs Venue Special needs Extra time Marking Results
9	Exam Preparation Guidance	
10	3B Exam Preparation Guidance. <b>Change in Exam Dates</b>	
11/12	Candidate Instructions for Part 3A	
13	Part 3A Exam Paper	
14	Candidate Instructions for Part 3B	
15	Part 3B Exam Paper	
16	Statement of Own Work	
17	Exam Dates and Application Form	
18	Questioned Document Examination	

#### **Counselling. A note to all Part 2 and Part 3 Students:**

As a graphologist you are likely to be dealing with human nature at its weakest as well as at its strongest. It is therefore recommended that all students should have spent at least a full weekend (or the equivalent) on a counselling course before sitting the final exam. However, this is a recommendation not a requirement for the Diploma.

# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## **DIPLOMA MBIG (Dip) Member of the British Institute of Graphologists**

In order to gain the diploma MBIG (Dip) from the Institute, a student must pass six exams: Part 1 A/B, Part 2 A/B, Part 3 A/B.

The requirements for each exam are outlined below. The exams are held annually and there is no time limit set between the three parts.

### **PART 1 BASIC PRINCIPLES of GRAPHOLOGY**

#### **Section A To be completed at home**

Over a four week period the student will be asked to assess two samples of handwriting by completing a full set of B.I.G. worksheets\* and producing a report of 500 - 800 words for each sample provided, under exam conditions.

#### **Section B Three hour written paper in London\*\***

The student will be asked to assess one sample of handwriting by completing a set of Part B worksheets\*, under exam conditions.

\* B.I.G. worksheets are available from the Education Officer or Exam Administrator, or may be downloaded from the website [www.britishgraphology.org](http://www.britishgraphology.org)

\*\* an alternative venue can be arranged

### **PART 2 PSYCHOLOGICAL THEORIES of PERSONALITY applied to graphology**

#### **Section A To be completed at home**

Over a six week period the student will be asked to assess two samples of handwriting by compiling a summary of working notes, lists of interpretations and psychological notes\*, together with an in-depth report of 1500 - 2000 words for each sample, under exam conditions.

#### **Section B Three hour written paper in London\*\***

The student will be asked to assess one sample of handwriting by compiling a summary of working notes, and answer questions on psychological theories\* in relation to the sample provided, under exam conditions.

\* See syllabus for psychologists specified

\*\* see above

### **PART 3 APPLIED GRAPHOLOGY**

#### **Section A To be completed at home**

Over a six week period the student will be asked to prepare three reports on Personnel Selection, Career Guidance, and Partnerships and Human Relationships from samples of handwriting provided, under exam conditions. Reports may be compiled in any format but must be presented in a professional way.

#### **Section B Three hour written paper in London\*\***

The student will be asked to assess various samples of handwriting under exam conditions, and answer questions on the applications of graphology with reference to the syllabus, including development from childhood.

\*\* see above

# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## SYLLABUS PART 3

### APPLIED GRAPHOLOGY

Practical applications of graphology include the following four areas of specialisation:

**Career Guidance**  
**Human Development (including Childhood and Adolescence)**  
**Partnerships and Human Relationships**  
**Personnel Management**

#### 1 CAREER GUIDANCE

This section covers the assessment of abilities, potential, intelligence and disposition, in order to assist someone in the choice of vocation. The student should be able to:

- i) indicate in which direction someone's aptitudes lie and which occupation or career might be pursued profitably
- ii) compile a list of relevant and suitable jobs or professions for the individual concerned
- iii) outline what each type of work involves and what qualities are required to do it.

The recommendations should take into account the individual circumstances of the client.

#### 2 HUMAN DEVELOPMENT (including Childhood and Adolescence)

This section covers the identification of 'problems' and emotional reactions to the domestic environment. The student should:

- i) have an understanding of the development of personality whilst growing to maturity
- ii) have a knowledge of the physical development of men and women, including the effects of puberty on the personality
- iii) be able to identify and establish the extent of any maladjustment
- iv) be able to identify changes from a range of samples covering a period of time
- v) be able to prepare case histories and keep records
- vi) be aware of agencies that are appropriate for providing help with severe cases.

### 3 PARTNERSHIPS and HUMAN RELATIONSHIPS

This section covers the relationship(s) between two or more people in business and social spheres, and their degree of compatibility. The student should be able to:

- i) select appropriate factors for comparison in relation to the particular circumstances and types of report required
- ii) assess the strength / weakness of these selected factors
- iii) illustrate clearly the degree of compatibility
- iv) prepare individual and comparative reports, together with a summary.

It is important that the student is familiar with, and understands, the range of circumstances and implications for relationships, particularly of the following:

- a) **Business**
  - day-to-day group dynamics (e.g. office environment)
  - team work
  - relations with other staff, both senior and junior
  - giving and receiving of directions and orders
- b) **Marriage**
  - pre-marital consideration of complementary qualities and insight into the character of prospective partner
  - marital conflict, to assist in understanding difficulties

### 4 PERSONNEL MANAGEMENT

This section is concerned with human resources in the business sphere.

#### a) Selection / Recruitment

- i) The student should be able to establish what is required for an analysis:
  - by a questionnaire presented to the client
  - from a job description provided by the client
  - from the client's requirements
- ii) The student should be able to design and prepare a worksheet so that the writer's abilities, skills, strengths and weaknesses can be revealed
- iii) The student should be conversant with the different styles of reports that can be prepared according to the client's needs. These should include:
  - verbal reports
  - written reports in:
    - narrative format under specific headings
    - tabular format
    - visual format, including charts.

**b) Monitoring** The student should be able to:

- observe changes from a series of samples obtained over a period of time

**c) Development** - assess potential for further training, development or change of duties

**d) Employee Problems** - identify problem areas or difficulties (including integrity/dishonesty) connected with inter-personal relations in the workplace.

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## PART 3 READING LIST

Many books recommended for Parts 1 & 2 deal with specialisations covered in Part 3 eg. Nezos (Advanced Graphology)

### CAREER GUIDANCE

Barbara Hill	Handwriting Analysis as a Guide to Careers
Eldene Whiting	Traitmatch
Cohen and Wander	Handwriting Analysis at work
Paula Friedenhein	Write and Reveal
Margaret Gullan-Whur	The Secrets of Your Handwriting ( <i>formerly Discover Graphology</i> )
Hans Jacoby	Analysis of Handwriting
Betty Link	Advanced Graphology
Sheila Kurtz	Graphotypes
John Lees	How to get a Job You Love
Jenny Unglass	Career Ahead
Richard Bolles	What Colour is your Parachute?
Gottfredson & Holland	Dictionary of Holland Occupational Codes

*A lot of information about careers can now be found on the internet*

### HUMAN DEVELOPMENT (including Childhood and Adolescence)

David Grayson	Better Understanding Your Child Through Handwriting
Reed Hayes	Guide to Children's Handwriting
Claude Santoy	Interpreting your Child's Handwriting and Drawings
Shirl Solomon	Knowing your Child through his Handwriting and Drawings
Patricia Marne	Understanding Your Child's Writing and Drawings
Howard Gardner	Artful scribbles - the Significance of Children's Drawings
Maria Hepner	The Hepner Writing Test - Early identification of emotionally endangered children
Patricia Wellingham-Jones	Adolescence and Self-Esteem
Patricia Wellingham-Jones	Evaluation of Adolescent Self-Esteem
Nicole Boille	Graphic gesture, Creative gesture
Virginia Errera DiLeo	Exposing Drug Addiction in the Handwriting of Adolescents and Young Adults
Rosemary Sassoon	Handwriting: A new perspective
Torrey-Orten	Reading, Writing and Speech Problems in Children

### PARTNERSHIPS and HUMAN RELATIONSHIPS

Amend & Ruiz	Achieving Compatibility with Handwriting Analysis (Vols 1 & 2)
Beverley East	Finding Mr. Write
Miranda Cahn	How Compatible are You?
Arlyn Imberman	Signature for Success
James Rindone	Your Recovery is in Your Hand – Codependency in Handwriting
Eric Singer	Handwriting and Marriage
Kimon Iannetta	Danger between the Lines – reference manual for the profiling of violent behaviour
Sheila Lowe	The Complete Idiot's Guide to Handwriting Analysis
Daniel Goleman	Emotional Intelligence
Michael Argyle	The Psychology of Interpersonal Behaviour
Hamachek	Encounters with the Self
Thewlis & Swezey	Handwriting and the Emotions

### PERSONNEL MANAGEMENT

Kimon Iannetta	Precision Personnel Placement
Kathryn K. Sackheim	Handwriting Analysis and the Employee Selection Process
Currer-Briggs, Kennet & Paterson	Handwriting Analysis in Business
Betty Link	Advanced Graphology
Eldene Whiting	Traitmatch
Patricia Wellingham-Jones	Successful Women
Cohen & Wander	Handwriting Analysis at Work
Daniel Goleman	Working with Emotional Intelligence
Handy	Understanding Organisations

## PART 3 READING LIST contd.

### GENERAL READING

Norma Sweeting & Karin Walde	Fears and their Effects –as revealed in handwriting
Patricia Wellingham-Jones	Drugs and Handwriting
Monica O'Hara-Keeton	Graphology - a Guide to Health
Dafna Yalon	The Star-Wave Test across the Lifespan
Dafna Yalon	Graphology across Cultures
Baruch Lazewnik	A Guide to Understanding Personalities
Felix Klein	Gestalt Graphology
Herbert, Keefe, Riley & Stirling	International Manual of Graphology
Rosemary Sassoon	Handwriting of the Twentieth Century

#### *Classic texts:*

Klara Roman	Encyclopedia of the Written Word
Ulrich Sonneman	Handwriting Analysis
Werner Wolff	Diagrams of the Unconscious

### ARTICLES

Relevant articles may also be found on the website [www.britishgraphology.org](http://www.britishgraphology.org) in the Media section. Featured Articles are free, but to read the Articles for Members you must be a member of the B.I.G.

*Please note that these books are not required reading, but may be used to supplement course material.*

## SPECIMEN EXAM PAPERS ('Model' papers)

Two specimen exam papers per Part may be borrowed *free of charge* (UK candidates only), but there will be a charge of £1.50 (+ postage and packing) for any additional papers requested.

Please note that these papers *must be returned* at your own expense as soon as possible after the exams. For details of available papers contact the Exam Administrator.

**Exam Administrator: Claire Hepworth** 13 Hillside Rise, Guiseley, Leeds LS20 9DJ  
[csmh1@hotmail.co.uk](mailto:csmh1@hotmail.co.uk) 01943 871 749

Please note that these papers have been chosen because they are examples of good passes, so may not be recent, and you should be aware that *they may contain errors* and some are *far too long*. If in doubt, consult your tutor or the Education officer.

**Education Officer: Ruth Rostron** 14 Bank Hall Road, Heaton Moor, Stockport SK4 3JR  
[ruth.rostron@btinternet.com](mailto:ruth.rostron@btinternet.com) 0161 431 5517

## B.I.G. WORKSHEETS and HILLIGER GUIDELINES

It is suggested that you continue to use B.I.G. worksheets for your technical work. However, please take careful note of *exactly which sections* are required as working notes for Part 3A. See the Candidate Instructions page 10. If necessary, refer to the Hilliger Assessment Guidelines when making assessments.

## ADVICE for the NEWLY QUALIFIED

**Post-graduate mentoring** is offered by some tutors.  
See the website [www.britishgraphology.org](http://www.britishgraphology.org) for details.

# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## GENERAL EXAM INFORMATION

### 1 HOW TO APPLY

An exam application form can be found at the end of this pack, along with the dates for this year's exams.

Exam application forms should be returned to the Exam Administrator.

A **Statement of Own Work** (see p.14) must also be completed and returned with the application form. Also please note that before you apply to take any exams **you must be a member of the B.I.G.**

### 2 COSTS

Exam fees are as follows:

Part 1A / 1B	- £110 each
Part 2A / 2B	- £120 each
Part 3A / 3B	- £130 each

**Payment must be made at the time of submitting the exam application form.**

**Exam fees are non-refundable**, but if you are unable to take an exam for medical reasons, or mitigating circumstances apply, your fee *may* be carried forward *for one year only*. Any application for deferral should be supported by a medical certificate or other relevant documentation and addressed to the Exam Administrator. Deferral is not guaranteed and applications will be considered on an individual basis.

### 3 VENUE

Part A exams are done at home. Part B exams are held at the hotel *Number 63*, 63 Bayswater Road, London W2 3PH (0207 723 8575) [info@number63.co.uk](mailto:info@number63.co.uk) where accommodation at a reasonable rate is available. If attendance in London is very difficult, arrangements can be made to sit these exams at an alternative venue. Please apply well in advance to the Exam Administrator for details of this concession.

### 4 SPECIAL NEEDS

Any candidate with special needs should make these known to the Exam Administrator well before the date of application so that arrangements can be made to accommodate these. Anyone suffering from dyslexia or other relevant disability who wishes to claim concessionary treatment will be required to supply appropriate supporting certification. The Institute regrets that it is unable to offer financial support to candidates wishing to take the Institute's exams, and that while every effort will be made to accommodate special needs, no guarantee can be given.

### 5 EXTRA TIME

Anyone wishing to take more than one Part A exam in one year may be allowed extra time to complete both papers. Requests should be made to the Exam Administrator before the date of application.

### 6 MARKING

Each paper will be marked by at least two examiners who have no knowledge of the identity of the candidate, only the Candidate Number. No examiner will mark papers submitted by his/her own students. The pass mark is 60% and marks are graded as follows: C grade 60-69%, B grade 70-79%, A grade 80+%

**B.I.G. achievement awards** may also be awarded at the discretion of the Examiners. The award consists of a year's free B.I.G. membership.

### 7 RESULTS

Results will be sent as soon as possible and suggestions or guidance for further study may also be offered. All exam papers become the property of the Institute and will not be returned. Excellent exam papers may be used as 'model' papers for future students, unless a request is made to the Education Officer in advance. Correspondence on any matter relating to the exams should be addressed to the Exam Administrator. The Exam Board's decision is final.



## EXAM PREPARATION GUIDANCE

Whether you are experienced at sitting exams or not it is important to prepare carefully, not only technical content but also exam technique generally. With this in mind we offer the following suggestions:

### General

- \* Well in advance, obtain some **specimen exam papers** and work through them yourself, checking answers and, if in doubt, verifying them with your tutor as they may contain errors. See page 7.  
**N.B.** In particular please note that whilst some 3A 'model' papers may have earned good marks, they are often *far too long* and *much shorter reports are recommended*.
- \* Before each exam, ask your tutor to organise a **mock exam** for you under exam conditions. This is especially important for the timed 3B exam.
- \* Continue to be **meticulous** with all technical work and use the B.I.G. worksheets, in particular *noting which sections are required for Part 3 exams* (see page 10).
- \* Study the **syllabus** and read the **exam instructions** carefully before you start work.

### Part 3A REPORTS - General

- \* **Presentation** is important, so reports should look professional and be typed.  
Check spelling, grammar and formatting, and *include appropriate covering letters*.
- \* **Focus on information required** by the client and that is relevant to the question, and avoid repetition.  
Background information (e.g. relating to psychological history) should *not be included* in business reports unless specifically requested by the client. For other reports use your discretion as to its usefulness to the client.
- \* **Excessive length** should be avoided, especially for a business report, so 1,000 words is usually enough.  
Please note that some model papers are much too long and *shorter reports are recommended*.
- \* In the real world you may be asked to give a verbal report or to include a recommendation in a letter, *so be prepared to present some of your material in the form of additional notes*.
- \* **Specific requirements** will be clearly stated in the questions.

### BUSINESS REPORTS - Special Notes

- \* **Personnel Selection.** The examiners will require the report for this question to be succinct and to the point, and *no more than 1,000 words*.
- \* **Additional notes.** In addition to the report, you will be expected to prepare notes to explain the background to the points you have made in the report. These may be in the form of bullet points, charts or any notes such as you might make for yourself or could use to refer to if asked for further information or clarification by a client.
- \* **Word limit.** The maximum number of words allowed for this question will be *5,000 words in all*, including the report, the covering letter and additional notes. Please note that any surplus information *will not be taken into account*. Please state the number of words used.

This format is designed to help you meet business requirements in the modern world and to work more efficiently.

**N.B. A similar format could be used for other types of report.**

## EXAM PREPARATION GUIDANCE

### Part 3B Exams

- \* **Allocate time** for each section of the exam, allowing extra time at the end to check all your work.
- \* Put your **candidate number** on each page, also the number of the question.
- \* Start each **question** on a separate sheet of paper and number all pages.
- \* Answer the **specific questions** asked and follow instructions carefully.
- \* Attempt **all** the questions if possible. If you are short of time an answer in note form may be sufficient.
- \* All correlations between **personality traits** and graphological indicators should be clearly stated.
- \* Ensure that you have with you all the **equipment** you may need. Spare paper will be provided.
- \* Drinks are allowed, but not food.
- \* You may keep a small handbag with you, but not large bags.
- \* **The use of works of reference is not permitted in this exam.**

## IMPORTANT ANNOUNCEMENT

### CHANGE in EXAM DATES 2018 / 2019

It has been decided by the Examiners and Committee of the B.I.G. that the exam period will be brought forward by 3 months in the course of the next 2 years as follows:

2018

Part 1A	April 28 - May 26	Part 1B	July 14
Part 2A	April 14 - May 26	Part 2B	July 14
Part 3A	April 14 - May 26	Part 3B	July 14

Last date for entries March 10. Easter April 1, Bank holidays May 7 & 28

2019

Part 1A	March 30 - April 27	Part 1B	June 8
Part 2A	March 16 - April 27	Part 2B	June 8
Part 3A	March 16 - April 27	Part 3B	June 8

Last date for entries January 31. Easter April 21, Bank holidays May 6 & 27

This should enable all marking and administrative work to be completed by July before the main holiday season, as is customary in schools and colleges.

Any queries or concerns that you may have regarding these changes should be addressed to the Exam Administrator or Education Officer.

# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## CANDIDATE INSTRUCTIONS : PART 3A

*Please read these notes carefully before starting work*

Your Candidate Number is .....

**Please write your candidate number on each page.**

Do not give any other indication of your identity.

For this exam you are required to prepare **one report** on **each of the following subjects:**

Personnel Selection

Career Guidance

Partnerships and Human Relationships

Enclosed are photocopies of various samples of handwriting for your analysis. Each has a reference number. Please use the question and sample numbers to identify all work relating to each question. The paper edge is shown where this is smaller than A4 and the pressure is stated.

### INSTRUCTIONS

#### Personnel

- a) **Personnel Selection.** This report must be succinct and to the point and *no more than 1,000 words*.
- b) **Additional notes** should be prepared to explain the background to the points you have made in this report. These may be in the form of bullet points, charts or any notes such as you might make for yourself or could use to refer to if asked for further information by a client.
- c) **Word limit.** The maximum number of words allowed for the Personnel question will be *5,000 words in all*, including the report, the covering letter and additional notes. Please note that any surplus information *will not be taken into account*. Please state the number of words used.

N.B. This word limit does *not* include the sections of the B.I.G. Worksheets specified below.

#### General

- a) **Reports.** For each question prepare a report as requested or specified in the question, using whatever format or style you consider to be appropriate for the situation outlined. It is suggested that a succinct summary of the full report is included *unless the format used is similar to that required for the Personnel question*.
- b) **Client relations.** Each report should be addressed to the client (who may or may not be the subject of the report) as indicated in the question. Take care that the language you use is appropriate for the client and the purpose of the report. Particularly when the client is the subject of the report, be tactful and take into account his or her educational level.
- c) **Presentation** – the finished product should be typed and presented to a professional standard and *include an appropriate covering letter*.
- d) **Working Notes** – *only Section 7* of the standard worksheets (Summary of Working notes) is required for each sample.

**MARKING - marks will be awarded for:**

- e) Correct assessments and good selection of dominant and other movements. Appropriate interpretations, with suitable degree of emphasis.
- f) Quality of content, comprehensiveness of cover, suitability of suggestions and sound opinions.
- g) Good presentation and composition, including appropriate length and format of the report, orderly sequence of information, readability, correct grammar and spelling, clear statements and suitable wording. Do not include information that is irrelevant to the question or not requested by the client, and do not attempt to recognise or diagnose medical symptoms or offer graphotherapy.

**Please understand that this exam must be completed without assistance from other people and any breach of this condition will result in dismissal from the Institute. Your Statement of Own Work is binding for all parts of the Institute's exams.**

Please put your candidate number on every page and identify every sheet of paper but do not spiral-bind any of your work as it has to be copied for marking.

Please return paper copies of all reports, samples and working notes to the Exam Administrator by the date specified. **If possible, please submit an additional electronic copy in .pdf format.**

# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## PART 3A EXAMINATION 2017

Please answer all questions and start each one on a separate sheet of paper.

Write your candidate, question and page numbers on each sheet.

### QUESTION 1 NOTES

**Personnel report.** Please note that the report to the company needs to be succinct and to the point, and *no more than 1,000 words*.

**Additional notes.** Please prepare *additional notes* for the examiners to explain the background to the points you have made in the report. These may be in the form of bullet points, charts or any notes such as you might make for yourself or could use to refer to if asked for further information or clarification by a client.

**Word limit.** A maximum of *5,000 words* is allowed for this question, including the report, covering letter and additional notes. Please note that any surplus information will *not be taken into account*. Please state the number of words used.

### QUESTION 1 PERSONNEL MANAGEMENT 100 marks

Christopher (Sample 2017 3A Q1a) and David (Sample 2017 3A Q1b) are currently employed in senior management posts in a large manufacturing company. Both men are in their 50's. The CEO has contacted you because it has been brought to his attention that there are problems within their departments which could be adversely impacting upon the performance of the company. Both these employees have good track records and have previously given good service to the company so he has asked if you can shed any light on what the problems might be.

Write a short report (see notes above) for the CEO, drawing attention to any areas of weakness or other aspects that you think might cause problems or be reason for concern.

### QUESTION 2 COMPATIBILITY 120 marks

Roy (Sample 2017 3A Q2a) is looking to find a future partner and has received a number of letters from women via an online dating agency. He is in his late 40's and has picked out two he likes the look of who say they are in their 30's: Angela (Sample 2017 3A Q2b) and Margi (Sample 2017 3A Q2c). He has heard that handwriting analysis can tell you what someone is 'really like' so before meeting them has asked for your guidance as to which one would be most compatible with him.

Help Roy weigh up the pros and cons. Who would you pick, and for what reasons?

### QUESTION 3 CAREER GUIDANCE 80 marks

Chris (Sample 2017 3A Q3) is a young woman of 23 who has recently graduated with a general Arts degree. During the past year she has been doing various jobs just to earn money, but is still unable to make up her mind as to what she really wants to do or what direction she should take, so has asked for your advice.

What specific suggestions would you make as to which career might suit her?

# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## CANDIDATE INSTRUCTIONS : PART 3B

*Please read these notes carefully before starting work*

- 1 Please write your **candidate number** on every page and number each page.  
Do not give any other indication of your identity.
- 2 Please start each question on a separate sheet of paper and **number all pages**.
- 3 In this exam you will be given copies of various samples of writing and asked to answer **4 questions** relating to subjects specified in the syllabus or on general graphology.
- 4 The original samples will be available for your inspection.
- 5 You are advised to attempt all the questions. If you are short of time, answers in the form of bullet points or notes may be quite acceptable.
- 6 **Marks will be awarded for:**
  - a) correct assessments and appropriate interpretations with good correlation between personality traits and graphological movements
  - b) specific answers to specific questions
  - c) quality of content and comprehensiveness of cover
  - d) suitability of suggestions and sound opinions
  - e) clear presentation of answers in appropriate format.
- 7 Please write legibly, using a pen or biro.
- 8 Please ensure that you have all the equipment you may need.  
Extra paper will be provided.  
Drinks are allowed but not food.  
You may keep a small handbag with you but not large bags.
- 9 **The use of works of reference is not permitted in this exam.**

# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## PART 3B EXAMINATION 2017

Please answer all questions and start each one on a separate sheet of paper.  
Write your candidate, question and page numbers on each sheet.

### QUESTION 1                      COMPATIBILITY                      30 marks

Stephanie [Samples 2017 3B Q1a i),ii),iii)] is a midwife now working in hospital management. After being estranged from her father for more than 20 years, she decided to contact him but found she needed some professional support to cope with the emotional problems that surfaced. A friend recommended Janet (Sample 2017 3B Q1b) but Stephanie has found it difficult to establish a good relationship with her. She is now wondering if the exercise is a waste of money and has asked for your opinion. Both women are in their 50's.

Briefly assess the personalities of Stephanie and Janet (with reference to handwriting movements) and consider reasons why the relationship is not working. Do you think Stephanie should persevere or look for another therapist? What would you advise?

### QUESTION 2                      CAREER                      25 marks

Geoff (Sample 2017 3B Q2) is 65 and until recently was Head of Geography in a large comprehensive school. Having been a schoolteacher for most of his life he was really looking forward to retirement, but now finds himself at a bit of a loose end. He would like to find some new things to do or an interest to pursue and is looking for suggestions.

What do you think he might consider by way of interests or part-time work to fill his time ?  
What does Geoff's writing suggest he might like or be good at doing?

### QUESTION 3                      RECRUITMENT                      25 marks

Leon (Sample 2017 3B Q3) is 28. He started his working life stacking shelves in a small supermarket and progressed to working in customer services. Finding this rather boring, he sent his CV to a local recruitment agency who decided to offer him a job themselves.

What was it about Leon that impressed them so much do you think? If you had been asked for your opinion, how would you rate his abilities in these key areas:

- 'cold calling' companies to generate new business
- interviewing job seekers
- matching candidates to suitable jobs
- meeting targets to fill vacancies or find jobs for people
- keeping records of employers, vacancies and clients.

Would you expect him to live up to his initial promise and meet their expectations?

### QUESTION 4                      ADOLESCENCE                      20 marks

Ruth (Sample 2017 3B Q4) is 17 and attends a school specialising in music. Her mother is now finding it so difficult to communicate with her that she has appealed to you for help.

Why do you think this might be, and what would you suggest in the circumstances? Support your answer with handwriting movements.

# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## STATEMENT OF OWN WORK

As Part A exams are taken at home, all applicants are required to sign a Statement of Own Work, to which the following rules apply:

- 1 The work done by the candidate on the exam questions and the answers submitted, shall be the work of the candidate himself or herself only. Once the exam paper has been received, no help or contribution of any sort from any other person is permitted.*
- 2 Each candidate is under an obligation to apply this ruling in spirit as well as to the letter of the Statement below. Any failure to do so, irrespective of when such failure is established, shall result in the cancellation of any certificate or other confirmation of having passed any part of the exams, and permanent exclusion from the Institute.*

**N.B.** During the period of the exam, any queries concerning the content of the exam paper should be addressed to the Education Officer, while any problems relating to administration should be addressed to the Exam Administrator.

**This Statement is binding for all parts of the Institute's exams.**

## STATEMENT

I, .....

understand and accept the conditions outlined above, including the consequences of failing to abide by them. I confirm that at no time, between receiving the exam paper and submitting my answers, will I show the paper or discuss the questions with anyone. Nor will I seek or accept any advice, comments or assistance of any sort, however generalised, from any other person on any of the questions or subject matter covered by the exam paper.

Signed .....

Name (please print) .....

Date .....

**Please return a copy of this Statement with your application form.**



# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## EXAM DATES 2018\*

\*See important note on page 10

**PART 1A** 28<sup>th</sup> April – 26<sup>th</sup> May  
**1B** 14<sup>th</sup> July 14.00 – 17.00 \*

**PART 2A** 14<sup>th</sup> April – 26<sup>th</sup> May  
**2B** 14<sup>th</sup> July 14.00 – 17.00 \*

**PART 3A** 14<sup>th</sup> April – 26<sup>th</sup> May  
**3B** 14<sup>th</sup> July 14.00 – 17.00 \* \*Time to be confirmed

**LAST DATE for ENTRIES – 10<sup>th</sup> MARCH 2018**

A Student Information pack, Hilliger Assessment Guidelines and Worksheets will be sent when you apply, or may be obtained in advance from the Education Officer or Exam Administrator. All applications and enquiries concerning exams should be directed in writing to the Exam Administrator.

**Exam Administrator: Claire Hepworth** 13 Hillside Rise, Guiseley, Leeds LS20 9DJ  
[csmh1@hotmail.co.uk](mailto:csmh1@hotmail.co.uk) 01943 871 749

## EXAM APPLICATION FORM

Mr / Mrs/ Miss/ Ms . . . . . B.I.G. Membership No . . . . .  
Surname . . . . . Membership category: Affiliate / Student  
Forename(s) . . . . . Tutor(s) . . . . .  
Address . . . . .  
. . . . .  
Postcode . . . . . Phone No . . . . .  
Email . . . . .  
I wish to enter for these exams (please indicate) PART 1A / 1B 2A / 2B 3A / 3B  
I enclose the **non-refundable\*** fee of £ . . . . . \* See page 8

**N.B.** Overseas students please add £18 per part to cover postage.  
Cheques should be made payable to 'The British Institute of Graphologists'.  
If you cannot pay by UK cheque, please consult the Exam Administrator.

**Any candidate who wishes to take a part B exam at an alternative venue or has other special needs should contact the Exam Administrator well before the date of application. See page 8**

Signed . . . . . Date . . . . .

**Please return this form to the Exam Administrator by 10th March 2018**

**Office Use** Date received ..... Payment ..... Candidate No allocated .....

# THE BRITISH INSTITUTE OF GRAPHOLOGISTS

## QUESTIONED DOCUMENT EXAMINATION

Although Questioned Document Examination can form part of a graphologist's expertise, the scope of the subject is so wide that it has been decided **not** to include it as part of the Part 3 exam syllabus. It is vital that graphologists involved in such work are well prepared, have a good understanding of legal and courtroom procedures, and have relevant qualifications in this field.

The following suggestions have been prepared to help anyone interested in following this line of work.

1. **A qualification** in Questioned Document Examination is not compulsory, but it is highly recommended by the Institute.
2. **Personal Indemnity Insurance** for BIG members who do work in this field is *compulsory*.
3. **Courses in QDE** are available from various organisations both in the UK and overseas. The following list may prove useful as a starting point.
  - a) Reed Hayes, eminent graphologist and author of 'Forensic Handwriting Examination', offers a correspondence course in questioned handwriting and document examination.  
P.O. Box 235213, Honolulu, HI 96823  
Tel: 808-737-0502 Fax: 808-356-0811  
[reed@reedwrite.com](mailto:reed@reedwrite.com)      [www.reedwrite.com](http://www.reedwrite.com)
  - b) Bond Solon offers accreditation to expert witnesses and training in various cities:  
[www.bondsolon.com](http://www.bondsolon.com)
  - c) Expert Witness courses are available in London from various organisations. The Expert Witness Institute will provide information:  
Africa House, 64-78 Kingsway, London, WC2B 6BD.  
020 7405 5854      [www.ewi.org.uk](http://www.ewi.org.uk)
  - d) The Academy of Experts offer courses:  
2 South Square, Gray's Inn, London, WC1R 5HT.  
020 7637 0333      [www.academy-experts.org](http://www.academy-experts.org)
  - e) The Forensic Science Society offers courses:  
Clarke House, 18A Mount Parade, Harrogate, North Yorkshire, HG1 1BX.  
01423 606068      [www.forensic-science-society.org.uk](http://www.forensic-science-society.org.uk)
  - f) Courses in Judicial Graphology are occasionally run by the British Academy of Graphology. For further information see [www.collegeofgraphology.co.uk](http://www.collegeofgraphology.co.uk)
  - g) NADE (National Association of Document Examiners) International in the USA runs a correspondence course, a written exam and evaluation of five Court Reports. For further information about this respected association contact their president:  
[PresidentNADE@aol.com](mailto:PresidentNADE@aol.com)      [www.documentexaminers.org](http://www.documentexaminers.org)
  - h) MSc Course in Document Analysis at the University of Central Lancashire (UCLan)  
[www.uclan.ac.uk](http://www.uclan.ac.uk)