
The British Institute of Graphologists

STUDENT INFORMATION PACK

2

PART TWO EXAMS 2019



THE BRITISH INSTITUTE OF GRAPHOLOGISTS

STUDENT INFORMATION PACK

CONTENTS of PART 2

PAGE 2	Contents. Counselling
3	The B.I.G. Diploma
4	Syllabus for Part 2
5	Psychology Reading List for Part 2
6	Graphology Reading List for Part 2 Specimen exam papers, B.I.G. Worksheets, Hilliger Assessment Guidelines
7	General Exam Information: How to apply Costs Venue Special needs Extra time Marking Results
8	Exam Preparation Guidance
9	Candidate Instructions for Part 2A
10	Guidance Notes for Part 2B
11	Candidate Instructions for Part 2B
12	Part 2B Exam paper
13	Statement of own Work
14	Exam Dates and Application Form

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

As a graphologist it is likely that you will have to deal with people who have emotional or psychological problems. It is therefore recommended that all students spend at least a full weekend (or the equivalent) on a counselling course before taking the final exam. However, this is a recommendation and 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 1B 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

** 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

SYLLABUS PART 2

PSYCHOLOGICAL THEORIES of PERSONALITY applied to graphology

The student should study the psychological theories of personality of five psychologists (Freud, Jung, Adler, Fromm and Maslow), paying particular attention to the subjects that are listed below.

The student should understand **how these theories may be related to handwriting**, and be able to apply them to gain insight into the personality and behaviour of individual writers.

THE PSYCHOANALYTIC APPROACH

Sigmund Freud

Theory of 'Psychoanalysis'

Psychosexual development: oral, anal, phallic, latency and genital stages
Id, ego, superego
Defence mechanisms
Neuroses

THE NEO-PSYCHOANALYTIC APPROACH

Carl Jung

Theory of 'Analytical Psychology'

Extraversion / introversion
Four functions (including inferior function)
Libido
Archetypes: animus / anima, persona, shadow, self (individuation)

Alfred Adler

Theory of 'Individual Psychology'

Children: Position in the family (birth order)
Pampering / neglect
Development of inferiority / responses to it
Adults: Inferiority / superiority complex
Compensations for inferiority
Responses to the challenges of life (lifestyle, social interest)
Character types: Dominant, Getting, Avoiding, Socially useful

Erich Fromm

Theory of 'Social and Cultural Forces'

Character Types: Non-productive: a) Receptive - dependent on others
b) Exploitative - takes from others
c) Hoarding - hoards possessions and feelings
d) Marketing - values superficial qualities
Productive: e) Productive - character type ideal for self-development

THE HUMANISTIC APPROACH

Abraham Maslow

Theory of 'Motivation and Personality'

Hierarchy of human Needs: Physiological
Safety
Love and belonging
Esteem
Self-actualisation
(*N.B. details of 'Higher' needs are not required*)

THE BRITISH INSTITUTE OF GRAPHOLOGISTS

PART 2 READING LIST

Part 2 students may find the following books useful, but they are not required reading. Books in *italics* may be particularly helpful for someone with no previous knowledge of psychology.

GENERAL

Monte	<i>Beneath the Mask - an Introduction to Theories of Personality</i>
Schultz & Schultz	<i>Theories of Personality</i>
Ewen	<i>An Introduction to Theories of Personality</i>
Berne	<i>A Layman's Guide to Psychiatry & Psychoanalysis</i>
Donaldson	Children's Minds
Erikson	Childhood & Society
Gross	<i>Psychology - the Science of Mind & Behaviour</i>
Reber	<i>Dictionary of Psychology</i>
Kiersey & Bates	Please Understand Me - Character & Temperament Types
Lowe (Gordon. R)	Growth of Personality from Infancy to Old Age
Sperling & Martin	<i>Psychology Made Simple</i>
Gullan-Whur	The Four Elements
Anne Cummings	<i>Emotional Healing for the Inner Child</i> (available directly from annecummings@ccac21.plus.com)

FREUD

Appignanesi & Zarate	<i>Introducing Freud</i> (cartoons)
Snowden	<i>Teach yourself Freud</i>
Brown	Freud and the Post-Freudians
Stafford-Clarke	What Freud Really Said
Storr	Freud; The Art of Psychotherapy (Neuroses)
Wollheim	Freud

JUNG

Hyde & McGuiness	<i>Introducing Jung</i> (cartoons)
Hall & Nordby	<i>A Primer of Jungian Psychology</i>
Fordham	An Introduction to Jung's Psychology
Storr	Jung
Daryl Sharp	Personality Types: Jung's Model of Typology
June Singer	Boundaries of the Soul
Quenk	Beside Ourselves (re inferior function)

ADLER

Ansbacher & Ansbacher	The Individual Psychology of Alfred Adler
Adler	Understanding Life
Adler	Understanding Human Nature
Adler	Social Interest
Adler	What Life Should Mean to You
Dreikurs	Fundamentals of Adlerian Psychology

FROMM

Fromm	The Art of Loving
Fromm	Man for Himself
Fromm	To Have or to Be?

MASLOW

Maslow	Motivation & Personality
Wilson	New Pathways in Psychology

Some books may be bought cheaply from the B.I.G.. Contact Susan Ord susan.ord@process-notes.co.uk

PART 2 READING LIST cont.

GRAPHOLOGY BOOKS *linking psychological theories with graphology*

Renna Nezos	Graphology (Jung and Maslow)
Renna Nezos	Advanced Graphology (all 5 psychologists)
Nicole Boille	Graphic gesture, creative gesture (Freud and Jung)
Renate Griffiths	Early Childhood Disturbances reflected in Handwriting (Freud)
Anna Teillard	The Soul and Handwriting (Jung)
Milton Moore	Identifying Jungian Types through Handwriting Analysis
John Beck	Collected Papers in Handwriting Movements & Jungian Graphology
Arlyn Imberman	Signature for Success (Jung)
Barbara Sinclair	'The Relevance of Adler's Theories to Handwriting Analysis' in the BIG 1993 Cambridge Symposium book pp118 – 137
Felix Klein	Gestalt Graphology (Fromm)
Michal Naftali	The Application of Maslow's Theory of Needs to Graphology

Further Reading:

	Kimon Iannetta	Danger between the Lines
	Patricia Marne	Crime and Sex in handwriting
	Madeleine Blanquefort d'Anglards	Motivations and Compensations
<i>Classic texts</i>	Herry O. Telscher	Handwriting: Revelation of Self ('Psychography')
	Robert Saudek	The Psychology of Handwriting
	Robert Saudek	Experiments with Handwriting

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

ARTICLES

Relevant articles may also be found on the website www.britishgraphology.org in the Media section. Featured Articles are free, but to read the other articles you must be a member of the B.I.G..

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 01943 871 749

Please note that these exam 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*. 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 0161 431 5517

B.I.G. WORKSHEETS and HILLIGER GUIDELINES

B.I.G. worksheets have been designed to help students work methodically through the technical process of analysis and are required for all exams. Hilliger Assessment Guidelines summarise how handwriting movements should be assessed and set out the criteria by which basic technical work will be assessed by the examiners. Worksheets and Hilliger Guidelines are available from the Exam Administrator and Education Officer.

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.13) 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 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 6.
- * Before each exam, ask your tutor to organise a **mock exam** for you under exam conditions. This is particularly important for the timed 2B exam.
- * Study the **syllabus** and read the **exam instructions** carefully before you start work.
- * Continue to be **meticulous** with all technical work. Refer to the Hilliger Guidelines if necessary and use the B.I.G. worksheets, *noting which sections are required for Part 2 exams*.
- * Do not allow the **content** to influence you as you make your interpretations. Only interpretations supported by graphological evidence are valid.
- * **Presentation** is important, so make sure that all your working notes are clear and presented in a logical order, and check spelling, grammar and formatting so that the report looks professional. **Reports** must be typed. **Working notes** may be typed or written by hand.
- * A **paper copy** of all your work should be sent by post to the Exam Administrator *in time to arrive by the date specified*. If possible, an electronic copy in .pdf format should also be sent.

Part 2A

- * **Psychological notes** should be *selective* and *relate to the specific sample being analysed*.
- * The examiners are looking for evidence of understanding of **psychological theories** (not just knowledge) and want to see how they may be applied in a particular case to increase insight.
- * **Working notes** should be set out in an organised way, with correlations between personality traits, psychological theories and graphological indicators clearly stated.
- * **Psychological insights** should be *integrated into the report* in a meaningful and appropriate way.

Part 2B

- * **Allocate time** for each section of the exam, allowing extra time at the end to check all your work.
- * Note the **allocation of marks** for each of the questions on psychological theories and calculate the time to be spent on each. The marks for each question will be clearly stated on the exam paper.
- * Answer the **specific questions** asked and follow instructions carefully.
- * You are advised to attempt **all** the questions. If you are short of time, an answer in note form may be quite acceptable.
- * 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.
- * **Two works of reference are permitted in this exam**. These may be in the form of books, notes, cards, files etc. (not electronic).

THE BRITISH INSTITUTE OF GRAPHOLOGISTS

CANDIDATE INSTRUCTIONS : PART 2A

Please read these notes carefully before starting work

Your Candidate Number is:

Please write your candidate number on every page of material submitted.

Do not give any other indication of your identity.

Enclosed are photocopies of two samples of writing for your analysis. Each has a reference number. Please use this to identify all work relating to each sample. The paper edge is shown where this is smaller than A4.

INSTRUCTIONS

- a) **Reports** - for each sample prepare an in-depth report of 1500 - 2000 words covering all aspects of personality and behaviour. The report on Sample 2A(a) should be a *third party report* whereas the one on Sample 2A(b) should be *addressed to the client personally*.
- b) Please prepare each report under these **six headings**:
- | | |
|------------------------|------------------------|
| Vitality and Wellbeing | Intellectual qualities |
| Personality | Working qualities |
| Social behaviour | Interests and Tastes |
- To conclude your report, a brief summary of the basic personality should be given.
- c) **Client relations** - when addressing a report to the client personally, the language you use should be appropriate and meaningful. Take into account his or her educational level and do not use psychological or graphological terms that the client may not understand. Consider the person's feelings and self-esteem, and be tactful when describing any qualities that might be perceived as negative.
- d) **Presentation** - reports should be typed and presented to a professional standard. Please do not spiral-bind any of your work as papers have to be copied for marking.
- e) **Working notes** – *only Sections 7 and 8* of the B.I.G. worksheets are required (Summary of working notes + Interpretations), together with working notes for each psychologist. These should be *relevant to the sample* and include a brief summary. Insights reached through exploration of psychological theories should be *integrated into the report* and show understanding of why the writer is as s/he is and behaves as s/he does.

MARKING - marks will be awarded for:

- f) Good selection of dominant (etc.) movements, interpretations and backups, with suitable degree of emphasis; appropriate allocation of characteristics to headings; comprehensiveness of cover.
- g) Clear working notes on psychological theories of Freud, Jung, Adler, Maslow and Fromm, *with appropriate selection of theories* that have particular relevance to the sample; correct psychological interpretations; clear understanding of cause and effect and how theories relate to personality and behaviour *in individual cases*; ability to integrate psychological insights into the report.
- h) Good presentation and composition, including an orderly sequence of information, correct grammar and spelling, clear unambiguous statements, and wording that is appropriate for a third party report or one addressed to the client personally [see note a) above].
- j) **Do not** include irrelevant information either in the reports or working notes. There is no need to outline psychologists' theories except in so far as to show their relevance, just give evidence for your conclusions. 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.

Remember to 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.

Paper copies of all reports, samples and working notes **should be returned by the date specified** to the Exam Administrator. If possible, please also email an electronic copy in .pdf format.

GUIDANCE NOTES for Part 2B

Exam format and marks

The 3 hour exam will be in 2 sections. You will be given one sample of writing and asked to:

- | | | |
|------------|---|----------|
| Section 1) | Make a full list of dominant, secondary and miscellaneous movements | 20 marks |
| 2) | Answer questions on psychological theories (those of Freud, Jung, Adler, Fromm or Maslow) as they apply to this sample. | 80 marks |

5 minutes will be allowed before the start of the exam to look at the sample and questions.

Questions

The number of questions will vary according to the sample, but the allocation of marks for each question, or part of a question, will be clearly stated on the exam paper.

Typically there will be 4 questions with an allocation of 20 marks for each, or 5 questions with a more varied allocation, so try to divide the time accordingly.

Depending on the sample, there may or may not be a question relating to each psychologist. Not all theories are helpful in every case, so the focus will be on those that are most relevant to the sample.

Answers

Answers may be in full sentences or set down in the form of notes, bullet points or tables at the discretion of the candidate, especially if there is not enough time for a detailed answer.

Language

Jargon should be avoided. Where technical terms are used, the examiners will be looking for evidence that a theory is understood, not just repeated.

Handwriting movements

As a general rule, handwriting movements should always be cited to support any statements made. Only handwriting movements *that appear in the given sample* will be accepted as evidence of the writer's personality traits or psychological make-up.

Always read the questions carefully for specific instructions regarding handwriting movements.

As a general rule, movements referred to in the answers should be included in the list of dominant, secondary and miscellaneous movements.

Reference material

Two works of reference will be permitted. These may be in paper form only, not electronic.

Purpose of the exam

The object of the 2B exam in this format is to test whether a candidate can, without assistance and in a short space of time:

- accurately assess handwriting movements and their relative importance
- make appropriate interpretations of handwriting movements in a specific context
- understand specified theories of personality
- understand the significance of questions in relation to a particular sample
- apply theories in a meaningful way to increase insight and understanding
- use reference material intelligently.

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PART 2B EXAMINATION 2018

All questions relate to Sample 2B 2018. 2 works of reference are permitted.
Please write your candidate number on every sheet of paper and number all pages.

SECTION 1 Worksheets Section 7 [Summary of Working notes] 20 marks

Compile a list of Dominant, Secondary and Miscellaneous movements
(Any additional working notes do not have to be submitted to the examiners)

SECTION 2 Questions on Psychological theories

Question 1 FREUD 20 marks

Freud stated that the human personality is composed of three elements: the Id, the Ego and the Superego, and the dynamic interaction between these states explains how the human mind works.

Using this structural model, indicate how these three elements contribute to Judith's personality.
Support your answer with handwriting movements.

Question 2 JUNG 20 marks

According to Jung, the Persona archetype acts as a shield or mask to protect the writer's inner Self.

Judging from Judith's handwriting, how do you think the persona is operating and how does this affect her thinking and behaviour? How might this theory give a deeper understanding of Judith?
Refer to specific traits and handwriting movements in your answer.

Question 3 MASLOW 20 marks

Maslow is best known for his humanistic theory of the Hierarchy of Needs. Although instinctual, he believed that behaviours were also learned and therefore vary from person to person.

Referring to handwriting movements in Judith's script, identify her dominant need or needs and any personality traits associated with them, whether positive or negative, as well as any behaviour that you think may have developed as a result of her experiences in life.

Question 4 FROMM 20 marks

Fromm's optimistic theory proposed that personal needs and goals lead to specific Orientations of personality, but all human beings are shaped by social and environmental forces and to feel content everyone needs to develop a sense of belonging in order to avoid a sense of isolation.

How is Judith's personality oriented? To what degree has she managed to overcome her sense of isolation and developed her sense of social belonging?

Identify character traits that particularly relate to these issues and summarize your findings with reference to handwriting movements.

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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.

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EXAM DATES 2019

PART 1A 30th March – 27th April
1B 8th June 14.00 – 17.00 *

PART 2A 16th March– 27th April
2B 8th June 14.00 – 17.00 *

PART 3A 16th March – 27th April
3B 8th June 14.00 – 17.00 *

* Time to be confirmed

LAST DATE for ENTRIES – 31st JANUARY 2019

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 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 7

N.B. Overseas candidates please add £20 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 7

Signed Date

Please return this form to the Exam Administrator by 31st January 2019

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