
The British Institute of Graphologists

STUDENT INFORMATION PACK

1

PART ONE EXAMS 2019



THE BRITISH INSTITUTE OF GRAPHOLOGISTS

STUDENT INFORMATION PACK

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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 1

BASIC PRINCIPLES of GRAPHOLOGY

The process of analysis has three stages:

- A Observation and classification of handwriting features
- B Interpretation of data
- C Compilation of personality profile

A OBSERVATION

To provide a sound basis from which to prepare a personality profile, the student should be able to:

- 1 observe and classify all the handwriting movements that are present in a script
- 2 adopt an organised and systematic (scientific) method of working
- 3 produce a checklist in which the first general impressions, observations and assessments of movements are accurately recorded
- 4 assess the speed, originality, layout and form standard of a script
- 5 recognise all the individual movements and allocate them correctly to the following categories:
 - a) **Degree of rhythm** – e.g. rhythmic, arrhythmic, stilted etc.
 - b) **Degree of regularity / irregularity** (consistency)
 - c) **Size** with reference to:
 - absolute size
 - individual zonal sizes
 - balance of zones
 - fluctuations of absolute size and / or individual zones
 - increasing / decreasing of letters or words
 - d) **Slant of the downstrokes** in relation to the baseline
 - e) **Degree and placement of pressure** - heavy, medium, light, lateral, varying
 - f) **Type of stroke** - pasty, sharp, distinct, etc.
 - g) **Degree of currency** - good, fair, poor, disturbed, etc.
 - h) **Layout**
 - on the page
 - margins
 - spacing between words, letters, lines, paragraphs
 - address
 - signature
 - envelope
 - i) **Baselines**
 - direction of slope
 - shape
 - spacing
 - j) **Horizontal expansion of letters** (width) - broadness / narrowness
 - k) **Horizontal tension** e.g. well sustained, slack, weak etc.
 - l) **Degree of connection** of letters within words - e.g. connected, disconnected, partial, etc.
 - m) **Form of connection** e.g. copybook, angular, arcade, garland, wavy-line, thread etc.
 - n) **Style** (form of letters) e.g. full, lean, simplified, neglected, enriched, elaborated, printed, calligraphic (stylised), rounded, square
 - o) **Tendencies** - rightward / leftward movements that may be dominant, secondary or miscellaneous
 - p) **Other movements**
 - starting and ending strokes
 - oval / circle letters
 - capital letters
 - diacritics
 - personal pronoun 'I' (PPI)
 - covering strokes and counter strokes
 - q) **Other miscellaneous movements**

SYLLABUS PART 1

BASIC PRINCIPLES of GRAPHOLOGY

B INTERPRETATION

To analyse and interpret the data collected the student should be able to:

- 1 complete all sections of the standard B.I.G. worksheets
- 2 discern which handwriting movements are more or less important in any script and grade them as dominant, secondary or miscellaneous
- 3 understand that dominant movements in handwriting reflect dominant personality traits
- 4 know the general meaning and basic interpretation of all the main graphological movements
- 5 understand that an interpretation of a movement is not valid unless it is supported by at least two other movements of similar meaning, and that all interpretations must be listed in the worksheets before being included in the report
- 6 understand the importance of Form Standard and how this has a bearing on interpretation
- 7 assess the correct degree of emphasis or weight that should be given to any interpretation from the frequency and strength of the movements.

C PROFILING

To integrate working notes and compile a personality profile the student should be able to:

- 1 assemble interpretations appropriately under the following headings:

Vitality and Wellbeing
Personality
Social behaviour
Intellectual qualities
Working qualities
Interests and Tastes
Summary

- 2 convert interpretations into suitable sentences using clear, simple language, avoiding technical terms and expressing any negative interpretations as constructively as possible
- 3 combine interpretations and include contradictory material in a way that is meaningful
- 4 compile an outline sketch of the person as a whole and write a report that is well-rounded and reads well, avoiding anomalies under individual headings and between sections
- 5 conclude the report with a short summary
- 6 understand the application of the Institute's Code of Ethics in all its aspects.

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PART 1 READING LIST

Part 1 students may find the following graphology books interesting and useful, but they are not required reading for the exams. Consult your tutor for further advice.

RECOMMENDED

**These titles most closely follow the B.I.G.'s method of analysis.*

* Barry Branston	Graphology Explained (<i>formerly</i> Graphology Made Easy)
* Barry Branston	Elements of Graphology
* Jaqui Tew	Secrets of Graphology
* Ruth Rostron **	Interpretations: Finding and Grouping for the Report
	Dictionary of Traits (<i>traits are grouped as required for BIG exams</i>)
	Graphology Short Course + Workbook (<i>now free on the BIG website</i>)
	** To buy Ruth's books contact ruth.rostron@btinternet.com
Karen Amend & Mary Ruiz	Handwriting Analysis - the complete basic book
Sheila Lowe	The Complete Idiot's Guide to Handwriting Analysis
Shiela Lowe	Handwriting of the Famous and Infamous
Gloria Hargreaves & Peggy Wilson	A Dictionary of Graphology
Diane Simpson	Analysis of Handwriting
Frits Cohen and Daniel Wander	Handwriting Analysis at Work
Peter West	The Handwriting Analyst's Toolkit
Patricia Marne	Manual of Graphology <i>or</i> The Concise Graphology Notebook
Margaret Gullan-Whur	The Secrets of Your Handwriting (<i>formerly</i> Discover Graphology)
Jane Paterson	Sign Here – How significant is your signature?
Anna Koren	The Secret Self – A comprehensive guide to Handwriting Analysis
Ann Mahony	Handwriting and Personality
Reed Hayes	Between the Lines
Andrea McNichol	Handwriting Analysis – Putting it to work for you (<i>formerly</i> The Hidden Secrets of Handwriting)
Helmut Ploog	Handwriting Psychology – Personality reflected in Handwriting

FURTHER READING – *Classic texts*

Max Pulver	The Symbolism of Handwriting
Nadya Olyanova	Handwriting Tells
Alfred Mendel	Personality in Handwriting
Eric Singer	A Manual of Graphology
Klara Roman	Handwriting - a Key to Personality
Hans Jacoby	Analysis of Handwriting

Please note that these books are not required reading, but may be used to supplement course material. Some may be bought cheaply from the B.I.G.. Contact Susan Ord susan.ord@process-notes.co.uk

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.

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

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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.12) 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.** (see p.8).

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.

Exam Administrator: Claire Hepworth 13 Hillside Rise, Guiseley, Leeds LS20 9DJ
csmh1@hotmail.co.uk 01943 871 749

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.

B.I.G. MEMBERSHIP

Please note that before you apply to take any of the Institute's exams, you must be a **member** of the B.I.G. If you are currently undertaking a course of study with a B.I.G. tutor you will be eligible for Student membership at a reduced rate for a maximum period of six years. After that you may become an Affiliate member if you have not completed your studies. Details of terms and conditions, membership categories and fees can be found on the website or obtained from the Membership Secretary:

Membership Secretary: Susan Ord

Orchard House, Blue Cap Lane, Hampton, Malpas, SY14 8JQ
susan.ord@process-notes.co.uk 01948 820 469

B.I.G. WORKSHEETS

The B.I.G. has introduced standardised worksheets and requires that all students use these for the exams. These are designed to help you organise all your observations and set out the full technical procedure that precedes the writing of a graphological report. For details of the seven sections see page 11.

HILLIGER ASSESSMENT GUIDELINES

The Hilliger Assessment Guidelines summarise how handwriting movements should be assessed, and set out the criteria by which your technical work will be assessed by the examiners. Comments in italics are intended to draw your attention to mistakes commonly made by students.

You will probably be aware that there are several schools of graphology and that graphologists use different methods. The method approved by the B.I.G. is the one used by Francis Hilliger and other founder members of the B.I.G. While the B.I.G. recognises the validity of other systems, this is the method you must use if you want to pass the B.I.G. exams and gain the qualification M.B.I.G. (Dip.)

The B.I.G. syllabus sets out everything that is required at each level, and the standard worksheets show the structure of the technical procedure. Particularly in Part 1 it is essential that you follow this specific method, since most marks are allocated to the technical part of the analysis.

B.I.G. Worksheets and Hilliger Guidelines are available from the Exam Administrator and Education Officer, or may be downloaded from the website www.britishgraphology.org

SPECIMEN EXAM PAPERS ('Model' papers)

Specimen exam papers are candidates' papers that serve as an example of what is required at each stage. 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*. If in doubt, consult your tutor or the Education Officer.

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 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 the B.I.G. **worksheets**, the 1B worksheets and Hilliger Assessment Guidelines.
- * 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 8.
- * Before each exam, ask your tutor to organise a **mock exam** for you under exam conditions. This is particularly important for the timed 1B exam.
- * Study the **syllabus** and read the exam **instructions** carefully before you start work.
- * **Be meticulous** with all your technical work. Make sure that all your notes agree throughout, and that there is good follow through from your assessments to the interpretations and then the report.
- * Do not allow the **content** to influence you as you make your interpretations. Only interpretations supported by graphological evidence are valid.
- * Remember that half the **marks** in both 1A and 1B are allocated for Sections 1 - 7 of the worksheets. In 1A the other half are allocated for Section 8 plus the report; in 1B half are for Section 8.
- * Submit the **samples** with your measurements and assessments for size, slant, word spacing etc. along with your completed worksheets
- * **Presentation** is important so make sure that all your notes are legible and that the report looks good. Check spelling and grammar, and that what you have written in each section of the report correlates with the interpretations listed in the corresponding section of the worksheets.
- * **Reports** must be typed. **Worksheets** may be typed or completed 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.

1B Exam

- * Ensure that you bring with you all the **equipment** you may need - pen, pencil, rubber, ruler, protractor, magnifying glass etc. + spares. Extra paper will be provided.
- * **Drinks** are allowed but not food.
- * You may keep a small handbag with you, but not large **bags**.
- * Remember that in the 1B worksheets **the boxes marked with a cross do not have to be completed**, and only brief notes are required in other sections, where indicated.
- * **Four works of reference are permitted**. These may be in the form of books, notes, cards, files etc. (not electronic).

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CANDIDATE INSTRUCTIONS : PART 1A

Please read all these notes before starting work.

Your Candidate Number is:

Please write your **candidate number** on every page of the worksheets and on all other material submitted. Do not give any other indication of your identity.

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

Worksheets

- 1 Use the standard B.I.G. worksheets and complete a full set for each sample.
Worksheets may be handwritten in ink or completed on the computer.
- 2 The writing sample (or copies) *showing how you measured* the size, zones, slant etc. with lines should also be submitted.
- 3 Record your observations meticulously, and add comments or conclusions to your assessments where these are indicated.
- 4 In Section 7, number the movements e.g. D1, S4, M2 etc., but on subsequent pages please *refer to the movements by name* e.g. left slant, small size etc.
- 5 If you use the computer please ensure that in Sections 2 - 6 *the tables are not split* between pages.

Reports

- 1 For each sample compile a brief portrait of 500 - 800 words, under six headings:
Vitality and Wellbeing, Personality, Social behaviour, Intellectual qualities, Working qualities, Interests and Tastes, *followed by a Summary*.
- 2 Reports should be addressed to a third party ('he/she is' not 'you are') and typed.
- 3 Each section of the report should be based on the interpretations listed under the corresponding heading of the worksheets. The graphological evidence for any statement you make should be clearly identifiable, so do not include new material without back-up, or omit 'contradictory' material.
- 4 The final report should give a coherent and meaningful description of the writer.

Marking

Marks will be awarded for accuracy and quality of content, correct degree of emphasis, appropriate allocation of characteristics to headings, and evidence given to support your conclusions. Observations should be consistent throughout the worksheets and be followed through in the report. Marks will also be awarded for presentation (including grammar and spelling), appropriate (tactful) wording and readability. Do not attempt to recognise or diagnose medical symptoms, refer to sexual problems or preferences, or enter into specialised areas of psychology or 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, number and identify every sheet of paper, and submit all worksheets, *including samples showing measurements*, along with the report. Please do not spiral-bind any of your work as it has to be copied for marking.

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

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CANDIDATE INSTRUCTIONS : PART 1B

- 1 Please write your **candidate number** on every page of the worksheets.
Do not give any other indication of your identity.
- 2 In this exam you will be given a photocopy of one sample of writing and you will be expected to complete the B.I.G. worksheets **for Part 1B**. You will not be required to write a report. The original sample will be available for your inspection.
- 3 5 minutes will be allowed before the start of the exam to look at the sample and other material.
- 4 Please note that in the 1B worksheets **boxes marked with an X** do not have to be completed.
- 5 Half the marks in this exam are allocated for Sections 1 - 7 and half for Section 8.
However, as you may find Section 8 more difficult to complete, it is suggested that you **aim to complete Sections 1 - 7 in one hour.**

Sections 1 - 7 consist of:

- 1) Checklist of movements
- 2) Size, Zones and Slant table
- 3) Regularity table
- 4) Speed test
- 5) Originality* assessment
- 6) Layout* and Form Standard assessments (* denotes choice of method)
- 7) Summary of working notes (list of dominant, secondary and miscellaneous movements)

Section 8 consists of Interpretations relating to:

Vitality and Wellbeing
Personality
Social behaviour
Intellectual qualities
Working qualities
Interests and tastes

- 6 In Section 7 you should number the movements D1, D2, S1, S2, M1 etc., but elsewhere please **write the movements in words** e.g. 'left slant, small size' etc. to speed up marking.
- 7 Marks will be awarded for:
 - a) accuracy of observations and interpretations
 - b) appropriate back-ups for interpretations
 - c) agreement of observations throughout working notes
 - d) appropriate emphasis given to interpretations
- 8 Please write legibly, using a pen or biro.
- 9 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.
- 10 **Four works of reference** in paper form are permitted.

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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

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