

# BRITISH INSTITUTE OF GRAPHOLOGISTS EXAM APPLICATION FORM



## SECTION 1 – CHECKLIST

- *It is the responsibility of the exam candidate to be aware of dates, deadlines and support documents*
- *Pages 2 & 3 to be returned to Exam administrator with your exam fees*
- *Make sure you have all the exam support documents listed in the Checklist*

**Exam Registration Closing Date:** 30<sup>th</sup> January 2021

### Exam Dates:

Part 1A	10 <sup>th</sup> April – 8 <sup>th</sup> May 2021		Part 1B	12 <sup>th</sup> June 2021
Part 2A	27 <sup>th</sup> March – 8 <sup>th</sup> May 2021		Part 2B	12 <sup>th</sup> June 2021
Part 3A	27 <sup>th</sup> March – 8 <sup>th</sup> May 2021		Part 3B	12 <sup>th</sup> June 2021

### Exam Fees:

UK Students (£ sterling)		Overseas Students (£ sterling)	
Part 1A / 1B	£125 each (£250 for both)	Part 1A / 1B	£140 each (£280 for both)
Part 2A / 2B	£135 each (£270 for both)	Part 2A / 2B	£150 each (£300 for both)
Part 3A / 3B	£145 each (£290 for both)	Part 3A / 3B	£160 each (£320 for both)

### Exam Payment Options:

- Cheques to accompany form and made payable to 'The British Institute of Graphologists'.
- Bank Transfer (applicant to pay transfer charges)  
A/c Name: The British Institute of Graphologists  
Bank: HSBC. 44 Upper High Street, Thame, Oxfordshire, OX9 2DW, England.  
**IBAN:** GB46HBUK40445171032070    **BIC:** HBUKGB4159J.
- PayPal Payment: Contact the Exam Administrator for invoice and payment

### Exam Venue:

- Part A exam completed in the Candidate's own home
- Part B exam completed in London, UK
  - Part B exam completed at an alternative venue. Contact Exam Administrator for guidelines
  - Special needs / Special assistance (see Student Information Pack)

### EXAM SUPPORT DOCUMENTS

**Student Information Packs:** Download your required pack from B.I.G. website at:

<https://www.britishgraphology.org/education/exams/>

**Hilliger Assessment Guidelines (H.A.G.)** Download from B.I.G. website at:

<https://www.britishgraphology.org/wp-content/uploads/2019/11/Hilliger-Assessment-Guidelines-2020-1.pdf>

**Worksheets.** Download from B.I.G. website at:

<https://www.britishgraphology.org/wp-content/uploads/2019/01/BIG-Worksheets-2019.pdf>

**Sample Answer Booklets.** Available from your Tutor

### Exam Enquiries:

Exam Administrator: Ms. Bernadette Hunt  
Postal address: PO Box 346, Darlington DL1 9QG, U.K.  
Email: [Bernadetteh@outlook.com](mailto:Bernadetteh@outlook.com)

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**SECTION 2 – 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.
- 3 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 .....

Membership No .....

**If you are not taking a Part A exam, write "Not applicable" at the bottom of this page.**  
*(This statement is part of your exam application)*

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**SECTION 3 – CANDIDATE DETAILS**

Title: Mr / Mrs / Miss / Ms \_\_\_\_\_ B.I.G. Membership number: \_\_\_\_\_  
 Surname \_\_\_\_\_ Membership category: Affiliate / Student  
 Forename(s) \_\_\_\_\_ Tutor \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Nationality \_\_\_\_\_  
 Email \_\_\_\_\_

I wish to enter for these exams: (please indicate):

Part 1A	
Part 1B	

Part 2A	
Part 2B	

Part 3A	
Part 3B	

I enclose the non-refundable\* fee of: £ \_\_\_\_\_ (\* See Section 1 Checklist – Exam fees)

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 in advance of the date of application. **Also**, see Student Information Packs.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The completed form (pages 2 & 3) + exam fee to be sent to the Exam Administrator by the closing date of 30<sup>th</sup> January 2021**

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**For office use only**

<u>Date received:</u>	<u>Payment Amount:</u>	<u>Candidate Numbers allocated:</u>
<u>Exam:</u>	<u>Payment Method:</u> Cheque / Bank Draft: PayPal:	<u>Other:</u>