

The British Institute of Graphologists

STUDENT INFORMATION PACK

2

PART TWO EXAMS 2021



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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.

SECTION 1

OVERVIEW

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 (See General Exam Information, No. 3)

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 to download from the website:

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

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 (See General Exam Information, No. 3)

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

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 (See General Exam Information, No. 3)

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.

GENERAL EXAM INFORMATION

1 HOW TO APPLY

Exam Application Form can be downloaded from <https://www.britishgraphology.org/education/exams/>
Exam dates and fees are listed therein. Exam application forms should be returned to the Exam Administrator.

Before you apply to take any exams, **you must be a member of the B.I.G.** See point 8 below.

2 COSTS

Exam fees are set out in the Exam Application Form – see point 1 above.

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: Ms. Bernadette Hunt. PO Box 346, Darlington DL1 9QG, U.K.

Email: Bernadetteh@outlook.com

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

A candidate 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 'Sample' 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.

Education Officer: Ms. Geraldine Mulkerins geraldine.mulkerins@gmail.com

8 B.I.G. MEMBERSHIP

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

9 B.I.G. WORKSHEETS

The B.I.G. has standardised worksheets and requires that all students use these for the exams. These are designed to help you work methodically through the technical process of analysis that precedes the writing of a graphological report.

B.I.G. Worksheets are available by download from the organisation website:

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

10 HILLIGER ASSESSMENT GUIDELINES (H.A.G.)

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 B.I.G. 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. Hilliger Assessment Guidelines are available by download from the website:

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

11 SAMPLE EXAM PAPERS

"**Sample Answers**" booklets are compiled from 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. Sample Answers booklets are available from your Tutor.

SECTION 2**SYLLABUS FOR 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)

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 Schultz & Schultz	<i>Beneath the Mask - an Introduction to Theories of Personality</i>
	Ewen	<i>Theories of Personality</i>
		<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

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

Classic texts

Herry O. Telscher	Handwriting: Revelation of Self ('Psychographology')
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. Some books 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..

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 'Sample Answers' booklets from your Tutor and work through them yourself, checking answers and, if in doubt, verifying them with your tutor as they may contain errors.
- * 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. Overseas candidates may be allowed additional time *by arrangement* to return the paper copies.

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 required. 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. Extra 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).

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 if a sample 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, Personality, Social behaviour, Intellectual qualities, Working qualities, 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.

N.B. 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.

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.

Overseas candidates may be allowed additional time (by arrangement) to return paper copies.

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 % |
| 2) | Answer questions on psychological theories (those of Freud, Jung, Adler, Fromm or Maslow) as they apply to this sample. | 80% |

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.

CANDIDATE INSTRUCTIONS : PART 2B

- 1 Please write your **candidate number** on every page.
Do not give any other indication of your identity.
- 2 This exam is divided into two sections.
In Section 2 please start each question on a separate sheet of paper and **number all pages**.
- 3 In this exam you will be given a photocopy of **one sample** of writing (the paper edge will be shown if a sample is smaller than A4) and you will be asked to:
 - Section 1) Make a full list of dominant, secondary and miscellaneous movements
(Section 7 of the B.I.G. worksheets: Summary of Working notes)
 - 2) Answer questions on the psychological theories of Freud, Jung, Adler, Fromm or Maslow, as they apply to this sample.
- 4 In London the original sample will be available for inspection.
- 5 5 minutes will be allowed before the start of the exam to look at the sample and questions.
- 6 **Marks** will be allocated as follows: Section 1 – 20%
Section 2 – 80%
- 7 In Section 2 the **number of questions** and marks allocated for each question (or part of a question) may vary, but will be clearly stated on the paper. Typically there will be 4 questions with 20 marks for each, or 5 questions with a more varied allocation of marks. If there is a **choice of questions**, follow instructions carefully as *surplus answers will not count*.
- 8 If you are short of time, answers in the form of bullet points or notes may be quite acceptable.
- 9 **Marks** will be awarded for:
 - a) accurate assessments of handwriting movements and whether they are dominant, secondary or miscellaneous
 - b) valid interpretations, with appropriate degree of emphasis
 - c) adequate back-up for graphological interpretations and psychological deductions
 - d) correct and meaningful answers to specific questions
 - e) evidence that psychological theories have been understood and can be applied in a particular case to increase insight.
- 10 Please write legibly, using a pen or biro.
- 11 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.
- 12 **Two works of reference** in paper form (books, files etc) are permitted, but *no electronic equipment*, including mobile phones, may be used.
- 13 Please note that whilst **printed lists of movements** are permitted for reference they are not acceptable as answers to questions.
- 14 Any additional working notes do not have to be submitted to the examiners.

