

The British Institute of Graphologists

STUDENT INFORMATION PACK

3

PART THREE EXAMS 2022



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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/education/exams/> Click on downloads under "BIG Worksheets"

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. 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.

Exam Administrator: Ms. Bernadette Hunt. Bernadetteh@outlook.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, UK.
Email: susan.ord@process-notes.co.uk Ph: 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 to download from the website:

<https://www.britishgraphology.org/education/exams/> Click on downloads under "**BIG Worksheets**"

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 to download from the website:

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

11 SAMPLE EXAM PAPERS

Sample Answers and **Model Papers** 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. These documents are available from your Tutor.

SECTION 2

SYLLABUS FOR PART 3

APPLIED GRAPHOLOGY

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

- 1. Career Guidance**
- 2. Human Development (including Childhood and Adolescence)**
- 3. Partnerships and Human Relationships**
- 4. 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.

PART 3 READING LIST

Many books recommended for Parts 1 & 2 deal with specialisations covered in Part 3
e.g., 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

PART 3 READING LIST contd.

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

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 in the Media section. Featured Articles are free, but to read the other articles 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. Some may be bought cheaply from the B.I.G.. Contact Susan Ord susan.ord@process-notes.co.uk

ADVICE for the NEWLY QUALIFIED

Once you have acquired your Diploma, you may be wondering about the way forward. This is particularly the case if you would like to start your own business, so hopefully this information sheet will guide you in the right direction.

POST-GRADUATE MENTORING

This is offered by some tutors and deals with a variety of issues related to:

- Delivering a Talk / Lecture on an aspect of Graphology
- Tutoring students (course work and exam preparation)
- Dealing with Client requests
- Dealing with Client response to assessment report
- Preferred fields of specialisation (e.g., personal analysis, occupational assessments, education)

See website for details: <https://www.britishgraphology.org/education/the-b-i-g-directory-of-tutors/>

POST-GRADUATE TRAINING: VERBAL ANALYSIS

Training in the delivery of a verbal analysis is offered by a specialist Graphologist. Newly qualified Graphologists who wish to learn this skill can do so via Skype sessions.

To be able to provide a 'Snap-Analysis' (on-the-spot) is an important advantage to modern Graphologists.

For further details please contact: John Beck, FBIG (DIP): jab@britishgraphology.org

FURTHER QUALIFICATION: QUESTIONED DOCUMENT EXAMINATION (QDE)

Questioned Document Examiners are forensic scientists who evaluate documents disputed in the legal system by verifying their authenticity. Details are listed at the end of this information pack.

B.I.G. EVENTS

Presentations, lectures and workshops are frequently held and conducted by experienced Graphologists and invited guests. A list of upcoming events is available at:

<https://www.britishgraphology.org/british-institute-graphologists-events/>

MARKETING CONTACT

For information and advice contact John Beck FBIG (Dip), London UK.

Email: jab@britishgraphology.org

MEDIA CONTACT

For a spokesperson on graphology news please contact Tracey Trussell:

Email: traceytrussell@gmail.com

WEB & SOCIAL MEDIA CONTENT

The B.I.G. welcomes contributions to this web site as well as our [Facebook](#) and [Twitter](#) accounts.

For an overview of graphology, our YouTube videos page: <https://www.britishgraphology.org/videos/>

Website & Social Media Coordinator:

Tracey Trussell: web@britishgraphology.org / traceytrussell@gmail.com

LINKS TO OTHER GRAPHOLOGICAL ORGANISATIONS

Organisations around the world: <https://www.britishgraphology.org/contact-2/links/>

- American Handwriting Analysis Foundation: <http://www.ahafhandwriting.org/>
- The Moretti Institute, Italy: <https://www.istitutomoretti.it/>

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 the following suggestions are offered:

General

- Obtain **Sample Exam Papers** from your Tutor and work through them yourself, checking answers and, if in doubt, verifying them with your tutor as they may contain errors.
- N.B.** In particular please note that whilst some 3A sample papers may have earned good marks, they are often *far too long* and ***much shorter reports are now recommended***.
- Study the **syllabus** and read the **exam instructions** carefully before you start work.
- 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*.
- **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.
- **3 SETS** of paper copies of all your work should be sent by post to the Exam Administrator in time *to arrive by the date specified*. Also submit an electronic copy in **.pdf format**. Overseas candidates may be allowed additional time by arrangement to return the paper copies.

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 sample 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 work more efficiently and meet business requirements in the modern world.

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

Part 3B

- ❖ 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**.
- ❖ Write on **only one side** of each sheet (i.e. do not write on the back of any sheet)
- ❖ 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.

N.B. The use of works of reference is **not** permitted in this exam.

CANDIDATE INSTRUCTIONS : PART 3A

Please read these notes carefully before starting work

Your Candidate Number is

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

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. Use the question and sample numbers to identify all work relating to each question. The paper edge is shown if a sample is smaller than A4.

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*. **DO NOT** include graphological movements in the reports.
- 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. **DO NOT** include graphological movements in the reports
- c) **Presentation** – the finished product should be typed and presented to a professional standard and *include an appropriate covering letter*.
- d) **Analysis Notes** – Section 7 (*Summary of Working Notes*) and Section 8 (*Interpretations*) of the standard B.I.G. Worksheets are required for each sample.
- e) **Interpretations** – ensure that these are **relevant to character traits** for which you have good supporting evidence and that your report adheres closely to your analysis findings.

MARKING –

Marks will be awarded for:

- ✓ Correct assessments and good selection of dominant and other movements.
- ✓ Appropriate interpretations, with suitable degree of emphasis.
- ✓ Quality of content, comprehensiveness of cover, suitability of suggestions and sound opinions.
- ✓ 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.

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.
- Do not spiral-bind any of your work.
- **3 SETS** of paper copies of all reports, samples and working notes should be returned by the date specified to the Exam Administrator. Also email an electronic copy in **.pdf format**.

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PART 3A PAST EXAM PAPER

PART 3A EXAMINATION 2021

- Answer all questions and start each one on a separate sheet of paper.
- Write your candidate, question number 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 SELECTION 120 marks

The hospitality trade has been badly hit by the Covid pandemic, with many businesses ruined. One pub has for years been the social hub of the semi-rural community it served, so residents have run a crowd-funding campaign to try and ensure that their local brewery and pub survive.

Spurred on by this show of support and boost to their finances, as well as the UK's mass vaccination programme, the brewery owners are now making plans for the future and looking to take on a new tenant or manager for this pub.

Three people are being considered for the job: **Chaslyn** (Sample 2021 3A Q1a) a woman of 33, **Amanda** (Sample 2021 3A Q1b) late 40's, and **Neville** (Sample 2021 3A Q1c) who is in his 60s

With so much at stake, the Senior Manager has taken the unusual step of consulting you to help assess their strengths and weaknesses in this key role.

In your opinion what skills would someone need to have to make a success of this business? Who would you recommend and why?

QUESTION 2 COMPATIBILITY 100 marks

David (Sample 2021 3A Q2a) and **Katherine** (Sample 2021 3A Q2b) work in the same department of an import/export company but are finding it very difficult to work together.

They have come to you for help because their boss has told them to sort out their problems so that they can improve their relationship and the general atmosphere in the department.

David is 29 and Katherine 26. What do you suggest, and how would you advise them?

QUESTION 3 CAREER GUIDANCE 80 marks

P. Cohen (Sample 2021 3A Q3) is a woman of 37 who has for many years worked in the field of ladies' fashion, but is keen to diversify and even consider a new profession. Her previous qualifications include an Arts degree specialising in fashion and design.

In your opinion what line of work do you think might suit her? Offer specific suggestions, with reasons to support your selections.

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. Write on only **one side** of each sheet. (i.e. do not write on both sides)
4. 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. The paper edge is shown if a sample is smaller than A4.
5. Five minutes will be allowed before the start of the exam to look at the samples and questions.
6. In London the original samples will be available for inspection.
7. 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.
8. Note that marks allocated for each question (or part of a question) may vary, but will be clearly stated on the paper.
9. **Marks** will be awarded for:
 - correct assessments and appropriate interpretations with good correlation between personality traits and graphological movements
 - specific answers to specific questions
 - quality of content and comprehensiveness of cover
 - suitability of suggestions and sound opinions
 - clear presentation of answers in appropriate format.
10. Please write legibly, using a pen or biro. Write on only one side of each sheet.
11. Please ensure that you have all the equipment you may need.
12. Extra paper will be provided.
13. Drinks are allowed but not food.
14. You may keep a small handbag with you but not large bags.
15. The use of works of reference is **not** permitted in this exam.
16. No electronic equipment, including mobile phones, may be used.

PART 3B PAST EXAM PAPER

PART 3B EXAMINATION 2021

- Answer all questions and start each one on a separate sheet of paper.
- Write your candidate number, question number and page number on each sheet.

QUESTION 1 **RECRUITMENT** **30 marks**

A senior solicitor who works in a family law firm has to cope with a range of very stressful cases. She is looking for an assistant who must be capable of:

- Proof reading contracts
- Ensuring court papers are in order
- Coping well with pressure
- Maintaining good relations with clients and their families.

Do you see these qualities in the writing of either **Anne** (Sample 2021 3B Q1a) who is 35 or **Alice** (Sample 2021 3B Q1b) who is 60? Who is better suited for this job in your opinion?

QUESTION 2 **CAREER** **20 marks**

Don (Sample 2021 3B Q2) is 40 and bored with being a website designer. He is considering teaching and has come across 'Now Teach - a teacher training programme for experienced career changers looking to reapply their skills to the classroom'. He has a Maths degree and is wondering whether to apply, so has asked for your opinion.

Assess Don's aptitude for classroom teaching, with reference to his handwriting movements.

QUESTION 3 **INTEGRITY** **25 marks**

A village playgroup is run by a group of volunteers on an informal basis. Accounts have been kept on track but with the current Coronavirus pandemic some of the volunteers have been asked to work from home. As time progressed nobody realised that quite a lot of money had gone missing until they were unexpectedly unable to meet their running costs.

A friend of yours has a hunch that **Paula C.** (Sample 2021 3B Q3) might be responsible so has asked you what you think. Can you find any evidence in Paula's writing to suggest that she might be capable of doing such a thing? How likely it is that she is the culprit do you think?

QUESTION 4 **ADOLESCENCE** **25 marks**

This is the writing of **Philip**, a boy of 16 (Sample 2021 3B Q4). He is taking his GCSEs this year but in the mock exams did not achieve the grades expected.

His father wants to know why and has come to you with his concerns because he can't understand his son and wants to help him if possible.

Why do you think this was the case and what advice would you give his father?

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 (QDE)** 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
<https://reedwrite.com/index.php/courses/>
<https://reedwrite.com/>
- b) Bond Solon offers accreditation to expert witnesses and training in various cities:
<https://www.bondsolon.com/expert-witness/courses/>
- 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 <https://www.ewi.org.uk/>
- d) The Academy of Experts offer courses:
2 South Square, Gray's Inn, London, WC1R 5HT.
020 7637 0333 <https://academyofexperts.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
- f) Courses in **Judicial Graphology** are occasionally run by the British Academy of Graphology. For further information see 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
www.documentexaminers.org

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