

# **Application and Examination Procedures for Forensic Anthropologist Level I, II and III**



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These procedures detail the application, examination, chartering and certification process for the examination of Forensic Anthropologists practicing within any given criminal Justice Sector.

## 1 ROLES AND RESPONSIBILITIES:

The Royal Anthropological Institute (RAI) provides a chartership and certification scheme for practicing Forensic Anthropologists both within the UK and Internationally. The management and administration of this scheme is undertaken by an examination board which is a subcommittee of the Forensic Anthropology Committee of the RAI. The examination board is normally composed of the following members:

1. Chair
2. Independent advisor
3. RAI council representative (non-voting)
4. Minimum of 2 examiners

The examination board's terms of reference are to:

1. Review the examination papers and procedures.
2. Ratify the examination results.
3. Make recommendations for certification of candidates.
4. Manage recertification.
5. Manage appeals.

### 1.1 ROLE OF CHAIR OF THE EXAMINATION BOARD:

The chair of the examination board may not be the chair of the RAI Forensic Anthropology Committee. The role of the chair of the examination board is to:

1. Oversee the work of the examination board and present an annual report of activities to the Forensic Anthropology Committee of the RAI.
2. Instigate and manage the renewals process for existing certificate holders.
3. Instigate and chair the appeals process.

### 1.2 ROLE OF THE INDEPENDENT ADVISOR:

The Role of the independent advisor is to:

1. Provide impartial guidance and advice to the examination board and the RAI when requested.
2. May act as an external examiner for all examinations.

### 1.3 APPOINTMENT AND ROLE OF THE EXAMINERS:

The examination board will source examiners including an external examiner.

Examiners will:

1. Review all applications in line with the eligibility criteria for the Level to which the candidate is applying.
2. Recommend candidates for examination at Forensic Anthropologist Level I and II and provide constructive feedback for unsuccessful applicants.
3. Conduct the Forensic Anthropologist Level I case review and oral examinations and provide written evidence of the pass/fail decision made by the examination panel.
4. Prepare and moderate the examination papers (written and practical) for Forensic Anthropologist Level II.
5. Invigilate the Forensic Anthropologist Level II examinations.
6. Provide a consolidated moderated mark for each candidate with a pass/fail recommendation to the examination board for both the written and the practical elements of the Level II examination.
7. Review the Forensic Anthropologist Level III applications and portfolios with a pass/fail recommendation to the examination board.
8. Provide prompt feedback for candidates as required.
9. Assess candidates for re-certification.

An external examiner will be appointed, initially, for a period of 3 years with a possibility to renew for one further term. The appointment of the external examiner is based on professional experience in the field of Forensic Anthropology or a closely related discipline and is a decision made by the chair of the examination board in consultation with the examiners and independent advisor (if appropriate) and ratified by the RAI Forensic Anthropology Committee. The external examiner will review the FAII and FAI examination results and may sit on the FAI examination panel if appropriate.

## 2 EXAMINATION APPLICATION AND PROCEDURE

### 2.1 ON RECEIPT OF ENQUIRY FOR CERTIFICATION:

Candidates will be sent, by email, an acknowledgement (appendix 1), the examination guidelines (appendix 4, 11 or 12 as appropriate) and the RAI application form (if required). The response should be sent ideally within one week.

### 2.2 ON RECEIPT OF THE COMPLETED APPLICATION:

Candidates will be sent an acknowledgement by email (appendix 2). The response should be sent ideally within one week. An examination reference number will be assigned to the candidate (FAI-01, FAII-01, FAIII-01, etc.). Referees will be contacted (appendix 3).

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### 2.2.1 FORENSIC ANTHROPOLOGIST LEVEL III

Once references have been received, the application form (and portfolio) will be sent by email, dropbox or similar mechanism to two examiners for independent review against the criteria for Level III certification. This will be managed by the RAI in consultation with the Chair of the examination board (and independent advisor if required).

If there is a disagreement between examiners, the application will be reviewed by a third examiner assigned by the Chair of the examination board, in consultation with the independent advisor if necessary, and the decision made on the basis of majority. Information will be transferred between examiners by email with retention of a full log of document movement.

If candidates are considered eligible for Forensic Anthropologist Level III certification, the examiners will complete the appropriate forms (appendix 5, 6) and notify the RAI who will notify the Chair of the examination board accordingly.

If candidates are considered ineligible for Forensic Anthropologist Level III certification, examiners will complete the appropriate form (appendix 5, 6), provide prompt feedback and notify the RAI who will notify the Chair of examination board accordingly.

The Chair of the examination board will notify the candidate of the outcome by emailed letter (appendix 7/8). Successful candidates are asked to refer to the RAI website for the Code of Practice, CPD and Practitioner levels documentation. The Forensic Anthropologist Level III certificate will be signed by the President of the RAI and sent by post. Unsuccessful candidates will be forwarded the examiners' feedback on their application.

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### 2.2.2 FORENSIC ANTHROPOLOGIST LEVEL I AND II

Once references have been received, the application form will be sent by email, dropbox or similar mechanism, to two examiners for independent review against the relevant eligibility criteria (appendix 9). This will be managed by the RAI in consultation with the Chair of the examination board (and independent advisor if required).

If there is disagreement between examiners, the application will be reviewed by a third examiner assigned by the Chair of the examination board, in consultation with the independent advisor if necessary, and the decision made on the basis of majority. Information will be transferred between examiners by email with retention of a full log of document movement.

If candidates are considered eligible for the appropriate examinations, the examiners will notify the RAI who will notify the Chair of the examination board accordingly. The candidate will be invited by the RAI to attend for the examination (appendix 10). Candidates will be sent the appropriate examination curriculum for Forensic Anthropologist Level II and guidance on preparation of applications and the case review documentation as appropriate (appendix 11, 12 and 13).

If candidates are considered ineligible for the level for which they have applied, examiners will provide prompt feedback for the candidate and notify the RAI who will notify the Chair of the examination board accordingly who will notify the candidate.

### 3 PREPARATION FOR FAII EXAMINATION

#### 3.1 FAII DEMONSTRATION OF THEORETICAL UNDERSTANDING

There are two pathways to demonstrate theoretical understanding at FAII level.

- (a) The candidate must demonstrate that their existing qualification at undergraduate or postgraduate level encompasses the knowledge base contained within the RAI forensic anthropology curriculum. This should take the form of a mapping exercise which should be submitted to the examination committee. Alternatively, the candidate should be able to demonstrate from their casework on human remains that they have an appropriate knowledge base.

**OR**

- (b) The candidate completes a written examination of 2 hours duration which covers the RAI forensic anthropology curriculum.

#### 3.2 THE FAII PRACTICAL EXAMINATION

The practical examination consists of two parts;

- (a) A practical examination of a mixed skeletal assemblage resulting in the preparation of a set of contemporaneous notes and relevant photographs. The examination will run for 3 hours.
- (b) Using the same skeletal material, the candidate will prepare a full case file including a formal report. The case file must be submitted to the Examination Committee within two weeks of the initial skeletal evaluation and should include all contemporaneous notes, examination photographs, a final report and any other relevant documentation.

### 4 EXAMINATION TIMETABLES AND PROCEDURES

It is proposed that the three FA level examinations will be held as below. Please consult the RAI website for further information.

FAI – once a year in April with the applications closing in January.

FAII – once a year in June with the applications closing in January.

FAIII – applications are accepted on a rolling basis.

These are the minimum expectations and additional examinations can be offered as and when required.

#### 4.1 PRIOR TO EXAMINATION

Candidates will be notified of the venue and timing of the examinations. Candidates must bring photographic identification to be permitted to sit the examinations.

FAII examinations will be invigilated by at least two examiners.

The invigilators must be provided with:

1. An appropriate number of examination scripts and answer books for the number of candidates taking the examination. Each examination question should be answered in a separate examination book.
2. A list of candidates taking the examinations with their examination reference numbers.
3. A set of written instructions to be read to the candidates at the start of the examination.

#### 4.2 CONDUCTING THE FAIL WRITTEN EXAMINATION - for candidates who **cannot** provide evidence that their existing qualifications map to the RAI forensic anthropology curriculum or who do not have evidence of appropriate casework demonstrating an equivalence of professional understanding as required by the RAI forensic anthropology curriculum.

1. The invigilators should attend the examination room at least 30 minutes prior to the examination and ensure that the room is set up satisfactorily. Each candidate should be provided with adequate working space for undertaking the examinations, ensuring that adequate lighting is present and the room is at working temperature. The examination room must be as quiet and as free from interruptions as is reasonably possible during the course of the examination. Candidates should be spread out throughout the room.
2. An examination paper and four (4) answer books will be placed on each candidate's desk.
3. The candidates should be allowed into the examination room 10 minutes prior to the start of the examination, their names ticked off the examination list and their identification verified.
4. Candidates will not be able to bring any material other than normal writing implements into the examination room.
5. Once the candidates are seated the "Instructions to candidates" (appendix 16) should be read out.
6. Candidates must remain in the examination room for the first and last 15 minutes of the examination.
7. Once the examination is completed, candidates should remain in their seats until the examination papers have been collected.
8. Invigilators will check that they have the correct number of examination scripts for the number of candidates (four per candidate) and that the appropriate candidate identification is marked on each paper.
9. Examinations scripts and the question paper will be returned to a designated invigilator who will take responsibility for this material prior to marking.

#### 4.3 CONDUCTING THE FAIL PRACTICAL EXAMINATION

1. The invigilators should attend the examination room at least 30 minutes prior to the examination and ensure that the room is set up satisfactorily.
2. The examinations should be conducted in a room with adequate lighting and working temperature. The examination room must be as quiet and free from interruptions as reasonably possible during the course of the examination and the workstations should be spread out throughout the room.
3. The candidates should be allowed into the examination room 10 minutes prior to the start of the examination, their names ticked off the examination list and their identification verified.



4. Candidates should submit their contemporaneous notes and images for part (a) and their case files for part (b) within 14 days to the RAI.
5. The examination will run for 3 hours.

#### 4.4 MARKING GUIDELINE FOR FAI WRITTEN EXAMINATION

Each examination will be marked independently by two examiners according to the following marking criteria.

**Marking guideline:**

Mark	Comments for each answer
1	Poor answer which is substantively wrong, demonstrating little understanding of the field
2	Poor answer with significant omissions and errors and/or uncertain understanding
3	Average answer demonstrating a good grounding in the discipline but with room for considerable improvement
4	Good answer with the majority of points covered and answered correctly but lacking in depth
5	Comprehensive answer with all of the correct points provided and well argued, no significant errors or omissions

For the FAI written examination, candidates must answer 3 questions from section A (technical knowledge questions) and one question from section B (problem solving questions) on the examination paper. To pass the FAI written examination candidates must obtain a minimum of 14 points, 4 of which must be from section B. The maximum achievable mark is 20 points.

Once all examinations are marked, the marks should be consolidated and agreed according to the following criteria:

1. If both examiners have returned the same mark, then this is the mark recorded.
2. If the examiners marks differ by one mark, the higher mark is recorded.
3. If the examiners marks differ by more than one mark the examiners should discuss the marking of the question and if necessary, the question should be remarked by an independent third examiner.

The examiners will fill out the marking forms and provide feedback (appendix 17-19) to the examination board for the candidates as required.

#### 4.5 CONDUCTING THE FAI ORAL EXAMINATION

The examiners should attend the examination room at least 20 minutes prior to the examination and ensure that the room is set up satisfactorily. The examination should be conducted in a room with adequate lighting and at working temperature. The examination room must be as quiet and free from interruptions as is reasonably possible.

Once the candidate has arrived for the oral examination they should be put at their ease and the following explained:

1. The oral examination is a formal examination process carried out by two examiners.

2. Each examiner will ask a range of questions. This can include questions relating to the casework submitted as well as across relevant aspects of professional practice including practice as an expert witness.
3. The examination is designed to test both the candidate's depth and breadth of knowledge within the relevant professional subject areas including both forensic anthropology and their relevant criminal justice system.
4. The oral examination should last approximately 1 hour.
5. The independent advisor will be present on the examination panel and can act as external examiner if required.
6. An appointed external examiner may also be present.
7. The Chair of the examination board will also be present.

## 5 CANDIDATES WITH SPECIAL NEEDS

The extent and precise nature of special needs can vary considerably from person to person and will be assessed on a case-by-case basis.

Candidates are required to declare any special needs on application for the appropriate Forensic Anthropologist level and produce appropriate evidence to support their case.

Depending on the special needs of the candidate the examination methods can be moderated. For example:

1. Candidates may require frequent breaks during the examination period.
2. Candidates may require additional examination time.
3. Candidates may require to sit the examination in a room by themselves.
4. Candidates may require to use a scribe or a computer or have the exam font enlarged or printed on coloured paper.

## 6 APPEALS PROCESS

The examination board will receive and address all complaints and appeals against decisions made in relation to the Forensic Anthropology Level I, II or III examinations. This includes procedural issues, extenuating circumstances or inadequate assessment by one or more examiners that candidates may wish to be taken into consideration.

An appeal must be presented in writing and shall be lodged with the RAI within two weeks of the date on which the candidate received the decision against which the appeal is directed.

Extenuating circumstances relating to illness at the time of the examination must be evidenced by submission of a medical certificate to the examination board either before the examination or within seven days thereafter.

Appeals by candidates against the rejection to sit an examination will be dealt with by the Chair of the examination board in consultation with the independent advisor. If the candidate chooses to contest

the decision they must ask in writing for the appeals panel process to be followed within working 14 days of the receiving the decision.

**Appeals panel:**

Three members of the examination board who have not been involved in setting the examination to which the appeal pertains shall constitute an appeals panel for each appeal raised. This group will include the Chair of the examination board and the independent advisor. The examination board may also seek external advisors (who were not previously examiners) to join an appeals board as it sees fit.

An appeals panel shall endeavor to obtain all such information or opinions it may consider relevant to the appeal in question.

The appeal panel shall determine appeals by candidates who have failed to pass the eligibility criteria or have failed to pass the oral, written or practical examinations or portfolio submission.

Appeals may be considered if they are based upon:

1. Procedural irregularities (including administrative error) in the conduct of a written or oral examination of such a nature as to give rise to reasonable doubt whether the examiners would have reached the same conclusion had they not occurred.
2. Extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken.
3. Prejudice, bias or inadequate assessment on the part of one or more of the examiners.

The appeal panel shall determine whether the grounds of appeal come within the provisions. If the grounds of appeal do not satisfy the provisions, the appeal panel will inform the examination board and the chair of the examination board will inform the candidate accordingly.

If a *prima facie* case is established, the appeal panel will inform the examination board accordingly and begin an investigation into the grounds of the appeal.

After consideration of all the submissions made to it, the appeal panel may:

1. Reject the appeal.
2. Uphold the appeal and recommend, as appropriate, that the candidate be permitted:
  - (a) To take the oral, written examination or practical assessment again at no further cost
  - (b) To revise and resubmit the application at no further cost.

If an appeal is upheld, a new panel of examiners will be put in place for the oral and practical examinations.

The Appeals Committee decision will be given within 14 days of commencement of an appeals investigation as far as practically possible. The decision of the Appeal panel will be conveyed through the appropriate channels to the President of the RAI whose decision will be final.

## 7 RE-CERTIFICATION

Re-certification at each Forensic Anthropologist Level is required every 5 years. At the time of re-certification the candidate must supply evidence detailing their CPD activities, casework and working practice demonstrating their continued engagement in the field.

The level specific requirements for CPD activities are detailed in the *Continuing Professional Development (CPD) for Forensic Anthropology* document.

The level specific requirements for casework and working practice are detailed in the Forensic Anthropology Practitioner Levels documentation.

## APPENDIX 1: ENQUIRY LETTER

### Sample Letter - Enquiries

Dear

Thank you for your enquiry relating to the Forensic Anthropology certification offered by the Royal Anthropological Institute.

Please find enclosed a copy of the examination regulations, which include the application forms and an application form for the RAI, if you are not already a member.

Sincerely,

## APPENDIX 2: APPLICATION RESPONSE

Sample Letter - Application Response (Adapt as appropriate for each level)

Dear

Thank you for your application for Forensic Anthropologist Level I (or II, III). Your referees will be contacted and your application checked against the eligibility criteria by two independent examiners.

Your candidate's reference number is FAI-XX (or II, or III). Please quote this number in all correspondence.

Sincerely,

## APPENDIX 3: REFERENCE REQUEST

Sample Letter – Reference Request (Adapt as appropriate for each level)

Dear

The Royal Anthropological Institute currently provides certification for practicing Forensic Anthropologists. We have received an application from xxxx who wishes to apply for Forensic Anthropologist Level I (or II or III) and has provided your name as a referee for their application.

Please cover issues of professionalism, understanding of procedures, court experience (if relevant), reliability and quality of reporting. It is vital that you only provide a reference if you have working knowledge of the candidate's abilities.

We would be grateful if you could provide this reference within the next two weeks. If you are unable to do so please could you inform us of this at your earliest convenience. We have enclosed a copy of the Practitioner levels for Forensic Anthropology for your guidance.

Thank you for your assistance in this process.

Sincerely,

## APPENDIX 4: GUIDANCE TO CANDIDATES FOR FAIII APPLICATION

Forensic Anthropology Level III is the entry level professional certification in Forensic Anthropology offered by the RAI. Candidates are expected to demonstrate their eligibility through the information that they include on the application form.

### Details and Referees

The application form requires you to fill in basic details and provide names of two individuals who have agreed to be your referees. They should be of appropriate professional standing as detailed in the application form, such as a mentor (a mentor should be a Forensic Anthropologist at level I or II or a subject matter expert), an academic supervisor, or an employer (such as a line manager). Both referees must be familiar with your work but should not originate from the same institution/organization as each other. Your referees will be contacted independently by the RAI by email and you should alert them beforehand that a request for a reference will be made.

### Eligibility Criteria.

You should prepare a portfolio which presents evidence supporting your eligibility for Forensic Anthropology Level III. To be eligible you must have:

- An Honours degree (and preferably a Masters degree) in forensic, physical or biological anthropology, anatomy or a related discipline, with supporting transcripts providing evidence of osteology training.
- Attendance at a minimum of two professionally relevant conferences post-graduation.
- Fellow (or Student Fellow as appropriate) of the RAI
- Demonstrable professional experience gained over a period of 2 years post-graduation.

Relevant experience must include at least **two** of the following types of activities from section **A)** and **two** from section **B)** and must be evidenced:

#### Section A

- Conducting triage to decide whether skeletal elements are animal or human. This can either be within the framework of a forensic case (supervised by a mentor) or working with archaeological material (supervised by a biological anthropologist, an osteoarchaeologist etc.).
- Collecting basic data (which should include measurements) within a laboratory or a mortuary setting and can either be done within the framework of a forensic case (supervised by a mentor) or working with archaeological human remains (supervised by a biological anthropologist, an osteoarchaeologist etc.).
- Additional experience working with bone; for example, through volunteer work in museums, or on archaeological sites excavating or analysing human remains, or assisting in the post excavation processing of bone from a site where both human and animal remains were being recovered (the latter example may also allow the applicant to undertake human/non-human bone identification and therefore satisfy another of



the eligibility criteria). These activities can be undertaken in the UK or abroad and be supervised by a biological anthropologist, an osteoarchaeologist etc.

## **Section B**

- Keeping appropriate professional laboratory notes or appropriate professional field notes if undertaking archaeological excavation of human remains.
- Developing an understanding of forensic anthropological practice in a professional and criminal justice setting.
- Developing an understanding of health and safety for both scene and laboratory/mortuary investigations.

You must have gained this experience after your honours degree and you may have gained it as part of your Masters or PhD studies, or through voluntary or paid work.

And at least **one** of the following:

- Certificates of attendance at least one CPD activity relevant to forensic anthropology.
- Evidence of enrolment in a taught postgraduate (Masters Level) or research degree programme (PhD or Masters by research) in Forensic Anthropology.

Your portfolio should contain the various certificates and documentary evidence that demonstrates that you meet the eligibility criteria. Documentary evidence can include:

- Certificates of attendance/completion
- Letters of reference from head of project/excavation/line manager (these should include dates/responsibilities/role, etc.)
- Reports from mentor in relation to the work and responsibilities undertaken in each instance
- Other evidence of attendance and responsibilities

## **General principles to consider when preparing your FAIII application**

The heart of the application is the completion of a summary account of your professional learning and development in forensic anthropology since graduation.

Your application should include a narrative detailing how your learning and development in Forensic Anthropology has been augmented post your degree qualification. This narrative should include for example:

- Your experience working with other forensic anthropologists
- Your experience in observing or assisting in casework
- Your experience in the identification of animal and human remains
- Your experience in collecting basic data within a laboratory or mortuary setting

**Submission:**

You should submit your application form answering the questions, your portfolio containing your certificates and other evidence to support your application and a comprehensive CV. These should all be submitted electronically as a secured PDF. **Please password-protect your documents and send the passwords separately by email.**

**Assessment process:**

Your application form, CV and portfolio will be assessed independently by two Forensic Anthropologists at level I or II. They will notify the Forensic Anthropology Examination board of the RAI who will collate their views and ratify their decisions. You will then be contacted by the Chair of the Examination Board with the results of the assessment.



Examiner :

Date :

**APPENDIX 6: EXAMINERS ASSESSMENT FORM FOR FAIII**



**Application for Certified Forensic Anthropologist  
Level III– Assessment Form**

Candidate number:	
Examination panel:	
Date of examination:	
Examination outcome:	

Has the applicant satisfied the requirements for Forensic Anthropologist III?

YES  NO

For unsuccessful candidates please provide feedback on their application and how it can be improved:

Sample Letter - Unsuccessful Applicant FAIII

Dear

Thank you for your application for Forensic Anthropologist Level III. Two independent examiners have now assessed your application and unfortunately your application was unsuccessful at this time.

Enclosed with this letter is detailed feedback provided by the examiners for your guidance should you choose to resubmit your candidature. Details of the appeals procedure are also enclosed.

Sincerely,

Sample Letter - Successful Applicant FAIII

Dear

Thank you for your application for Forensic Anthropologist Level III. Your application has now been assessed by two independent examiners and has been successful.

Your certification as Forensic Anthropologist Level III has been approved by the examination board of the Royal Anthropological Institute and entitles you to use the post nominal Cert FA-III. Your Certificate will be signed by the President of the RAI and be posted to you.

As a certified forensic practitioner, we will place your name and contact information on the RAI website. Please confirm by email that this is acceptable to you and what information you are prepared to make available e.g. name, professional address, email and telephone number(s). We advise that you do **not** give personal home addresses and under those circumstances would suggest that only a geographical region for your location is included. The maintenance of this contact information will be your responsibility and you should contact [fac@therai.org.uk](mailto:fac@therai.org.uk) as soon as possible should your information change. Please note that re-certification occurs every 5 years.

Enclosed with this letter are the Code of Practice and CPD requirements for your guidance.

Many congratulations on your achievement.

Sincerely,



**Exam Eligibility Criteria Fall – Check list**

Candidate:

Education:

**Evidence**

Required eligibility:

Yes No Form CV

Required eligibility component: A Forensic Anthropologist II must have completed at least an Honours degree (and preferably a Masters degree) in forensic anthropology or a related discipline (for example, anatomy, human osteology, physical or biological anthropology).				
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**Post educational experience:**

Required eligibility:

Yes No Form CV

Participation in a minimum of 5 instances where for example animal vs. human bone differentiation was required.				
A demonstrable understanding of health and safety for both scene and laboratory/mortuary investigations				
A demonstrable knowledge of osteology and/or anatomy, skeletal biology, population variation, statistics and human identification				
Professional interactions with the other practitioners within the criminal justice domain.				
Participation in relevant continuing education and training in forensic anthropology or related fields, for example, but not limited to, osteology, human identification, craniofacial anthropology, anatomy, biological anthropology, etc. through CPD or research activities including, if applicable, enrolment in a PhD degree programme				
Attendance at a minimum of two professionally relevant conferences over the previous 2 years				
Continued Fellowship/Membership of at least one relevant professional body/association including the RAI				

Examiner :

Date :



## APPENDIX 10: INVITATION TO ATTEND FAI OR FAIL EXAMINATION

Exam eligibility for applicant FAI/ FAIL (Adapt as appropriate for each level)

Dear

Thank you for your application to sit the examination for Forensic Anthropologist Level I/II. The examiners have now assessed your application and you are invited to attend for an oral (written/practical) examination to be held at XXX on the XXX. Please confirm your availability to fac@therai.org.uk as soon as possible.

*For FAIL*

Those candidates who are not able to provide a map of their theoretical knowledge should submit a case-based portfolio that demonstrates their professional level of understanding.

The examiners have requested that you anonymise and submit the portfolio to fac@therai.org.uk as password protected pdf documents. Please submit the passwords in a separate email. Guidance for the submission is attached and must be carefully consulted. Please submit your portfolio by xxx.

The examination guidelines and curriculum are enclosed with this letter. Examination preparation is by self-study and you are encouraged to address the curriculum in its entirety.

Candidates must bring photographic identification with them in order to attend the examinations.

*For FAI*

The FAI examination requires the submission of 3 forensic case reports which have been selected by the examiners from the 5 case reports in your application. The examiners have requested that you anonymise and submit the 3 cases listed below to fac@therai.org.uk as password protected pdf documents. Please submit the passwords in a separate email. Guidance for the submission is attached and must be carefully consulted. Please submit your case reports by xxx.

The oral examination will cover a range of questions. These may relate directly to the casework submitted as well as to aspects of professional practice. This will include the responsibilities and obligations placed upon an expert witness working within the Criminal Justice system you normally work within. You are requested to bring your case files and relevant photographs from the submitted cases with you to the oral examination as per the attached guidance.

Sincerely,

Chair – Examination board

Cases requested:

Forensic Anthropology Level II is the intermediate level of professional certification offered by the RAI in Forensic Anthropology. Candidates are expected to demonstrate their eligibility through the information that they include on the application form.

**Basic details and referees:**

The application form requires you to fill in basic details (page 1) and provide names of two individuals who have agreed to be your referees (page 2). They should be of appropriate professional standing and drawn from colleagues from the relevant professions, including police, legal, medical or academic arenas and at least one should be from a mentor who is a Forensic Anthropologist at level I or II or a subject matter expert. Both referees must be familiar with your work but should not originate from the same institution/organization as each other. Your referees will be contacted independently by the RAI by email and you should alert them beforehand that a request for a reference will be made.

**Demonstration of eligibility:**

Part A (Education) and Part B (Post educational experience) are the areas in the application form where you need to demonstrate that you meet the eligibility criteria for FA II

**Part A – Education:**

*Required eligibility component: A Forensic Anthropologist II must have completed at least an Honours degree in forensic anthropology or a related discipline (for example, anatomy, human osteology, physical or biological anthropology).*

This information should go into the relevant part of the education section in Part A. You should copy and paste the boxes so that there is a separate box for each institution you have attended and you should list all of your university qualifications.

You should describe the curriculum associated with your academic qualifications demonstrating both depth and breadth of knowledge and learning and how this provided the theoretical underpinning for practice as a Forensic Anthropologist at Level II. This should provide a demonstrable knowledge of osteology and/or anatomy, skeletal biology, population variation, statistics and human identification.

Appropriate documentation to demonstrate eligibility of this component would be through your personal narrative corroborated by degree certificates obtained.

**Part B – Post educational experience:**

Part B of the form is where you should document your post educational and operational expertise. This allows you to state how this demonstrates your eligibility in terms of using your knowledge effectively.

The first section of part B is the most critical and in this section should to articulate your professional knowledge and the range and depth of your experiences as a Forensic Anthropologist. This is the most important part of the application form.

**Putting theory into practice: Required eligibility component**

- *Participation in a minimum of 5 instances where for example animal vs. human bone differentiation was required.*

Appropriate documentation to demonstrate eligibility of this component would be a list of cases or incidences where for example animal v human bone differentiation was required corroborated by at least one of the following:

- (i) a reference from a supervisor stating the nature of your involvement in the relevant case,
- (ii) a report that you prepared (anonymised)
- (iii) a set of laboratory or field notes (anonymised) that you prepared

**Developing a broader knowledge base: Required eligibility components:**

- *A demonstrable understanding of health and safety for both scene and laboratory/mortuary investigations.*
- *A demonstrable knowledge of osteology and/or anatomy, skeletal biology, population variation, statistics and human identification*
- *Professional interactions with the other practitioners within the criminal justice domain.*

Appropriate documentation to demonstrate eligibility of this component would be through your personal narrative corroborated by references and/or certification of courses attended or proof of classes delivered.

**Continual professional development: Required eligibility components:**

- *Participation in relevant continuing education and training in forensic anthropology or related fields, for example, but not limited to, osteology, human identification, craniofacial anthropology, anatomy, biological anthropology, etc. through CPD, for example attendance at a minimum of two professionally relevant conferences over the previous 2 years or research activities including, if applicable, enrolment in a PhD degree programme.*
- *Continued Fellowship/Membership of at least one relevant professional body or association including the RAI.*

Appropriate documentation to demonstrate eligibility of this component would be through your personal narrative corroborated by certification of CPD courses attended, membership number/certificates of professional bodies or proof of matriculation as a PhD researcher.

**Submission:**

For your submission documentation you need also to include a comprehensive CV and copies of degree certificates, certificates of CPD etc. that provide evidence to support your eligibility. Finally you should tick all of the relevant boxes for submission and the declaration and submit the application electronically. **Please password-protect your documents and send the passwords separately by email.**

**The examination process:**

Eligible candidates will be notified and invited to enter the examination process which is in 2 parts.

## PART 1 DEMONSTRATING THEORETICAL KNOWLEDGE

There are two pathways to demonstrate theoretical understanding at FAIL level.

- (a) The candidate must demonstrate that their existing qualification at undergraduate or postgraduate levels encompasses the knowledge base contained within the RAI forensic anthropology curriculum. This should take the form of a mapping exercise which should be submitted to the examination committee. Alternatively, the candidate should be able to demonstrate from their casework on human remains that they have an appropriate knowledge base.

**OR**

- (b) The candidate completes a written examination of 2 hours duration which covers the RAI forensic anthropology curriculum.

Part 1 (a) is a simple mapping exercise of the curriculum of the candidates MSc topics against the required RAI Forensic anthropology curriculum or a portfolio submission.

Part 1 (b) is the completion of a written examination paper will be in two sections. Section A will assess the candidate's technical knowledge of the discipline according to the published curriculum. Section B will assess the candidate's problem-solving abilities and will include reference to the role of the expert witness and legal matters.

### Marking guideline:

Mark	Comments for each answer
1	Poor answer which is substantively wrong, demonstrating little understanding of the field
2	Poor answer with significant omissions and errors and/or uncertain understanding
3	Average answer demonstrating a good grounding in the discipline but with room for considerable improvement
4	Good answer with the majority of points covered and answered correctly but lacking in depth
5	Comprehensive answer with all of the correct points provided and well argued, no significant errors or omissions

For the FAIL written examination, candidates must answer 3 questions from section A (technical knowledge questions) and one question from section B (problem solving questions involving a legal component) on the examination paper. To pass the FAIL written examination candidates must obtain a minimum of 14 points, 4 of which must be from section B. The maximum achievable mark is 20 points.

## PART 2 – THE PRACTICAL EXAMINATION

The practical examination consists of two parts;

- (a) A practical examination of a mixed skeletal assemblage resulting in the preparation of a set of contemporaneous notes and relevant photographs. The examination will run for 3 hours.
- (b) Using the same skeletal material, the candidate will prepare a full case file including a formal report. The case file must be submitted to the Examination Committee within two weeks of the initial skeletal evaluation and should include all contemporaneous notes, examination photographs, a final report and any other relevant documentation.

Forensic Anthropology Level I is the highest professional certification offered by the RAI in Forensic Anthropology. Forensic Anthropology Level 1 are Chartered Forensic Anthropologists. Candidates are expected to demonstrate their eligibility through the information that they include on the application form.

**Basic details and referees:**

The application form requires you to fill in basic details and provide and provide names of two individuals who have agreed to be your referees. They should be a mentor or close working colleague of the same professional standing and a relevant professional from the police, legal or academic arenas. Both referees must be familiar with your work but should not originate from the same institution/organization as each other. Your referees will be contacted independently by the RAI by email and you should alert them beforehand that a request for a reference will be made. At least one referee should be external to your current organization.

**Demonstration of eligibility:**

Part A (Education) and Part B (Operational experience) are the areas in the application form where you need to demonstrate that you meet the eligibility criteria for FAI

**Part A – Education:**

*Required eligibility component: A Forensic Anthropologist I must have completed at least an MSc, and preferably a PhD, in forensic anthropology or a related discipline (for example, anatomy, human osteology, physical or biological anthropology).*

This information should be entered into the relevant part of the education section in Part A. You should copy and paste the boxes so that there is a separate box for each institution you have attended and you should list all of your university qualifications.

Space is also provided for you to discuss learning beyond formal university where you may have undertaken research related to a case based question, led research projects, supervised intern students or PhD students and/or published peer reviewed literature

You should detail these experiences in the section titled “summary of research experience and recent publication output”. You should list publications up to 5 years previous to the time of submission of the application and these should be relevant to forensic anthropology. Publication is desirable but it is not essential.

If you do not have 5 publications over the time frame then you should clearly demonstrate that you have an understanding of the importance of research to your field and how such research can be applied operationally.

**Part B- Operational experience:**

Part B of the form is where you should document your operational expertise. This allows you to state how this demonstrates your eligibility in terms of using your knowledge effectively in casework and in court. The first section of part B is the most critical, here you need to articulate your professional knowledge and the range and depth of your experiences as a Forensic Anthropologist. This is the most important part of the application form.

**Putting theory into practice:**

*Required eligibility component: a portfolio of 5 co-authored or sole-authored peer-reviewed forensic cases within 5 years of the application of which the examiners will choose three.*

In this first section you should provide:

- (a) From the supplied case list, at least three must have been completed to a level acceptable to the criminal justice system within which you work and must have been completed within 5 years prior to application.
- (b) All submitted cases MUST have been peer reviewed and must be independent stand alone cases.
- (c) The submission should include the operational name of the case (if it has one), the date of the case, the police force or the solicitor that instructed you and what that instruction was in terms of the role(s) you were asked to undertake.
- (d) You should provide a reflective summary for each of the five cases stating why you choose the case as part of your evidence of eligibility, what knowledge and skills you utilised, the outcome of the case, what else could have been done and, for example, what would now be done differently given developments in the field. You are NOT required to submit any case reports at this stage.
- (e) The cases MUST reflect that your expertise is at the level expected (see the forensic anthropology practitioner levels document) and should demonstrate collectively, a broad range of expertise and complexity at sufficient depth of knowledge required across the forensic anthropology curriculum.

#### **Developing a broader knowledge base:**

*Required eligibility components:*

- *delivery of evidence as an expert witness to the courts and/or completion of expert witness training.*
- *demonstrable understanding of health and safety for both scene and laboratory/mortuary investigations.*

In this section you should discuss your professional interactions with the other practitioners within the criminal justice domain and provide evidence of the eligibility criteria.

#### **Continual professional development:**

*Required eligibility components:*

- *Attendance at a minimum of two professionally relevant conferences in the previous 5 years*
- *Continued Fellowship/Membership of at least one relevant professional body/association including the RAI.*

In this section you should demonstrate participation in relevant continuing education and training in forensic anthropology or related fields through CPD or research activities.

#### **Submission:**

For your submission documentation you need also to include a comprehensive CV and copies of degree certificates, certificates of CPD etc. that provide evidence to support your eligibility.

Finally you should tick all of the relevant boxes for submission and the declaration and submit the application electronically. **Please password-protect your documents and send the passwords separately by email.**

**Examination process:**

The three cases you list as part of your eligibility criteria will be used as a basis and context for the questioning by the examiners in the oral examination. You will be invited to submit these as anonymised case reports.

The oral examination will consist of questions pertaining to any of a number of core areas covered by the forensic anthropology curriculum.

This will include aspects of working as a practitioner within the criminal justice system within which you work.

## APPENDIX 13: GUIDANCE TO CANDIDATES FOR FAI CASE REPORT SUBMISSION

### **Guidance on case report submission:**

You should only submit case reports which are not currently in court proceedings. Each of the three cases chosen by the examiners, and all accompanying documents/photographs, etc. should be placed in a separate folder. Please ensure that you give each folder the same number/title as submitted on your application form.

The submission of your case reports should include the following information:

- A summary of the case (this should be about half a page of A4 and you can reuse the summary provided in your eligibility submission if that is appropriate).
- A statement of whether you provided expert evidence in court relating to the case and a summary of any formal issues raised by counsel/judge relating to that evidence.
- The identity of your peer reviewer.

All forensic anthropology reports relating to the case must be submitted. This should include the first submitted report and any and all supplemental forensic anthropology reports issued by you for the instructing party or parties. In addition to this, a copy of your final draft report with peer reviewers comments and signature should be submitted. All reports must be anonymised.

Anonymisation means that all names should be removed from the reports including references to victims, suspects and fellow forensic scientists, forensic anthropologists and other criminal justice practitioners.

If photographs were embedded within the original report(s) these should be embedded in the submitted report(s). MG 11 reports should only be submitted if these were the only reports prepared for the case. If the reports are only on an MG 11 format, then a selection of relevant photographs should also be included.

### **Guidance on attendance at the Oral examination:**

Please bring your case file for each submitted case with you to the oral examination. This should contain your contemporaneous notes which should be made available for review by the examiners during the oral examination if requested.

We recognise that in some incidences case files may be large and contain a significant amount of material. In such cases please bring with you sufficient material that reflects your professional practice in relation to:

- Contemporaneous note taking and documentation of physical examinations, scene investigation or review/interpretation of photographic evidence.
- Contemporaneous note taking and documentation in relation to the recording of instructions, information and communications with the instructing party or other relevant individuals.



- A selection of relevant photographs for each case report submitted. These should provide any additional photographic support required for the opinions and statements made in the report. Photographs can be reprinted or brought to the examination on a CD/memory stick where they will be viewed on computer which will be made available during the examination. If using the latter, it is the candidate's responsibility to ensure that the photographs can be viewed by the examiners.
- All casework submitted as part of the examination process will remain confidential at all times.

Unsuccessful applicant FAI/ FAII (Adapt as appropriate for each level)

Dear

Thank you for your application for Forensic Anthropologist Level I or II. Two independent examiners have now assessed your application and unfortunately your application was unsuccessful at this time.

Enclosed with this letter is detailed feedback provided by the examiners for your guidance should you choose to resubmit your candidature. Details of the appeals procedure are also enclosed.

Sincerely,

Successful applicant FAI/ FAII (Adapt as appropriate for each level)

Dear

Thank you for your participation in the Forensic Anthropologist Level I/II examinations.

Your certification as Forensic Anthropologist Level I/II has been approved by the examination board of the Royal Anthropological Institute and entitles you to use the post nominal ChFA / Cert FA-II (or ChFA / Cert FA-II (craniofacial)). Your Certificate will be signed by the President of the RAI and be posted to you.

As a chartered/certified forensic practitioner, we will place your name and contact information on the RAI website. Please confirm by email that this is acceptable to you and what information you are prepared to make available e.g. name, professional address, email and telephone number(s). We advise that you do **not** give personal home addresses and under those circumstances would suggest that only a geographical region for your location is included. The maintenance of this contact information will be your responsibility and you should contact [fac@therai.org.uk](mailto:fac@therai.org.uk) as soon as possible should your information change. We would remind that re-certification is required every 5 years.

Enclosed with this letter are the Code of Practice and CPD requirements for your guidance.

Many congratulations on your achievement

Sincerely,

## APPENDIX 16: EXAMINATION INSTRUCTIONS

### AT THE START OF THE FAII WRITTEN EXAMINATION.

“Please ensure that all mobile phones are switched off, these should be placed into your jacket or bag and left at the top of the examination room”

“This is a two hour examination and you are not allowed to leave within the first and last 15 minutes of the examination”

“I will tell you when there are 15 minutes and then 5 minutes left of examination time”

“Please ensure that your examination reference number is on the front of all four answer books”

“If you need any assistance during the examination, please raise your hand”

“You may not use any notes or texts to assist you”

“You may begin the examination now”

### AT THE END OF THE FAII WRITTEN EXAMINATION

“Please stop writing”

“Please ensure that your examination reference number is on the front of all four answer books”

“Please stay in your seats until all examination scripts have been collected by the invigilators”

### AT THE START OF THE FAII PRACTICAL EXAMINATION.

“Please ensure that all mobile phones are switched off”

“This is a three hour examination and you are not allowed to leave within the first and last 15 minutes of the examination”

“If you need any assistance during the examination, please raise your hand”

“Please ensure that your examination reference number is on the front page of your answer book”

“You may begin the examination now”

### AT THE END OF THE FAII PRACTICAL EXAMINATION

“Please stop writing”

“Please ensure that your examination reference number is on the front of all four answer books”



**Forensic Anthropologist Level II Written Examination  
Written Examination Marking sheet**

Candidate number:	
Examination panel:	
Date of examination:	
Examination outcome:	

**Marking guideline:**

<b>Mark</b>	<b>Comments for each answer</b>	<b>Percentages</b>
1	Poor answer which is substantively wrong, demonstrating little understanding of the field	Less than <29%
2	Poor answer with significant omissions and errors and/or uncertain understanding	30-49%
3	Average answer demonstrating a good grounding in the discipline but with room for considerable improvement	50-59%
4	Good answer with the majority of points covered and answered correctly but lacking in depth	60-74%
5	Comprehensive answer with all of the correct points provided and well argued, no significant errors or omissions	75-100%

Pass mark is 70%, i.e. 14/20.

SECTION A – FEEDBACK ON SHORT THEORETICAL QUESTIONS (3)

Question No.	Comments	Mark
Question No.		
Question No.		
Question No.		

SECTION B – FEEDBACK ON PROBLEM BASED QUESTIONS (1)

Question No.	Comments	Mark
Question No.		



**Forensic Anthropologist Level II Practical Examination**

Candidate number:	
Examination panel:	
Date of examination:	
Examination outcome:	

	Comments	Mark
Examination Contemporaneous notes		
Case File  Witness Statement		



### Forensic Anthropologist Examination Feedback



Candidate name and number:

Examination panel:

Date of examination:

Examination outcome:

Comments and feedback