

Application and Examination Procedures for Forensic and Expert Social Anthropologist (FESA) Level I, II and III



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NOTE: This document is based on the RAI *Examination Procedures* Version 3 (February 2022). The document has been minimally modified in order to suit the practice of forensic and expert social anthropology.

The current version of this document incorporates amendments made following feedback on an earlier draft from senior international forensic and expert social anthropology practitioners.

These procedures detail the application, examination, chartering and certification process for the examination of Forensic and Expert Social 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 and Expert Social 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 (FA) 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 FA 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 FA 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. 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 FESA Level I and II and provide constructive feedback for unsuccessful applicants.
3. Conduct the FESA Level I matter or project 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 FESA Level II.
5. Invigilate the FESA 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 FESA Level II examination.
7. Review the FESA 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 and Expert Social Anthropology or a closely related discipline (for example, social anthropology, cultural anthropology, geographic information systems, social and kinship network modelling and analysis, qualitative or quantitative data modelling and analysis technologies, etc.) 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 FA Committee. The external examiner will review the FESA Level I and II examination results and may sit on the FESA Level I 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 (FESAI-01, FESAII-01, FESAIII-01, etc.). Referees will be contacted (appendix 3).

2.2.1 FORENSIC AND EXPERT SOCIAL 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 FESA 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 FESA 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 FESA 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.

2.2.2 FORENSIC AND EXPERT SOCIAL ANTHROPOLOGIST LEVELS 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 the examination (appendix 10). Candidates will be sent the appropriate examination curriculum for FESA Level II and guidance on preparation of applications and the matter or project 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 FESA LEVEL II EXAMINATION

3.1 FESA LEVEL II DEMONSTRATION OF THEORETICAL UNDERSTANDING

There are two pathways to demonstrate theoretical understanding at FESA Level II.

- (a) The candidate must demonstrate that their existing qualification at undergraduate or postgraduate levels encompasses the knowledge base contained within the RAI Forensic and Expert Social 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 fieldwork and desktop work that they have an appropriate knowledge base.

OR

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

3.2 THE FESA LEVEL II PRACTICAL EXAMINATION

The practical examination consists of two parts:

- (a) A practical examination of a collection of fieldwork consultation notes associated with a specific culturally distinct community with which the candidate is familiar, resulting in the identification of key culturally distinct attributes comprising some combination of kinship, language, religion, economy, and health as represented by those notes. The examination will run for 3 hours.
- (b) Using the same fieldwork consultation notes, the candidate will prepare a formal report on the cultural affiliations documented in the report. The report must be submitted to the Examination Committee within two weeks of the initial evaluation and should include all contemporaneous notes, supporting literature reviews modelling and any other relevant documentation.

4 EXAMINATION TIMETABLES AND PROCEDURES

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

FESA Level I – once a year in April with the applications closing in January.

FESA Level II – once a year in June with the applications closing in January.

FESA Level III – 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.

FESA Level II 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 FESA LEVEL II WRITTEN EXAMINATION

For candidates who cannot provide evidence that their existing qualifications map to the RAI FESA curriculum or who do not have evidence of appropriate fieldwork and desktop work demonstrating an equivalence of professional understanding as required by the RAI FESA 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 FESA LEVEL II 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 matter or project files for part (b) within 14 days to the RAI.
5. The examination will run for 3 hours.

4.4 MARKING GUIDELINE FOR FESA LEVEL II 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 FESA Level II 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 FESA Level II 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 FESA LEVEL I 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 fieldwork and desktop work 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 and Expert Social 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 an 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 FESA 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 request to sit the examination in a room by themselves.
4. Candidates may request 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 FESA 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 14 working days of 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 appeals 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 appeals 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 FESA Level is required every five years. At the time of re-certification, the candidate must supply evidence detailing their Continuing Professional Development (CPD) activities, fieldwork and desktop work 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 FESA* document.

The level-specific requirements for fieldwork and desktop work and working practice are detailed in the *Forensic and Expert Social Anthropology Practitioner Levels* documentation.

APPENDIX 1: ENQUIRY LETTER

Sample Letter - Enquiries

Thank you for your enquiry relating to the Forensic and Expert Social 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.

APPENDIX 2: APPLICATION RESPONSE

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

Thank you for your application for Forensic and Expert Social 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 FESAI-XX (or II, or III). Please quote this number in all correspondence.

APPENDIX 3: REFERENCE REQUEST

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

The Royal Anthropological Institute currently provides certification for practicing Forensic and Expert Social Anthropologists. We have received an application from [applicant name] who wishes to apply for Forensic and Expert Social 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 legal-administrative 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 and Expert Social Anthropology for your guidance.

Thank you for your assistance in this process.

FESA Level III is the entry level professional certification in Forensic and Expert Social 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 FESA 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/organisation 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 FESA Level III. To be eligible you must have:

- An Honours degree in a relevant social scientific or related field, preferably but not exclusively social anthropology, cultural anthropology or similar, e.g., human geography, sociolegal studies, community development, cultural heritage, cultural studies, etc.
- 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

- Establishing to the highest degree of specificity possible, the cultural community to which an individual belongs, based on a combination of recorded kinship, linguistic, religious, economic and health practice attributes.
- Collecting basic information and data (which should include fieldwork information and data) in a desktop work setting and can either be done within the framework of a forensic or expert matter (supervised by a mentor) or working directly in the field (supervised by a social anthropologist, cultural anthropologist, etc.).
- Additional fieldwork experience; for example, through volunteer work with community or non-governmental organisations, or assisting in the processing of information and data collected by other FESA practitioners during fieldwork. These activities may be supervised by a social anthropologist, cultural anthropologist, etc.

Section B

- Keeping appropriate professional desktop work notes or appropriate fieldwork notes if undertaking fieldwork.
- Developing an understanding of Forensic and Expert Social Anthropological practice in a professional and legal-administrative setting.

- Developing an understanding of health and safety for both fieldwork and desktop work settings.

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 and Expert Social Anthropology.
- Evidence of enrolment in a taught postgraduate (Masters Level) or research degree programme (PhD or Masters by research) in a relevant social scientific or related field, preferably but not exclusively social anthropology, cultural anthropology or similar, e.g., human geography, sociolegal studies, community development, cultural heritage, cultural studies, etc.

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/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 FESA Level III application

The heart of the application is the completion of a summary account of your professional learning and development in Forensic and Expert Social Anthropology since graduation.

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

- Your experience working with other Forensic and Expert Social Anthropologists.
- Your experience in providing forensic investigative services and expert opinion and advice services to courts and other legally and administrative empowered bodies.
- Your experience in collecting basic information and data in both fieldwork and desktop work settings.
- Your experience undertaking supervised fieldwork and keeping appropriate professional notes.
- Your experience in co-authoring/authoring critically checked reports for legally empowered bodies (excluding the provision of evidence as an expert witness to courts of law) ¹.
- Your experience assisting a Level I or II Forensic and Expert Social Anthropologist.

Submission:

You should submit your application form answering the questions and including your portfolio containing your certificates, a comprehensive CV, and other evidence to support your

¹ A Level III FESA is not certified to provide evidence as an expert witness to courts of law.

application. These should all be submitted electronically as a secured PDF and sent to fac@therai.org.uk. **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 FESA practitioners at Level I or II. They will notify the FESA 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.

APPENDIX 5: EXAMINERS PORTFOLIO CHECKLIST FOR FESA LEVEL III

FESA Level III – Portfolio Check List

Candidate No :

Education:

Evidence

Required eligibility:

Yes No Form CV

An Honours degree in a relevant social scientific or related field, preferably but not exclusively social anthropology, cultural anthropology or similar, e.g., human geography, sociolegal studies, community development, cultural heritage, cultural studies, etc.				
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Post qualification experience:

Required eligibility:

Yes No Form CV

Attendance at a minimum of two professionally relevant conferences post-graduation.				
Fellowship (Ordinary or Student as appropriate) of the RAI.				
Demonstrable professional experience gained over a period of 2 years post-graduation.				

At least one of the following must be evidenced

Required eligibility:

Yes No Form CV

Certificates of attendance at least one CPD activity relevant to Forensic and Expert Social Anthropology.				
Evidence of enrolment in a taught postgraduate (Masters level) or research degree programme (PhD or Masters by research) in Forensic and Expert Social Anthropology, or a related discipline.				
Obtained additional fieldwork experience; for example, through volunteer work with community or non-governmental organisations, or assisting in the processing of information and data collected by other FESAs during fieldwork.				

Examiner :

Date :



Application for Certified Forensic and Expert Social Anthropologist Level III– Assessment Form

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

Has the applicant satisfied the requirements for Forensic and Expert Social Anthropologist Level III?

YES ☐ NO ☐

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

APPENDIX 7: LETTER TO UNSUCCESSFUL FESA LEVEL III CANDIDATE

Sample Letter - Unsuccessful Applicant FESA Level III

Thank you for your application for Forensic and Expert Social 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.

APPENDIX 8: LETTER TO SUCCESSFUL FESA LEVEL III CANDIDATE

Sample Letter - Successful Applicant FESA Level III

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

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

As a certified FESA 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 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.

APPENDIX 9: EXAM ELIGIBILITY CHECKLIST FOR FESA LEVELS I AND II

Exam eligibility criteria FESA Level I – Check List Candidate :

Education:

Evidence

Required eligibility:

Yes No Form CV

An Honours degree (and preferably a Masters degree), or PhD in the case of FESA, in a relevant social scientific or related field, preferably but not exclusively social anthropology, cultural anthropology or similar, e.g., human geography, sociolegal studies, community development, cultural heritage, cultural studies, etc.				
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Operational experience:

Required eligibility:

Yes No Form CV

At least 5 co-authored or sole-authored critically checked forensic or expert matters or projects within 5 years of the application.				
3 forensic or expert matters or projects completed within 5 years of the application to the standards required by the applicant's named legal-administrative system. If these are co-authored reports the applicant must confirm their roles and responsibilities in the production of the statements and the report.				
Matters or projects demonstrate a broad range of expertise, complexity and knowledge.				

Developing a broader knowledge base:

Required eligibility:

Yes No Form CV

Delivery of evidence as an expert witness to courts other legally empowered body, and/or completion of expert witness training.				
A demonstrable understanding of health and safety for both fieldwork and desktop investigations.				

Continual professional development:

Required eligibility:

Yes No Form CV

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.				

Examiner :

Date :

Exam Eligibility Criteria FESA Level II – Checklist

Candidate:

Education:

Evidence

Required eligibility:

Yes No Form CV

Required eligibility component: A Level II FESA must have completed at least an Honours degree (and preferably a Masters degree) in a relevant social scientific or related field, preferably but not exclusively social anthropology, cultural anthropology or similar, e.g., human geography, sociolegal studies, community development, cultural heritage, cultural studies, etc.				
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Post educational experience:

Required eligibility:

Yes No Form CV

Participation in a minimum of five matters or projects involving the duties and responsibilities set out at Section 4 of the RAI's Code of Practice for Forensic and Expert Social Anthropology, where ensuing statements and/or reports have been submitted to a court or other legally empowered body.				
A demonstrable understanding of health and safety for both fieldwork and desktop investigations.				
A demonstrable knowledge of at least two of the five specialised cultural domains of kinship, language, religion, economy and health.				
Professional interactions with the other practitioners within legal-administrative practice settings.				
Participation in relevant continuing education and training in a relevant social scientific or related field, preferably but not exclusively social anthropology, cultural anthropology or similar, e.g., human geography, sociolegal studies, community development, cultural heritage, cultural studies, etc.				
Continued attendance at a minimum of two professionally relevant conferences which could include, but are not limited to, the RAI, AAA, EASA.				
Continued Fellowship/Membership of at least one relevant professional body/association including the RAI.				

Examiner :

Date :

APPENDIX 10: INVITATION TO ATTEND FESA LEVEL I OR II EXAMINATION

Exam eligibility for applicant FESA Level I / II (Adapt as appropriate for each level)

Thank you for your application to sit the examination for Forensic and Expert Social 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 FESA Level II

Those candidates who are not able to provide a map of their theoretical knowledge should submit a matter- or project-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 FESA Level I

The FESA Level I examination requires the submission EITHER one or a combination of (a) three anonymised forensic and/or expert reports authored by you, AND/OR (b) three detailed summaries of your roles in matters or projects for which you have produced such reports. Option (a) is the preferred method of examination, however option (b) is permissible if you are unable to submit reports due to restrictions arising from legal privilege. In both cases, three reports and/or summaries will be selected by the examiners from the five matters and/or project listed in your application. The examiners have requested that you anonymise and submit the three matters or projects 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 [date].

The oral examination will cover a range of questions. These may relate directly to the fieldwork and desktop work submitted as well as to aspects of professional practice. This will include the responsibilities and obligations placed upon an expert witness working within the legal-administrative setting that you normally work within. You are requested to bring your files and relevant photographs from the submitted list of matters or projects with you to the oral examination as per the attached guidance.

FESA Level II is the intermediate level of professional certification offered by the RAI in Forensic and Expert Social 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 and provide the details of two individuals who have agreed to be your referees. They should be of appropriate professional standing and drawn from colleagues from the relevant professions, including legal, administrative, or academic arenas and at least one should be from a mentor who is a FESA 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/organisation as each other. Your referees will be contacted independently by the RAI 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 FESA Level II.

Part A – Education:

Required eligibility component: A Level II Forensic and Expert Social Anthropologist must have completed at least an Honours degree in Forensic and Expert Social Anthropology or a related discipline.

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 FESA at Level II. This should provide a demonstrable knowledge of a relevant social scientific or related field, preferably but not exclusively social anthropology, cultural anthropology or similar, e.g., human geography, sociolegal studies, community development, cultural heritage, cultural studies, etc.

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 you should articulate your professional knowledge and the range and depth of your experiences as a FESA. This is the most important part of the application form.

Putting theory into practice: Required eligibility component

- *Participation in a minimum of five matters involving the duties and responsibilities*

set out at Section 4 of the RAI's Code of Practice for Forensic and Expert Social Anthropology, where ensuing statements and/or reports have been submitted to a court or other legally empowered body.

Appropriate documentation to demonstrate eligibility of this component would be a list of matters, projects or incidences where such duties and responsibilities 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 either or both field-based and/or desktop-based investigations.*
- *A demonstrable knowledge of at least two of the five specialised cultural domains of kinship, language, religion, economy and health.*
- *Professional interactions with the other practitioners within legal-administrative settings.*
- *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 and Expert Social Anthropology or related fields, for example, but not limited to, social anthropology, cultural anthropology, geographic information systems, social and kinship network modelling and analysis, qualitative or quantitative data modelling and analysis technologies, 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 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 via email to fac@therai.org.uk. **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

Candidates have the choice of two pathways to demonstrate theoretical understanding at FESA Level II:

- (a) The candidate must demonstrate that their existing qualification at undergraduate or postgraduate levels encompasses the knowledge base contained within the RAI FESA curriculum. This takes the form of a mapping exercise which should be submitted to fac@therai.org.uk. Alternatively, the candidate should be able to demonstrate from their fieldwork and desktop work that they have an appropriate knowledge base.

OR

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

Part 1 (a) is a simple mapping exercise of the curriculum of the candidate's postgraduate research topics against the required RAI FESA curriculum or a portfolio submission.

Part 1 (b) is the completion of a written examination paper 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 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 FESA Level II 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 collection of fieldwork consultation notes associated with a specific culturally distinct community with which the candidate is familiar, resulting in the identification of key culturally distinct attributes comprising some combination of kinship, language, religion, economy and health as represented by those notes. The examination will run for 3 hours.

- (b) Using the same fieldwork consultation notes, the candidate will prepare a formal report on the cultural affiliations documented in the report. The report must be submitted to the Examination Committee within two weeks of the initial evaluation and should include all contemporaneous notes, supporting literature reviews modelling and any other relevant documentation.

APPENDIX 12: GUIDANCE TO CANDIDATES FOR FESA LEVEL I APPLICATION

FESA Level I is the highest professional certification offered by the RAI in Forensic and Expert Social Anthropology. Level I practitioners are Chartered Forensic and Expert Social 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 details 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 legal, administrative, or academic arenas. Both referees must be familiar with your work but should not originate from the same institution/organisation 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 organisation.

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 FESA Level I.

Part A - Education:

Required eligibility component: A Level I FESA must have completed a PhD, in a relevant social scientific or related field, preferably but not exclusively social anthropology, cultural anthropology or similar, e.g., human geography, sociolegal studies, community development, cultural heritage, cultural studies, etc.

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 project- or matter-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 five years previous to the time of submission of the application and these should be relevant to Forensic and Expert Social Anthropology. Publication is desirable but it is not essential.

If you do not have five 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 fieldwork, desktop work, and in court and other legal-administrative settings. 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 and Expert Social Anthropologist. This is the most important part of the application form.

Putting theory into practice:

Required eligibility component: a portfolio of five co-authored or sole-authored peer-reviewed forensic and expert matters or projects within five years of the application of which the examiners will choose three.

In this first section you should provide:

- (a) From the supplied list of matters or projects, at least three must have been completed to a level acceptable to the legal-administrative system within which you work and must have been completed within five years prior to application.
- (b) All submitted matters or projects **MUST** have been critically checked and must be independent stand-alone matters or projects.
- (c) The submission should include the operational name of the matter or project (if it has one), the date of the matter or project, the administrative official 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 matters or projects stating why you choose the matter or project as part of your evidence of eligibility, what knowledge and skills you utilised, the outcome of the matter or project, 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 matter or project reports at this stage.
- (e) The matters or projects **MUST** reflect that your expertise is at the level expected (see the Forensic and Expert Social Anthropology Practitioner Levels document) and should demonstrate collectively, a broad range of expertise and complexity at sufficient depth of knowledge required across the FESA curriculum.

Developing a broader knowledge base:

Required eligibility components:

- *Delivery evidence as a forensic investigator and expert witness to a court or other legally empowered body and/or completion of forensic investigator and expert witness training.*
- *Demonstrable understanding of health and safety for both field-based and desktop-based investigations.*

In this section you should discuss your professional interactions with the other practitioners within the legal-administrative 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 five 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 and Expert Social 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 by email to fac@therai.org.uk. **Please password-protect your documents and send the passwords separately by email.**

Examination process:

As noted in your letter of invitation, the preferred method of examination is questioning by examiners with reference to three anonymised forensic and/or expert reports authored by you in the course of your professional FESA practice. In this case, the three reports 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.

Alternatively, as also noted in your letter of invitation, if you are unable to submit reports due to restrictions arising from legal privilege, it is permissible to instead submit summaries of your roles in the relevant matters or projects, supported by reference to other relevant and available documents. In this case, questioning by examiners will be based on your summaries and accompanying documents. Your summaries must be detailed and comprehensive, and will be assessed for admissibility at the discretion of the examiners.

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

This will include aspects of working as a practitioner within the legal-administrative system within which you work.

APPENDIX 13: GUIDANCE TO CANDIDATES FOR FESA LEVEL I REPORT SUBMISSION

Guidance on matter or project report submission:

With regard to the preferred method of examination, you should only submit matter or project reports which are not currently active. Each of the three reports 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 forensic and/or expert reports should include the following information:

- A summary of each relevant matter or project (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 on whether you provided forensic and/or expert evidence in court or other legal-administrative setting relating to the matter or project, and a summary of any formal issues raised by counsel/judge or other presiding authority relating to that evidence.
- The identity of the colleague who provided critical checking of each report prior to finalisation.

All FESA reports relating to the matter or project must be submitted. This should include the first submitted report and any and all supplemental Forensic and Expert Social Anthropology reports issued by you for the instructing party or parties. In addition to this, a copy of your final draft report with critical check 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 all parties, including consultees, fellow Forensic and Expert Social Anthropologists, other legal-administrative professionals, and corporate entities of any kind.

If photographs, maps, charts, and graphs were embedded within the original report(s) these should be embedded in the submitted report(s).

With regard to the alternative method of examination, where you are unable to submit forensic and/or expert reports due to restrictions arising from legal privilege, you may submit detailed matter or project summaries in lieu of the original reports. These summaries must set out in a detailed and comprehensive manner your role in the corresponding matters or projects. Each summary must be a minimum of 1,500 words in length, and be supported by relevant and available documentation associated with the corresponding matter or project. All other aspects of the submission are the same as those set out above in relation to reports.

Guidance on attendance at the oral examination:

Please bring your matter or project file for each submitted report or matter/project summary 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 incidents these 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 relevant supporting documentation.
- 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, maps, charts, and graphs for each report or matter/project summary. These should provide any additional support required for the opinions and statements made in the report. This documentation can be reprinted or brought to the examination on an external memory device where they will be viewed on a computer which will be made available during the examination. If using the latter, it is the candidate's responsibility to ensure that the documentation can be viewed by the examiners.
- All material submitted as part of the examination process will remain confidential at all times.

APPENDIX 14: LETTER TO UNSUCCESSFUL FESA LEVEL I AND II CANDIDATES

Unsuccessful applicant FESA Level I / II (Adapt as appropriate for each level)

Thank you for your application for Forensic and Expert Social 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.

APPENDIX 15: LETTER TO SUCCESSFUL FESA LEVEL I / II CANDIDATES

Successful applicant FESA Level I / II (Adapt as appropriate for each level)

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

Your certification as Forensic and Expert Social Anthropologist Level I/II has been approved by the examination board of the Royal Anthropological Institute and entitles you to use the post nominal ChFESA / Cert FESA-II. Your Certificate will be signed by the President of the RAI and be posted to you.

As a chartered/certified FESA 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 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

APPENDIX 16: EXAMINATION INSTRUCTIONS

AT THE START OF THE FESA LEVEL II 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 FESA LEVEL II 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 FESA LEVEL II 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 FESA LEVEL II PRACTICAL EXAMINATION

“Please stop writing.”

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



**Forensic and Expert Social Anthropologist Level II
Written Examination**

Written Examination Marking Sheet

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

Marking guideline:

Mark	Comments for each answer	Percentages
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.		
Question No.		

SECTION B – FEEDBACK ON PROBLEM BASED QUESTIONS (1)

Question No.	Comments	Mark
Question No.		



**Forensic and Expert Social Anthropologist Level II
Practical Examination**

Practical Examination Marking Sheet

Candidate number:	
Examination panel:	
Date of examination:	
Examination outcome (pass/fail):	

	Comments. <i>Please provide a detailed explanation of the mark awarded. Consult the marking guidance below for expectations of submissions at each level. 1=very poor (fail) 2 = poor (fail) 3 =reasonable (fail) 4 = good (pass), 5= very good (pass).</i>	Mark (1-5)
<u>Formal Report</u>		



Forensic and Expert Social Anthropology

Examination Feedback

Candidate name and number:

Examiner name:

Date of examination:

Examination outcome: (pass/fail)

Comments and feedback