Study Guide

General Knowledge Examination

and information on the performance exercises

Published for BFDE Examination

© copyrighted
This guide has been prepared to help individuals direct their study for the written examination. The references selected are from publications, traditional reference books, and the works of selected authors that contain current research and/or information on a specific subject. We have generally not included papers distributed at conferences/seminars simply because they are not readily available to those who did not attend. However, if a presenter has given permission for distribution of copies to test applicants, then such papers may be used as references. It is not the Board’s intention to establish any of the cited authors as authoritative; the general knowledge necessary to pass the written examination can be acquired from many other sources and from basic training in forensic document examination.

The scope of the examination is defined in the Forensic Document Examiners Task Inventory. This guide parallels the nine sections in the inventory so that individuals with limited time at their disposal can prioritize their study. The references are listed in alphabetical order, not in the order of importance. The same reference may be listed in more than one section, if the information is relevant to more than one topic.

All questions in the examination are multiple choice. Sample questions are provided at the end of each section. The questions encompass subjects and information used by forensic document examiners routinely or on occasion. We recommend that if an individual does not routinely deal with any one of the listed areas, then a review of the literature is in order.

Test development is a continual process. As questions are reviewed and updated to reflect current information, research and technology, additions (or deletions) will be made to the Study Guide.
Forensic Document Examiners Task Inventory

A. DEMONSTRATING DOCUMENT EXAMINER FOUNDATION SKILLS
1. Demonstrate Knowledge of Handwriting Methodology
2. Demonstrate Knowledge of Handwriting/Hand Printing Identification
3. Demonstrate Knowledge of Inks
4. Identify Various Writing Instruments
5. Demonstrate Knowledge of Fonts and Type Styles
6. Demonstrate Knowledge of Paper
7. Demonstrate Knowledge of Printing Devices
8. Demonstrate Knowledge of Forms and Letterhead (case relevant)
9. Demonstrate Knowledge of Comparative Analysis Techniques
10. Demonstrate Professionalism

B. GATHERING EVIDENCE
11. Maintain Chain of Custody (evidence handling)
12. Collect Standards of Comparison (handwriting/signature)
13. Collect Standards of Comparison (other media)
14. Verify Accuracy of Document Data
15. Analyze Document Formatting

C. ANALYZING HANDWRITING
16. Examine Cursive Writing (including signatures)
17. Examine Hand Printing (alpha and numeric)
18. Recognize Influences on Handwriting Skills
19. Identify Letter Design Influences
20. Recognize Disguised Handwritten Images
21. Examine Graffiti
22. Determine Line Sequence and Direction of the Writing Movement

D. ANALYZING FALSIFIED DOCUMENTS
23. Determine Document Altering Techniques
24. Identify Counterfeited/Fabricated Documents

E. ANALYZING FEATURES OF PAPER AND MEDIA
25. Identify Watermark Characteristics
26. Identify Types and Characteristics of Paper
27. Identify Physical Characteristics of Paper
28. Assess Production Characteristics of Paper
29. Assess Physical Condition of Paper (current)

F. ANALYZING IMPACT AND NON-IMPACT IMAGES
30. Analyze Copy Machine Images
31. Analyze Latent Images
32. Analyze Fax Images
33. Analyze Printer Images
34. Analyze Typewriter Images
35. Analyze Imaging Devices (i.e., rubber stamps, auto pens, embossing seals)
36. Analyze Non-Impact Pre-Print Images
37. Analyze Credit Card/Check Security Features

G. USING LAB INSTRUMENTS
38. Use Microscope and Magnifiers
39. Use Videospectrum Devices (such as infrared and ultraviolet - including filters)
40. Use Electrostatic Detection Device
41. Use Photography (Polaroid, digital, and 35mm)
42. Use Light Sources (including various filters)
43. Use Digital Image Equipment
44. Use Photocopier
45. Use Measuring Devices
46. Other Equipment (applicable to document problems)

H. EVALUATING EVIDENCE AND PRESENTING CASE FINDINGS
47. Evaluate Results of all Analyses Performed
48. Express Opinion/Assign Level of Certainty (e.g. know levels per ASTM standard)
49. Prepare Reports (verbal and written)
50. Prepare for Testimony (including exhibits)

I. DEMONSTRATING KNOWLEDGE OF LEGAL PROCEDURES
51. Define Legal Terminology
52. Demonstrate Knowledge of Types of Legal Proceedings
53. Recognize Legal Precedents (regarding document examination issues)

© 2001 AFDE
Section A — Document Examiner Foundation Skills


Classification and Identification of Modern Office Copiers, James H. Kelly (1983)
The American Board of Forensic Document Examiners

Chapter: Copying Processes
Chapter: Individual Characteristics

Code of Professional Responsibility
Board of Forensic Document Examiners

“Contemporary issues in forensic handwriting examination: a discussion of the key issues in the wake of the Starzecpyzel decision”, Bryan Found and Doug Rogers

Reporting Procedures

Detecting and Deciphering Erased Pencil Writing, Ordway Hilton (1991)
Charles C. Thomas, Publisher, Springfield, IL ISBN 0-398-05723-0

Chapter 2: Pencil Writing and How it is Erased
Chapter 5: Photographic Methods of Decipherment


Module 3: The Determination of whether specimen and questioned entries are comparable
Module 6: The Assessing of Handwriting Complexity
Module 9: The Simulation Process
Module 10: Line Quality and Skill

“Dynamics of the Writing Movement: Physical Modelling and Practical Applications”, H. J.J. Hardy

Evidential Documents, James V. P. Conway
Charles C. Thomas, Publisher, Springfield, IL ISBN 0-398-00324-4

Chapter: Evidential Signatures
Chapter: The Identification of Handwriting
Chapter: Hand Printing and Numerals

Examination and Identification of Photocopies and Photocopiers, John S. Gorajczyk
23 AM JUR POF3d 621, Lawyers Cooperative Publishing, Rochester, NY

Section 5: Photocopy Process
Section 16: Photocopier
Section A — Document Examiner Foundation Skills

_Forensic Examination of Ink and Paper_, Richard L. Brunelle and Robert W. Reed
Charles C. Thomas, Publisher, Springfield, IL ISBN 0-398-04935-1

Chapter 1: Introduction
Chapter 4: Writing Instruments: Definitions and Nomenclature
Chapter 8: The Forensic Examination of Inks
Chapter 9: The Dating of Ink
Chapter 12: Watermarks
Chapter 13: Methods for the Forensic Examination of Paper

_Forensic Handwriting Identification: Fundamental concepts and principles_, Ron N. Morris
Academic Press, San Diego, CA ISBN 0-12-507640-1

Chapter 1: The Physiology of Writing
Chapter 5: The Features of Writing
Chapter 6: Qualities of Writing
Chapter 8: Relative Speed of Writing
Chapter 12: Some General Observations About Handwriting Identification

_Fundamentals of Document Examination_, Edna W. Robertson

Chapter 10: Primary Qualities and Characteristics of Handwriting
Chapter 14: Environmental Conditions that Affect Handwriting

_Handwriting Identification: Facts and Fundamentals_, Roy A. Huber and A. M. Headrick

Chapter 3: The Discrimination of Handwriting
Chapter 6: The Discrimination and Identification of Writing
Chapter 8: The Extrinsic Factors Influencing Handwriting
Chapter 9: The Intrinsical Variables of Handwriting

_Identification of Handprinting and Numerals_, Allan R. Keown
24 AM JUR POF3d 687, Lawyers Cooperative Publishing, Rochester, NY

C. Basic Printing and Number Construction


“Methodological Aspects of Handwriting Identification”, H.J.J. Hardy

_Questioned Documents_ (Second Edition), Albert S. Osborn
Nelson-Hall Co., Publisher, Chicago, IL ISBN 0-88229-190-4

Chapter VIII: Movements, or Manner of Writing, Line Quality and Alignment in Writing
Chapter IX: Pen Position, Pen-Pressure, and Shading
Chapter XIII: Variation in Genuine Handwriting

_Questioned Documents: A Lawyer’s Handbook_, Jay Levinson

Chapter 3: Typewriters
Section A — Document Examiner Foundation Skills

**Scientific Examination of Questioned Documents**, Ordway Hilton
(same chapters in the 1993 edition)

- Chapter 1: Preliminary Considerations
- Chapter 2: Definition of Terms
- Chapter 9: Identification of Signatures and Detection of Forgery

**Medical Dictionary**

Words relating to diagnostic conditions that affect handwriting
(e.g. agraphia, aphasia, dygraphia, dyslexia)

**Suspect Documents**, William R. Harrison (Second Edition)

- Chapter: Chapter 9: Handwriting


- Chapter 3: Writing Instruments used to prepare documents
- Chapter 4: Alternations in Documents

"**Touch-ups in authentic writing**", Darlene Hennessy
Section B — Gathering Evidence

*Evidential Documents*, James V. P. Conway
Charles C. Thomas, Publisher, Springfield, IL   ISBN 0-398-00324-4

Chapter: Evidential Signatures
Chapter: Handwriting Investigations
Chapter: Anonymous Letters

*Examination and Identification of Photocopies and Photocopiers*, John S. Gorajczyk
23 AM JUR POF3d 621, Lawyers Cooperative Publishing, Rochester, NY

Section 21: Taking of photocopy standards

*Examination of Questioned Documents* (Revised Edition), Ordway Hilton
(same chapter in the 1993 edition)

Chapter 14: Preparation and Collection of Handwriting Standards

*Forensic Handwriting Identification: Fundamental concepts and principles*, Ron N. Morris
Academic Press, San Diego, CA   ISBN 0-12-507640-1

Chapter 15: Obtaining Handwriting Samples

*Forensic Signature Examination*, Steven A. Slyter

Chapter 5: Materials for Comparison

The Michie Company, Charlottesville, VA

Chapter VI: Standard of Comparison, pages 75-100

*Questioned Documents* (Second Edition), Albert S. Osborn
Nelson-Hall Co., Publisher, Chicago, IL   ISBN 0-88229-190-4

Chapter XVII: Simulated or Copied Forgeries

“The taking of handwriting samples in cases of claimed assistance in writing”, Manfred Hecker

*The Scientific Examination of Documents: Methods and Techniques*, David Ellen (Second Edition)
Taylor and Francis, Bristol, PA   ISBN 0-7484-0580-1

Chapter 5: Handwriting—The Collection of Samples
Section C — Analyze Handwriting


Module 6: The Assessing of Handwriting Complexity
Module 9: The Simulation Process

“Dynamics of the Writing Movement: Physical Modelling and Practical Applications”, H. J.J. Hardy

Evidential Documents, James V. P. Conway
Charles C. Thomas, Publisher, Springfield, IL ISBN 0-398-00324-4

Chapter: Evidential Signatures

Forensic Handwriting Identification: Fundamental concepts and principles, Ron N. Morris
Academic Press, San Diego, CA ISBN 0-12-507640-1

Chapter 1: The Physiology of Writing

Forensic Signature Examination, Steven A. Slyter
Charles C. Thomas, Publisher, Springfield, IL

Chapter 2: Signatures
Chapter 3: Elements of Comparison

Fundamentals of Document Examination, Edna W. Robertson

Chapter 14: Environmental Conditions that Affect Handwriting
Chapter 15: Internal Conditions that Affect Handwriting
Chapter 10: Primary Qualities and Characteristics of Handwriting

“Handwriting and signatures of the visually impaired”, Tull, Pat

Handwriting Identification: Facts and Fundamentals, Roy A. Huber and A. M. Headrick

Chapter 2: A Handwriting Compendium for Document Examiners
Chapter 3: The Discrimination of Handwriting
Chapter 6: The Discrimination and Identification of Writing
Chapter 8: The Extrinsic Factors Influencing Handwriting
Chapter 9: The Intrinsic Variables of Handwriting

Identification of Handprinting and Numerals, Allan R. Keown
24 AM JUR POF3d 667, Lawyers Cooperative Publishing, Rochester, NY


The Mysterious motor function of the basal ganglia; The Robert Wartenberg Lecture”, C.D. Marsden, Neurology 23 May 1982. (Search PubMed or any medical database)
Section C — Analyze Handwriting

The Michie Company, Charlottesville, VA ISBN
Chapter XVI: Mental Condition Indicated by the Character of Handwriting


“Methodological Aspects of Handwriting Identification”, H.J.J. Hardy

“Multiple Sclerosis and its effect on handwriting”, Patricia Girouard

"Parkinson’s disease and graphic disturbances”, Vickie L. Willard

Questioned Documents (Second Edition), Albert S. Osborn
Nelson-Hall Co., Publisher, Chicago, IL ISBN 0-88229-190-4

Chapter VIII: Movements, or Manner of Writing, Line Quality and Alignment
Chapter XIII: Variation in Genuine Writing

Scientific Examination of Questioned Documents, Ordway Hilton
(same chapter in the 1993 edition)

Chapter 9: Identification of Signatures and Detection of Forgery

Medical Dictionary
Words relating to diagnostic conditions that affect handwriting (e.g. agraphia, aphasia, dygraphia, dyslexia)

Suspect Documents, William R. Harrison (Second Edition)

Chapter 10: Disguise
Chapter 11: Forged Signatures (Deficiencies in signatures caused by ill-health)

“Temporal features of handwriting: challenges for forensic analysis”, Arnold J.W.M.Thomassen


The Scientific Examination of Documents: Methods and Techniques, David Ellen (1993 and 1997)
Taylor and Francis, Bristol, PA ISBN 0-7484-0580-1

Chapter 3: Handwriting: accidental and deliberate modification of handwriting
Chapter 4: The purposes and principles of scientific examination,

“The taking of handwriting samples in cases of claimed assistance in writing”, Manfred Hecker

“The Effects of Alterations to Documents”, Steven A. Slyter
29 AM JUR POF 3d 549, Lawyers Cooperative Publishing, Rochester, NY

“Touch-ups in authentic writing”, Darlene Hennessy
Section D — Analyze Falsified Documents

Detecting and Deciphering Erased Pencil Writing, Ordway
Charles C. Thomas, Publisher

Chapter 3: Has there been an erasure?

“Distinguishing Between Relative Ink Age Determinations and the Accelerated Aging Techniques”,

Examination and Identification of Photocopies and Photocopiers, John S. Gorajczyk
23 AM JUR POF3d 621, Lawyers Cooperative Publishing, Rochester, NY

Forensic Examination of Ink and Paper, Richard L. Brunelle and Robert W. Reed
Charles C. Thomas, Publisher, Springfield, IL ISBN 0-398-04935-1

Chapter 1: Introduction
Chapter 8: The Forensic Examination of Inks
Chapter 9: The Dating of Ink

“Passport Forgeries - What to look for”, Ernie Munden, et al.

Scientific Examination of Questioned Documents, Ordway Hilton
(same chapters in the 1993 edition)

Chapter 3: Instruments and Materials Used to Prepare Documents, pages 33-48
Chapter 11: Typewriting

“Some observations on the morphology of a ball-point pen stroke”, P.S. Hung, et al.
IJFDE, Vol. 1, No. 1, Jan 1995

Suspect Documents, William R. Harrison (Second Edition)

Chapter 10: Disguise

The Effects of Alterations to Documents, Steven A. Slyter
AM JUR POF3d 549, Lawyers Cooperative Publishing, Rochester, NY

The Scientific Examination of Documents: Methods and Techniques, David Ellen
Taylor and Francis, Bristol, PA ISBN 0-7484-0580-1

Chapter 7: The materials of handwritten documents—substances and techniques,
Chapter 9: Incidental marks and other scientific examinations,
Section E — Analyzing Features of Paper and Media

“Determining the Sequence of Folds and Writing”, Allan R. Keown

Forensic Examination of Ink and Paper, Richard L. Brunelle and Robert W. Reed (1984)
Charles C. Thomas, Publisher, Springfield, IL ISBN 0-398-04935-1

Chapter 12: Watermarks
Chapter 13: Methods for Forensic Examination of Paper
Chapter 11: Partial Compendium of Paper Industry Terms
specifically, the kinds of paper/paper finishes encountered in business documents
and terms relating to watermarks

Fundamentals of Document Examination, Edna W. Robertson

Chapter 20: Paper and Watermarks
Section F— Analyze Impact and Non-Impact Images

*Classification and Identification of Modern Office Copiers*, James H. Kelly (1983)
American Society of Questioned Document Examiners, Publisher

Chapter: Brief History
Chapter: Copying Processes
Chapter: Preliminary Examinations
Chapter: Individual Characteristics

*Examination and Identification of Photocopies and Photocopiers*, John S. Gorajczyk
23 AM JUR POF3d 621, Lawyers Cooperative Publishing, Rochester, NY

Sections 1-4
Section 16

*Questioned Documents: A Lawyer's Handbook*, Jay Levinson

Chapter 3: Typewriters
Chapter 4: Printers
Chapter 7: Printing (commercial printing)

Wide Line Publishing, Colorado Springs, CO

Chapter 2: History and Manufacturing of Rubber Stamps
Chapter 3: Typical Unwanted Characteristics
Chapter 4: Manufacturer of Forgeries
Chapter 5: Forensic Methods of Examination
Chapter 7: Known Standards: Collecting Samples of a Stamp

*The Scientific Examination of Questioned Documents*, Ordway Hilton
Elsevier North Holland, Inc., New York City, NY
(same chapter in the 1993 edition)

Chapter 11: Typewriting Identification

*The Scientific Examination of Documents: Methods and Techniques*, David Ellen
Taylor and Francis, Bristol, PA ISBN 0-7484-0580-1

Chapter 9: Incidental marks and other scientific examinations,

"Where did this fax come from?", Rob Shilhanek
“An Electrostatic Imaging Technique for the Detection of Indented Impressions on Documents”,

“Applications of Experimental Variables to the use of the Electrostatic Detection Apparatus”,

Applied Infrared Photography (Publication M-28), Kodak. If unable to locate through a photographic
store/dealer, contact Kodak at 1-800-242-2424 x 19 for further information.

Classification and Identification of Modern Office Copiers, James H. Kelly (1983)
American Society of Questioned Document Examiners, Publisher

Chapter: Copying Processes

Detecting and Deciphering Erased Pencil Writing, Ordway Hilton (1991)
Charles C. Thomas, Publisher, Springfield, IL ISBN 0-398-05723-0

Chapter 3: Has there been an erasure
Chapter 5: Photographic Methods of Decipherment

“Electrostatic Detection Apparatus (ESDA): Is it Really Non-destructive to Documents?”

Forensic Examination of Ink and Paper, Richard L. Brunelle and Robert W. Reed
Charles C. Thomas, Publisher, Springfield, IL ISBN 0-398-04935-1

Chapter 2: History of the Development of Writing Inks
Chapter 5: Printing Inks
Chapter 8: The Forensic Examination of Inks
Chapter 12: Watermarks
Chapter 13: Methods of Forensic Examination of Paper

Fundamentals of Document Examination, Edna W. Robertson

Chapter 5: Methods of Examination

“Importance of absolute humidity in the operation of the electrostatic detection apparatus”.

“Light and Electron Microscopy Approaches to Sequence of Writing Problems,

“Optimum Conditions for Examination of Documents using the Electostatic Detection Apparatus
(ESDA) Device to Vizualize Indented Writing”, Michael G. Noblett, Elizabeth L. James,
Journal of Forensic Science, Vol. 28, No 3

Scientific Examination of Questioned Documents, (Revised Edition) Ordway Hilton
Elsevier North Holland, Inc. ISBN 0-444-00628-1

Chapter 3: Instruments and Materials Used to Prepare Documents
Section G — Using Laboratory Instruments


The Effects of Alternations to Documents, Steven A. Slyter
American Jurisprudence POF3d 549, Lawyers Cooperative Publishing, Rochester, NY

The Scientific Examination of Documents: Methods and Techniques, David Ellen
Taylor and Francis, Bristol, PA ISBN 0-7484-0580-1

Chapter 9: Incidental marks and other scientific examinations
Chapter 7: The Materials of handwritten documents—substances and techniques

Forensic Imaging, Inc., Victor, NY

Section H — Evaluating Evidence and Presenting Case Findings

**ASTM Standard E 1658**, American Society for Testing and Materials

**Code of Professional Responsibility**, Board of Forensic Document Examiners

“Contemporary issues in forensic handwriting examination: a discussion of the key issues in the wake of the Starzecpyzel decision”, Bryan Found and Doug Rogers

Reporting Procedures

**Examination and Identification of Photocopies and Photocopiers**, John S. Gorajczyk
23 AM JUR POF3d 621, Lawyers Cooperative Publishing, Rochester, NY

**Forensic Signature Examination**, Steven A. Slyter
Charles C. Thomas, Publisher, Springfield, IL

Chapter 10: Opinion—Levels of Certainty
Chapter 13: Testimony—Trials and Depositions

**Fundamentals of Document Examination**, Edna W. Robertson

Chapter 20: Paper and Watermarks

**Questioned Documents: A Lawyer’s Handbook**, Jay Levinson

Chapter 4: Printers

**The Scientific Examination of Documents**, David Ellen (Second Edition)
Ellis Horwood Limited — Halsted Press (John Wiley & Sons) New York, Toronto

Chapter 4: Handwriting — the purpose and principles of scientific examination, pages 46-68

**The Scientific Examination of Questioned Documents**, Ordway Hilton
(same pages in the 1993 edition)

Chapter 11: Typewriting Identification
**Section I — Demonstrating Knowledge of Legal Procedures**

**Black's Law Dictionary**  
West Publishing Co., St. Paul, MN (available at law libraries and local libraries)

Legal Terms commonly used by legal professionals when conversing with a document examiner

<table>
<thead>
<tr>
<th>Term</th>
<th>Term</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>affidavit</td>
<td>impeach</td>
<td>privilege (various kinds of)</td>
</tr>
<tr>
<td>codicil</td>
<td>in camera</td>
<td>probate</td>
</tr>
<tr>
<td>collateral issue</td>
<td>indictment</td>
<td>probative value</td>
</tr>
<tr>
<td>cross examination</td>
<td>interpleader action</td>
<td>proffered testimony</td>
</tr>
<tr>
<td>declaration</td>
<td>judicial notice</td>
<td>pro bono</td>
</tr>
<tr>
<td>defendant</td>
<td>learned treatise</td>
<td>recross</td>
</tr>
<tr>
<td>direct examination</td>
<td>motion in limine</td>
<td>redirect</td>
</tr>
<tr>
<td>directed verdict</td>
<td>nole</td>
<td>stipulate</td>
</tr>
<tr>
<td>examination-in-chief</td>
<td>nolo contendere</td>
<td>subpoena</td>
</tr>
<tr>
<td>exculpatory</td>
<td>plaintiff</td>
<td>subpoena duces tecum</td>
</tr>
<tr>
<td>grand jury</td>
<td>prima facie</td>
<td>summary judgement</td>
</tr>
<tr>
<td>hypothetical question</td>
<td>precedent</td>
<td>suppression hearing</td>
</tr>
</tbody>
</table>

SEAK, Inc., Falmouth, MA

- Chapter 2: Fundamental Elements of a Law Suit
- Chapter 3: The Discovery Process
- Chapter 4: Anatomy of a Civil Trial
- Chapter 5: Evidence
- Chapter 6: Qualifications
- Chapter 13: The Expert Deposition
- Chapter 15: Cross-Examination

**How to Excel During Cross-Examination**, Steven Babitsky and James J. Mangraviti, Jr. (Equires)  
SEAK, Inc., Falmouth, MA (1997)

**Federal Rules of Evidence**  
Opinions and Expert Testimony, Rules 701-706

- *Frye v. USA* 64 App.D.C. 46 (1923), 293 F. 1013

An Internet search will produce sites publishing decisions or visit law library.

**Additional references**

**Scientific Examination of Questioned Documents**, Jan Seaman Kelly & Brian Lindblom  
Taylor and Francis Group

- Chapters
  - 14 - Typography
  - 14 - Typewriters
  - 18 - Facsimile Machines
  - 23 - Conventional Printing
  - 23 - Paper Examinations
  - 31 - Cameras, Scanners and Image Enhancement
Handwriting Examinations

Handwriting comparison examinations may include signatures or text and can be cursive or printing. The test taker will be provided the questioned posed for the examination and photographs of the signatures. The signatures will have been extracted from documents and arranged as on a court exhibit board. A form on which to write answers is provided. The test taker will provide an opinion along with a list the features that form the basis of the opinion. The test grader has a model answer sheet which is used for reference in grading.

Grading

Due to minor differences in vocabulary as a result of regional expressions or training, alternative choices for the descriptive words are written into the model answers used by the test grader. For example: one examiner may refer to “top of the letters” pattern while another may refer to the “apex of the letters”. The grader will know that both terms apply to the same indicators. The term used to describe the actual signatures of an individual that are provided for comparison may be described as “exemplars”, “knowns”, “specimens” or “standards of comparison”. Allowances are made for such differences in vocabulary. If the grader encounters a term not found in the model answer, an inquiry will be made to the contact on the Board to determine if the test taker’s word is sufficiently similar to the model answer to be considered correct. The test taker’s name is not disclosed, upon such inquiry.

There will be certain key characteristics (writing features) that must be included when providing the features forming the basis of an opinion. These features must be mentioned for the answer to be correct. The features list does not have to be in a specific order. There is not a specific number of features that must be listed in each examination, because each writing is individualized and the number of identifying or eliminating features for each will be different. The test taker should list all of the features that would be important to demonstrate the basis of his or her opinion to the jury.

Each examination must receive a passing grade.

Equipment

The proctor and test taker are provided a list of equipment that can be used during the examination. Only those items named will be permitted in the examination room.

Other Types of Examinations

Other examinations will be from areas of work usually encountered by a document examiner. A typical case question will be posed, the case documents will be provided, and, if for example the case required latent image development, the latent image would be provided. In such cases, the examiner must describe in great detail the equipment used and the process of using that equipment to obtain the results provided. The examiner must then, based on the case question, evaluate the evidence and render an opinion along with the supporting data for that opinion. The test grader has a model answer sheet which is used for reference in grading.