

# Application and Examination Regulations for Certified Forensic Anthropologist Level I, II and III



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These regulations provide guidance for candidates for the application and examination process for certification of Forensic Anthropologists practising within the UK Criminal Justice Sector and should be read in conjunction with the following documentation available from the Royal Anthropological Institute (RAI) and the British Association for Forensic Anthropology (BAFA);

- *Forensic Anthropology Practitioner Levels;*
- *Code of Practice, Ethics and Professional Standards for Forensic Anthropology*
- *Continuing Professional Development (CPD) for Forensic Anthropology.*

## 1. GENERAL REGULATIONS

Applicants for certification must be Fellows (Ordinary or Student as appropriate) of the Royal Anthropological Institute as the professional body for Forensic Anthropology in the UK.

The RAI's Forensic Anthropology Curriculum (Appendix 1) has been developed and agreed by the forensic anthropology practitioner community and applicants **must** use this as a basis for their study.

Appropriate certificates will be awarded to applicants who pass the relevant examinations and requirements in Forensic Anthropology at Levels I, II and III.

Certified Forensic Anthropologists must remain Fellows of the Royal Anthropological Institute for as long as certification is held.

Renewal of certification is required at all levels after a period of 3 years.

Holders of the certificate for Forensic Anthropologist Level I, II and III will be entitled to use the title 'Certified Forensic Anthropologist Level I, II or III' as appropriate and the post nominal 'Cert FA-I', 'Cert FA-II', 'Cert FA-III' as appropriate.

Holders of the certificate in the craniofacial specialty for Forensic Anthropologist Level I and Level II will be entitled to use the title 'Certified Forensic Anthropologist Level I or II (Craniofacial specialty)' as appropriate and the post nominal 'Cert FA-I (Craniofacial specialty)', 'Cert FA-II (Craniofacial specialty)' as appropriate.

## 2. APPLICATION FOR EXAMINATION

To be considered for certification at Forensic Anthropologist level I, II, or III a candidate must:

1. Be a Fellow (Ordinary or Student as appropriate) of the Royal Anthropological Institute.
2. Apply to the examinations board approved by the Royal Anthropological Institute to take the relevant examinations using the appropriate form (Appendices 3,5,7).

3. Provide evidence to support their application, detailing compliance with the entry requirements as outlined in the forensic anthropology practitioner levels document for the appropriate practitioner level.
4. Have satisfactory references as outlined in the forensic anthropology practitioner levels document commensurate with the practitioner level for which the candidate is applying.
5. Pay the appropriate fee (see RAI website for relevant fee). The fee should be paid to the Secretary, Royal Anthropological Institute of Great Britain and Ireland, 50 Fitzroy Street, London. W1T 5BT.

### 3. EXAMINATION PROCESS

1. The nature of the examinations are dependent on the practitioner level for which a candidate has applied and will normally consist of a portfolio review (FAIII), written and practical examinations (FAII) and case review and oral examination (FAI).
2. All examinations will be conducted in English.
3. All examinations will be overseen by an examination board approved by the Royal Anthropological Institute (RAI) in consultation with the Steering Committee of the British Association for Forensic Anthropology (BAFA). The examination board will include an independent moderator drawn from the wider forensic science community who will take the role of external examiner. The purpose of the board is to review the examination papers and procedures, ratify the examination results, make recommendations for certification of candidates and manage recertification and appeals.
4. Examinations will be arranged as appropriate. Eligible applicants will be informed of the application deadlines, examination location and times via the RAI and BAFA websites.
5. Two examiners will mark all examinations independently.
6. All agreed examination marks will be scrutinised independently by the examination board.
7. If the evidence submitted to gain entrance to the examinations is deemed ineligible to proceed or in the event of a failure of any of the examination elements, the applicant will be provided with feedback from the examiners via the examination board. The applicant may be permitted to retake the examinations bearing in mind the guidance provided. Candidates are allowed one re-attempt the following year and if unsuccessful must normally wait for a period of three years before re-application. Each take of an examination carries a fee.
8. An applicant who fails any examination shall have the right of appeal to the examination board. All appeals should be made in writing and include any supporting documentation and evidence of, for example, mitigating circumstances, which may be relevant to the appeal. Appeals must be received by the examination board within four weeks from the day the examination results are released.

## 4. APPOINTMENT AND ROLE OF THE EXAMINERS

The examination board will appoint a number of examiners. Appointment of examiners is based on professional experience in the field of Forensic Anthropology.

Appointment is for an initial 3 year period with a possibility to renew for one further term.

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 renewal of certification.

## 5. EXAMINATION APPLICATIONS AND PROCEDURE

### 5.1. FORENSIC ANTHROPOLOGY LEVEL III

The FAIII examination will comprise a portfolio review only. Portfolio submission must be made on the FAIII application form with the supporting evidence presented electronically (appendix 3). Guidance for FAIII submission is provided in appendix 2.

The portfolio should contain;

- a copy of the applicants degree and transcript,
- evidence of attendance at a minimum of two professionally relevant conferences,
- evidence of RAI Fellowship

**and** at least one of the following;

- certificate 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) relevant to Forensic Anthropology
- details of additional experience working with bone

## 5.2. FORENSIC ANTHROPOLOGY LEVEL II

The FAIL examination will comprise **both** a written and practical examination.

The written paper will be of two hours duration and will cover a variety of questions presented in two sections A and B, drawn from the written examination curriculum (appendix 1).

- Section A will assess theoretical aspects of the discipline according to the published curriculum. Candidates are required to answer 3 out of 6 questions in section A
- Section B will assess the candidate's problem solving abilities and will include reference to the role of the expert witness and legal matters. Candidates are required to answer 1 out of 2 questions in section B.

To pass the FAIL written examination candidates must obtain a minimum of 18 points at least 4 of which must be from section B. The maximum achievable score is 20 points.

The practical examination will be of two hours duration and require a physical examination of items covering the examination curriculum (appendix 1). Candidates will be given 15 minutes for the examination of each item and will then rotate to the next workstation. There will be eight workstations in total. Physical items will be examined at separate workstations with adequate working space where appropriate equipment (i.e. osteometric board, calipers, etc.) and reference material will be made available to undertake the tasks required in the examination. Prior to the examination, candidates will be provided with a list of the equipment that will be made available to them.

To pass the FAIL practical examination candidates must obtain a minimum of 35 points. The maximum achievable score is 40 points.

The following marking guide will be used;

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

To pass the Forensic Anthropology Level II examination the candidate must pass both the written and practical exams. If one element is failed, the candidate may resit that single component the next time the examination is offered. Guidance for FAII submission is provided in appendix 4 and the application form is provided in appendix 5.

### 5.3. FORENSIC ANTHROPOLOGY LEVEL I

The examination will comprise the submission of casework and an oral examination. The application form requires the submission of a portfolio of 5 cases which must have been completed within the last 5 years, 3 of which must have been undertaken within the UK criminal justice system.

Initially a case list with a reflective summary outlining the case context, instruction, hypothesis(es) addressed, conclusions reached and evidence presented in court (if applicable) for each of the 5 cases submitted is required. Please note that these cases **MUST** have been peer reviewed and **MUST** be independent stand-alone cases.

The examination board will select 3 of cases from the 5 submitted. Candidates will be required to submit anonymised case reports relating to these cases as password protected pdf documents. The passwords should be sent via an independent email.

Candidates will be required to bring their contemporaneous case notes with them to the oral examination. The oral examination is a formal examination process carried out by two examiners.

1. 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.
2. The examination is designed to test both the candidate's depth and breadth of knowledge within the relevant professional subject areas.
3. The oral examination should last between 1 to 2 hours.
4. The independent moderator will be present on each examination panel acting as external examiner.

Guidance for application to FAI is provided in appendix 6 and the application form is provided in appendix 7. Further guidance on case submission and the oral examination is provided in appendix 8.

## 6. 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.

## 7. 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 and extenuating circumstances that candidates may wish to be taken into consideration.

An appeal must be presented in writing and shall be lodged with the examination board within four 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 moderator.

### **Appeals panel :**

Three members of the examination board who have not been involved in 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. 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 endeavour 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 written, oral or practical examinations.

Appeals may be considered if they are based upon:

1. Extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken.
2. 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.
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. The decision of the Appeal panel will be conveyed through the appropriate channels to the President of the RAI whose decision will be final.

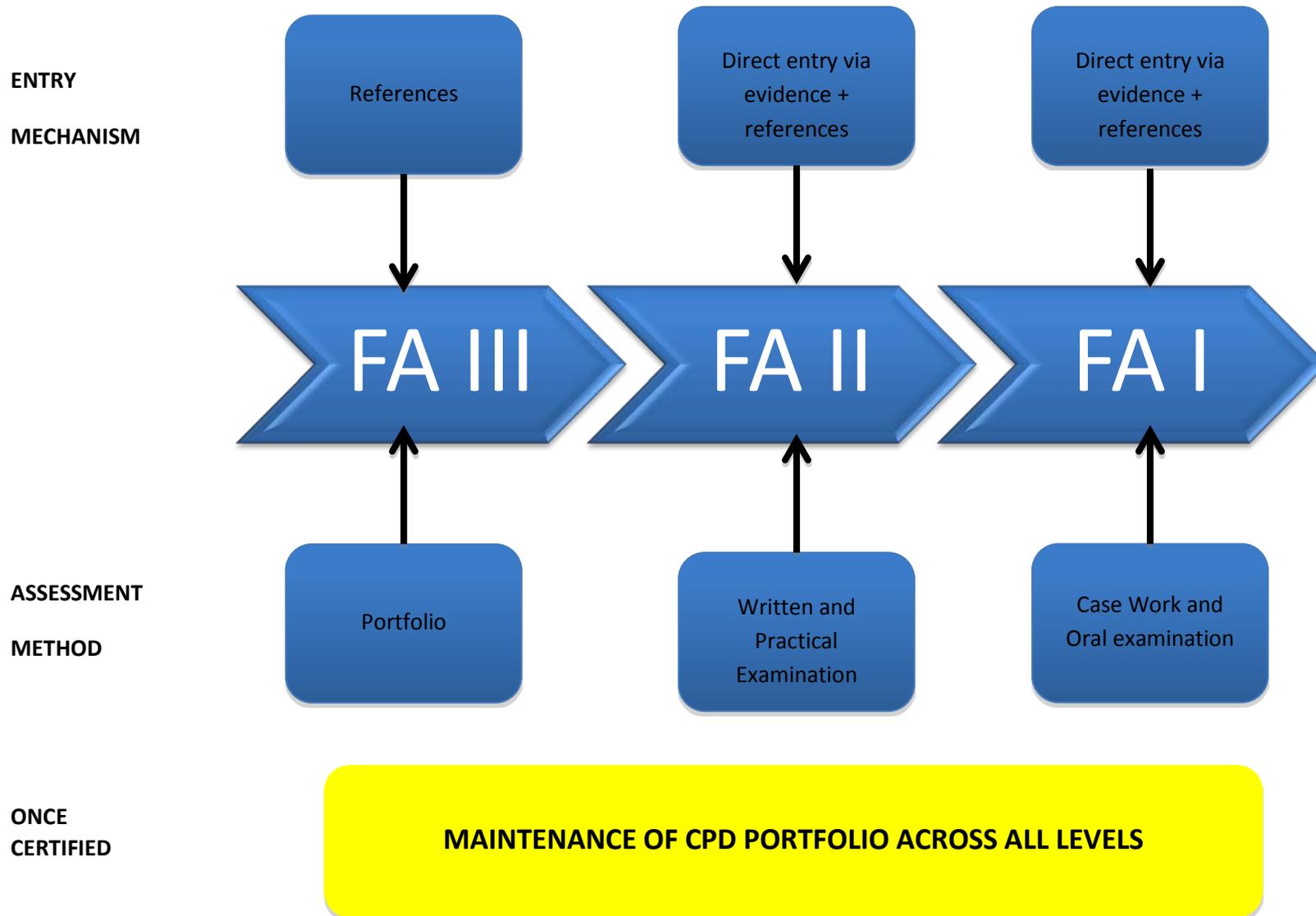
## 8 RENEWAL OF CERTIFICATION

Renewal of certification at each Forensic Anthropologist Level is required every 3 years. At the time of renewal the certificate holder must supply evidence detailing their CPD activities, casework and working practice demonstrating their continued engagement in the field. This should be supplied on the reassessment application form (appendix 9) and sent to the Chair of the Examination Board.

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

**Forensic Anthropology Professional Levels – entry mechanism, assessment and certification**



## APPENDIX 1: FORENSIC ANTHROPOLOGY CURRICULUM

### 1. GENERAL ASSESSMENT OF SCENE. LAB AND MORTUARY INVESTIGATIONS

Candidates for examinations at FAI and II are expected to have knowledge and practical experience of working in scene, mortuary and laboratory based investigations. They are expected to have an in-depth understanding of the following areas relating to practice within the field.

### 2. GENERAL SCENE/MORTUARY INVESTIGATIONS

The role and responsibilities of attendance at scenes and the mortuary.

### 3. CRIME SCENE/MORTUARY AWARENESS

#### 3.1 HAVE AN AWARENESS OF THE ROLES OF:

Coroner/Procurator Fiscal.  
Senior Investigating Officer/Senior Identification Manager. Crime Scene Manager.  
Exhibits/Productions Officer.  
Crime Scene Investigators/Scenes of Crime Officer. Police Search Advisor/Search Officer.  
Forensic Scientist. Pathologist.  
Other experts including but not restricted to Anatomical Pathology Technicians, Radiographers, Odontologists, DNA, Entomology and Isotope experts.

#### 3.2 PREPARATION FOR A FORENSIC INVESTIGATION

Assessing the environment to prepare for the requirements of analysis.  
Identifying appropriate sources of information and the means of recording information. Determining the types of examination techniques (or analyses) to use.

#### 3.3 EXAMINATION PLANNING

Examination priorities.  
The role of the forensic strategy meeting.  
The structure and sequence of examination types. Preservation requirements.  
Resource and equipment requirement  
Consent and authority.  
The use of personal protective equipment.  
Pre-cordon and pre-preservation examination

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### 3.4 EXAMINATION /INVESTIGATION

Responsibilities and limitations of personnel.

Roles of scene boundaries, approach paths, cordons and cordon logs. Communication of information and intelligence to other appropriate practitioners. Understanding and awareness of other forensic evidence types

Awareness of DNA sampling techniques

Information requirements of other specialists.

Control of scenes and examinations without loss, damage, degradation or contamination of potential evidence.

Search and examination methods.

Recording of examination process and any findings. Equipment usage.

Auditable counter-contamination log for all non-consumable equipment.

Recovery of materials without loss, damage, degradation or contamination and advise - where necessary on correct packaging and transportation of remains.

Requirements imposed by the Human Tissue Act (2004) and/or the Human Tissue (Scotland) Act (2006) in the handling, processing and storage of human tissue.

Rules and regulations associated with processing digital images. Health and safety.

## 4. CRIMINAL JUSTICE SYSTEM

Candidates are expected to know the workings of the criminal justice system as it relates to their role, examinations and analyses.

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### 4.1 EVIDENCE/PRODUCTIONS

Legal requirements of evidence handling (integrity, continuity, disclosure, confidentiality). Consent and authority.

Know and understand the regulations relating to the use of digital images.

Regulations and imaging processes (e.g. paediatric skeletal surveys, imaging of the living). Interaction with police/legal teams pre-trial.

Storage and logging of specimens. Secure data storage and transfer. Chain of custody

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### 4.2 PREPARATION OF EXPERT WITNESS REPORT

Responsibilities which surround the role of the expert witness.

Roles and responsibilities of expert witnesses in relation to the court and disclosure of evidence.

Thorough understanding of the criminal justice systems of the UK (England/Wales, Scotland and N. Ireland) for both Crown and Defence.

Good maintenance of case records and notes.

Process involved in return of specimens post-examination

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### 4.3 ATTENDANCE AT COURT

Responsibilities involved in attending court as an expert witness. Laws and etiquette governing courtroom presentation of evidence.

To know and understand the procedure rules for expert witnesses in the relevant jurisdiction.

## 5. ANTHROPOLOGICAL ASSESSMENTS

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### 5.1 IDENTIFICATION OF SKELETAL REMAINS

The candidate is expected to understand the development and growth of bone and its histology and the human skeleton in all its variation: age, sex, ancestry, robusticity, stature, pathological modifications, anatomical variants, cultural modifications. They will be able to recognise, identify, record and analyse accurately both juvenile and adult skeletal remains. They will be able to identify human versus non-human material. They will be able to work with the human in all forms of presentation – fleshed, decomposed, modified, skeletonised, burned and fragmented.

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### 5.2 GENERAL BONE AND TEETH ANALYSIS

The development of the skeleton from fetus to full maturity. Process of ossification. Bone and tooth histology, growth and development.

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### 5.3 MUSCULOSKELETAL ANATOMY

Thorough understanding of musculoskeletal anatomy and preferably other soft tissue systems.

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### 5.4 SKELETAL AND DENTAL INVENTORY AND PROCESSING

Identification of human and non-human remains (osseous and dental). Accurate identification of all stages of development of each bone.

Identification of fragmented and burned remains and the ability to reassemble them. Recognise, sort and record commingled remains.

Understand the process of taphonomy and how this could impact on preservation of remains.

Establish whether remains are of forensic or archaeological origin-if possible and be aware of the techniques used to distinguish between archaeological and forensic remains.

Understand what constitutes 'normal' variation between individuals and populations.

Understand the processes of maceration and demonstrate knowledge of their strengths and weaknesses. Requirements of other specialist disciplines who may wish to gain access to the remains.

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### 5.5 RECORDING

Document juvenile and adult human remains.

Working knowledge of the different techniques of documentation available. Role of photography as a recording technique.

## 6. BIOLOGICAL PROFILE

The candidate must be competent in assigning a biological profile to both juvenile and adult human remains and be able to justify this assignment. This includes knowledge of the theoretical concepts behind assessment techniques and be able to apply both morphological and metric techniques which are available for each assessment. Candidates should understand the influences of both population and individual variation of any technique that they use.

## 7. ASSESSMENT OF ANCESTRY, SEX, AGE AND STATURE

Knowledge and application of the most appropriate technique for the assessment of ancestry, sex, age and stature assessment in different circumstances and the ability to justify the technique chosen and the assignment.

Identification of appropriate source data for comparison purposes for ancestry, sex, age and stature. Knowledge of alternative viable techniques that are available for use for the assignment of ancestry, sex, age and stature.

Communication of the potential error and limitations for any given technique.

Understand the implications of a person's lifestyle (eg substance abuse) and access to resources (eg adequate nutrition) on the accuracy of techniques for the assessment of a biological profile.

Knowledge and operational use of relevant and appropriate equipment and software.

## 8. IDENTIFICATION

### 8.1 PATHOLOGY

Identify most common types of bone pathology.

Differentiate between osseous pathological change and taphonomic changes. Differentiate between pathological change in bone and non-metric traits. Demonstrate an ability to describe gross bone pathology and differential diagnoses.

### 8.2 TRAUMA

Differentiate between ante, peri and post mortem trauma and damage. Differentiate between trauma and taphonomic changes.

Describe and identify a possible mechanism in relation to trauma (Blunt Force Trauma/Sharp Force Trauma/Projectile, etc).

Justify the conclusions of a trauma analysis.

Reconstruct fragmented regions of the skeleton and understand the most appropriate method to achieve this.

### 8.3 THERMAL MODIFICATION

Understand and be able to interpret the response of osseous tissue to thermal modification. Differentiate thermal fracturing from fracturing associated with other trauma types. Understand the potential preservation requirements of thermally modified bones and teeth.

## 8.4 TAPHONOMY

Understand the stages of human decomposition and their relationship to accrued temperature and insect access and other factors influencing the rate of decomposition.

Be aware of the calculation of the post-mortem interval by means of total body scoring and accumulated degree days (ADD) for surface deposition and water deposition.

Understand the role of other specialists (e.g. forensic pathologists, entomologists, etc.) in the determination of time since death. Be aware of the different approaches that are used in time since death/PMI estimations.

Differentiate between post mortem damage and both peri- and post- mortem trauma to the skeleton. Recognise and interpret taphonomic modification to soft tissue and human bone (e.g. animal scavenging, weathering, erosion, root etching, exposure to water, fire, etc.).

Understand the various techniques of calculating number of individuals present.

Understand the process of bone diagenesis.

Understand the role of taphonomy on body dispersal and how this could influence search strategies.

## 9. IMAGING

Knowledge and appropriate use of different imaging modalities (Photographs, Radiographs, Computed Tomography (CT), MRI, Fluoroscopy etc.) and limitations of these modalities. Ability to interpret skeletal images from each imaging modality.

Knowledge of the limitations of any imaging technique.

## 10. CRANIOFACIAL IDENTIFICATION (SPECIALITY)

The candidate must be competent in craniofacial analysis for both juvenile and adult human remains. This includes the theoretical concepts behind assessment techniques and the ability to apply both morphological and metric techniques which are available for each assessment. Candidates should understand the influences of both population and individual variation on any technique that they use.

## 11. CRANIOFACIAL RECONSTRUCTION/APPROXIMATION, SUPERIMPOSITION AND SKULL REASSEMBLY

Knowledge and application of the most appropriate technique for the assessment of facial appearance (skeletal, soft tissue preservation or partial decomposition), craniofacial superimposition and identification and the reassembly of skull fragments.

Understand the potential techniques that are available for use. Communication of the potential error for any given technique.

Knowledge and operational use of relevant and appropriate equipment and software.

## APPENDIX 2 – 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 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 (Please refer to the forensic anthropology practitioner levels document for the definition of a “Mentor”), an academic supervisor, or an employer (such as a line manager). Please note that it is preferable that your two referees are not from the same institution/organization. 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 within 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 done 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/dig/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 Level I Certified Forensic Anthropologists. 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.



**Application for Certified Forensic Anthropologist  
Level III**

Last name:	
First name:	
Date of Birth:	
RAI membership number:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
E-mail address:	
Current Job Title:	
Work Address:	
Date:	
Signature:	

**REFEREES: Please ensure that your referees have agreed to provide a reference for you**

**Referee 1 (Mentor)**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
E-mail address:	
Current Job Title:	
Relationship to applicant	

**Referee 2 (Academic supervisor or employer)**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
E-mail address:	
Current Job Title:	
Relationship to applicant	

**PART A EDUCATION:**

Include a separate section under Part A for each educational institution you have attended.

Institution	
Years attended	
Degree awarded (including classification)	
Dissertation title (if appropriate)	

Detail the course curriculum studied in broad terms and how this addresses the underpinning theoretical concepts required for Forensic Anthropology.

Write your evidence here...

**PART B POST EDUCATION EXPERIENCE:**

Provide evidence of activities relating to Forensic Anthropology after graduation. This should include putting theory into practice, developing a broader knowledge base including knowledge of the UK criminal justice system and evidence of continual professional development and any voluntary or paid activities involving working with human or combined human and animal remains.

**Putting theory into practice:**

Write your evidence here...

**Developing a broader knowledge base:**

Write your evidence here...

**Continual professional development and how this is developing your skills and understanding in Forensic Anthropology:**

Write your evidence here...

**Voluntary or paid activities involving working with human or combined human and animal remains and how this is developing your skills in Forensic Anthropology. :**

Write your evidence here...

## SUBMISSION

### Supporting documentation supplied with application

Application form

Curriculum vitae

Completed Forensic Anthropology Level III portfolio including documentary evidence

Do You consider yourself to have a disability

Yes  No

If yes please supply supporting documentation

### DECLARATION

I confirm that all of the statements included in this submission are my own work and where this is not the case, it is clearly indicated

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 a certified Forensic Anthropologist level I or a mentor. Both referees must be familiar with your work. 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 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**

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

Appropriate documentation to demonstrate eligibility of this component would be a list of cases or incidences where 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 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.*

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 sit the written and practical professional examinations for FALL.

The 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.

The practical examination will require a physical examination of items covering the practical aspects of the published curriculum.

**Marking guideline:**

<b>Mark</b>	<b>Comments for each answer</b>
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 FA II 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 FA II written examination candidates must obtain a minimum of 18 points, 4 of which must be from section B. The maximum achievable mark is 20 points.

For the FA II practical examination, candidates rotate through 8 workstations. To pass the FA II practical examination, candidates must obtain 35 points - the maximum achievable mark is 40 points.



**Application for Certified Forensic Anthropologist  
Level II**

TICK HERE IF YOUR APPLICATION IS FOR THE CRANIOFACIAL SPECIALITY

Last name:	
First name:	
Date of Birth:	
RAI membership number:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
e-mail address:	
Current Job Title:	
Work Address:	
Date:	
Signature:	

**REFEREES: Please ensure that your referees have agreed to provide a reference for you**

**Referee 1 (Forensic Anthropologist I or Mentor)**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
e-mail address:	
Current Job Title:	
Relationship to applicant	

**Referee 2 (Senior Forensic Anthropologist, Forensic Scientist, Legal or Medical Practitioner, CSM, SIO etc.)**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
E-mail address:	
Current Job Title:	
Relationship to applicant	

**PART A EDUCATION:**

Include a separate section under Part A for each educational institution you have attended.

Institution	
Years attended	
Degree awarded (including classification)	
Dissertation title (if appropriate)	

**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**

Write your evidence here...

**PART B POST EDUCATION EXPERIENCE:**

Provide evidence of activities relating to Forensic Anthropology after graduation. This should include putting theory into practice, developing a broader knowledge base and evidence of continual professional development and training in Forensic Anthropology. In each case documentary evidence must be presented to support your statements.

**Putting theory into practice:**

*Required eligibility component*

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

Write your evidence here...

**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.*

Write your evidence here...

## 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 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.*

You should also provide a list with dates of your CPD courses and conferences

Write your evidence here...

## SUBMISSION

Supporting documentation supplied with application	
Application form	<input type="checkbox"/>
Curriculum vitae	<input type="checkbox"/>
Supporting documentary evidence	<input type="checkbox"/>
Do You consider yourself to have a disability	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please supply supporting documentation	

## DECLARATION

I confirm that all of the statements included in this submission are my own work and where this is not the case, it is clearly indicated

Forensic Anthropology Level I is the highest 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 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. 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 FA I

#### **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 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.

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*

In this first section you should provide:

- (a) A list of the 5 cases to demonstrate your eligibility. At least three of these cases must have been completed within the UK criminal justice systems (Scotland, England and Wales or Northern Ireland) 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 UK 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 3 UK 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 UK criminal justice systems (Scotland, England and Wales, Northern Ireland).



**Application for Certified Forensic Anthropologist  
Level I**

TICK HERE IF YOUR APPLICATION IS FOR THE CRANIOFACIAL SPECIALITY

Last name:	
First name:	
Date of Birth:	
RAI membership number:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
e-mail address:	
Current Job Title:	
Work Address:	
Date:	
Signature:	

**REFEREES: Please ensure that your referees have agreed to provide a reference for you**

**Referee 1 (Forensic Anthropologist I or Mentor)**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
e-mail address:	
Current Job Title:	
Relationship to applicant	

**Referee 2 (Legal Counsel, CSM, SIO etc)**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
E-mail address:	
Current Job Title:	
Relationship to applicant	

**PART A EDUCATION:**

Include a separate section under Part A for each educational institution you have attended.

Institution	
Years attended	
Degree awarded (including classification)	
Dissertation title (if appropriate)	

**Summary of research experience and recent publication output:**

Write your evidence here ...

**PART B OPERATIONAL EXPERIENCE:**

As a senior practitioner you are expected to provide evidence to support your level of practice, demonstrating a broad range of scope in casework, levels of complexity and depth of knowledge of the subject. In each case documentary evidence must be presented to support your statements.

**Putting theory into practice:** A minimum of 5 co-authored or sole authored peer reviewed cases. These cases must demonstrate a broad range of expertise and skills. At least 3 of these cases must have been completed within the UK criminal Justice system.

Write your evidence here ...

**Developing a broader knowledge base:** You should also include for example, evidence of understanding of Health and safety and a demonstrable knowledge of the UK criminal justice system. This can take the form of expert witness training, delivery of expert testimony in court, significant interaction with police or other law enforcement personnel and scene experience.

Write your evidence here ...

**Continual professional development** You should detail how this is developing your skills and understanding in Forensic Anthropology (for example in osteology, human identification, craniofacial anthropology, anatomy, biological anthropology). You should also provide a list with dates of your CPD courses and conferences

Write your evidence here ...

## SUBMISSION

Supporting documentation supplied with application	
Application form	<input type="checkbox"/>
Curriculum vitae	<input type="checkbox"/>
Supporting documentary evidence	<input type="checkbox"/>
Do You consider yourself to have a disability	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please supply supporting documentation	

## DECLARATION

I confirm that all of the statements included in this submission are my own work and where this is not the case, it is clearly indicated

**Guidance on case report submission:**

You should only submit case reports which are not currently undergoing legal proceedings.

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. All reports must be anonymised.

Anonymisation means that all names should be removed from the reports including references to victims, accused 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) also. 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.



### Application for Renewal of Certification

Last name:	
First name:	
Date of Birth:	
RAI membership number:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
e-mail address:	
Current Job Title:	
Work Address:	
Date:	
Signature:	

**REFEREES: Please ensure that your referees have agreed to provide a reference for you**

**Referee 1**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
e-mail address:	
Current Job Title:	
Relationship to applicant	

**Referee 2**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
E-mail address:	
Current Job Title:	
Relationship to applicant	

**Summary of Continual Professional Development (CPD):**

Write your evidence here ...

**Summary of casework activities:**

Write your evidence here ...

**Summary of research activities (for example presentation at conference or research publications):**

Write your evidence here ...

**Summary of other professional activities (for example leadership, training, development):**

Write your evidence here ...

## SUBMISSION

<b>Supporting documentation supplied with application</b>	
Forensic Anthropology Level I	<input type="checkbox"/>
Forensic Anthropology Level II	<input type="checkbox"/>
Forensic Anthropology Level III	<input type="checkbox"/>

<b>Supporting documentation supplied with application</b>	
Application form	<input type="checkbox"/>
Curriculum vitae	<input type="checkbox"/>
Supporting documentary evidence	<input type="checkbox"/>
Do You consider yourself to have a disability	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If yes please supply supporting documentation	

## DECLARATION

I confirm that all of the statements included in this submission are my own work and where this is not the case, it is clearly indicated <input type="checkbox"/>
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