GUIDANCE FOR FA LEVEL I CASE SUBMISSION AND ORAL EXAMINATION

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.