



Diploma in Forensic Human Identification (DipFHID) Regulations, Syllabus and Information for Candidates



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Foreword

The Diploma in Forensic Human Identification (DipFHID) Examination Regulations 2015 apply from 01 January 2016 and cover the DipFHID examination. This document supersedes any previous version.

Notice of future amendments to the Regulations

The DipFHID examination will continue to change to reflect developments in forensic and legal aspects of identification. While every attempt has been made to ensure that this document is accurate, further changes may be implemented over time.

Candidates should refer to the Exams page of the FFLM website (www.fflm.ac.uk/exams) for the most up-to-date information, where any such changes will be detailed. In addition, wherever changes are made, notices will be issued indicating the nature of these changes. In order that candidates are fully briefed about the status of any proposed changes, they are advised to read these notices along with this publication.

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The following Regulations apply to candidates entering the DipFHID examination.

1. Introduction

1.1 Purpose of these Regulations

These Regulations relate to the assessments undertaken by candidates sitting the DipFHID, which may be undertaken by health professionals, scientists, lawyers and others involved in forensic human identification.

1.2 Date of publication

The DipFHID Regulations first came into effect on 01 October 2011. They will change over time. Candidates should ensure that they familiarise themselves with the Regulations current at the time they are taking the DipFHID. The current version will always be downloadable from the FFLM web site. The FFLM will give appropriate advance notice of any change which may have a material effect on candidates to ensure that candidates are not disadvantaged as a result.

1.3 Data protection

The personal data and test data of DipFHID candidates will be stored with the consent forms signed by candidates and processed by the FFLM in accordance with the Data Protection Act 1998. Candidates wishing to exercise their data subject rights under the Act should contact the FFLM's Administration office.

1.4 Test security and copyright

Material relating to DipFHID assessments is confidential, protected by copyright and subject to non-disclosure requirements which candidates must observe. It must not be placed on the World Wide Web, disclosed to or discussed with any unauthorised person in any circumstances, except with the express, written permission of the FFLM. Candidates who are found to have infringed these requirements will be penalised in accordance with the guidance on misconduct in these Regulations.

2. Purpose of the assessment

2.1 The DipFHID is an examination which demonstrates competence in forensic human identification for those graduates who are engaged in medico-legal work involving the investigation of a crime or the action of a legal procedure to identify either the living or the dead. It is open to all with experience of a diverse range of techniques including osteology, anthropometry, DNA profiling, odontology, fingerprints, earprints, facial reconstruction and CCTV profiling, who have completed the **Forensic Human Identification** course run by The Academy of Forensic Medical Sciences. Satisfactory attendance of which is also an entry requirement.

3. Constitutional Framework: Faculty of Forensic & Legal Medicine
 - 3.1 The FFLM has the power under Standing Orders:
 - 3.1.1 to set professional standards for admission to membership of the FFLM; and
 - 3.1.2 to conduct examinations and award qualifications.
 - 3.2 The FFLM has the power to:
 - 3.2.1 determine the terms and conditions of entry to the DipFHID examination. The FFLM reserves the right to refuse admission to the DipFHID examination.
 - 3.3 To maintain the academic quality of the examination, the FFLM and The Academy of Forensic Medical Sciences are jointly responsible for:
 - 3.3.1 appointing examiners with appropriate qualifications and experience;
 - 3.3.2 producing syllabuses for appropriate parts of the examination;
 - 3.3.3 monitoring candidate performance; and
 - 3.3.4 arranging suitable examination facilities.
 - 3.4 In the exercise of these powers and responsibilities, the FFLM will comply and ensure compliance with the requirements of relevant legislation, such as the:
 - 3.4.1 Equality Act 2010;
 - 3.4.2 Race Relations (Amendment) Act 2000;
 - 3.4.3 Disability Discrimination Act 1995;
 - 3.4.4 Special Educational Needs and Disabilities Act 2001;
 - 3.4.5 Employment Equality (Age) Regulations 2006; and
 - 3.4.6 Data Protection Acts 1984 and 1998.
 - 3.5 The FFLM Board believes that equality of opportunity is fundamental to the many and varied ways in which individuals become involved with the FFLM, either as members, members of staff and Officers, as advisors from the medical and related professions, as members of the FFLM's committees or as practitioners in training and examination candidates. Accordingly, it warmly welcomes, and actively seeks to recruit, contributors and applicants from as diverse a population as possible, regardless of race, religion, ethnic origin, disability, age, gender or sexual orientation.
4. Academic Framework: The Aims and Objectives of the DipFHID examination
 - 4.1 It is the aspiration of the FFLM that the DipFHID examination will play a role in the overall educational experience and continuing professional development of persons with an interest in forensic human identification.
 - 4.2 Aim

The aim of the DipFHID examination is to demonstrate those persons who have a detailed understanding and awareness of the broad spectrum of techniques used in forensic human identification.

4.3 Objectives

Successful completion of the DipFHID examination will provide objective demonstration of a detailed knowledge of the field of forensic human identification.

4.4 Assessment methodology

The DipFHID examination includes questions and a dissertation that require an understanding and awareness of the broad spectrum of techniques used in forensic human identification.

4.5 The examination

4.5.1 Aims

The aim of the DipFHID examination is to test the acquisition of a representative sample of forensic human identification knowledge as specified in the published Syllabus for the examination.

5. Mitigating Circumstances

5.1 Mitigating circumstances will **not** result in additional marks being awarded. However, candidates who report mitigating circumstances that are accepted by the FFLM may, under the following Regulations, have the fees for a re-sit waived, and/or be assisted in taking a re-sit.

5.2 The FFLM would normally expect a candidate who believed that their performance was likely to be affected by mitigating circumstances arising **before** an assessment to withdraw from that sitting and re-sit at a later date.

5.3 Where mitigating circumstances arise **during** an assessment, which the candidate believes are having a material, detrimental effect on performance, the candidate would normally be expected to withdraw from the sitting and re-sit at a later date.

5.4 If a candidate decides to proceed with an assessment even though s/he believes that mitigating circumstances are having an effect on performance, then the mitigating circumstances must be reported to the invigilator who will complete a contemporaneous record, which will be signed by the candidate. Candidates reporting mitigating circumstances during an assessment will not normally be allowed any additional time to complete an assessment unless an error of process on the part of the FFLM or test centre has denied them the full time to complete the assessment.

5.5 All reports of mitigating circumstances should be submitted to the FFLM's Administration Office as soon as the circumstances arise or as soon as possible thereafter and no later than 48 hours after the assessment takes place. The only exception is where the candidate was unaware of the mitigating circumstances at the time of the assessment. An email giving written evidence of the mitigating circumstances must be provided to the FFLM.

- 5.6 Mitigating circumstances for reasons of illness must be stated in an email and evidenced in the form of a medical certificate, whose scanned copy can be sent electronically.
- 5.7 Where mitigating circumstances arise that affect all candidates, the invigilator supervising the assessment will be responsible for deciding what action to take and will provide a written report to the Chief Examiner.
- 5.8 No report of mitigating circumstances, submitted after the publication of results, will be considered unless the candidate can provide compelling and independent evidence that s/he was unable, for whatever reason, to make the FFLM aware of them at an earlier stage.
- 5.9 All reports of mitigating circumstances will be considered by the Chief Examiner or a nominated deputy, who may consult others as they see fit. Records of any mitigating circumstances submitted in respect of other assessments may be used to inform the decision-making process.
- 5.10 If an application for mitigating circumstances is refused, the candidate may complain to the Faculty using the complaints procedure contained in these Regulations (10).

6. Special Arrangements

6.1 Disability

- 6.11 Reasonable adjustments will be made to assessment procedures where necessary to meet the needs of individuals who have a disability as defined by the Equality Act 2010. These adjustments will not entail the lowering of standards of assessment.
- 6.12 Candidates who would like special arrangements to be made to assist them when taking the DipFHID must inform the FFLM of their disability **when they apply to sit the assessments** and must complete the disability declaration form. Evidence of the disability will be required. For dyslexic candidates, for instance, a report from an educational psychologist will be required. It is important to note that the report cannot be older than three years and needs to specify what assistance is necessary (e.g. extra time, larger font, different colour paper etc.). Failure to include this information at the time of application may affect the arrangements that can be put in place in time for the examination.
- 6.13 Each case will be separately assessed by the Chief Examiner or a nominated deputy. Candidates will be informed in writing whether or not adjustments to assessment procedures will be made to meet their needs.

6.2 Pregnancy

- 6.2.1 Candidates should ensure that they arrange to take an assessment some time before or after their due date.
- 6.2.2 If a candidate has booked a sitting of the exam and subsequently develops pregnancy-related problems or illness close to the date of the assessment, or

is in sufficient discomfort on the day of the assessment for her to believe that her condition will have a detrimental effect on performance, she should withdraw from the sitting and, as soon as possible thereafter submit a medical certificate to the FFLM Administration office. In these circumstances and at the discretion of the FFLM, no fee will be payable when the candidate next applies for that examination.

7. DipFHID examination

7.1 The format

- 7.1.1 The DipFHID examination consists of two papers. Candidates have three hours to finish paper one, which is a short-answer-question (SAQ) paper divided into two sections. Section A consists of five compulsory questions on the topics of process management, living persons and the non-skeletalised deceased (two questions), the human skeleton and legal issues. Section B consists of 10 questions covering a broad range of the syllabus, of which five must be answered.
- 7.1.2 Candidates have one and a half hour to finish paper two, which consists of eight case histories with structured questions. Two of those case histories must be attempted. Candidates will be allowed 10 minutes before the start of the examination to read through paper two's questions.
- 7.1.3 Candidates must achieve an overall pass in both papers to be admitted to the dissertation section. Candidates who fail the examination twice will be required to retake the course before they are allowed to apply for the examination again.
- 7.1.4 Candidates who fail to submit their dissertation within five years of passing the examination must retake it.
- 7.1.5 The marking system for the DipFHID examination is clearly stated on the question papers.

7.2 How to complete the DipFHID examination answer sheets

- 7.2.1 The question papers will be printed to include candidate numbers and space for the answers. Candidates must ensure that their candidate number matches the one issued at the time of application.
- 7.2.2 Extra sheets paper will be provided if necessary. Candidates are asked to write their candidate number and the question number (s) on them.

7.3 Entry requirements

- 7.3.1 Candidates must normally hold an appropriate university degree and it is desirable, although not essential, to have had experience of forensic human identification.
- 7.3.2 Candidates may also be admitted to the examination if they are in an appropriate profession which involves human identification, such as a senior police officer or forensic technician.
- 7.3.3 Individuals accepted to attend the course, following appropriate consideration by the course coordinator, will be deemed as suitable for entry for the examination.

7.3.4 Candidates **must** have completed the course of lectures in Forensic Human Identification, which is offered by the Academy of Forensic Medical Sciences.

7.3.5 Notice of the Certificate of Attendance, which is issued on satisfactory completion of the course, must be received by the FFLM before the candidate can be admitted to the examination. The FFLM may ask candidates for evidence of that upon receiving their application.

7.4 Exemptions

There are no exemptions.

7.5 How to enter the DipFHID examination

7.5.1 Candidates can apply for the DipFHID examination by completing and submitting the application form available on the FFLM website www.fflm.ac.uk/exams and paying the appropriate fee.

7.5.2 It is the responsibility of the candidate to ensure that their application is completed by the required closing date. Incomplete or late applications will not be accepted unless this was caused by exceptional circumstances.

7.5.3 Paper applications will **not** be accepted.

7.6 Fees

Details of fees, which are subject to annual revision, dates and opening and closing dates for applications are available on the Exams page of the FFLM website: www.fflm.ac.uk/exams.

7.7 Visas

7.7.1 The FFLM Office is aware of the difficulties encountered by some candidates in obtaining visas in sufficient time to attend the DipFHID examination in the UK. If a candidate requires a visa to sit an examination in the UK, it is the responsibility of the candidate to ensure that the visa application is made in sufficient time before the examination date for which it has been sought. A refund will not be given if a candidate is unable to attend the exam as a result of visa-related problems.

7.7.2 DipFHID Visa Statement for candidates visiting the UK:

- (a) If you are applying from a country where the processing of visas is known to take some time, we encourage you to apply early.
- (b) Please let us know, when you apply, that you need examination entry confirmation and we will send you a formal letter, which can be used to apply for your visa.

7.8 It is ultimately the candidate's responsibility to ensure that they can meet the requirements concerning entry to the UK for attendance at the DipFHID examination. This is a matter over which the FFLM has no control and can accept no responsibility. We therefore ask each candidate to consider carefully whether there is a possibility of having their visa application rejected or not processed in time as we will not refund fees due to visa refusals.

7.9 Applying for the exam

Please apply for the exam using the link provided on the Exams page of the FFLM website: www.fflm.ac.uk/exams.

7.10 Payments

7.10.1 The preferred payment method is online, by credit/debit card or PayPal account, using the link provided in the Exams page of the FFLM website. Alternative methods are also possible. Please email forensic.medicine@fflm.ac.uk for details.

7.10.2 A candidate's application is only processed once his/her complete application form and payment are received.

7.11 Names

7.11.1 Candidates will be required to provide photo identification at the time of sitting the examination. The only means accepted are normally a passport, driving licence or National Identity Card.

7.11.2 Entries may not be accepted if there is any discrepancy in the spelling, order or number of names given in their identification document.

7.11.3 It is the candidate's responsibility to resolve any discrepancies, including the expansion of initials, by obtaining a statement from the issuing authority certifying that the candidate, in his or her full and correct name, is the same person as that named on the diploma.

7.11.4 Candidates who change their names by marriage or deed poll must submit authenticated documentary proof of this if they wish to be admitted to the examination in their new names.

7.11.5 Names are phonetically translated into English from some languages and this can lead to spelling variations. Some candidates are inconsistent in the spelling of such translations and must realise that this does not allow accurate identification and is not acceptable to the Faculty of Forensic & Legal Medicine. Candidates should ensure that the spelling of their name is consistent on all documents submitted.

7.11.6 The records of the Faculty of Forensic & Legal Medicine will show a first name followed by the family name. For example, Alan Smith. Correspondence will be addressed using the candidate's title followed by his/her first name and then the family name as it appears on the candidate's diploma of medical qualification, for example, Dr Alan Smith.

7.12 Centres

The DipFHID examination may be held anywhere in the UK but normally takes place in Central London. Candidates should refer to the Exams page of the FFLM website (www.fflm.ac.uk/exams/DipFHID) for the most up-to-date information.

7.13 Withdrawal from the examination and refund of fees

7.13.1 Notice of withdrawal from the examination must be given in writing, by email, to the Administration Office. Candidates are asked to quote their FFLM candidate number (if known), full name and date of birth in their withdrawal notice to allow Faculty staff to easily identify them.

- 7.13.2 Only written requests to withdraw will be accepted as official withdrawal requests.
- 7.13.3 In no circumstances can examination applications or fees be transferred from one examination session to another.
- 7.13.4 Candidates who submit their withdrawal request on or before the closing date will be refunded 90% of the fee. Where possible this refund will be paid in the same way as the original payment was made. Refunds will not be made where candidates submit their withdrawal request after the closing date unless there are circumstances deemed exceptional, which can be substantiated. Further, such requests (accompanied by supporting evidence) must be submitted within four weeks from the examination date if they are to be considered. Decisions on these cases will be made by the Chief Examiner in consultation with the Chief Examiner's Committee whose decision is final. If exceptional circumstances are accepted, the candidate will be refunded 90% of the fee paid.

7.14 Number of attempts

- 7.14.1 Candidates can apply and sit the DipFHID examination as many times as required. However, please note that if a candidate fails the examination component twice, he/she will need to retake the course.

7.15 After the DipFHID examination

7.15.1 Review of the examination

- (a) Results are released when the Chief Examiner and the Academic Dean of the FFLM and the Academy of Forensic Medical Sciences are satisfied that the examination was conducted appropriately and in accordance with the procedures of the Faculty of Forensic & Legal Medicine.
- (b) The Academy of Forensic Medical Sciences considers each question in the DipFHID prior to its appearance in the examination and reviews the question's performance after every examination, as well as reviewing the examination as a whole.

7.15.2 Results

- (a) Results will be published on the website within four weeks of the date of the examination. Confirmation and details of results will be emailed within a further three weeks. Results cannot be collected from FFLM or given over the telephone.
- (b) The FFLM candidate numbers and results of all candidates, both passes and fails, will be published in the Exams page of the FFLM website (www.fflm.ac.uk/exams/DipFHID). Candidates will not be identified by name. Candidates are advised to take careful note of their candidate number upon receipt of their admission document.
- (c) Candidates should notify the FFLM of any change of email address as soon as possible. Please note that **personal** email addresses, rather than work ones, are preferred, as these change less often.

7.15.3 Pass result

Candidates passing the DipFHID examination may proceed to the dissertation. A choice of titles and information on how to submit dissertations will be sent to

successful candidates after results have been published. The successful result is valid for **five years**.

7.15.4 Fail result

A candidate not achieving the pass mark in the DipFHID examination will be deemed to have failed the examination and will not be allowed to proceed to the dissertation.

7.15.5 Queries on results

- (a) Candidates may request that their answer sheets are re-marked. There is a charge of £150.00 per paper for this service. This charge will be refunded if an error is identified.
- (b) Requests for the re-marking of answer sheets should be addressed in writing to the Chief Examiner, via forensic.medicine@fflm.ac.uk, and must be received within six weeks of the publication of results.
- (c) Candidates are reminded that their answer sheets are held for one year only.

8. Attendance at, and conduct during, the DipFHID examinations

8.1 Candidates presenting themselves for the DipFHID examination must have complied fully with all admission requirements.

8.2 Candidates are warned that any breach of DipFHID examination Rules and Regulations will result in severe penalties, including the risk that the relevant Examining Board will permanently debar the candidate from taking any further FFLM examinations.

8.3 Candidates should note that, owing to issues of heightened security, the examination start times might vary. Consequently, candidates are advised not to make travel plans that could be jeopardised if the examination starts late or is interrupted. The DipFHID examination normally starts at 10:00 (UK time). Candidates have until 13:00 to finish Paper 1. Paper two normally starts at 14:00 and candidates have until 15:30 to finish it.

8.4 Monitoring candidate behaviour

8.4.1 Candidates are advised that the DipFHID Chief Examiner's Committee may employ various systems to identify those candidates who attempt to copy, collude or perform some other act that may be regarded as academic misconduct in DipFHID examinations. Set out below is an update on the system that is currently in use in RCP examinations which the Faculty may use and an explanation of what the Faculty would intend to do with the information it collects.

8.4.2 The Anomaly Monitoring System (AMS) seeks to detect instances of copying or collusion by looking for anomalous patterns of responses by candidates, the answers of one candidate being more similar to those of another candidate than would be expected by chance alone. There are many different combinations of answers by which candidates can achieve a particular score. If two candidates have an unusually high number of exactly the same answers

then this may be regarded as an anomaly. AMS systematically considers all possible pairs of candidates and looks at the similarity of their answers.

- 8.4.3 In comparing candidate responses, the AMS programme takes into account the expected number of answers in common, relative to the candidate's performance on the assessment.
- 8.4.4 Candidates should note that in doing this:
- (a) the programme does not know the centre at which candidates are sitting the exam; and
 - (b) the programme does not know the seating plan of the candidates at the centre.
- 8.4.5 The programme is therefore inherently conservative in its detection of anomalous candidates. If a pair (or group) of candidates is identified as having an unusually high proportion of similar answers then a further independent investigation is carried out looking at the centre where the candidates sat, the seating plan and any other information that may be provided by the invigilators and staff administering the examination. Should it be agreed that the matter requires full investigation the candidates concerned will be contacted and asked to attend an interview.
- 8.4.6 The DipFHID Chief Examiner's Committee is fully aware that candidates could be implicated in an act of academic misconduct through the conduct of others. In order to avoid such allegations being levied, candidates identified at one sitting to be part of an anomalous pair may be requested to sit in specific locations in the examination hall at the next sitting. There will be no assumption of guilt in making this request; it is simply a pre-emptive measure.
- 8.4.7 AMS is one tool that the DipFHID Chief Examiner's Committee may use to monitor candidate behaviour in the DipFHID examinations.

8.5 Examination Rules and Regulations

- 8.5.1 Any infringement of the following Rules and Regulations may be reported to the Academic Dean, Administration Office for consideration by the Board.
- 8.5.2 Candidates are advised to allow for any transport delays when planning their time of arrival at the examination hall as, for security reasons, and to avoid disruption to other candidates, we cannot guarantee that they will be permitted to enter the examination hall after the start of the examination.
- 8.5.3 Candidates should assemble outside the examination hall at least 30 minutes before the start of the examination and should not enter until instructed by the invigilator(s).
- 8.5.4 Candidates will not be admitted to any paper if they arrive more than 30 minutes after the examination has started, unless in exceptional circumstances with the express permission of the invigilator(s).
- 8.5.5 Identification documents are checked during the examination, soon after the start. Admission to the examination will be at the discretion of the invigilator(s). The FFLM observes sensitivity in the visual identification of candidates, but advance notice should be given by candidates of any anticipated difficulties.
- 8.5.6 Candidates must not bring into the examination hall any papers, bags, calculators, mobile phones, pagers, PDAs (or any electronic audio or communication device), textbooks or documents, or items of any kind other than those specifically allowed for that particular examination and previously notified to them. The possession of calculators, mobile phones, pagers,

personal stereos or electronic wrist watches or any other such devices that are audible, make calculations, store information or can be used for communication in the examination venue is strictly forbidden. Any unauthorised material will be confiscated and a report detailing the incident and identifying the candidate will be submitted to the Chief Examiner.

- 8.5.7 Where examination halls do not have secure areas to store personal items, any coats, bags or other item(s) brought into the examination hall should be deposited as directed by the invigilator(s). Electronic items must be deactivated and placed away from the candidate's desk.
- 8.5.8 With prior approval (via submission of special need requirements at the time of application), candidates may bring into the examination hall aids that will enable them to remedy a disability e.g. of sight and/or hearing.
- 8.5.9 If a candidate has unwittingly brought any unauthorised paper or item into the examination hall, this should be handed to the invigilator(s) before the examination starts or at the earliest possible opportunity thereafter.
- 8.5.10 Question papers are individually numbered (with candidate numbers) in the top right-hand corner. Candidates must sit at the desk where the question paper is marked with their candidate number.
- 8.5.11 Candidates must not start reading or answering the examination questions until the start of the examination is announced by the invigilator(s).
- 8.5.12 Candidates must use only the stationery approved by the FFLM. Any rough work must be completed on the approved stationery and handed in with the completed papers.
- 8.5.13 Candidates must comply with all instructions given to them by invigilator(s). Such instructions may include the instruction to leave the examination hall and not to return during the period of the examination. It is the duty of a candidate to comply with an invigilator's instruction even if they judge the instruction to be unreasonable (there is the right of appeal if a candidate considers that the invigilator has not acted in accordance with these Regulations).
- 8.5.14 Whilst in the examination hall, a candidate must not attempt to read the work of any other candidate or communicate in any way with any other candidate or any other person without the express permission of the invigilator.
- 8.5.15 Where an invigilator suspects a candidate or candidates of infringing FFLM examination Regulations/examination hall rules he/she shall:
- (a) confiscate any unauthorised material in the possession of the candidate;
 - (b) endorse the front cover of the candidate's script with a note of the time when the alleged infringement was discovered. In cases of suspected collusion, invigilators should endorse the script of each candidate suspected of being involved. Wherever possible an invigilator will invite another invigilator to act as witness by countersigning the endorsement;
 - (c) allow the candidates in question to continue the examination;
 - (d) inform the candidate(s) in question at the end of the examination that a written report of the incident will be submitted to the Chief Examiner; and
 - (e) prepare within three working days a written report on the alleged incident and send it with any confiscated materials to the FFLM Administration Office.

- 8.5.16 Any invigilator or examiner present is empowered to refuse to allow a candidate to continue with the examination on grounds of misconduct. Ejection from the examination hall should normally take place only in the event of a candidate's conduct causing disruption to other candidates.
- 8.5.17 Candidates who wish to attract the attention of the invigilator(s) during the examination should do so by raising a hand.
- 8.5.18 Candidates should bring to the attention of the invigilator any factor (e.g. distracting noise) that is adversely affecting them during the examination. Where necessary they should communicate the same in writing to the Chief Examiner DipFHID at the Administration Office immediately following the examination concerned.
- 8.5.19 Once admitted to each part of the examination, candidates must stay for the full duration of each paper. Candidates may not leave the examination hall as a result of finishing the examination paper early. Those who attempt to do so will be deemed to have breached the examination Regulations.
- 8.5.20 Candidates must not leave the examination hall temporarily, during the period of the examination, unless given express permission by the invigilator(s) to do so. If such permission is given, they must not attempt to contact any other person or consult any material relating to the examination whilst outside the examination hall. They should report to the invigilator(s) on returning to the examination hall.
- 8.5.21 Candidates may not temporarily leave the examination hall during the first 30 minutes of any paper or in the 10 minutes before the scheduled end of each paper.
- 8.5.22 Candidates should stop writing when instructed to do so and remain in their seats in silence while papers, empty answer books, continuation sheets or other papers are collected.
- 8.5.23 Candidates should not remove from the examination hall any papers or examination materials. Question papers or any part of them, or any individual questions, must not be copied or removed from the examination hall. All FFLM examination questions are confidential and are copyrighted by the FFLM. A candidate may not communicate any question or part of a question to any other person or organisation. To do so would be a serious breach of copyright and of these Regulations, and Misconduct Procedures may be invoked.
- 8.5.24 When authorised to do so by the invigilator(s), candidates should leave the examination hall in an orderly manner.
- 8.5.25 Smoking is not permitted in any part of an FFLM examination centre.
- 8.5.26 Candidates are asked to note that any allegation of academic or professional misconduct that is sustained against a candidate is likely to be reported to employers, sponsors and relevant professional bodies, such as the GMC, GDC, NMC and HCPC. Candidates should note that if any information comes to light at a later stage that indicates that examination Regulations have been breached, the FFLM reserves the right to invoke the Misconduct Procedures retrospectively.

8.6 Award of the DipFHID Qualification

Successful dissertation candidates will receive an email confirming that they were awarded the DipFHID certificate. Subsequently they will be contacted about membership opportunities and will be offered the choice to either receive their Diploma

Certificate by email or to have the Diploma formally presented at the next FFLM Annual General meeting, which normally takes place in May each year.

The full name of each successful candidate will appear on the list of DipFHID diplomates on the FFLM website (www.fflm.ac.uk), accessible by members of the general public. The names will appear in alphabetical order of surname. The information will be strictly limited to the full name of the diplomate and the date the diploma was awarded.

9. Appeals

9.1 An Appeal to the FFLM is open to a candidate if s/he is not satisfied with the decision of their exam result.

9.2 The following conditions apply:

- (a) The appeal must be received within 28 days of the candidate being notified of the examination result or the feedback or reviewing report;
- (b) The appellant shall set out in writing the detailed grounds on which the appeal is made to the FFLM office;
- (c) All the supporting evidence (for example, medical certificate, supporting statement from other candidates) must accompany the appeal submission.

9.3 The Appeal Tribunal is a working group of the Academic Committee. An appeal may be rejected by the Chief Examiner without selecting the Appeal Tribunal for any of the following reasons, or if it is judged to be vexatious or frivolous, without further recourse to the appeals procedures:

- 9.3.1 The candidate did not understand or was not aware of the published examination regulations.
- 9.3.2 The appeal is on grounds that poor syllabus information affected performance. In such circumstances a candidate should submit a complaint (12).
- 9.3.3 That no contemporaneous, independent, medical or other evidence has been submitted to support an application that academic performance was adversely affected by factors such as ill health.
- 9.3.4 The candidate was not aware of the procedures for presenting mitigating circumstances as detailed in regulation 6. These extenuating circumstances include health or other problems, or difficulties with the running of the programme or way in which the assessment was conducted.
- 9.3.5 No valid reason, i.e., circumstances beyond a candidate's control, has been submitted as explanation for not submitting extenuating circumstances to the attention of the Chief Examiner's Committee before it met.
- 9.3.6 The appeal concerns a long-standing health problem, which the student was aware of when applying for the exam.
- 9.3.7 The candidate was subject to a disturbance or illness during an examination and that there is no valid reason for it not to have been brought to the attention of the Chief Examiner's Committee before it met (6.5).

9.4 The appeal process could be of two sorts:

- (a) A document review – The Written Evaluation; or
- (b) An oral hearing and document review –The Oral Hearing.

The candidate is required to select which option he/she wishes to use.

9.5 The Written Evaluation

9.5.1. Personnel of the Academic Tribunal:

- (a) The Academic Dean;
- (b) The Chief Examiner;
- (c) A member of the Academic Committee or Faculty Board who has not been directly involved in the candidate's examination.

9.5.2 Process:

- (a) All documentation submitted by the candidate will be considered. Written evidence will be required from the examiners involved. Any contributory information, which would assist the Tribunal in resolving the Appeal, will also be sought.
- (b) The Chief Examiner will inform the candidate as to the likely date by when a decision might be expected if it is to exceed 10 days of the deliberation.
- (c) The Chairman of the Appeal Tribunal will communicate the outcome of the appeal in writing to the candidate.

9.6 The Oral Hearing.

All written evidence to be considered would be required at the time of the submission of the request for an appeal and any late evidence is to be presented no later than 14 days in advance of the hearing.

9.6.1 Personnel:

- (a) The candidate is required to present his/her case in person and can be accompanied by a friend or adviser should s/he so wish;
- (b) The Appeal Tribunal will consist of three members, whose names are to be communicated to the appellant 14 days in advance to ensure they have no objections. Otherwise the candidate can opt for a second chairman and two others.
NB. Should the appellant choose this option then a second, six-week time frame applies from the date that the Registrar is notified of the appellant's decision.
- (c) A note-taker will be designated for the session.
- (d) A summary will be agreed by the members of the Appeal Tribunal and the appellant.

10. Compliance with diversity legislation

- 10.1 The FFLM is committed to promoting and developing equality and diversity in all its work. It aims to have policies and ways of working that are fair to all individuals and groups. The FFLM has an equal opportunities policy.
- 10.2 FFLM examiners are trained in equal opportunities.
- 10.3 The FFLM collects data on all applicants and analyses all results in relation to equal opportunities monitoring variables.
- 10.4 The FFLM will consider special arrangements for candidates with disabilities taking the examination.

11. Complaints

Complaints should be made in writing and addressed to the Chief Examiner at forensic.medicine@fflm.ac.uk. Complainants should expect a written acknowledgement from the Chief Examiner within 21 days.

12. Academic misconduct

Information in respect of academic misconduct may be obtained by contacting the Academic Dean, FFLM Administration Office.

13. Language Requirements

- 13.1 The DipFHID examination is conducted in English.
- 13.2 The Faculty of Forensic & Legal Medicine advises candidates that in order to be sufficiently prepared to sit the DipFHID examination, their English language ability should be equivalent to IELTS Level 7 in each module. However, candidates do not need to have taken IELTS, the assessment of the Professional and Linguistic Assessments Board (PLAB), or any other language examination, to sit the DipFHID examination.
- 13.3 The DipFHID cannot be used as demonstrating competency in the English language, for which PLAB is necessary before doctors can obtain Limited Registration with the GMC. Full details are available from:

PLAB Test Section
General Medical Council
Regent's Place
350 Euston Road
London NW1 3JN

Tel: +44(0)845 357 3456
Email: registrationhelp@gmc-uk.org

For further information please refer to the GMC website (www.gmc-uk.org).

14. Preparation for the DipFHID examination

14.1 The Forensic Human Identification course, run by The Academy of Forensic Medical Sciences, as well as satisfactory attendance, are the main criteria to be met before a candidate may be eligible to apply for the DipFHID examination.

14.2 There is a published syllabus for the DipFHID examination on the next page.

14.3 A suggested reading list is available from the FFLM website – www.fflm.ac.uk/exams/DipFHID.

15. Syllabus for DipFHID examination

Foreword

This syllabus outlines the areas of knowledge and understanding covered in the DipFHID examination.

Candidates will be expected to have a theoretical knowledge of the basic facts and principles of all forms of medico-legal human identification techniques and the reasons for the form of those processes. Topics to be covered for the examination include:

1. Process management. Candidates must understand and be able to describe:
 - a) operating procedures for identification including scientific methods of investigation;
 - b) operating procedures in the investigation of multiple deaths with particular reference to catastrophes and mass graves and including the usage of databases for missing persons;
 - c) all types of documentation used in the investigative process and chain of evidence; property in detail.

2. Living persons and the non-skeletonised deceased. Candidates must be able to describe and discuss:
 - a) DNA methodology in identification;
 - b) odontology procedures;
 - c) fingerprint procedures;
 - d) voice recognition techniques;
 - e) ear print techniques;
 - f) the use of photographs and other images such as CCTV to establish identification; including principles of gait analysis and height assessment techniques;
 - g) Forensic podiatry;
 - h) Bertillonage;
 - i) radiography techniques;
 - j) age assessment;
 - k) analysis of hair and other samples such as fingernails;
 - l) the use of witness reports;
 - m) the psychology of recognition and the effectiveness of Identity Parades;
 - n) the use of scars, tattoos, birthmarks and other visual clues, such as missing limbs, eye colour etc. for identification;
 - o) the use of personal property such as clothing, jewellery and other possessions to assist identification;
 - p) specimen sampling;
 - q) familial trends and racial characteristics;
 - r) the use of histology;
 - s) the interpretation of pathology and data from post mortem reports;

- t) normal decomposition processes including mummification and adipocere;
- u) identification of an individual from consideration of toxicology;
- v) identification in relation to the effects of modification of the cadaver by water, burning, mutilation, embalming;
- w) sexing.

3. Human skeleton. Candidates must be able to describe and discuss:

- a) osteology;
- b) human tooth and bone morphology;
- c) bone and teeth identification;
- d) age assessments from teeth;
- e) sexing;
- f) the use of personal property such as clothing, jewellery and other possessions to assist identification;
- g) racial characteristics.

4. Legal aspects and other issues. Candidates must have a good understanding and be able to discuss accurately the important issues, relevant to forensic human identification, concerning:

- a) UK legal systems and international law;
- b) the responsibilities of Coroners and Procurators Fiscal;
- c) death rites;
- d) repatriation to and from the UK;
- e) Human Rights legislation;
- f) Data Protection legislation;
- g) inquests;
- h) crime scenes;
- i) medical and dental records;
- j) confidentiality and access;
- k) casualty bureau;
- l) missing persons;
- m) paternity;
- n) Interpol;
- o) professional press releases;
- p) the impact of information technology.