



In interpretation of and as amendment of the Articles of Society the following Examination Regulations have been passed:

EXAMINATION REGULATIONS

Article 1 Purpose of Examination

- (1) The forensic examination of writing deals with written products of all kinds for the purpose of establishing their genuineness or falseness and for the purpose of identifying the author and/or the production technique and the means used for this purpose, such findings being intended to serve jurisdiction.

Examinations are possible in particular in the following specialised areas:

- examination of handwritings
- examination of writing produced by technical means
- special examinations of materials.

- (2) The candidate shall undergo the examination to ascertain whether he/she has comprehensively acquired the specialized knowledge required to practice the profession of a forensic expert for the examination of writing and to compile appropriate expert reports. The Examinations are conducted as required. The candidate may choose to take the examination either in German or English.

- (3) For extending the ordinary membership an examination as per Article 1 is as a rule not required. For the extension of the membership, the information provided by the member on the number of submitted reports, type and duration of continuing education and the results of the proficiency tests from the previous 5 years are sufficient in the first instance. Based on the information submitted with the request for extension, the Board may decide that an examination is required.

Article 2 Use of the Professional Title

If the examination has been passed and the candidate has been admitted to the Society, the President of the Society shall award the title „Expert on Forensic Examination of Writing (GFS)“ or „Expert on Forensic Document Examination (GFS)“. The special field/s of work in which the candidate has proven his ability may be mentioned.

Article 3 The Examining Board

- (1) In compliance with Article 11 of the Articles of the Society, the Examining Board shall consist of three ordinary members or senators, who are elected by the Meeting of Members for a period of two years, and of whom one shall be appointed Chairperson of the Examining Board. A maximum of one member of the Examining Board may be a Board-member of the Society.
- (2) The Examining Board may, with the consent of the Board of the Society, consult proven experts in examinations on special areas of work.

Article 4 Admission to Examinations

- (1) If a person has been recommended for membership by at least two ordinary members, that person shall as a rule undergo an examination in compliance with Article 4 Paragraph 2 of the Articles of Association, in order to prove the required professional ability.
- (2) The Board of the Society and the Examining Board decides according to Article 4 Paragraph 2 of the Articles of Association on the question of admission to the examination. If an examination is required in the context of the extension of the ordinary membership, guarantors are not required.
- (3) To be admitted to an examination, the candidate must satisfy the following requirements:
 1. prove that he/she has had special education in the field of the forensic examination of writing and/or documents,
 2. be able to work in a practical manner with the equipment and facilities required for his professional activities,
 3. have suitable personal aptitudes,
 4. have his/her financial situation in order.

Article 5 Written Part of the Examination

- (1) The written part of the examination comprises of three examination tests. The first test is a practical task from the special field for which the candidate has applied. In the second test, the candidate must analyse an actual case and produce a complete expert's report. The third part tests the general and specialised knowledge in the respective special field in compliance with the Admission Rules for the public admission and swearing-in of writing experts.
- (2) If the candidate seeks recognition in other special fields, three examination papers must be written for each of those fields.
- (3) For the first practical examination test, the candidate is allowed eight hours as a rule, for the expert's report two times eight (16) hours as a rule, and for the third test four hours.

Article 6 Oral Part of the Examination

- (1) As a rule, the oral examination shall last 60 minutes and for each other special field approx. 30 minutes.
- (2) The subjects of the oral examination shall be, in particular:
 - the scientific fundamentals of the forensic examination of writing and/or documents,
 - general physical/technical methods of document examination,
 - special methods and techniques of forensic examination of writing and/or documents in the special field chosen,
 - the practical aspects of compiling experts' reports,
 - the law pertaining to experts.

Article 7 Examination Results

- (1) The results of the Examination shall be „passed“ or „not passed“.
- (2) A record is to be kept of the process of the examination, showing the subjects and the results of the examination.

Article 8 Withdrawal and Cheating

- (1) If the candidate withdraws from the examination before the first examination test, the fees paid shall be reimbursed after deduction of any costs incurred by the Society.
- (2) If the candidate withdraws from the examination after this point in time, provided that the reason for withdrawal is not an event of „force majeure“, the examination shall be regarded as „not passed“. In such a case, the candidate has no claim for reimbursement of the examination fees.
- (3) If the candidate attempts to influence the results of the examination by cheating or by using impermissible means, the examination shall be regarded as „not passed“.

Article 9 Repeating the Examination

Whoever does not pass the examination may repeat it only once, however not before one year has elapsed.

Article 10 Examination Fees

- (1) The examination fees for the first examination and for a repeat examination are:
 - for one special subject: € 1.000,-
 - for each further special subject: € 600,-.
- (2) For a re-examination, the incurred costs have to be paid.
- (3) Examination fees are to be remitted to the account of the Society before the examination.

Article 11 Place and Date of Examination

The place of the examination and the date of the oral examination shall be determined by the Chairperson of the Examining Board.

Article 12 Examination Certificate

A certificate is awarded for a passed examination, signed by the President of the Society and the Chairperson of the Examining Board.

Article 13 Waiving of an Examination

- (1) The Examining Board may waive a written examination according to Article 5, if there appears to be no need for it after presentation of written documents of the applicant (publications, probationary expert reports).
- (2) Instead of a formal oral examination according to Article 6 an admission conversation may be conducted, preferably in the course of a congress or a meeting of the Society and serving the purpose of Article 1.
- (3) When a written examination is waived the examination fee is fixed to € 300,00 for one special subject and € 200,00 for each further special subject, deviant from Article 10.

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