



# Standard Practice for Reporting Results of Handwriting Analysis

## 1. Scope

- 1.1 This standard covers the scope of information to be contained in formal written reports. Such reports express the opinions of the handwriting analyst with respect to the examination of items that may reasonably be expected to be the subject of a personality profile.

## 2. Referenced Documents:

- 2.1 *AHAF Standards:*
- 2.2 *Other Documents:*
  - 2.2.1 AHAF Sample Report Formats

## 3. Significance and Use

- 3.1 This standard establishes those elements of the analysts report that will make the report understandable and useful to the recipient.

## 4. Report Content

- 4.1 This standard does not specify report format. However, the following information should be included in the report:
  - 4.1.1 *Descriptive Information*—The following information should be contained within the report, preferably in the introduction:
    - 4.1.2 Date the report was prepared and subject name or identifying number if the analyst uses a numbering system.
    - 4.1.3 Name, address, and affiliation of all person(s) whose professional opinions were relied upon for the report.
    - 4.1.4 A description of the item that was analyzed, such as an employment application, a personal letter, or an essay written for the purpose of analysis.
    - 4.1.5 A description of the scope of the examination undertaken for which the report is prepared. This may be an analysis for pre-employment screening, relationship compatibility, parent/child, custody issue, personal growth, etc.
  - 4.2 *Pertinent Facts:*
    - 4.2.1 Identify any facts and data that were relied upon in creating the personality profile. For example, it should be noted if the writer had was experiencing any known physical or emotional issues that might impact the handwriting sample.
  - 4.3. *Opinions and Conclusions*
    - 4.3.1 The report contains the opinions and conclusions of the analyst concerning the specific purpose for which s/he was engaged.
    - 4.3.2 The report contains the logic and reasoning of the expert by which his/her conclusions were reached.
  - 4.4. *Signature:*
    - 4.4.1 The analyst signs the report, along with any other party who has contributed to it.
    - 4.4.2 The analyst's qualifications may be appended to the report, if requested.

4.5 *Formats*

4.5.1 The report format is determined by the analyst. See AHAF sample report formats.

4.6 *Content*

4.6.1 Regardless of format, the report should be organized logically by sub-topics, such as Social Style, Thinking Style, Ego Strength, etc., although it is not necessary to have subheadings unless desired.

4.6.2 The report should follow a standard business style, using a commonly accepted font type and size such as Times New Roman or Arial 12 point.

4.6.3 The final report should be read with a critical eye for typographical errors and jargon, and to ensure that it makes sense and answers the presenting question.