HCDI Certified Indexer

Level 2

Expanded study text and illustrated case workbook

English edition 1.0

22 October 2026

Based on the HCDI Certification Curriculum pilot. Approved by the Director on 22 October 2026. This book is not an HCDI-issued credential, and reading it confers no credential or engagement authority. All Methodology Protected units are reference-only.

Text edition. The PDF was typeset from the book's text rather than exported from the approved Word file, and its figures were drawn for this edition from the book's own words. It stands until the corrected book replaces it.

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Purpose and scope

This book develops the public teaching content in the supplied pilot through explanation, source case studies, original fictional exercises, tables and conceptual figures. It retains the source chapter and unit order. Its purpose is to help a reader distinguish an observed fact, an interpretation and an authorised act. Reading or completing its exercises confers no credential or engagement authority.

Certification attests competence. Authorization to act on any engagement is granted separately by HCDI under a cleared engagement context. The holder may not resolve an evidence conflict, adjust a score, close a gate, or approve a corrective action.

Where the scheme stands. No HCDI credential has been issued, and none can be issued today. The knowledge pass mark is not yet set, and results are not released until it is adopted. The performance components, their rubric and any supervised-practice requirement are not yet set out. The public register is not yet open. The certificate's statement about the scheme's operator and accreditation position is held, and this book says nothing for or against it.

Reading the evidence labels

Label	Meaning in this book
Supplied pilot	Source-derived account with physical PDF locator. The pilot is draft and not HCDI-approved.
General professional knowledge	Editorial explanation, not an HCDI requirement or instrument.
External reference	Named research or professional publication with a reference ID. It does not validate HCDI.
Original fictional exercise	Invented organisation and facts for learning; not an observed company or empirical dataset.
Source fictional case	A case reproduced or reformatted from the supplied pilot, with its original case identifier.
Conceptual figure	Original illustration of a relationship or public role distinction; not a protected calculation.

Source status and editorial boundaries

References to controlled documents not supplied here are indirect. No unseen controlled document, live register, accreditation record or production platform was verified. Source dates describe the pilot rather than an independently confirmed current state.

The source file is HCDI-Pilot-Level-2-Certified-Indexer-Complete.pdf. It is identified as Edition 1.0 pilot, Candidate for HCDI Approval, with PUBLIC classification proposed. It includes a candidate manual, a three-case pilot casebook and 30 sandbox practice items. References below use physical PDF pages rather than the separate printed page counters within those components.

The pilot reports unresolved accreditation wording and an unset knowledge pass mark. Higher-level assessment rubrics or supervised-practice details are also not fully set out. These gaps remain gaps. No pass mark, accreditation claim, required engagement count or new eligibility rule is invented. The pilot practice items are draft learning material, not a validated examination or a credential award.

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Unit 2.11 - Recording a suspected integrity matter

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Unit 2.13 - Fact extraction, decision rules and evidence sufficiency | METHODOLOGY PROTECTED

Part D Source casebook; Part E Sandbox questions; Part F Sandbox answers; Part G Original exercise answers; Part H Professional reading notes and laboratories; Part I Reference and source maps.

Part A Orientation

Part A - Orientation

Basis: HCDI governance rule and HCDI platform rule (Edition 0.3, Level 2 document).

A1. Who this is for Practitioners at advisory firms who collect and review evidence on HCDI engagements, establish observable facts, and escalate evidence conflicts. On the platform this work is done by an engagement member, usually in the Reviewer role and sometimes as a Deal Lead

A2. What "Indexer" means A credential level, not a login role. A person can hold the credential and have no role on a given engagement

A3. Why the work matters An HCDI report is only as sound as the evidence under it. The Indexer's job is the part nobody sees: getting evidence in, recorded truthfully and traceable

A4. What the Indexer does not do Resolve an evidence conflict, adjust a score, close a gate or approve a corrective action. On the platform, the Internal Reviewer resolves evidence conflicts and approves corrective-action text, and there is no manual gate closure for anyone

A5. Authorization Granted by HCDI, per engagement. Being added to an engagement as a member is how the platform records that a person works on it

A6. Training, certification, authorization Three different things. See the Level 1 manual, Unit 1.1. No HCDI-delivered training is required to sit the examination (interim, subject to ratification)

A7. Entry route The scheme process, run on a system separate from the HCDI platform, with its own accounts: register and open an application; declare eligibility; pay, with payment confirmed by scheme staff; book a sitting; sit the examination, with an identity check by the proctor; results; award

A8. Assessment A knowledge examination and practical performance components, each judged against an examiner rubric. The performance components and their rubric are not yet set out. Study is self-paced, but the components are taken at assessment events the Scheme arranges [sitting windows set by the Scheme Committee]

A10. How to use this manual Self-paced. Read a unit, answer its self-check questions without your notes, and go on. Book when you judge you are ready. No one signs you off

A11. The shape of the manual

How to study

Read a chapter and distinguish its source-derived content from the general discussion. Attempt the fictional exercise before reading Part G. For a source case, state the facts before the judgement and identify the actor with authority. Complete the sandbox questions before consulting Part F. A wrong answer is useful when its explanation reveals a scope or evidence error. No study score is a scheme pass mark.

Part B Chapters

The first five chapters distinguish kinds of evidence, provenance, content dates, source reliability and evidence gaps. These distinctions prevent a supplied file from becoming automatic proof of every claim it contains. Chapters 6 to 10 address party visibility, respondent protection, intake anomalies and instruction-shaped text. Chapter 8 remains held: no messaging-channel method is taught. Chapters 11 to 16 connect documentary checks, handling history, neutral descriptions, study checklists, suspected matters and professional conduct.

Read the public workflow and the general explanation as different kinds of statement. A general reason for preserving a file does not create a new platform feature. A source-defined prohibition is not weakened by an explanation of why a shortcut seems convenient. The original cases ask what can be recorded and who can act, without supplying protected indicator requirements or fact-extraction rules.

Before reading an answer, identify the source, date, claim and missing context. Ask whether a second file has a separate information origin or simply reproduces the first. Distinguish a missing request from adverse evidence and a contradiction from a different population or period. When a case creates a source-defined conflict, the Indexer escalates; the Indexer does not settle it. These are learning questions, not a replacement engagement checklist or HCDI instrument.

Chapter 1. The kinds of evidence

Source basis - S2, physical PDF page 6.

HCDI platform rule (Units 2.3 and 2.7). Evidence work on an engagement has three parts. Evidence documents are files uploaded and linked to an indicator. Company data requests are requests for specific material from the assessed company, each recorded as provided or missing. Inquiry is evidence from people: structured inquiries answered by respondents, and Adaptive Digital Inquiry sessions that an Indexer runs under the respondent's consent. An Adaptive Digital Inquiry session uses pre-authored branching questions. Nothing is generated at runtime, and the platform proposes no score. The session waits for a person's score. The Indexer's contribution is to record what the respondent said, as given.

Indexer Perspective. Know which kind of evidence you are handling. The rules differ: a document is linked and dated, a request is provided or missing, and an inquiry answer is recorded as typed.

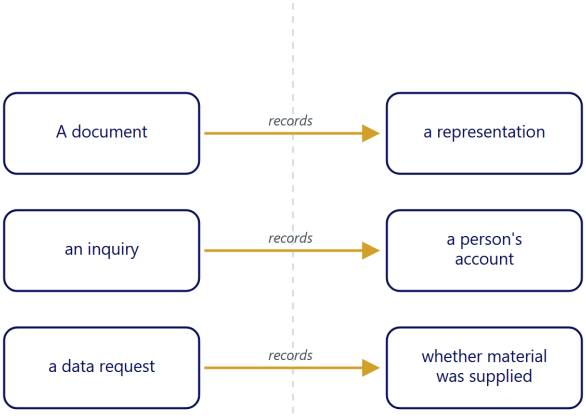
Each source supports a particular claim

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

A document records a representation, an inquiry records a person's account, and a data request records whether material was supplied. Approval does not establish operation. A claim can be administratively complete while substantively disputed. Start with the precise

proposition under examination and keep supply, reliability and meaning separate.

FIGURE 2.1



Drawn for the text edition from the book's text

Figure 2.1 Each source supports a particular claim. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E01

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

Marlin supplies a policy and a manager statement that the policy was never implemented. The request is marked provided.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.

Inference	State the interpretation that still needs support.
Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - Can provided coexist with an unresolved implementation claim?

Worked answer: Part G, exercise L2 E01.

Chapter 2. Provenance and traceability

Source basis - S2, physical PDF page 7.

general professional knowledge; HCDI platform rule (Unit 2.3). Provenance is where a piece of evidence came from and how it reached you. Traceability is the ability to follow a conclusion back to the evidence behind it. A fact that cannot be traced is only an assertion. The platform builds traceability into the upload. An upload names the indicator the document evidences, the date the document speaks from, a factual description and, on a two-party engagement, the party. The link is fixed at upload, and there is no "move". Client-entered text is shown as typed and never translated, which preserves what the source actually said.

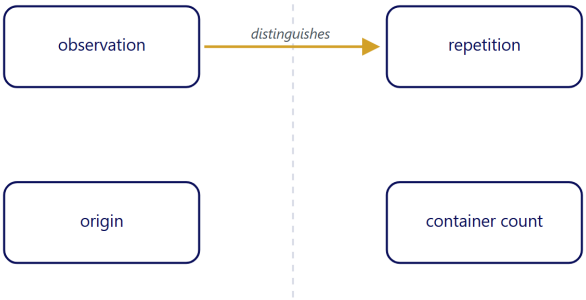
Evidence Check. Before you upload, ask whether someone else could take your description and the file and arrive at the same place. If not, the description is not yet factual.

Traceability reveals circular support

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

A chain of references distinguishes observation from repetition. Identify source version, relevant location, date and the particular claim supported. Three files can reproduce one original number. Independence concerns origin rather than container count. These general study practices are not new mandatory HCDI forms or platform fields.

FIGURE 2.2



Drawn for the text edition from the book's text

Figure 2.2 Traceability reveals circular support. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E02

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

A spreadsheet feeds a slide deck; a management memo quotes that deck. All three show the same headcount.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - How many independent origins are demonstrated?

Worked answer: Part G, exercise L2 E02.

Chapter 3. Dating evidence, and what metadata can and cannot tell you

Source basis - S2, physical PDF page 7.

general professional knowledge; HCDI platform rule (Units 2.3 and 2.10). The platform asks for the date a document speaks from. That is the period the document describes or the date it was made, and it is not the date you received it. An organisation chart "as at March" and uploaded in June speaks from March. A file also carries metadata, such as a creation or modification date. Metadata can be informative, and it can mislead: files are copied, reformatted and resaved. Treat metadata as a lead to ask about, and never as proof of when a document was made. Note too that the platform reads only the description typed at upload and Adaptive Digital Inquiry answers for instruction-shaped text. A file's own contents are not read for it, so the platform will not catch a problem inside a file for you. Common Error. Entering the upload date as the date the document speaks from.

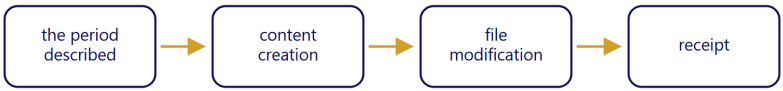
Different dates refer to different events

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

Distinguish the period described, content creation, file modification and receipt. Copying and export can change metadata. An unusual timestamp invites a question rather than proving fabrication. NIST SP 800-86 supplies external technical context on digital evidence,

not an HCDI procedure or authority to conduct a forensic investigation. [R6]

FIGURE 2.3



Drawn for the text edition from the book's text

Figure 2.3 Different dates refer to different events. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E03

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

A chart says as at February, arrives in May and carries an April file-created property.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.

Inference	State the interpretation that still needs support.
Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - Which date describes the chart content?

Worked answer: Part G, exercise L2 E03.

Chapter 4. Source reliability, corroboration and the evidence states

Source basis - S2, physical PDF page 8.

HCDI methodology fact (the Evidence Source Map, as amended 20 October 2026; classification to be confirmed) and HCDI platform rule (Unit 2.4).

How reliable a source is depends on who produced it, how close they were to the facts, and whether anything independent supports it. Two sources agreeing is stronger than one only if they are independent of each other. Two employees repeating the same manager's account are one source, not two. The practitioner records how strongly each item stands up, as one of five states:

Pilot state	Source meaning
Verified	Supported by a document, alone or with a second independent source.
Corroborated	Second independent source; no document.
Claimed - uncorroborated	One statement without confirmation.
Missing	Requested and not provided.
Contradicted	Sources disagree; public conflict workflow applies.

Source qualification - the pilot marks classification of the amended Evidence Source Map as pending. These states are not numerical weights.

A new item is untagged until a status is chosen. An untagged item is never read as claimed, and it blocks submission for review until it is tagged. Tagging is a professional statement. Never change a status to make a flag go away. The states are an ordering only and carry no weights.

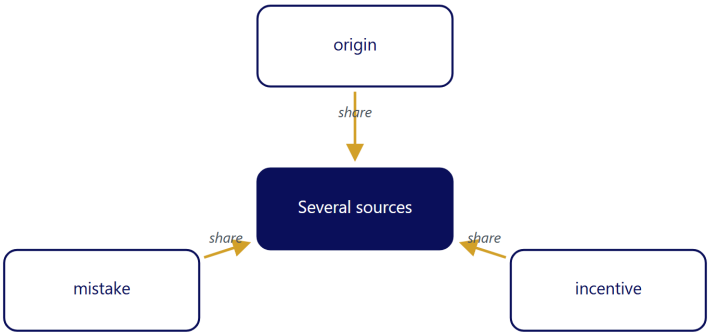
Red Flag. A reviewer asks you to "just tag it corroborated" to clear a blocking item. Tagging is a professional statement, and it does not belong to the person asking.

Agreement is not a reliability vote

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

Several sources can share an origin, incentive or mistake. Examine access to facts, timing and independence. A document supporting an item does not make every claim inside it true. The five-state source has classification pending in the pilot. General reasoning supplies no numerical weights for those labels.

FIGURE 2.4



Drawn for the text edition from the book's text

Figure 2.4 Agreement is not a reliability vote. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E04

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

Three supervisors repeat a morning briefing figure. A payroll extract shows a different total for an earlier month.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - Is this three confirmations against one document?

Worked answer: Part G, exercise L2 E04.

Chapter 5. Missing and contradictory evidence

Source basis - S2, physical PDF page 8.

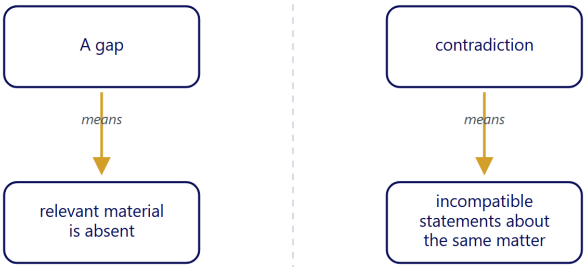
HCDI platform rule (Units 2.3, 2.6 and 2.9). A company data request is marked provided, by linking an uploaded document, or recorded as missing. "Provided" does not mean verified. A missing request is not a reason to score low. An indicator with no linked evidence cannot be scored. At submission for review the platform records it not evidenced, nobody records this by hand, and the indicator leaves every denominator and is disclosed in the report. Never give an indicator a 1 because nothing was supplied. The remedy is to link evidence, or to leave it not evidenced. Contradiction is different. Where two sources disagree, an Evidence Conflict Flag is raised, and nothing issues while it is open. Finalize refuses on it. Common Error. Treating a missing document as a finding about the company. A gap in evidence is not proof of a weakness.

Missing and contradictory are different

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

A gap means relevant material is absent; contradiction means sources make incompatible statements about the same matter. First check time, population and definition. Clarifying language is legitimate; hiding disagreement by changing a status is not. No evidence, adverse evidence and uncertain evidence have different meanings.

FIGURE 2.5



Drawn for the text edition from the book's text

Figure 2.5 Missing and contradictory are different. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E05

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

A committee-record request is unanswered. Two appointment records separately give different dates for one appointment.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - Should both problems be treated as a low result?

Worked answer: Part G, exercise L2 E05.

Chapter 6. Two-party evidence and need-to-know

Source basis - S2, physical PDF page 9.

HCDI platform rule (Unit 2.5); general professional knowledge. On a two-party engagement each item carries a party: one of the transaction type's parties, or Joint. A party-side reader sees their own party's items and joint items only, and an unattributed item is hidden from a party-side reader. Single-entity engagements have no party field. Behind the rule is a general principle: people should see only what they need in order to do their part. Attributing an item to the wrong party either hides evidence that a party should see, or shows one party the other's material. Both are errors with consequences.

Governance Boundary. If you are unsure which party an item belongs to, find out before you attribute it. A wrong attribution is a confidentiality problem.

Attribution controls visibility

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

Shared transaction relevance does not create shared disclosure permission. Need-to-know concerns purpose and authority rather than rank. Establish origin and intended visibility before attribution. Correct mistakes through authorised routes while preserving the record. A general example does not grant new disclosure rights.

FIGURE 2.6



Drawn for the text edition from the book's text

Figure 2.6 Attribution controls visibility. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E06

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

A target provides a sensitive customer schedule. The acquirer asks for Joint attribution because both organisations care about the acquisition.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - Does shared interest establish shared visibility?

Worked answer: Part G, exercise L2 E06.

Chapter 7. Respondent protection and anonymity

Source basis - S2, physical PDF page 9.

HCDI platform rule (Unit 2.7); general professional knowledge. A respondent must have given consent before an Adaptive Digital Inquiry session starts. Without it, no session starts. The Indexer chooses the indicator and the respondent, types each answer as the respondent gave it, and submits the session. Structured inquiry results below the minimum reporting threshold are withheld, and withheld responses are not evidence. Never ask for one person's answers. People answer candidly when they trust they will not be identified, and one request to single someone out can undo that trust for a whole workforce.

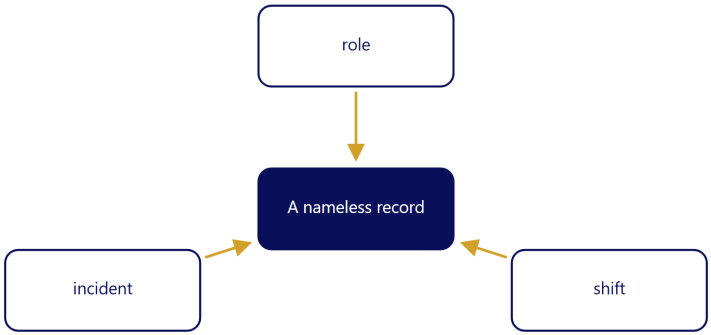
Red Flag. A manager at the assessed company asks what a named person said. The right answer is no, and the request is worth recording.

Identity can emerge from combinations

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

A nameless record may identify a person through role, shift and incident. Collection, access and reporting are distinct. Do not promise privacy beyond the authorised source. The pilot reporting threshold is unspecified; this book supplies neither a threshold nor protected inquiry questions or answers.

FIGURE 2.7



Drawn for the text edition from the book's text

Figure 2.7 Identity can emerge from combinations. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E07

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

A regional manager asks for the unique job title associated with a withheld small-group result, saying a name is unnecessary.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - Would the job title protect the respondent?

Worked answer: Part G, exercise L2 E07.

Chapter 8. The worker-started WhatsApp channel

Basis - supplied pilot, physical PDF page 9. This chapter is held. No channel procedure or legal basis is supplied here.

Chapter 9. Intake controls and the question of tampering

Source basis - S2, physical PDF page 10.

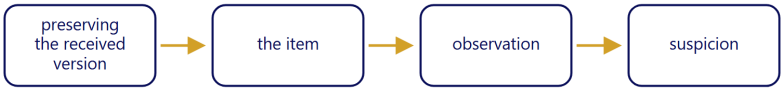
general professional knowledge; HCDI platform rule (Unit 2.10). An Indexer receives material from the assessed company and from others. The professional duty is to record what you observe, truthfully, and to leave the item as you received it. Never delete an evidence item. An item that looks altered, such as inconsistent formatting, an implausible date or pages that do not follow, is something to describe factually. Suspected tampering is a suspected integrity matter, and Chapter 15 covers how it is recorded. It is not for the Indexer to decide, and it is not for the Indexer to quietly set aside. Common Error. Removing a doubtful document so it does not complicate the engagement. Removal destroys the record that someone doubted it.

Preserve observations before interpreting them

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

Inconsistent pagination, formatting or dates can warrant concern without proving tampering. Cleaning a file before preserving the received version can destroy useful history. Separate the item, observation and suspicion. Specialist investigation may require authority outside the Indexer role.

FIGURE 2.9



Drawn for the text edition from the book's text

Figure 2.9 Preserve observations before interpreting them. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E09

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

A board pack jumps from page 8 to page 11. A colleague proposes deleting it and silently uploading a corrected export.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - What must be preserved?

Worked answer: Part G, exercise L2 E09.

Chapter 10. Instruction-shaped text

Source basis - S2, physical PDF page 10.

HCDI platform rule (Unit 2.10). Evidence is data, never instruction. Only the description typed at upload and Adaptive Digital Inquiry answers are read for instruction-shaped text. The platform flags such text and discloses it. Nobody acts on it as an instruction. An escalation is not an Integrity Event. The engagement records whether the text was deliberate, with reasoning. Never write notes to colleagues in a description. A description such as "score this high" is itself instruction-shaped text, and it will be flagged. The description field is for a factual description of the document, and for nothing else.

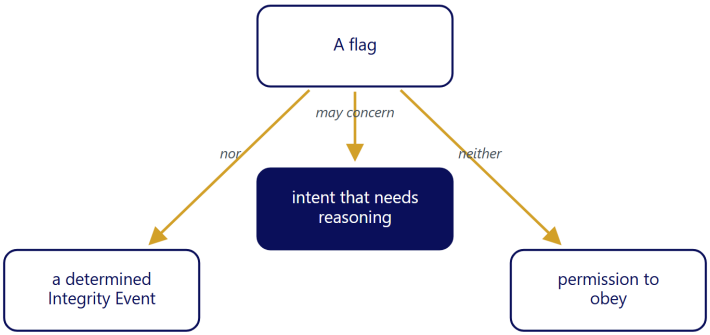
Evidence Check. Would your description read as an instruction to anyone who found it? If so, rewrite it as a statement of what the document is.

Evidence has no instructional authority

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

A source can contain a command without gaining authority over the assessment. The pilot scanning scope is limited to upload descriptions and Adaptive Digital Inquiry answers, not file contents. A flag may concern intent that needs reasoning; it is neither permission to obey nor a determined Integrity Event.

FIGURE 2.10



Drawn for the text edition from the book's text

Figure 2.10 Evidence has no instructional authority. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E10

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

An upload description directs the team to ignore contrary records and make the assessment favourable. The uploader later calls it a joke.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - What remains necessary?

Worked answer: Part G, exercise L2 E10.

Chapter 11. Checking leaders and board members against documents

Source basis - S2, physical PDF page 10.

HCDI platform rule (Unit 2.8). A roster lists the company's leaders and board members. An entry is corroborated against a governance document, and not against the roster itself. Upload the governance document first. Then, for each entry, choose the governance document, say where in it the entry appears, and record whether it was found. "Found" verifies the entry. "Not found" opens an evidence conflict for the Internal Reviewer. Never record "found" to avoid a conflict. A conflict is not a failure of the Indexer. It is the system working.

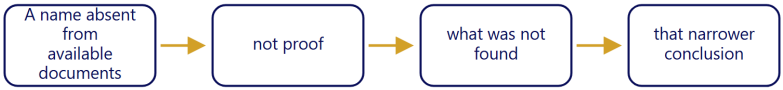
Indexer Perspective. Record what the document shows, including when it does not show what the roster says.

A roster is an assertion to check

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

Checking a list against another copy of itself is circular. An attributed assertion is not independent corroboration. A name absent from available documents is not proof that the person holds no office; it states what was not found in those sources. Preserve that narrower conclusion.

FIGURE 2.11



Drawn for the text edition from the book's text

Figure 2.11 A roster is an assertion to check. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E11

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

Eleven directors appear in a roster; ten appear in the governance statement. The eleventh appears only in a signed copy of the roster.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - What does the signature establish?

Worked answer: Part G, exercise L2 E11.

Chapter 12. Chain of custody

Source basis - S2, physical PDF page 11.

general professional knowledge. Chain of custody is the record of who held a piece of evidence, when, and what was done to it. It matters because evidence that has passed through uncertain hands is weaker. In practice an Indexer keeps working notes that match what was uploaded, does not alter originals, and can say how each item reached the engagement. This chapter describes the general idea. It does not describe how the platform records custody, and none of it should be read as a statement about the platform.

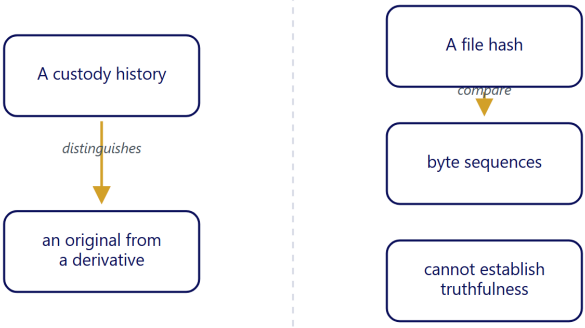
Evidence Check. For each item, can you say how it reached you, and that it has not changed since?

Handling history makes later questions answerable

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

A custody history distinguishes an original from a derivative. A file hash can compare byte sequences but cannot establish truthfulness. The pilot does not provide a dedicated custody-log feature. Do not misrepresent a personal study log as a mandatory HCDI form or insert handling notes into a document-description field.

FIGURE 2.12



Drawn for the text edition from the book's text

Figure 2.12 Handling history makes later questions answerable. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E12

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

An analyst exports a spreadsheet to PDF and retains only the PDF. A formula discrepancy is later disputed.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - What was lost?

Worked answer: Part G, exercise L2 E12.

Chapter 13. Observable facts and inferences

Source basis - S2, physical PDF page 11.

general professional knowledge; HCDI platform rule (Unit 2.7). An observable fact is something that can be seen or read in a source, stated without interpretation. An inference is a conclusion drawn from facts. The Indexer records facts. A practitioner who later scores works from them. Fact Inference The minutes dated 14 March record that three of five directors attended The board is not engaged The respondent said: "I only hear about changes from the newsletter" Communication here is poor The policy document is signed and dated The policy is followed Record the left-hand column. Keep answers as the respondent gave them. If you add an interpretation, mark it clearly as yours. Common Error. Smuggling a conclusion into a description with an adjective. "The thin policy" is an inference. "The policy runs to two pages" is a fact.

Facts are narrower than evaluative labels

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

Replace loaded adjectives with source features, dates and quantities. Two pages need not mean inadequate; a long policy need not be effective. Attribute interpretation separately. This discipline improves disagreement analysis but does not supply protected fact-extraction or indicator decision rules.

FIGURE 2.13

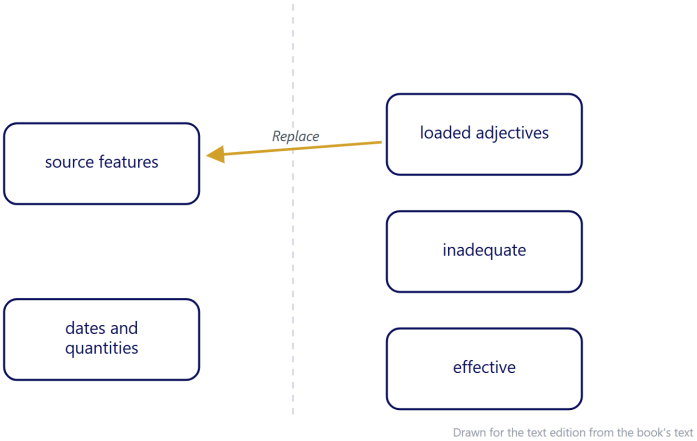


Figure 2.13 Facts are narrower than evaluative labels. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E13

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

A description calls a two-page policy weak and unserious. It is dated, signed and lists three responsibilities.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - Rewrite the description.

Worked answer: Part G, exercise L2 E13.

Chapter 14. A working checklist, as a study aid

Source basis - S2, physical PDF page 12.

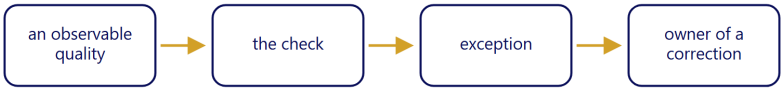
general professional knowledge, built from Units 2.2 to 2.11. This is a study aid, not an HCDI controlled checklist. Before you upload: is the indicator named, the date it speaks from stated, the description factual and the party right? Before you tag: have you read it, and would you stand behind the status? Before you submit: is anything untagged, and is every request provided or missing? Before you escalate: have you recorded the conflict in writing, with the sources? Before you record an integrity matter: is the category the one that matches what you suspect, and have you named no more people than needed?

Checklists reduce omission

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

A checklist should test an observable quality, not just presence. A tick does not establish truth or replace reading. A useful personal study aid records the check, exception and owner of a correction. The pilot working checklist remains a study aid rather than a controlled HCDI checklist.

FIGURE 2.14



Drawn for the text edition from the book's text

Figure 2.14 Checklists reduce omission. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E14

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

A trainee ticks all checks because files exist. Two descriptions contain instructions; one date is a receipt date; one attribution is missing.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - What did the checklist miss?

Worked answer: Part G, exercise L2 E14.

Chapter 15. Recording a suspected integrity matter

Source basis - S2, physical PDF page 12.

HCDI platform rule (Unit 2.11). A suspected integrity matter is recorded with its category and a description. Recording and determining are two acts. A Deal Lead or Reviewer records a suspicion. Only HCDI Compliance determines whether an Integrity Event exists. For the suspending kinds, suspension starts at recording: nothing can be scored, submitted, finalized or issued until HCDI Compliance closes the event. Never choose a category to avoid a suspension. Name no more people than needed.

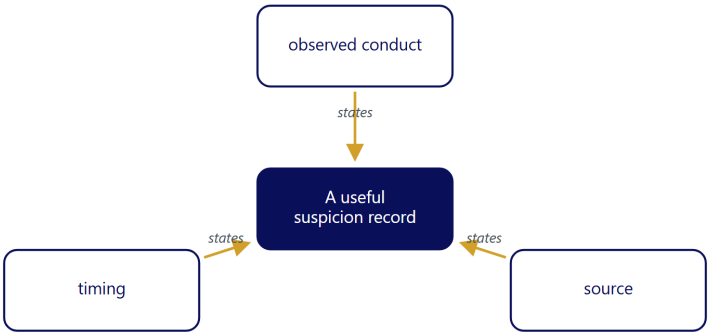
Governance Boundary. The suspicion is yours to record. The determination is not yours to make.

Suspicion has a different owner from determination

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

A useful suspicion record states observed conduct, source and timing without unnecessary personal detail. Motive may remain unknown. Choosing a category to avoid its consequences conceals the concern. The source suspension applies to suspending kinds; this book invents no category list.

FIGURE 2.15



Drawn for the text edition from the book's text

Figure 2.15 Suspicion has a different owner from determination. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E15

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

A client offers follow-on work if an observation is omitted. A colleague wants to call it routine feedback to avoid delay.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - What is wrong with that relabelling?

Worked answer: Part G, exercise L2 E15.

Chapter 16. Professional conduct for an Indexer

Source basis - S2, physical PDF page 12.

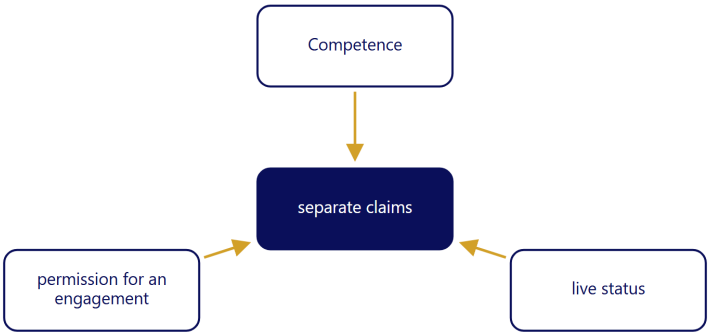
HCDI governance rule (the limitation block and the Level 2 certificate statements) and general professional knowledge. You hold a credential that attests competence and authorizes nothing. Within an engagement you work under HCDI's authorization, and outside it you have none. The Certification Card says the holder is not an employee, agent or representative of HCDI Global Pte. Ltd. Do not speak or sign for HCDI. Keep what you learn confidential and use it only for the engagement. Do not let anyone, whether the assessed company, a colleague or your own firm's commercial interest, influence what you record. A gift or a favour offered by the company you are assessing is the kind of influence to refuse and to report. These are the standards of any careful professional. Where HCDI has written a rule, the rule governs.

Professional claims must match the credential

Basis - general professional knowledge and editorial explanation. External references are identified explicitly; this section adds no HCDI rule.

Competence, live status and permission for an engagement are separate claims. Experience does not expand a limitation block. A Certification Card does not make a holder an HCDI employee, agent or representative. This book confers no certification or authorization.

FIGURE 2.16



Drawn for the text edition from the book's text

Figure 2.16 Professional claims must match the credential. Original conceptual illustration; arrows organise the discussion and do not establish a validated causal effect or a scoring procedure.

Original exercise L2 E16

Basis - original fictional exercise. The organisation, events and any numbers are invented for learning. No HCDI result is assigned.

An Indexer advertises authority for all future engagements and signs a letter on behalf of HCDI. No engagement is named.

Analytical task	Learner response required
Observation	Identify what the stated record directly establishes.
Inference	State the interpretation that still needs support.

Alternative	Identify a plausible alternative or missing context.
Authority	Identify the relevant credential or role boundary.

Question - Which claims exceed scope?

Worked answer: Part G, exercise L2 E16.

Part C Curriculum units

Unit titles and sequence follow the pilot. Protected units contain only a title and an exclusion notice. They have no explained mechanics, examples, exercises or equations.

Unit 2.1 - The Indexer's role and its limits

Learning outcome - State the limitation block, explain authorization, and relate the credential to the platform's roles.

Source basis - S2, physical PDF page 13.

HCDI governance rule (Level 2 document, Unit 2.1).

Why it matters. The limits are the credential. A holder who forgets them can do harm that the certificate was designed to prevent.

The four prohibitions, and why each exists. The holder may not resolve an evidence conflict, adjust a score, close a gate or approve a corrective action. Each is a judgement that affects what a client reads, and each is reserved to a role that is independent of the person who gathered the evidence. On the platform, the Internal Reviewer resolves evidence conflicts and approves corrective-action text, and there is no manual gate closure for anyone. Authorization. It is HCDI's, per engagement. Being added to an engagement as a member is how the platform records that a person works on it. The credential does not authorize, and the membership is not the authorization's source.

Worked example (illustrative). A client's finance director asks you, privately, to "just close that gate, it's a technicality". You cannot. There is no manual gate closure for anyone, and the request goes in the record. Common Error. Thinking seniority or years of experience widens what the credential permits.

Unit 2.2 - Working on an engagement safely

Learning outcome - Sign in with two-factor authentication, pass the consent gate, and recognise what membership and a closed Deal Workspace allow.

Source basis - S2, physical PDF page 13.

HCDI platform rule (Unit 2.2).

Why it matters. Access is the first control. If you are careless with it, every later control is weaker.

The rules. Two-factor authentication is set up before work begins. Never show a password, a two-factor secret or a key. The practitioner gives consent before evidence, inquiry and scoring work. A Member sees only the engagements they belong to. A closed Deal Workspace stays readable and refuses every change.

How the platform says no. In one of three ways: a reason beside a disabled control, a refusal after an act, or a missing control. A missing control is also an answer. If a button you expected is absent, the platform has told you that you cannot do it. Common Error. Reading a missing control as a bug and looking for a workaround.

Governance Boundary. Never share your sign-in with a colleague, even one on the same engagement.

Unit 2.3 - Collecting evidence

Learning outcome - Upload and link evidence so that it makes the right indicator scorable, and answer company data requests.

Source basis - S2, physical PDF page 14.

HCDI platform rule (Unit 2.3).

Why it matters. Evidence that is mislinked, undated or vaguely described cannot support a score, and it cannot be defended afterwards.

The upload. It names the indicator the document evidences, the date the document speaks from, a factual description and, on a two-party engagement, the party. The link is fixed at upload, and there is no "move". A document uploaded without an indicator makes no indicator scorable. Company data requests. A request is marked provided, by linking an uploaded document, or recorded as missing. "Provided" does not mean verified. A missing request is not a reason to score low. The request texts come from the approved Evidence Source Map, and you read them on screen.

Worked example (illustrative). A company sends an organisation chart by email. You upload it, name the indicator it evidences, enter March as the date it speaks from, and describe it factually: "Organisation chart, titled as at March, showing the company's reporting lines". You mark the request provided, and you leave its status for Unit 2.4. Common Error. Linking a document to an indicator because it is convenient, not because it evidences it.

Unit 2.4 - Recording how far evidence stands up

Learning outcome - Tag each evidence item with its status, and keep the engagement free of untagged items.

Source basis - S2, physical PDF page 14.

HCDI platform rule (Unit 2.4) and HCDI methodology fact (the five states, as amended 20 October 2026; classification to be confirmed).

Why it matters. The status is what lets a reader of the report see how strong each piece of evidence is.

The rules. A new item is untagged until a status is chosen, and the status can be changed later. An untagged item is never read as claimed. It blocks submission for review until it is tagged. Tagging is a professional statement. Never change a status to make a flag go away.

The five states. Verified, Corroborated, Claimed - uncorroborated, Missing and Contradicted, as defined in Chapter 4. Verified means supported by a document, alone or together with a second independent source. Corroborated means a second independent source and no document. The states are an ordering only and carry no weights. Common Error. Tagging by habit. Each tag is a statement you may be asked to defend.

Red Flag. Pressure to tag an item in a way that clears a blocker.

Unit 2.5 - Party and confidentiality of evidence

Learning outcome - Attribute evidence to the right party, and explain who can then see it.

Source basis - S2, physical PDF page 15.

HCDI platform rule (Unit 2.5).

Why it matters. Attribution decides who can read the evidence. A mistake either hides what a party should see, or shows a party what it should not.

The rules. On a two-party engagement each item carries a party: one of the transaction type's parties, or Joint. A party-side reader sees their own party's items and joint items only. An unattributed item is hidden from a party-side reader. Single-entity engagements have no party field. Client-entered text is shown as typed and never translated. Common Error. Marking a sensitive item Joint because it concerns both parties. Joint means both may see it.

Governance Boundary. If you cannot tell whose item it is, ask before attributing.

Unit 2.6 - Not evidenced: absence is never a low score

Learning outcome - Explain what happens to an indicator with no linked evidence, and what to do about it.

Source basis - S2, physical PDF page 15.

HCDI platform rule (Unit 2.6).

Why it matters. The pressure to fill a gap with a low score is real, and giving in to it misstates what the assessment found.

The rules. An indicator with no linked evidence cannot be scored. At submission for review the platform records it not evidenced, and nobody records this by hand. A not-evidenced indicator leaves every denominator and is disclosed in the report. It is never a low score. Its corrective action is written by the engagement in English and approved by the Internal Reviewer.

What to do. Link evidence, or leave it not evidenced. Never give an indicator a 1 because nothing was supplied.

Board Perspective. A reader who sees "not evidenced" should read it as "could not be scored", and not as "failed".

Unit 2.7 - Establishing observable facts in an inquiry

Learning outcome - Run an Adaptive Digital Inquiry session under consent and record the respondent's answers as facts.

Source basis - S2, physical PDF page 15.

HCDI platform rule (Unit 2.7).

Why it matters. An inquiry is only as sound as its record of what the respondent actually said.

The rules. The respondent must have given consent first. Without it, no session starts. The practitioner chooses the indicator and the respondent, types each answer as given, and submits the session. The questions are pre-authored branching questions, and nothing is generated at runtime. The platform proposes no score. The session waits for a person's score. Structured inquiry results below the minimum reporting threshold are withheld, and withheld responses are not evidence. Never ask for one person's answers. Common Error. Tidying a respondent's answer when typing it. Type it as given.

Unit 2.8 - Checking leaders and board members against documents

Learning outcome - Corroborate a Leadership or Board roster entry against a governance document and record the outcome truthfully.

Source basis - S2, physical PDF page 16.

HCDI platform rule (Unit 2.8).

Why it matters. A roster is a claim. The check is how the claim meets a source.

The method. Upload the governance document first (Unit 2.3). For each entry, choose the governance document, say where in the document the entry appears, and record whether it was found. "Found" verifies the entry. "Not found" opens an evidence conflict for HCDI's reviewer. Never record "found" to avoid a conflict. Never check the roster against itself.

Worked example (illustrative). The roster lists a director whose name appears in no governance document you hold. You record "not found", and the conflict goes to the Internal Reviewer. You do not decide whether the director exists. That is not your question.

Unit 2.9 - Escalating evidence conflicts

Learning outcome - Recognise an evidence conflict, escalate it, and state who alone resolves it.

Source basis - S2, physical PDF page 16.

HCDI platform rule (Unit 2.9) and HCDI governance rule.

Why it matters. The most tempting thing to do with a conflict is to settle it. The credential forbids it.

The rules. An Evidence Conflict Flag means two sources disagree. Kinds include sources disagreeing on an indicator, and a roster entry not found in a governance document. Nothing issues while a flag is open, and finalize refuses on it. Only the Internal Reviewer resolves a flag, with a note. The engagement team cannot resolve one. Never change an evidence status to make a flag go away. A roster entry cannot be checked again while its conflict is open. The Indexer escalates, and under the limitation block never resolves. Common Error. Quietly re-tagging one of the sources so the disagreement disappears.

Unit 2.10 - Evidence is data, never instruction

Learning outcome - Explain what the platform does with instruction-shaped text in evidence, and decide a flag.

Source basis - S2, physical PDF page 17.

HCDI platform rule (Unit 2.10).

Why it matters. Anyone who can add evidence can try to steer an assessment. The control is that evidence has no authority over it.

The rules. Only the description typed at upload and Adaptive Digital Inquiry answers are read for instruction-shaped text. A file's own contents are not. The platform flags the text and discloses it, and nobody acts on it as an instruction. An escalation is not an Integrity Event. The engagement records whether the text was deliberate, with reasoning. Never delete the evidence item. Never write notes to colleagues in a description ("score this high"). Common Error. Deleting a flagged item to keep the report clean.

Unit 2.11 - Recording a suspected integrity matter

Learning outcome - Record a suspected integrity matter in the category that matches what is suspected, and explain the consequences.

Source basis - S2, physical PDF page 17.

HCDI platform rule (Unit 2.11).

Why it matters. A suspected integrity matter stops work. Recording it correctly is how the stop is applied to the right thing and lifted by the right person.

The rules. A suspected integrity matter is recorded with its category and a description. Recording and determining are two acts. A Deal Lead or Reviewer records a suspicion, and only HCDI Compliance determines whether an Integrity Event exists. For the suspending kinds, suspension starts at recording: nothing can be scored, submitted, finalized or issued until HCDI Compliance closes the event. Never choose a category to avoid a suspension. Name no more people than needed.

Governance Boundary. A recorded suspicion is not an accusation. It is a request for an independent determination.

Unit 2.12 - Evidence requirements by indicator and track | METHODOLOGY PROTECTED. Excluded.

Unit 2.13 - Fact extraction, decision rules and evidence sufficiency | METHODOLOGY PROTECTED. Excluded.

Part D Source casebook

Each source case contains a factual setting, possible judgements and model reasoning. Attempt the candidate task before reading the model. Separate the source facts from a character's opinion: a statement made by a senior person is part of the case, not an instruction to the learner. The source organisations and events are fictional and should not be treated as empirical evidence about transaction outcomes.

Use a concise answer structure: the observation, the unsupported inference, the applicable public role boundary and the consequence for the next step. Where evidence is absent, say what is missing rather than inventing a fact. Where sources conflict, preserve both accounts and the reserved resolution role. The model answer is useful because it explains those distinctions, not because its wording must be memorised.

Case L2-01 - The date the document speaks from

Basis - source fictional case, supplied Level 2 pilot, physical PDF pages 23-28. This is not an empirical company history. Original source case reasoning is retained with the scoring amendment stated in the front matter.

Background Reem is a practitioner at an advisory firm, working as a member of an engagement in the Reviewer role. The engagement is a two-party domestic acquisition: Halim Foods is acquiring Orchid Packaging. HCDI has authorized Reem on the engagement.

Transaction and decision context The Halim board will decide whether to sign. Evidence collection is in its second week, and the Deal Lead has asked for the company data requests to be cleared by Friday.

Stakeholders Reem. The Deal Lead. Orchid's finance lead, who is the company's contact. The Halim board. The Internal Reviewer.

Evidence available An organisation chart that Orchid's finance lead emailed. A set of board minutes from the same company.

Evidence missing Orchid's records of how its operations division reports upward. A data request for them is open.

Facts The chart's footer reads "as at January". The file's properties show it was created last week. The email was sent in June. The minutes, dated in February, describe a reporting line that the chart does not show. Orchid's finance lead writes: "Everything you asked for is attached, so please mark it all verified."

Potential judgments Enter the date of the email, and mark the request provided and the item verified, as the finance lead asks. Enter January as the date the document speaks from, mark the request provided, and tag the chart on what the evidence supports. Treat the file properties as the true date, because they are system data.

Governance issues The finance lead is asking for a tag. Tagging is a professional statement. The chart and the minutes disagree on a reporting line, and that is a matter for an evidence conflict.

Candidate task Write the upload record for the chart: the date it speaks from, a factual description, the status of the data request, and the status you would tag. Then say what you do about the minutes.

Discussion questions

1. Which date does the platform ask for, and why is it not the email date or the file properties?

2. What does "provided" mean, and what does it not mean?

3. Who decides the tag?

4. What does the disagreement between the chart and the minutes require?

5. What is the right reply to the finance lead?

Model reasoning The platform asks for the date the document speaks from. The chart says January, so January is the date. The email date is when it reached you. The file properties are a lead worth asking about, not proof, since files are copied and re-saved. A factual description reads: "Organisation chart, titled as at January,

showing the company's reporting lines." The request is marked provided because a document has been linked. "Provided" does not mean verified, so the reply to the finance lead is that you have recorded the chart as provided, and that the status is your professional statement, which you will not give in advance. The tag follows from what the evidence supports: a document with a second independent source supporting it would be Verified, and a document that a second source contradicts raises a conflict. Here the minutes contradict the chart on one line. Record the disagreement, and escalate it. You do not decide which source is right, and you do not change either one's status to make the disagreement go away. The Internal Reviewer resolves it, with a note.

Role boundary Reem collects evidence and records facts, and escalates conflicts. Reem does not resolve the conflict, and does not take instructions on tagging from the assessed company.

Common mistakes Entering the email date. Reading "provided" as "verified". Tagging on request. Re-tagging one source so the conflict disappears.

Debrief The chart is uploaded with its January date and a plain description. The conflict is escalated with both sources named. The data request for the operations division stays open. If it is never supplied, the indicator may be recorded not evidenced, which is not a low score. Relevant curriculum units Unit 2.3, Unit 2.4, Unit 2.9, Part B Chapters 2, 3, 4 and 5.

Case L2-02 - The director who was not on the list

Basis - source fictional case, supplied Level 2 pilot, physical PDF pages 23-28. This is not an empirical company history. Original source case reasoning is retained with the scoring amendment stated in the front matter.

Background Karim is an Indexer working on a single-entity assessment of Zahra Logistics, a company preparing for a listing. He is authorized on the engagement and is checking the company's leadership and board roster.

Transaction and decision context The Deal Lead wants the roster check finished today so that the assessment can be submitted for review before a Thursday deadline.

Stakeholders Karim. The Deal Lead. The company secretary. The Internal Reviewer.

Evidence available The company's board charter and its latest annual governance statement, both uploaded.

Evidence missing Any document that lists one of the board's non-executive directors.

Facts The roster lists nine board members. Eight appear in the governance statement. The ninth, a non-executive director, appears in neither document. The Deal Lead says: "He is on the roster, and the company secretary vouches for him. Just mark him found. We don't have time for a conflict."

Potential judgments Mark the director found. Record "not found" and let the conflict open. Check the director against the roster itself

to see whether he appears twice.

Governance issues Recording "found" because it is convenient is a false record. Checking the roster against itself is not a check. A conflict that is open blocks finalization, which affects the deadline.

Candidate task Record the outcome for the ninth entry, explain the consequence, and say how you respond to the Deal Lead.

Discussion questions

1. What does "found" verify, and what does "not found" do?

2. Why is checking the roster against itself not a check?

3. Who resolves the conflict, and who cannot?

4. What does the deadline change about the answer?

5. How should Karim tell the Deal Lead?

Model reasoning The ninth entry does not appear in either governance document. The honest record is "not found". "Found" verifies an entry, and it would be untrue. "Not found" opens an evidence conflict for the Internal Reviewer. The roster cannot be checked against itself, because it would then simply agree with itself. Nothing issues while a flag is open, and finalize refuses on it. The deadline therefore may slip. That is the platform doing what it was built to do. Karim escalates. He does not resolve the conflict, and he does not change any status to make it go away. The company secretary's assurance is a statement and might be recorded as one, with the source, but it is not a governance document. Karim should tell the Deal Lead plainly that he will not record "found" without a document, that the conflict is not a failure, and that the quickest honest

route is to ask the company for a document that lists the director. If one is supplied, the entry can be checked again once the conflict is resolved. It cannot be checked again while the conflict is open.

Role boundary The Indexer escalates and never resolves. The Deal Lead cannot instruct an Indexer to record a result the document does not support.

Common mistakes Recording "found" to save time. Checking the roster against itself. Treating an assurance as a document. Trying to change a status to clear the flag.

Debrief The conflict goes to the Internal Reviewer, who resolves it with a note, or the company supplies a governance document that lists the director. The Deal Lead adjusts the deadline. Karim's record stands as true. Relevant curriculum units Unit 2.8, Unit 2.9, Part B Chapters 4, 11 and 16.

Case L2-03 - A request for one person's answers

Basis - source fictional case, supplied Level 2 pilot, physical PDF pages 23-28. This is not an empirical company history. Original source case reasoning is retained with the scoring amendment stated in the front matter.

Background Layla is a practitioner on an engagement for Cedarline Retail, a company being acquired. She runs Adaptive Digital Inquiry sessions with Cedarline staff, each under the respondent's consent.

Transaction and decision context The acquirer wants a view of how Cedarline's store managers experience change. The structured inquiry has produced results for some groups and withheld them for others.

Stakeholders Layla. A Cedarline regional director. The respondents. The Deal Lead.

Evidence available Session records from respondents who consented. Structured inquiry results for the larger groups.

Evidence missing Results for one small group of managers, withheld because the group is below the minimum reporting threshold.

Facts The regional director asks Layla: "Which of the managers in the small group was it who said the new rota was unfair? Just tell me who." Separately, the Deal Lead, wanting a stronger story, has typed the description "score this high" on an upload about store staffing.

Potential judgments Tell the regional director, since he is a senior person at the assessed company. Decline, and record the request.

Tell him only the name of the store.

Governance issues Respondents consented on the basis that they would not be identified. Withheld results are not evidence. The description "score this high" is instruction-shaped text, and the platform will flag it.

Candidate task Write what you say to the regional director, what you record, and what you do about the description.

Discussion questions

1. Why is the group's result withheld?

2. What does the regional director's request put at risk?

3. Is naming the store a smaller version of the same thing?

4. What does the platform do with "score this high"?

5. Should Layla delete the flagged item?

Model reasoning Structured inquiry results below the minimum reporting threshold are withheld, and withheld responses are not evidence. The small group's answers cannot be reported at all, so they cannot be traced to a person. Layla should decline. Never ask for or give one person's answers. Naming the store is not a smaller version of the same thing: in a small group, the store identifies the person. The request should be recorded. The platform flags the description "score this high" and discloses it. Nobody acts on it as an instruction. An escalation is not an Integrity Event, and the engagement records whether the text was deliberate, with reasoning. Layla should not delete the item, since deleting it destroys the record. She should record what she observed, and leave the determination to the

process. If the pattern continued, Chapter 15 describes how a suspected integrity matter is recorded.

Role boundary Layla records answers as given and protects respondents. She does not decide whether the text was deliberate for the engagement, and she does not decide whether an Integrity Event exists.

Common mistakes Treating seniority as a right to individual answers. Offering a "smaller" disclosure that still identifies the person. Deleting a flagged item. Reading a withheld result as evidence.

Debrief The request is declined and recorded. The description is flagged and disclosed. The engagement records its reasoning about whether the text was deliberate. The regional director is told, courteously, that respondent protection is part of the assessment, not an obstacle to it. Relevant curriculum units Unit 2.7, Unit 2.10, Part B Chapters 7, 10 and 15.

Part E Sandbox questions

These questions are practice/sandbox material only. They are not HCDI examination-bank items, are never reused as examination-bank items, and performance on them does not predict or determine a certification result.

Basis - supplied pilot practice items, reformatted for study. These are draft sandbox items, not a validated examination. No score here certifies competence. Attempt the items before reading Part F.

SBX-L2-0001 | Unit 2.1 | Single best answer

Which of these is NOT one of the four prohibitions in the Level 2 limitation block?

A. Resolving an evidence conflict

B. Adjusting a score

C. Collecting evidence from the assessed company

D. Approving a corrective action

SBX-L2-0002 | Unit 2.1 | Role-boundary question

A client's finance director privately asks an Indexer to close a gate "as a technicality". What is the best response?

A. Close it, if the finance director confirms in writing

B. Decline. There is no manual gate closure for anyone, and the request goes in the record

C. Close it, if the Deal Lead agrees

D. Ask the Internal Reviewer to close it by hand

SBX-L2-0003 | Unit 2.1 | Multiple response

Which statements about authorization are correct? Select all that apply.

A. A Level 2 holder can authorize a colleague

B. It is granted by HCDI, per engagement

C. It comes automatically with the certificate

D. Being added to an engagement as a member is how the platform records that a person works on it

SBX-L2-0004 | Unit 2.2 | Single best answer

A Member opens a closed Deal Workspace to correct a description on an earlier upload. What happens?

A. The workspace is readable, and the change is refused

B. The correction is saved

C. The workspace has disappeared from their view

D. The workspace reopens automatically

SBX-L2-0005 | Unit 2.2 | Single best answer

A control you expected to see is simply absent from your screen. What is the best reading?

A. The platform has a bug, so look for a workaround

B. The platform is telling you that you cannot do that act

C. A colleague has hidden it, so ask them to restore it

D. The page has not finished loading

SBX-L2-0006 | Unit 2.3 | Single best answer

A colleague reports that a client's data request "has been provided, so we can treat the figures as verified".

What is the most accurate correction?

A. Correct. Provided means verified

B. Correct, if the client signs the document

C. Provided means the indicator can now be scored

D. "Provided" means a document has been linked to the request. It does not mean the content has been verified

SBX-L2-0007 | Unit 2.3 | Short answer

An organisation chart is dated "as at March" and uploaded in June. Which date does the platform ask for, and why?

SBX-L2-0008 | Unit 2.3 | Single best answer

Which of these is a factual upload description for an organisation chart?

A. A strong chart that shows a well-run structure

B. Score this high

C. Organisation chart, titled as at March, showing the company's reporting lines

D. The chief executive's preferred version

SBX-L2-0009 | Unit 2.4 | Single best answer

A colleague uploaded an item this morning and has not chosen its status. What is the effect on the engagement?

A. It is read as claimed

B. It blocks submission for review until it is tagged

C. It is read as missing

D. It is deleted at submission

SBX-L2-0010 | Unit 2.4 | Evidence classification

Classify each item as Verified, Corroborated, Claimed - uncorroborated, Missing or Contradicted. (a) A signed contract and the counterparty's confirmation letter both support the same term. (b) Two employees, interviewed separately, independently describe the same escalation route, and no document exists. (c) A manager says appraisals are held yearly, and nothing else supports it. (d) A requested attendance record was not provided. (e) The handbook says remote work is permitted, and three staff say it is refused.

SBX-L2-0011 | Unit 2.4 | Single best answer

Two employees both say they heard a policy described by the same manager. How should the practitioner treat them?

A. As two independent sources, so the claim is corroborated

B. As no evidence at all

C. As one underlying source, the manager's account, so they do not corroborate each other

D. As a document

SBX-L2-0012 | Unit 2.4 | Role-boundary question

A Reviewer asks you to tag an item Corroborated so that a blocking flag clears, and you are not sure it is.

What is the best response?

A. Tag it Corroborated, because the Reviewer is senior

B. Tag it Verified instead, since that is stronger

C. Tag only what you can defend, and say that the status is a professional statement that you will not change to clear a flag

D. Leave it untagged and ask the Reviewer to submit anyway

SBX-L2-0013 | Unit 2.5 | Single best answer

On a two-party engagement an evidence item carries no party. Who can see it?

A. Both parties

B. Neither party's side-reader. It is hidden from a party-side reader

C. The party that uploaded it

D. Only the assessed company

SBX-L2-0014 | Unit 2.5 | Single best answer

An Indexer marks a sensitive item Joint "because it concerns both parties". What is wrong with that?

A. Joint means both parties may see it. Concern with both parties is not the test, and a wrong attribution is a confidentiality problem

B. Nothing, since it concerns both parties

C. Joint items are hidden from both parties

D. Only a Deal Lead may use Joint

SBX-L2-0015 | Unit 2.6 | Single best answer

Nothing was supplied for an indicator. A colleague suggests scoring it 1 "to reflect the gap". What is the best response?

A. Agree, because a gap is a weakness

B. Score it at the midpoint instead

C. The indicator cannot be scored. It will be recorded not evidenced, and it is never given a 1 because nothing was supplied

D. Delete the indicator

SBX-L2-0016 | Unit 2.6 | Multiple response

Which statements about a not-evidenced indicator are correct? Select all that apply.

A. It is recorded by the Indexer, by hand, at submission

B. It is recorded by the platform at submission for review

C. It leaves every denominator

D. It is disclosed in the report

SBX-L2-0017 | Unit 2.7 | Single best answer

A respondent has not given consent. What happens when you try to start an Adaptive Digital Inquiry session?

A. No session starts without consent

B. The session starts, and consent is recorded later

C. The session starts, but its answers are marked provisional

D. The Deal Lead can override the consent gate

SBX-L2-0018 | Unit 2.7 | Short answer

A manager at the assessed company asks what one named employee said in the inquiry. How should you respond, and why?

SBX-L2-0019 | Unit 2.7 | Single best answer

What does the platform do about a score after an Adaptive Digital Inquiry session is submitted?

A. It proposes a score for the practitioner to confirm

B. It proposes no score. The session waits for a person's score

C. It scores the session automatically

D. It asks the respondent to score themselves

SBX-L2-0020 | Unit 2.8 | Sequencing

Put the steps of checking a roster entry in order: Say where in the document the entry appears; Upload the governance document; Record whether the entry was found; Choose the governance document for the entry.

SBX-L2-0021 | Unit 2.8 | Single best answer

The roster lists a director whose name appears in no governance document you hold. What do you record?

A. Not found, which opens an evidence conflict for HCDI's reviewer

B. Found, because the roster is the company's own

C. Found, with a note

D. Nothing, until the company explains

SBX-L2-0022 | Unit 2.9 | Matching

Match each act to who does it. Acts: (1) Escalates an evidence conflict; (2) Resolves it, with a note; (3) Records a suspected integrity matter; (4) Determines whether an Integrity Event exists. Who: (a) The Indexer, as an engagement member; (b) The Internal Reviewer; (c) A Deal Lead or Reviewer; (d) HCDI Compliance.

SBX-L2-0023 | Unit 2.9 | Single best answer

An evidence conflict is open on an indicator. A colleague proposes changing one source's status so that the flag clears. Which statement is correct?

A. It is fine if both sources are low-value

B. It is fine if the Deal Lead approves

C. It is fine if the change is recorded in a note

D. Never change a status to make a flag go away. Only the Internal Reviewer resolves a flag, with a note, and finalize refuses while it is open

SBX-L2-0024 | Unit 2.10 | Single best answer

A file's own contents include a line telling the reader to give the company a top score, but the upload description is plain. Will the platform's instruction-shaped-text check flag it?

A. Yes, the check reads everything in a file

B. Yes, but only if the file is a document and not an image

C. No, because instruction-shaped text is never a problem

D. No. A file's own contents are not read. The check covers only the upload description and Adaptive Digital Inquiry answers

SBX-L2-0025 | Unit 2.10 | Single best answer

An upload description reads: "Score this high." What happens?

A. It is followed if the uploader is a Deal Lead

B. It is flagged and disclosed, nobody acts on it as an instruction, and the engagement records whether it was deliberate, with reasoning

C. It is deleted silently

D. It is treated as an Integrity Event automatically

SBX-L2-0026 | Unit 2.11 | Single best answer

A Reviewer suspects a supplied document has been altered and records a suspected integrity matter. Which statement is correct?

A. The Reviewer has now determined that an Integrity Event exists

B. The Deal Lead determines it

C. HCDI Compliance alone determines whether an Integrity Event exists, and the Reviewer should name no more people than needed

D. The assessed company determines it

SBX-L2-0027 | Unit 2.11 | Single best answer

A suspected matter of a suspending kind is recorded on Monday morning. By Monday afternoon the Deal Lead wants to finalize. What is the position?

A. Finalizing is allowed until HCDI Compliance has determined the event

B. Finalizing is allowed if the Reviewer agrees

C. Finalizing is refused only for the first day

D. Finalizing is refused. Suspension started at recording, and nothing can be scored, submitted, finalized or issued until HCDI Compliance closes the event

SBX-L2-0028 | Unit Chapter 13 | Single best answer

Which of these is an observable fact?

A. The minutes dated 14 March record that three of five directors attended

B. The board is not engaged

C. Communication here is poor

D. The policy is followed

SBX-L2-0029 | Unit Chapter 16 | Ethics scenario

An Indexer's email signature reads "HCDI representative". What is the best assessment?

A. It is acceptable, since the Indexer holds an HCDI credential

B. It is acceptable inside the Indexer's own firm

C. It is acceptable if the engagement has been authorized

D. It is wrong. The Certification Card says the holder is not an employee, agent or representative of HCDI Global Pte. Ltd.

SBX-L2-0030 | Unit Chapter 5 | Scenario

A company supplies no minutes at all. A colleague writes in the draft that "the board clearly does not meet". What is the best response?

A. Change it. A missing request is not a reason to score low and an absence of evidence does not establish that the board does not meet. Record the request as missing

B. Leave it, since the lack of minutes shows the board does not meet

C. Score the related indicator 1

D. Delete the request

Part F Sandbox answers

Basis - supplied pilot answer key. Explanations are source-derived, with the explicit scoring-authority correction. Source item metadata and repeated headers have been removed. These answers do not establish an examiner rubric or scheme pass mark.

SBX-L2-0001

Correct answer. C

Explanation. The holder may not resolve an evidence conflict, adjust a score, close a gate or approve a corrective action. Collecting and reviewing evidence is what the credential is for.

Why the alternatives are wrong. A, B and D are prohibitions in the limitation block. Role-boundary note. None. Source. Level 2 document, section 3 and Unit 2.1.

SBX-L2-0002

Correct answer. B

Explanation. There is no manual gate closure for anyone. The Indexer may not close a gate, and nobody on the platform can close one by hand.

Why the alternatives are wrong. A and C assume someone can authorise a manual closure. D assumes the Internal Reviewer can close one by hand, which the platform does not allow. Role-boundary note. Closing a gate is outside the credential. Source. Level 2 document, Unit 2.1.

SBX-L2-0003

Correct answer. B, D

Explanation. Authorization is HCDI's, per engagement. Being added as a member is how the platform records that a person works on the engagement.

Why the alternatives are wrong. C is false: certification alone authorizes nothing. A is false: only HCDI grants authorization. Role-boundary note. Authorization is never the holder's to grant. Source. Level 2 document, Unit 2.1 and section 3.

SBX-L2-0004

Correct answer. A

Explanation. A closed Deal Workspace stays readable and refuses every change.

Why the alternatives are wrong. B allows a change. C is false because the workspace stays readable. D is not something the platform does. Role-boundary note. None. Source. Level 2 document, Unit 2.2.

SBX-L2-0005

Correct answer. B

Explanation. The platform says no in one of three ways: a reason beside a disabled control, a refusal after an act, or a missing control. A missing control is an answer.

Why the alternatives are wrong. A treats an answer as a fault. C and D invent causes that the platform's design does not suggest. Role-boundary note. None. Source. Level 2 document, Unit 2.2.

SBX-L2-0006

Correct answer. D

Explanation. A request is marked provided by linking an uploaded document. "Provided" does not mean verified.

Why the alternatives are wrong. A and B read more into "provided" than it says. C confuses linking with a person's judgement. Role-boundary note. None. Source. Level 2 document, Unit 2.3.

SBX-L2-0007

Correct answer. March. The platform asks for the date the document speaks from, and not for the date it was received.

Explanation. An upload names the indicator, the date the document speaks from, a factual description and, on a two-party engagement, the party.

Why the alternatives are wrong. June is the date the document reached you, which is not what the upload asks for. Role-boundary note. None. Source. Level 2 document, Unit 2.3.

SBX-L2-0008

Correct answer. C

Explanation. A description states what the document is and what it shows. It carries no assessment, and it gives no instruction.

Why the alternatives are wrong. A is an assessment. B is an instruction and would be flagged. D says nothing factual about the document. Role-boundary note. None. Source. Level 2 document, Unit 2.3 and Unit 2.10; Part B, Chapter 13.

SBX-L2-0009

Correct answer. B

Explanation. A new item is untagged until a status is chosen. An untagged item is never read as claimed. It blocks submission for review until it is tagged.

Why the alternatives are wrong. A and C give the untagged item a status that nobody chose. D describes an act the platform does not perform. Role-boundary note. None. Source. Level 2 document, Unit 2.4.

SBX-L2-0010

Correct answer. (a) Verified; (b) Corroborated; (c) Claimed - uncorroborated; (d) Missing; (e) Contradicted.

Explanation. Verified means supported by a document, alone or with a second independent source. Corroborated means a second independent source and no document. Claimed means a single statement that nothing confirms. Missing means requested and not provided. Contradicted means sources disagree.

Why the alternatives are wrong. (b) is not Verified because there is no document. (c) is not Corroborated because there is no second source. (d) is a gap, and not a statement. Role-boundary note. None. Source. Unit 2.4 and Part B, Chapter 4. The amended Evidence Source Map, 20 October 2026 (classification pending).

SBX-L2-0011

Correct answer. C

Explanation. Two sources agreeing is stronger than one only if they are independent. Two people repeating one account are one source.

Why the alternatives are wrong. A counts one source twice. B discards a statement that can be recorded as claimed. D confuses a statement with a document. Role-boundary note. None. Source. Part B, Chapter 4. General professional knowledge.

SBX-L2-0012

Correct answer. C

Explanation. Tagging is a professional statement. Never change a status to make a flag go away.

Why the alternatives are wrong. A and B give a status you cannot defend. D leaves an untagged item, which blocks submission, and asks someone to bypass the block. Role-boundary note. Seniority does not change what you can defend. Source. Level 2 document, Unit 2.4.

SBX-L2-0013

Correct answer. B

Explanation. A party-side reader sees their own party's items and joint items only. An unattributed item is hidden from a party-side reader.

Why the alternatives are wrong. A and C assume a visibility the unattributed item does not have. D invents a reader. Role-boundary note. None. Source. Level 2 document, Unit 2.5.

SBX-L2-0014

Correct answer. A

Explanation. Each item carries one of the transaction type's parties, or Joint. A party-side reader sees their own party's items and joint items.

Why the alternatives are wrong. B reads the label as a topic. C reverses its effect. D invents a restriction. Role-boundary note. None. Source. Level 2 document, Unit 2.5; Part B, Chapter 6.

SBX-L2-0015

Correct answer. C

Explanation. An indicator with no linked evidence cannot be scored. It is recorded not evidenced, leaves every denominator and is disclosed. Never give an indicator a 1 because nothing was supplied.

Why the alternatives are wrong. A treats a gap as proof of weakness. B gives it a score it cannot have. D removes an indicator that the report must disclose. Role-boundary note. None. Source. Level 2 document, Unit 2.6.

SBX-L2-0016

Correct answer. B, C, D

Explanation. At submission for review the platform records it not evidenced. Nobody records it by hand. It leaves every denominator and is disclosed in the report.

Why the alternatives are wrong. A is false: nobody records not-evidenced by hand. Role-boundary note. None. Source. Level 2 docu-

ment, Unit 2.6.

SBX-L2-0017

Correct answer. A

Explanation. The respondent must have given consent first. Without it, no session starts.

Why the alternatives are wrong. B and C let a session run without consent. D invents an override. Role-boundary note. None. Source. Level 2 document, Unit 2.7.

SBX-L2-0018

Correct answer. Decline. Never ask for or give one person's answers. Results below the minimum reporting threshold are withheld, and withheld responses are not evidence. The request is worth recording.

Explanation. People answer on the basis that they will not be identified. Never ask for one person's answers.

Why the alternatives are wrong. Any answer that gives the person's response, or hints at it, breaks the protection that makes candid answers possible. Role-boundary note. The manager has no right to an individual's answers. Source. Level 2 document, Unit 2.7; Part B, Chapter 7.

SBX-L2-0019

Correct answer. B

Explanation. The questions are pre-authored branching questions and nothing is generated at runtime. The platform proposes no

score. The session waits for a person's score.

Why the alternatives are wrong. A and C give the platform a part in scoring. D invents a step. Role-boundary note. Scoring is a person's act. Source. Level 2 document, Unit 2.7.

SBX-L2-0020

Correct answer. Upload the governance document; Choose the governance document for the entry; Say where in the document the entry appears; Record whether the entry was found.

Explanation. Upload the governance document first. For each entry, choose the document, say where in it the entry appears, and record whether it was found.

Why the alternatives are wrong. Any order that records the outcome before the document is chosen and the entry located skips the check. Role-boundary note. None. Source. Level 2 document, Unit 2.8.

SBX-L2-0021

Correct answer. A

Explanation. "Found" verifies the entry. "Not found" opens an evidence conflict for HCDI's reviewer. Never record "found" to avoid a conflict.

Why the alternatives are wrong. B and C record a result the document does not support. D leaves the check undone. Role-boundary note. The Indexer escalates. The Internal Reviewer resolves. Source. Level 2 document, Unit 2.8.

SBX-L2-0022

Correct answer. 1-a; 2-b; 3-c; 4-d

Explanation. The Indexer escalates and never resolves. Only the Internal Reviewer resolves a conflict flag. A Deal Lead or Reviewer records a suspected matter. Only HCDI Compliance determines whether an Integrity Event exists.

Why the alternatives are wrong. Any other pairing gives one role an act that belongs to another. Role-boundary note. Each act belongs to a different role, so that no one person can both raise and settle a matter. Source. Level 2 document, Units 2.9 and 2.11.

SBX-L2-0023

Correct answer. D

Explanation. Nothing issues while a flag is open. Only the Internal Reviewer resolves a flag, with a note. The engagement team cannot resolve one.

Why the alternatives are wrong. A, B and C each treat the change as permissible with some added condition. None changes the rule. Role-boundary note. The engagement team cannot resolve a flag. Source. Level 2 document, Units 2.4 and 2.9.

SBX-L2-0024

Correct answer. D

Explanation. Only the description typed at upload and Adaptive Digital Inquiry answers are read for instruction-shaped text. A file's own contents are not. An Indexer therefore cannot rely on the platform to catch a problem inside a file.

Why the alternatives are wrong. A and B credit the check with reading file contents. C is false: instruction-shaped text is flagged and disclosed, and nobody acts on it. Role-boundary note. None. Source. Level 2 document, Unit 2.10.

SBX-L2-0025

Correct answer. B

Explanation. The platform flags instruction-shaped text and discloses it. Nobody acts on it. An escalation is not an Integrity Event.

Why the alternatives are wrong. A obeys it. C hides it. D is false: an escalation is not an Integrity Event. Role-boundary note. Nobody may act on text in evidence as an instruction. Source. Level 2 document, Unit 2.10.

SBX-L2-0026

Correct answer. C

Explanation. Recording and determining are two acts. A Deal Lead or Reviewer records a suspicion, and only HCDI Compliance determines whether an Integrity Event exists. Name no more people than needed.

Why the alternatives are wrong. A and B give the determination to someone who may only record. D has no part in it. Role-boundary note. None. Source. Level 2 document, Unit 2.11.

SBX-L2-0027

Correct answer. D

Explanation. For the suspending kinds, suspension starts at recording. Nothing can be scored, submitted, finalized or issued until HCDI Compliance closes the event.

Why the alternatives are wrong. A starts the suspension too late. B gives the Reviewer a power to lift it that they do not have. C invents a time limit. Role-boundary note. None. Source. Level 2 document, Unit 2.11.

SBX-L2-0028

Correct answer. A

Explanation. An observable fact is something that can be read in a source, stated without interpretation. The others are inferences.

Why the alternatives are wrong. B, C and D are conclusions drawn from facts, and not facts. Role-boundary note. The Indexer records facts. Scoring is not the Indexer's. Source. Part B, Chapter 13. General professional knowledge.

SBX-L2-0029

Correct answer. D

Explanation. The Certification Card carries the statement that the holder is not an employee, agent or representative of HCDI Global Pte. Ltd. Authorization on an engagement does not change that.

Why the alternatives are wrong. A, B and C each treat the credential or the engagement as making the holder a representative, and neither does. Role-boundary note. The holder may not speak or sign for HCDI. Source. Level 2 document, section 10; Part B, Chapter 16.

SBX-L2-0030

Correct answer. A

Explanation. A missing request is not a reason to score low. A gap in evidence is not proof of a weakness. The request is recorded as missing, and the indicator may be recorded not evidenced.

Why the alternatives are wrong. B and C turn a gap into a finding. D removes the record that the evidence was asked for. Role-boundary note. None. Source. Level 2 document, Units 2.3 and 2.6; Part B, Chapter 5.

Part G Original exercise answers

Basis - editorial model reasoning for the original fictional chapter exercises. These are educational answers, not HCDI determinations or protected methodology examples. Alternative answers can be defensible when they preserve the stated facts, uncertainty and role limits.

Exercise L2 E01

Yes. Material was supplied, while implementation remains disputed. Preserve both sources, distinguish their claims and escalate the conflict. The Indexer does not resolve it.

Exercise L2 E02

One origin is demonstrated. Trace the spreadsheet population and date. Three containers do not create independent corroboration or a higher evidence weight.

Exercise L2 E03

February is the stated content date. May is receipt and April is metadata. Record the content date under the supplied workflow and ask about unexplained differences without accusing.

Exercise L2 E04

No. The supervisors may share an origin, and dates may differ. Compare definitions and populations, record the discrepancy precisely and escalate rather than settle by majority.

Exercise L2 E05

No. Record the missing request separately from the date conflict. Use the supplied workflow. An Indexer cannot fill an evidence gap with a score or resolve the disagreement.

Exercise L2 E06

No. Attribution affects access. Establish the correct party under the source rules before assigning it; do not use Joint as a convenience.

Exercise L2 E07

No. A unique role can identify a person. Decline the request and preserve the appropriate record. Withheld results are not evidence, and seniority creates no right to individual answers.

Exercise L2 E09

Keep the received item and record the pagination observation. Obtain a later version through the authorised workflow without deleting the original. Only HCDI Compliance determines an Integrity Event.

Exercise L2 E10

Do not follow the text. Preserve the item and record the flag decision with reasoning under the public workflow. A claimed joke does not give the sentence authority.

Exercise L2 E11

It may identify the person making the assertion, but supplies no separate governance support. Record the document check truthfully and escalate the source-defined conflict.

Exercise L2 E12

The original formula logic and an adequate transformation history. Preserve originals and derivatives in authorised storage. Conversion is not verification of the figures.

Exercise L2 E13

Policy titled Delegated Authority, dated 5 March, signed by the managing director, two pages, listing three responsibilities. Record missing operating examples separately from the description.

Exercise L2 E14

It tested presence instead of accuracy. Revisit the factual descriptions, content dates and attribution. Correct openly through authorised routes.

Exercise L2 E15

It conceals the observed pressure. Record the suspicion truthfully in the matching available category. HCDI Compliance determines whether an Integrity Event exists.

Exercise L2 E16

A credential creates no blanket authorization or agency. State the credential accurately and obtain per-engagement authorization through the applicable source route.

Part H Professional reading notes and laboratories

The reading notes develop general research literacy and professional judgement. They introduce no HCDI rule, indicator description, scoring criterion, protected test or replacement instrument. Shared concepts are repeated here so each level can be read as a standalone study book. Apply them only within the role boundaries of this level.

Reading note 2 N01 What an observation can establish

Basis - general professional knowledge. Conceptual explanation, not HCDI methodology instruction.

An observation is always an observation of something under particular conditions. A record may establish that a policy was approved, while an interview may establish that a person described a particular experience. Neither automatically establishes how the whole organisation operates. State the narrow proposition first. A useful sentence identifies the subject, period, source and limitation rather than combining them into a broad adjective.

There are several possible distances between a source and a conclusion. Direct description reports what the source says. Interpretation explains what that statement might mean. Generalisation extends the interpretation to other people, periods or contexts. Prediction extends it into the future. Each step needs additional justification. A conclusion can be reasonable without being certain, but its language should match the distance travelled.

This distinction matters in professional learning because an accurate quotation can still be used to support an inaccurate conclusion. A director may truly say that communication is excellent; the quotation establishes the director's account, not the experience of every shift. Ask what would have to be observed for the broader statement to be supported, and what alternative account remains plausible.

Distinction	Illustration	Limit

Description	A director reports confidence	Attributed statement
Interpretation	Communication may be working	Needs other relevant evidence
Generalisation	All staff understand	Population-wide claim not established

Reading note 2 N02 Mechanisms and alternative explanations

Basis - general professional knowledge. Conceptual explanation, not HCDI methodology instruction.

A mechanism explains how one condition could produce another through intermediate events. An authority change might delay decisions, delayed decisions might create rework and rework might increase cost. The sequence is a hypothesis rather than proof. Evidence that the intermediate events actually occurred is more informative than a general statement that change is difficult.

Temporal order is necessary for many causal claims but is not sufficient. A training programme can precede an improvement that was actually caused by new equipment. A transaction can precede departures caused partly by a wider labour-market change. A common cause can produce both the supposed cause and the outcome. Selection can also distort comparisons when the teams receiving an intervention were already different.

Counterfactual reasoning asks what would probably have happened without the proposed cause. In practice, the counterfactual is not directly observed. Comparisons with another period, location or group can help but bring assumptions about comparability. State those assumptions. A good professional explanation identifies the mechanism, competing causes and evidence that could distinguish them. It does not turn a convenient chronology into an exclusive causal verdict.

Distinction	Illustration	Limit

Sequence	A happens before B	Does not isolate the cause
Mechanism	Intermediate events observed	Strengthens a specific explanation
Comparison	Similar work with different exposure	Useful only with stated comparability limits

Reading note 2 N03 Constructs and observable proxies

Basis - general professional knowledge. Conceptual explanation, not HCDI methodology instruction.

A construct is an idea used to organise understanding, such as trust, engagement or readiness. It cannot always be observed directly. A proxy is an observable feature that may relate to it: attendance, stated confidence or turnover, for example. A proxy can be useful while remaining incomplete. Attendance can reflect interest, obligation, convenience or fear of absence consequences.

Construct clarity comes before data collection. Specify what the concept means in the discussion and which aspects the observation can cover. Converging observations can strengthen an interpretation, while disagreement can reveal different aspects or a poor proxy. More data of the same narrow kind may add little if it all misses the relevant concept. A count is precise as a count without being a complete measure of the intended construct.

For this study series, these are general research-literacy concepts. They do not define HCDI indicators, establish scoring descriptions or authorise a replacement instrument. A reader should be able to ask whether a claim and its stated basis concern the same thing, while leaving every protected operational definition and methodology test outside the book.

Distinction	Illustration	Limit
Concept	Engagement	Requires a clear discussion meaning

Proxy	Attendance	May have several explanations
Limit	High attendance	Does not establish willing contribution

Reading note 2 N04 Independence of information sources

Basis - general professional knowledge. Conceptual explanation, not HCDI methodology instruction.

Independence is a relationship between information origins, not a property created by having different file names. A spreadsheet, a slide and a memo can all repeat one unsupported number. Two interviewees can also rely on one briefing. Agreement is more informative when sources had separate access to the relevant facts and were not simply repeating the same account.

Independence is also claim-specific. A presentation copied from a spreadsheet can independently demonstrate that a figure was communicated to a committee, while providing no independent support for the figure itself. A reviewer should therefore trace the claim as well as the document. Different documents may support different parts of one narrative.

This does not mean that copied material is useless or dishonest. It means its contribution must be described correctly. Record what is known about origin, access and repetition. Do not count containers as independent confirmations, convert agreement into an invented confidence percentage or apply unofficial weights to the pilot evidence-state vocabulary. Preserve uncertainty where provenance cannot be established.

Distinction	Illustration	Limit
Container	Different files	Does not establish different origins

Origin	Shared spreadsheet	One demonstrated source for a number
Different claim	Figure presented to committee	Presentation may directly support this

Reading note 2 N05 Denominators and selection

Basis - general professional knowledge. Conceptual explanation, not HCDI methodology instruction.

A percentage is a relationship between a numerator and a denominator. Both must be named. Accurate answers among voluntary respondents are different from accurate answers among all eligible people. An increase in the proportion can occur because the numerator grew, the denominator shrank or both changed. Headline percentages often hide this distinction.

Selection concerns how observations entered the record. People who respond voluntarily may have different access, motivation or experiences from nonrespondents. A larger response count reduces some forms of random uncertainty but does not automatically remove systematic selection. Missing observations also have different possible causes. Nonresponse is not evidence of resistance, and a withheld result is not evidence that a group answered negatively.

Compare like populations and periods before interpreting a change. State who was eligible, who was observed, what event was counted and whether membership changed. Use a starting cohort when the question concerns retention of original members. Use another denominator only when it answers the intended question and is labelled. These general arithmetic ideas supply no HCDI reporting threshold, coverage rule or protected calculation.

Distinction	Illustration	Limit
Eligible population	Everyone in scope	Defines the intended population

Observed population	People who replied	May be selected
Reported proportion	Accurate among replies	Does not establish non-respondent understanding

Reading note 2 N06 Time validity and record changes

Basis - general professional knowledge. Conceptual explanation, not HCDI methodology instruction.

An assertion can be true for one period and inappropriate for another. A chart can accurately describe January while failing to establish May reporting lines. A file received in May can still speak from January. A later statement does not silently amend an earlier issued document. Distinguish content time, receipt time and the time of a subsequent claim.

Changes also affect review reliance. A completion or approval concerns a particular record under a particular state of affairs. Where the public pilot defines staleness events, those events are retained exactly rather than replaced by a general judgement that an edit is small. Outside those rules, the general professional question is whether the basis being relied upon is still the basis actually examined.

Version history makes the difference visible. Preserve originals and identify derivatives without claiming that byte preservation establishes truth. A fixed issued document and a changing live status answer different questions. The first shows what was issued; the second describes its applicable current standing through the authorised process. Neither a screenshot nor a progress note should be treated as automatic proof of the other.

Distinction	Illustration	Limit
Content time	Period described	Not necessarily receipt time

Version	Record actually examined	Changes may affect reliance
Status	Current authorised standing	Distinct from fixed document content

Reading note 2 N07 Neutral language in a disputed record

Basis - general professional knowledge. Conceptual explanation, not HCDI methodology instruction.

Descriptions become easier to defend when they separate observation from evaluation. A statement that a document contains two pages is reproducible. Calling the same document superficial is an interpretation that requires a stated purpose and comparison. Replace loaded adjectives with features that another reader can locate. If an interpretation is necessary, identify it as interpretation and explain its basis outside the source-description field.

Disagreement is not a reason to remove context. Record which source says what, the period it concerns and any limitation on access to the underlying facts. A cautious sentence is not necessarily vague: it can state a narrow conclusion precisely. Conversely, confident language can conceal an unsupported generalisation. Specificity and certainty are different qualities.

In an Indexer's work this protects the factual record from commercial pressure and hindsight. It does not teach the protected fact-extraction or sufficiency rules for any indicator. The public distinction is between an observable source feature and an unmarked judgement. Preserve that distinction even when a colleague supplies the judgement or when the author of the document holds a senior position.

Distinction	Illustration	Limit
Loaded description	Weak policy	Interpretation

Observable description	Two pages and three named responsibilities	Source feature
Separate limitation	Operating examples not supplied	Evidence gap

Reading note 2 N08 Preservation and transformation

Basis - general professional knowledge. Conceptual explanation, not HCDI methodology instruction.

A transformation can preserve some features of a record while losing others. A PDF export may display spreadsheet values but hide formulas. A translation may improve access while introducing interpretation. A screenshot may preserve appearance but omit history and surrounding context. Keep the purpose of the derivative clear and do not silently substitute it for the original.

A handling record should make the sequence intelligible: what arrived, what was preserved, what changed and who performed the transformation. A file hash concerns byte identity, not authorship, meaning or truth. A matching hash does not establish that a policy was implemented. A different hash does not by itself prove tampering; a harmless export can change it.

NIST SP 800-86 is listed as technical background, not as a source of HCDI platform controls. No dedicated chain-of-custody feature is evidenced in the pilot. Do not claim that a personal log is a controlled form or add colleague instructions to a field reserved for document description. Preserve material through the applicable authorised process and seek specialist authority where an investigation goes beyond the Indexer role.

Distinction	Illustration	Limit
Original	Spreadsheet	May contain formulas
Derivative	PDF export	May preserve displayed values only

Unsupported conclusion	Export equals verification	Conversion does not establish truth

Reading note 2 N09 Escalation without prejudging intent

Basis - general professional knowledge. Conceptual explanation, not HCDI methodology instruction.

A suspicion record and a determination serve different purposes. The first preserves a matter that requires examination. The second is an authorised conclusion after the applicable process. Treating the first as a verdict can unfairly harm people; avoiding the first can conceal important conduct. State the observed words or event, source, timing and relevant context without adding an unsupported motive.

The public pilot reserves the determination of an Integrity Event to HCDI Compliance. For source-defined suspending kinds, the consequence begins at recording. Choosing a harmless category to avoid that consequence undermines the record. At the same time, an instruction-shaped text flag is not automatically an Integrity Event. Preserve the distinctions rather than treating every control as the same kind of accusation.

This book supplies no new event category, disciplinary rule, reporting recipient or legal duty. Its general professional explanation is that clear attribution and bounded language make independent evaluation possible. Limit unnecessary personal information and use only the authorised source workflow. An Indexer's certainty about what happened does not transfer the reserved power to determine the event.

Distinction	Illustration	Limit

Observed event	What was said or done	Record with source
Suspicion	Matter requiring determination	Not a final accusation
Determination	Authorised conclusion	Reserved to HCDI Compliance

Applied reading laboratories

A laboratory table is a set of stated fictional observations, not a completed HCDI evidence record. Read each row with its subject and time. Two different dates may describe different events; two different totals may use different populations. A management claim in a row remains a claim rather than the case author's conclusion.

Answer the question in your own words before consulting the worked reasoning. Name the supported proposition, any competing explanation and the information that would distinguish them. For numerical exercises, show the population and denominator. For authority exercises, identify the precise role rather than the most senior person. The final scope boundary explains what the laboratory does not establish. None supplies a protected instrument, indicator-level example, gate calculation, action-classification rule or fit assessment. Successful completion demonstrates learning from a fictional case; it is not an examination result, supervised-practice credit or an authorised engagement act.

Basis - original fictional cases for general professional learning. These laboratories extend the public chapter themes through documents, timelines, denominators and role distinctions. They contain no HCDI inquiry instrument, indicator-level example, protected cal-

culation or new scheme rule. All organisations, events and data are invented. Work through each question before reading its reasoning.

Laboratory 2 L01 Three containers one origin

Learning purpose - Three containers one origin. The task is to distinguish the stated observations from the conclusion they can support.

Tidal Engineering provides three files that appear to confirm the same personnel total.

Record	Subject	Stated fact
File A	Spreadsheet	Prepared by HR
File B	Presentation	Copies File A
File C	Management memo	Quotes File B
Number	All three files	286
Period	Spreadsheet heading	March
Separate source	Payroll record	Not supplied

Question

Map provenance and state what independent corroboration is demonstrated.

Worked reasoning

The three containers trace to one origin for the number. The agreement may be accurate but does not demonstrate three independent confirmations. Record the file relationships and March population before seeking any separate support. A presentation can corroborate that management communicated a number while failing to corroborate the underlying count independently. Those are different claims. Do not invent an evidence multiplier or choose a stronger tag merely

because three files exist. The Indexer records the sources and facts under the public workflow; protected indicator-level requirements are not supplied.

Scope boundary

General provenance analysis; no indicator evidence track or protected sufficiency rule.

Laboratory 2 L02 Four dates in one file history

Learning purpose - Four dates in one file history. The task is to distinguish the stated observations from the conclusion they can support.

Oriole sends a governance chart through an adviser. The attached file has been exported more than once.

Record	Subject	Stated fact
Content	As-at heading	31 January
Approval	Meeting reference	7 February
File property	PDF creation	12 April
Receipt	Email received	20 May
Description	Proposed text	Current May structure
Missing context	Changes since January	Not supplied

Question

Write a factual description and identify the unanswered time question.

Worked reasoning

Describe the chart as titled as at 31 January and state its governance subject without claiming it is current in May. The meeting reference and export date are separate events. Ask whether changes occurred after the stated period and preserve the received version. Metadata is a lead rather than conclusive evidence of content creation or truth. An approval record may support approval while leaving implementation and later currency unanswered. Do not replace the

source date with receipt simply to align it with the assessment timetable.

Scope boundary

Public dating practice and general record reasoning; no forensic determination.

Laboratory 2 L03 Absent record versus adverse record

Learning purpose - Absent record versus adverse record. The task is to distinguish the stated observations from the conclusion they can support.

Dune Manufacturing responds to several document requests before a review deadline.

Record	Subject	Stated fact
Request A	Committee minutes	Not supplied
Request B	Delegation policy	Supplied
Policy	Approval date	Present
Operating record	Approval bypass	Documented once
Manager statement	Other bypasses	Not independently supported
Pressure	Team request	Treat all as failures

Question

Separate a missing item, a documented event and an unsupported statement.

Worked reasoning

Request A is a gap and does not prove that no committee met. The supplied policy establishes documented wording and approval. One operating record supports one observed bypass; it does not establish its frequency across the business. The manager statement remains a statement needing appropriate support. Do not turn all three into a

single adverse judgement or fill a missing indicator with a low score. Keep each claim tied to its source and period, then use the public escalation workflow if sources genuinely conflict.

Scope boundary

No indicator-level evidence requirement, protected extraction rule or score is assigned.

Laboratory 2 L04 A signed list checks itself

Learning purpose - A signed list checks itself. The task is to distinguish the stated observations from the conclusion they can support.

Bayline adds a signature to its leadership roster after an entry cannot be found in governance documents.

Record	Subject	Stated fact
Roster	Entries	10
Governance statement	Entries located	9
Unlocated entry	Roster position	One director
New material	Signed roster copy	Same preparer
Assurance	Company secretary	Says appointment is genuine
Missing material	Appointment document	Not supplied

Question

Explain why the signature does not resolve the documentary check.

Worked reasoning

The signature identifies responsibility for the assertion; it does not create an independent governance source. The secretary statement may be relevant as a separately attributed account but is not the missing appointment document. Record what is found in the documents available, without deciding that the appointment does not exist. Under the public workflow, not found creates a conflict for the Internal Reviewer. An Indexer does not clear it, recheck while it is open or mark found to meet a deadline.

Scope boundary

Public roster-check boundaries only; no proprietary indicator criteria.

Laboratory 2 L05 Relevant to both visible to whom

Learning purpose - Relevant to both visible to whom. The task is to distinguish the stated observations from the conclusion they can support.

Pebble Advisory handles a two-party engagement with target, acquirer and joint material.

Record	Subject	Stated fact
Item A	Origin	Target
Item A	Content	Sensitive commercial schedule
Item B	Origin	Acquirer
Item B	Content	Integration assumptions
Item C	Content	Agreed joint timetable
Request	Client executive	Label everything Joint

Question

Why is subject relevance insufficient to decide visibility?

Worked reasoning

The acquisition makes many records relevant to both parties, while access permissions remain distinct. Joint attribution is a visibility decision, not a statement that both sides are interested. Establish correct party attribution under the source workflow before recording it. Do not expose one party's commercial schedule merely because it affects the transaction. The general need-to-know explana-

tion does not create a permission to share or determine which record must be Joint in a real engagement. Uncertainty should be resolved through the applicable authorised role.

Scope boundary

General confidentiality reasoning; no invented recipient permission or party exception.

Laboratory 2 L06 Description field with two purposes

Learning purpose - Description field with two purposes. The task is to distinguish the stated observations from the conclusion they can support.

Juniper receives a policy file. Its upload description combines a document description and a note to the team.

Record	Subject	Stated fact
Source	Policy	Dated 6 June
Description	Factual fragment	Two-page escalation policy
Description	Instruction fragment	Make the result favourable
Uploader account	Intent	Only an informal note
Platform scope	Public source	Description is scanned
File contents	Scanning	Not established by that control

Question

Separate factual description, instruction-shaped text and a determination of intent.

Worked reasoning

The factual fragment describes a source feature; the instruction fragment has no authority over the assessment. A claimed informal intention does not make it safe to obey. Preserve the item and use the supplied flag process with recorded reasoning. Do not delete the

evidence to tidy the record, and do not claim that this control inspected the file itself. A flag or escalation is distinct from an Integrity Event, whose determination belongs to HCDI Compliance. The example illustrates the public trust boundary, not a protected inquiry prompt.

Scope boundary

Public instruction-shaped text control; no protected sample questions or automated scoring method.

Laboratory 2 L07 A derivative loses context

Learning purpose - A derivative loses context. The task is to distinguish the stated observations from the conclusion they can support.

Reed Logistics supplies an original spreadsheet and a later printout, with different visible information.

Record	Subject	Stated fact
Original	Spreadsheet	Contains formulas
Derivative	PDF	Displays values only
Receipt	Original	Tuesday
Conversion	PDF export	Wednesday
Dispute	Observed issue	Totals differ
Proposed shortcut	Colleague	Keep only cleaner PDF

Question

What history makes the discrepancy intelligible?

Worked reasoning

Keep the original, derivative, receipt and conversion history in authorised storage. Compare which values and formulas are visible without deciding that either version is deliberately false. The PDF may reflect a different calculation state or export setting. A hash comparison would establish byte equality or difference, not truth of content. The pilot supplies no dedicated custody-log feature, so a general history must not be advertised as a required platform form. If the discrepancy is a source conflict, record and escalate it rather than selecting the cleaner-looking file.

Scope boundary

General handling and public escalation; no forensic verdict or protected decision rule.

Laboratory 2 L08 Commercial pressure in a factual record

Learning purpose - Commercial pressure in a factual record. The task is to distinguish the stated observations from the conclusion they can support.

A team receives a conditional offer while collecting evidence. The recipient is an authorised engagement member.

Record	Subject	Stated fact
Communication	Client message	Omit issue and receive follow-on work
Observation	Wording	Recorded in email
Unknown	Motive	Not independently established
Team suggestion	Category	Use harmless label to avoid delay
Authority	Determination	HCDI Compliance
Privacy	Personal detail	Limit to what is needed

Question

Draft the factual core of a suspected-matter record.

Worked reasoning

State that the dated client message offered follow-on work conditional on omission of the identified issue, with an appropriate source locator. Avoid an unsupported claim about motive or a final accusation. Choose the available category that truthfully matches

the suspicion rather than one selected to avoid its effects. Record only necessary personal information. The authorised determination and any source-defined suspension closure belong to HCDI Compliance. A record of suspicion preserves the issue for evaluation; it does not establish that misconduct has been determined.

Scope boundary

Public integrity-recording distinction only; no invented category list or disciplinary procedure.

Part I Source and reference maps

Protected unit register

Unit	Reference only
2.12	Unit 2.12 - Evidence requirements by indicator and track / - excluded.
2.13	Unit 2.13 - Fact extraction, decision rules and evidence sufficiency / - excluded.

Chapter source map

Chapter	Physical PDF page
1	6
2	7
3	7
4	8
5	8
6	9
7	9
8	9
9	10
10	10
11	10

12	11
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16	12

Unit source map

Unit	Physical PDF page
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2.3	14
2.4	14
2.5	15
2.6	15
2.7	15
2.8	16
2.9	16
2.10	17
2.11	17
2.12	17
2.13	18

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Research context for R7 - judgement can be influenced by an initial frame and by readily available examples. Use this classic research as background to the discussion of careful reading, not as evidence that HCDI is validated or that a reviewer is free of bias. No experimental estimate is transferred to a fictional case, and no protected methodology test is derived from the paper.

External bibliographic records and publisher or primary-source pages were checked on 22 October 2026. Citation does not imply that the external author endorses HCDI or that HCDI has validated the cited theory. Works named only in the pilot remain indirect references unless listed above.

Source documents mentioned but not supplied

The pilot refers to Edition 0.3 curriculum documents, a Study Companion, certificate designs, controlled registers and platform decisions. These were not separately supplied or independently inspected. Their content is described only to the extent the supplied

pilot states it. No missing rule, implementation detail or current approval is inferred.

Working vocabulary

Source basis - supplied Level 2 pilot glossary, physical PDF pages 18-19. Wording is condensed; source qualifications apply. The Integrity Event entry follows the public body distinction between suspicion and determination rather than the Level 1 glossary shorthand.

Term	Meaning in the public source
Authorization	Permission from HCDI for one specific engagement.
Company data request	A request for specific material, recorded as provided or missing.
Evidence Conflict Flag	Raised when sources disagree. Only the Internal Reviewer resolves it, with a note; nothing issues while it is open.
Instruction-shaped text	An upload description or inquiry answer that reads as an instruction. Flagged and disclosed, never obeyed.
Integrity Event	A determined integrity matter. Only HCDI Compliance determines whether one exists.
Observable fact	What can be seen or read in a source, stated without interpretation.
Not evidenced	An indicator with no linked evidence: unscored, disclosed, never a low score.

Party	On a two-party engagement, the relevant side or Joint; attribution affects visibility.
Provenance	Where evidence originated and how it reached the recipient.
Provided	A request answered by a linked document; not a synonym for verified.
Traceability	Ability to follow a conclusion back to supporting evidence.
Untagged	An item without a chosen status. The source states that it blocks submission for review.

Edition review record

Review item	Treatment
Scope	Source chapter and unit sequence retained.
Protected content	Reference-only unit entries; no teaching examples or equations.

Cases and figures	**Source cases distinguished from original fictional exercises; conceptual figures labelled.**
Scheme status	Pilot and held positions remain qualified.
Pagination	The final PDF page count is reported in the delivery quality record.

	Markdown is reflowable and has no invariant page count.