



National Qualifications Quality Assurance – Electronic Evidence Formats

The majority of evidence for external verification event/postal selections should be submitted to SQA in hard copy format i.e. print outs. However, in some subjects this may not be possible and evidence requires to be submitted in electronic file formats. In these instances, the file formats listed below should be used and submitted on USB flash drives or CDs/DVDs. Audio or video evidence can also be provided on VHS or Audio Cassettes. All devices/materials sent to SQA should be clearly labelled with centre and subject details. Please also ensure in all cases that the verifier can identify which candidate the evidence belongs to.

If it is necessary to submit verification materials in a file format/media not listed below, please contact NQ Verification (nqverification@sqa.org.uk or 0345 213 6766) to discuss. If we are unaware of materials being submitted to SQA in a format other than detailed below, this may result in the evidence not being accessible during the verification activity.

Type of Evidence	Supported File Formats
Word Processing	.doc, .docx, .rtf, .txt
PDF documents	.pdf
Presentations	.ppt, .pptx, .ppsx
Spreadsheets	.xls, .xlsx, .xlsm
Databases	.mdb, .accdb
Publishing	.pub
Web Pages	.htm, .html
Multimedia / Audio-visual	.avi, .mp3, .mp4, .mpeg, .mpg, .midid, H.264, .wav, .wmv, .wma, ogg, .ogm, .flv, .md8, .md9, .swf
Image	.bmp, .gif, .jpg, .tiff, .png