



National Qualifications Quality Assurance – Electronic Evidence Formats

Evidence for verification provided to SQA can be hardcopy or in an electronic format. If you provide digital evidence in it should be submitted on USB flash drives or CDs/DVDs and should be clearly labelled with the centre and qualification details. Audio or video evidence can also be provided on VHS or audio cassettes. Please also ensure that the verifier will be able to easily identify to which candidate each piece of evidence belongs.

Digital evidence should be provided in any of the file formats listed below. 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 another format, 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, .asp, .aspx, .php |
| Multimedia / Audio-visual | .avi, .mp3, .mp4, .mpeg, .mpg, .midid, H.264, .wav, .wmv, .wma, .ogg, .ogm, .flv, .swf |
| Image | .bmp, .gif, .jpg, .tiff, .png |