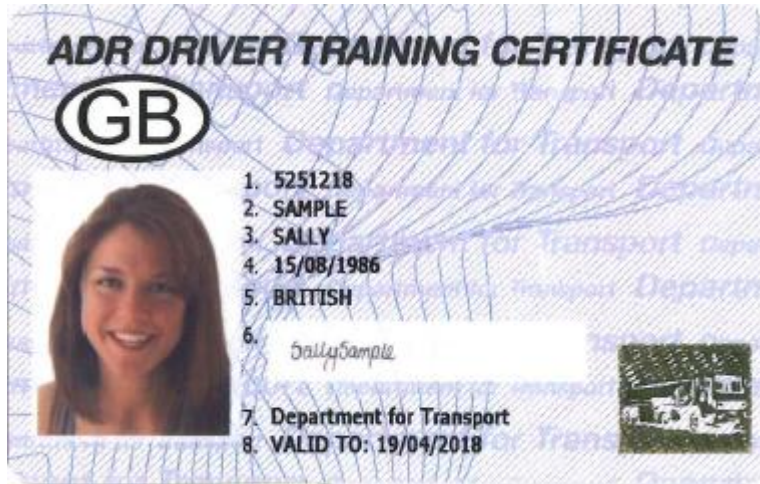


Photograph and signature guidance



What type of photograph is acceptable?

A recent, colour photograph of the head and shoulders, in sharp focus with the entire face visible.

Your photograph should be passport-standard and portrait orientation (taller than it is wide). Landscape photos will not be accepted.

Please ensure you have a neutral expression with your mouth closed and eyes open, looking directly at the camera

Please do not wear hats or anything that covers your face and be free of glare from glasses etc.

Photographs must be taken against a plain and light background

Please write your candidate number and date of birth on the back of your photograph

What type of signature is acceptable?

The signature should be in **very black ink** and within the designated box

Please note that due to the nature of the guilloche pattern on the ADR certificate the signature can appear faint when printed on the photo card if a very black signature is not provided. SQA have put in place stringent quality checks to make sure signatures are clear and sharp. SQA will return any Scanning Forms to the Training Providers that do not meet the guidelines above.

If a Training Provider chooses to upload the photographs and signatures SQA will do an on-screen quality check. If the photograph and signature do not meet the guidelines SQA will place the candidate on hold and contact the Training Provider to provide an acceptable replacement photograph or signature.



Example of signature written in very black ink

If you would like instruction on how to upload photographs and signature direct to the database please do not hesitate to contact the adr team on adr@sqa.org.uk .