



# Results & Qualification Upload Guidance

To be able to enrol you on to your first-choice course at Gloucestershire College, we need to see evidence of your achieved results and/or qualifications.

You will be required to submit either a photograph or scanned image of your results slip from school (or your actual certificates) and submit via the portal.

It is important that the image is taken in colour, clear and in focus so that the details of the subjects and grades are easy to read, and it must also include your personal details so we can validate your results/qualifications:

**EG** CERTIFICATE OF QUALIFICATION

|            |       |
|------------|-------|
| Subject 1  | GRADE |
| Subject 2  | GRADE |
| Subject 3  | GRADE |
| Subject 4  | GRADE |
| Subject 5  | GRADE |
| Subject 6  | GRADE |
| Subject 7  | GRADE |
| Subject 8  | GRADE |
| Subject 9  | GRADE |
| Subject 10 | GRADE |
| Subject 11 | GRADE |
| Subject 12 | GRADE |

*A. Head*  
HEADTEACHER

**EG** RESULTS SLIP 2020

000000 SAMPLE SCHOOL

000000 SAMPLE CANDIDATE

COURSE

|     |        |           |       |
|-----|--------|-----------|-------|
| Jun | 000000 | Subject 1 | Grade |
| Jun | 000000 | Subject 2 | Grade |
| Jun | 000000 | Subject 3 | Grade |

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# Results & Qualification

## Photo Guidance

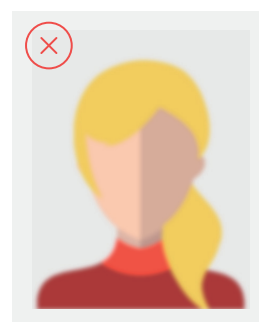
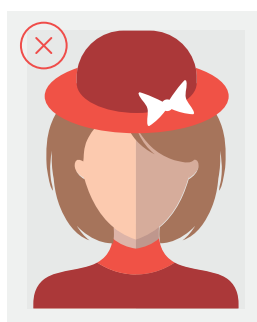
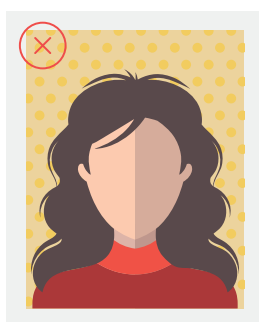
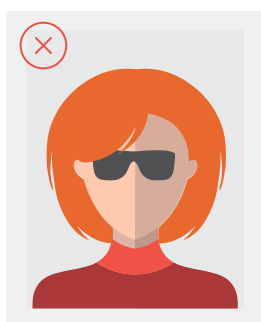
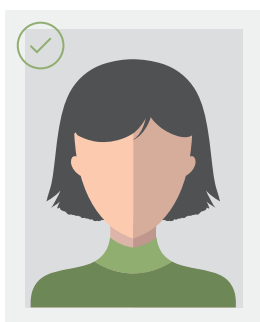
As part of the online enrolment process you must take and upload a photograph so that we can create your student ID badge, ready for you to collect when you start your course with us.

### Your ID Badge Photograph

The guidance below has been put in place to ensure students can be identified easily and quickly, which allows all our students to access our campuses and facilities, whilst ensuring your safety and the security of others even more so in this unprecedented time.

It is important to read and understand what is required of you before uploading your photograph through the online enrolment portal:

| Do  | Don't  |
|---|--|
| A recent picture of you, dated within one month     | Use an old photograph  |
| Taken in colour, clear and in focus                 | Do not alter your photograph with filters or editing software    |
| Taken against a plain background where possible     | Do not have anything in front of your face or covering your eyes |
| Must be a close up of your head and upper shoulders | Do not wear a hat or cap   |
| Face forward and looking straight at the camera     | Avoid shadows on your face where possible                        |
| Have your eyes open                                 | Include any other objects or people                              |



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gloucestershire college