

Logged into an Exams account on Walled Garden you can access the following within Catalogue/Shop:

The screenshot shows a web browser window displaying the 'UK Catalogue' page. The page has a red header with the word 'Catalogue'. Below the header, there is a cartoon dog character holding a sign that says 'Less to update. More up-to-date'. The main content area is titled 'UK Catalogue' and contains a welcome message, a paragraph about an online demonstration, and a section for 'General administration' with a list of links to various documents. On the right side, there is a red sidebar titled 'Quick navigation' with several menu items. The 'Cohort / Candidate management' item in the sidebar is circled in blue.

UK Catalogue

Welcome to the online Catalogue, the quick and easy way to find all you need to know about City & Guilds' UK qualifications and publications. The Catalogue provides quick and easy access to product information that is being constantly updated.

There is an online demonstration which tells you everything you need to know about how to use the Catalogue, including the enhanced search and navigation features. Click on 'Help' in the red options bar on the right-hand side of your Catalogue screen, then 'Catalogue Demo' (make sure you have speakers/ headphones switched on to hear the demo).

General administration

A list of important documents accompanying this Catalogue is provided below - click the link to open each document (all documents will open in a separate window).

- [General Regulations](#) (1.57Mb)
- [Examination Dates by Qualification Number](#) (90Kb)
- [Conduct of Exams](#) (425Kb)
- [Examination stationery and entry forms](#) (11.0Mb)
- [Samples of Completed Forms and Reports](#)
- [Result amendment form](#) (60Kb)
- [UK Centre Charges](#) (40Kb)
- [SmartScreen Ordering Guide](#) (81Kb)

Additional information

Quick navigation

- Shopping basket
- Your favourites
- Frequently ordered products
- Cohort / Candidate management**
- e-volve Test Scheduling
- Help ?
- Useful links
- Contact us
- QCF pricing list

Within Cohort/Candidate management you can choose View/Amend...

The screenshot shows the 'Cohort / Candidate management' page. The page has a red header with the text 'Cohort / Candidate management'. Below the header, there is a message: 'Select the required action. Click Continue.' The page is divided into two sections: 'Cohort management' and 'Candidate management'. The 'Candidate management' section has two radio button options: 'Create new candidate' and 'View / Amend / Print candidate details'. The 'View / Amend / Print candidate details' option is circled in blue. At the bottom of the page, there are two red buttons: 'Cancel' and 'Continue'.

Cohort / Candidate management

Select the required action. Click Continue.

Cohort management

- Create new cohort
- Amend existing cohort
- Delete existing cohort
- Transfer candidate(s) between cohorts

Candidate management

- Create new candidate
- View / Amend / Print candidate details

Cancel **Continue**

Quick navigation

- Shopping basket
- Your favourites
- Frequently ordered products
- Cohort / Candidate management**
- e-volve Test Scheduling
- Help ?
- Useful links
- Contact us
- QCF pricing list

Now you can locate your candidate

Amend / Print Candidate details

Centre No. Customer No.

Select the action you want to perform

To search for existing candidate(s), select the required method from the drop down list.

Search existing candidate(s) by

- Select
- Candidate details
- Enrolment No.
- Cohort
- Unique Learner Number

Management

Quick navigation

- Shopping basket
- Your favourites
- Frequently ordered products
- Cohort / Candidate management
- e-volve Test Scheduling
- Help ?
- Useful links
- Contact us
- QCF pricing list

You can now Amend

Name printed on certificate

ENR No.	HZD5621	House No.	
First name	CRAIG	House name	
Middle name		Street	
Last name	SMITH	District	
Gender	Male	Town/City	
DOB (dd.mm.yyyy)	18.10.1991	County/State	
Place of birth	UNKNOWN	Country	United Kingdom
Unique Learner Number	1520974832	Postcode	
Nationality		Driving licence No.	
Ethnic code		Driving licence country	
Email		NI No.	
Your Ref.		Scottish candidate No.	
		NROSO No.	

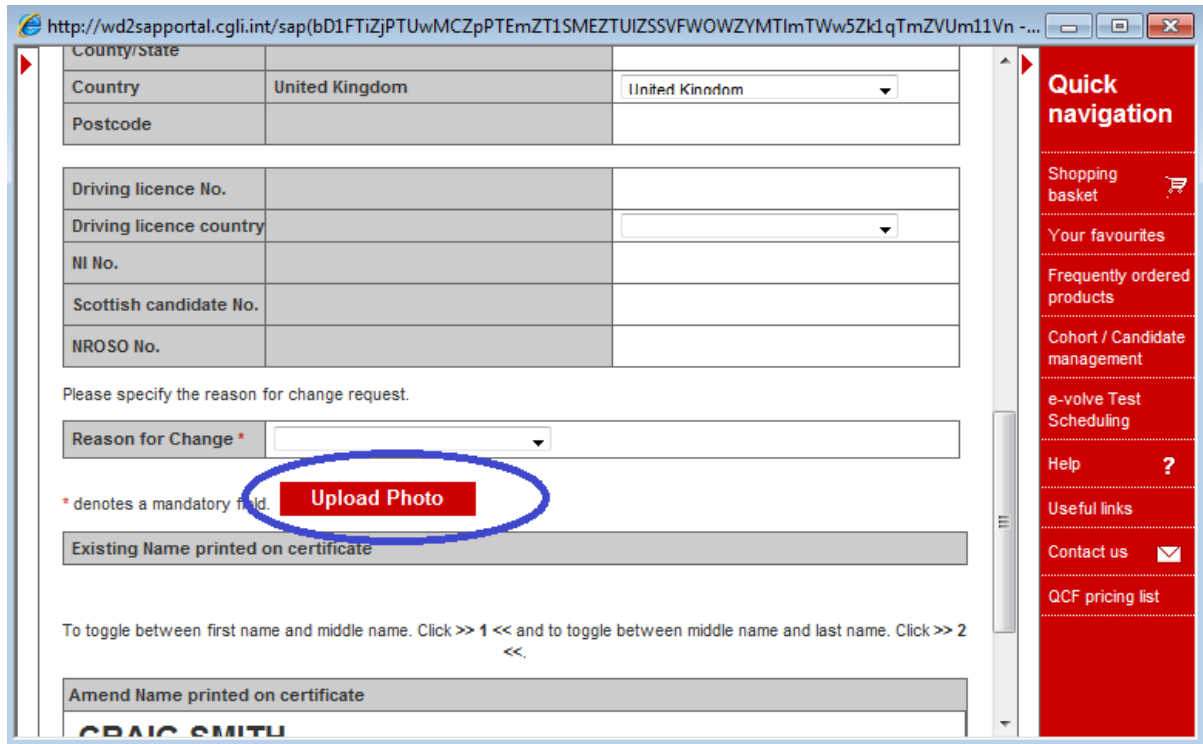
Amend **Print**

Back To Amend / Print Candidate details

Quick navigation

- Shopping basket
- Your favourites
- Frequently ordered products
- Cohort / Candidate management
- e-volve Test Scheduling
- Help ?
- Useful links
- Contact us
- QCF pricing list

Select the Upload Photo facility



Country/state

Country	United Kingdom	United Kingdom
Postcode		

Driving licence No.		
Driving licence country		
NI No.		
Scottish candidate No.		
NROSO No.		

Please specify the reason for change request.

Reason for Change *

* denotes a mandatory field. **Upload Photo**

Existing Name printed on certificate

To toggle between first name and middle name. Click >> 1 << and to toggle between middle name and last name. Click >> 2 <<.

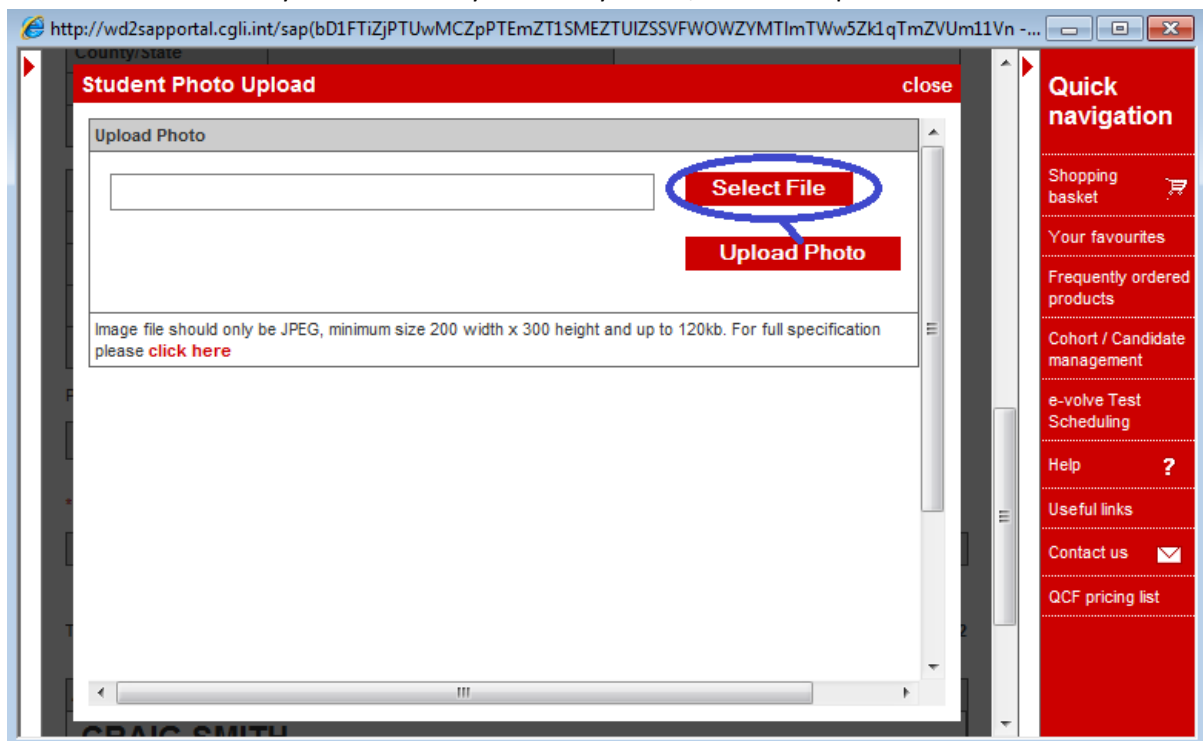
Amend Name printed on certificate

CRAIG SMITH

Quick navigation

- Shopping basket
- Your favourites
- Frequently ordered products
- Cohort / Candidate management
- e-volve Test Scheduling
- Help ?
- Useful links
- Contact us
- QCF pricing list

Locate the JPEG which you have already saved to your PC, and then Upload Photo



Student Photo Upload close

Upload Photo

Select File

Upload Photo

Image file should only be JPEG, minimum size 200 width x 300 height and up to 120kb. For full specification please [click here](#)

Quick navigation

- Shopping basket
- Your favourites
- Frequently ordered products
- Cohort / Candidate management
- e-volve Test Scheduling
- Help ?
- Useful links
- Contact us
- QCF pricing list

They will also be provided with the following photo specifications as required by Gas Safe Register:

The screenshot shows a web browser window with the address bar containing the URL: [http://wd2sapportal.cgli.int/sap\(bD1FTiZjPTUwMCZpPTEmZT1SMEZTUJZSSVFWOWZYMtImTWw5Zk1qTmZVUm11Vn...](http://wd2sapportal.cgli.int/sap(bD1FTiZjPTUwMCZpPTEmZT1SMEZTUJZSSVFWOWZYMtImTWw5Zk1qTmZVUm11Vn...)

The main content area is titled "Student Photo Upload" and includes a "close" button. Below the title is a section for "photo specification requirements" which states "photo must be:" followed by a list of requirements:

- File type jpeg, with a minimum pixel resolution of 200 (width) x 300 (high)
- File size no more than 120kb size
- In colour, black and white is not allowed
- Taken against a plain light grey or plain cream background
- A close-up of the learners head and shoulders so that their head, from the bottom of their chin to your crown between 29mm and 34mm high
- Free from shadows
- Taken with eyes open and clearly visible (with no sunglasses or tinted glasses, and no hair across the eyes)
- Free from reflection or glare on glasses, and the frames must not cover the eyes (where possible, we recommend that glasses are removed)
- Free from red-eye
- Of the; learner facing forward, looking straight at the camera with a neutral expression and mouth closed (not grinning, frowning or raised eyebrows)
- Of the; learner on their own
- Taken of the full head, without any covering, unless it is worn for religious beliefs or medical reasons
- Taken with nothing covering the; learners face
- Be in sharp focus and clear
- Have a strong definition between face and background

Below the list, it states: "Unfortunately the qualification provider will not accept the image where it does not meet this specification."

At the bottom of the main content area, the name "CRAIG SMITH" is displayed. Below the name are two buttons: "CRAIG" and "SMITH", with navigation arrows between them: ">> 1 <<" and ">> 2 <<".

The right sidebar is titled "Quick navigation" and contains the following links:

- Shopping basket
- Your favourites
- Frequently ordered products
- Cohort / Candidate management
- e-volve Test Scheduling
- Help ?
- Useful links
- Contact us
- QCF pricing list