Evidence Documentation Guidelines

- Commitment to writing a description of the evidence in the subscriber portal, with a word count not exceeding 100 words, including the name of the evidence, a brief description, his role as a candidate in the activity or event, and the resulting impact.

- Commitment to attaching (1) attachment for each component with the appropriate evidence and describing the impact in a separate attachment, adhering to the correct encoding, with each attachment not exceeding (150 MB) in size.

- Commitment to uploading attachments in PDF format.

- In the case of uploading videos, the video duration must not exceed one minute.

- Commitment to numbering each piece of evidence according to the main standard, substandard, and component number.

- No branching links can be attached to evidence attachments.

- The font type used (Arial / Times New Roman / Sakkal Majalla)

- Font size: 12

Notes:

- Ensure that all attachments meet the award requirements and comply with the standards of each category and the required evidence.

-Consider making attachments clear, understandable, and dated (month and year of attachment release), accurately reflecting achievements, and focusing on the type and quality of the attachment rather than quantity, in line with the concept of distinction.

- Commitment to the specified formatting, font, and size as specified in the guidelines.

- Ensure that the number of attachments or video duration is not exceeded.