



Centre Roles

It is the centres responsibility to ensure that the Contact Manager is current and up to date. The following roles are to be assigned by the Centre using the 'Contact Manager' found on the homepage on NCC Education Quartz Centre Portal:

Role-Type	Description
Head of Centre	Head of a school, the principal of a college or the chief officer of an institution which is approved by NCC Education as a centre. The Head of Centre is responsible to NCC Education for making sure all examinations/assessments are conducted according to the instructions and the qualification specification issued by NCC Education.
Centre Administrators	Having access to nearly all functions concerned with one centre. The person appointed by a Head of Centre to act on behalf of the centre in matters relating to the administration of NCC Education qualifications. They are the main point of contact for Customer Support Executives. The Centre Administrator receives access to NCC Education support and online systems in accordance with the accreditation process (i.e. VLE, Portal and Turnitin). All queries related to assessments are communicated to this person. Only the Centre Administrator can edit the contact manager page.
Site Administrator	Similar to a 'Centre Administrator' but with access only at one provider-site.
Tutor	Access to functions which are concerned with managing individual learners and/or cohorts of learners – including submitting results.
Internal Verifier	Access to all details of classes/batches/cohorts where the IV is set as the QuartzWeb user. Where full on-line verification is used, this role confirms internal verification is complete.
Examination Officer	To download exams and upload scripts for all examinations. This person may be the same person appointed as Centre Coordinator.
Marketing Officer	Web user as a main contact for marketing
Finance Officer	Web user as a main contact for invoicing



Making Changes to Contact Manager

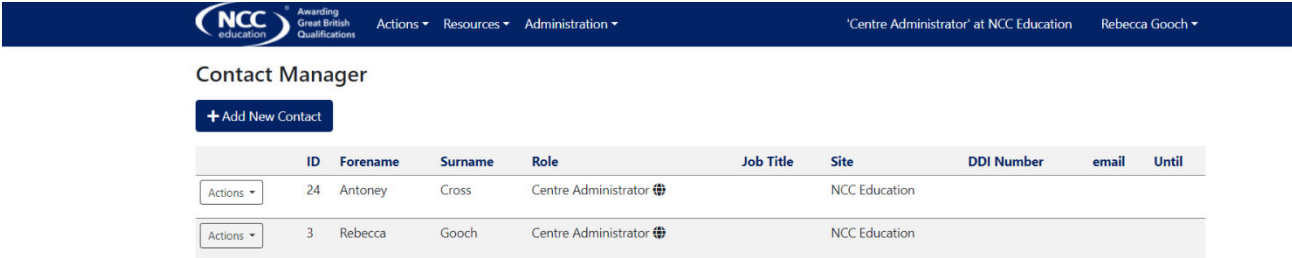
Select the 'Contact Manager' icon.



Contact Manager

]

You will see a list of contacts already attached to the centre.



The screenshot shows the Quartz system interface. At the top is a dark blue navigation bar with the NCC Education logo, 'Awarding Great British Qualifications', and menu items: 'Actions', 'Resources', and 'Administration'. On the right of the bar, it says 'Centre Administrator' at NCC Education and 'Rebecca Gooch'. Below the navigation bar, the page title is 'Contact Manager'. There is a '+ Add New Contact' button. Below that is a table with the following data:

	ID	Forename	Surname	Role	Job Title	Site	DDI Number	email	Until
Actions ▾	24	Antoney	Cross	Centre Administrator		NCC Education			
Actions ▾	3	Rebecca	Gooch	Centre Administrator		NCC Education			

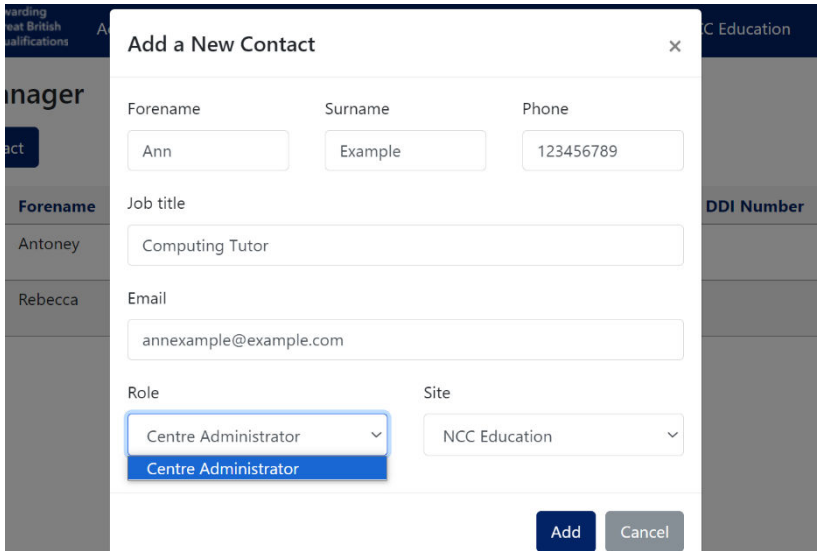
Select 'Add New Contact'



This is a close-up of the 'Contact Manager' page. It shows the NCC Education logo at the top, the page title 'Contact Manager', and a prominent '+ Add New Contact' button.

This will open a new window. Add the contact details, role and site (if applicable).

The contact will then appear in the list and this will create a login to Quartz via their email address.



The screenshot shows a modal window titled 'Add a New Contact'. It contains the following fields:

- Forename:
- Surname:
- Phone:
- Job title:
- Email:
- Role: A dropdown menu with 'Centre Administrator' selected.
- Site: A dropdown menu with 'NCC Education' selected.

At the bottom right of the modal are 'Add' and 'Cancel' buttons.



To make changes to an existing contact there are multiple actions that a centre can do. Please note that only the **Centre Administrator** can add/amend the existing contacts. Against the individual contact select 'Actions' and choose from the following:

Upload document	Upload documents against a contact. An example of this would be teaching CVs. Please keep these up to date.
View documents	Look at existing documents against and individual
Close this role for this contact	Close the current role
Close ALL ROLES for this contact	Close all roles and remove from the centre
Modify the contact's details	Change any details
Record a new role for this contact	Add an additional role, for example tutor or examination officer

	Name	Role	Job Title	Site	DDI Number	email	Until
Actions	202581	Ann Example	Centre Administrator	Computing Tutor	NCC Education	123456789	annexample@example.com
Actions	24	Antoney Cross	Centre Administrator		NCC Education		
Actions	3	Rebecca Gooch	Centre Administrator		NCC Education		

Uploading documents against a contact:

Documents can be uploaded against a contact.

When a new tutor is required you must put this through a Centre Request via the homepage. This will be reviewed and approved by NCC Education.