



# Centre Requests

August 2023



Centres are able to make requests from the homepage on Quartz. The following Centre Requests are available:

## **Eligibility Extension**

Apply to extend expired registration.

## **Exceptional Circumstances Extension**

Extension of missed submission deadline (registrations, moderation samples)

## **Standard Exemption Request**

Apply for exemptions already recognised by NCC Education

## **Academic Training**

Request for training from your Academic Standards Manager

## **Non- Standard Exemption**

Apply for exemptions with qualifications not already recognised by NCC Education

## **Direct Entry Route**

Apply for direct entry to a specific NCC Education programme

## **L5DCCS EC- Council Code**

Arrange for access for lecturers and candidates

## **Candidate Centre Transfer**

Arrange for a transfer of a student to a new centre

## **Special Considerations: Pre-Assessment**

Apply for special conditions for assessments before an examination has been completed.

## **Special Considerations: Post-Assessment**

Apply for special conditions for assessments after an examination has been completed

## **Exceptional Circumstances: Remote Invigilation**

Apply for remote invigilation.

## **Post Results Service**

Apply for a post results service following results release

## **Additional/Change of Tutor**

Submit the teaching appendices and CV in line with a change of tutor or adding additional tutors.

## **Additional Qualifications**

Apply for additional programmes to be delivered at a centre

## **Change of Address**

Change of business or delivery address

## **Additional site**

Add an additional delivery site



# Centre Requests

August 2023



Please follow the steps below to initiate a request.



### Sign In

Registered e-mail address or username:

Password:

I have read and agree to abide by the Terms and Conditions  (Tick to login)

[Forgotten password?](#)

## Step 1:

Login to QuartzWeb - <https://quartzportal.nccedu.com/>

If you do not remember your password please use the *Forgotten Password* function.

## Step 2:

Select the *Centre Requests* icon.



Actions ▾ Resources ▾ Administration ▾

'Centre Administrator' at NCC Test Centre

Sarah Zeelie ▾

Welcome CENTRE ADMINISTRATOR to NCC's QuartzWeb portal



Enrol Learners



Cohorts



Register Learners for Assessments



Documents and Forms



Sample Moderation Submission



Administration



Live Assessments



Contact Manager



Result Release and Certification



Centre Requests



Centre Reports



Annual Monitoring Visit



# Centre Requests

August 2023



## Step 3:

Select the Initiate button



## Centre Requests

This page displays the current tracking status and steps of selected quality and review processes.



This will then open a drop down menu



### Initiate WebEventProcess

To initiate a WebEventProcess, please select from below:



## Step 4:

Select the drop down menu and select the request you would like to initiate.



### Initiate WebEventProcess

To initiate a WebEventProcess, please select from below:

Eligibility Extension
Exceptional Circumstances Extension
Standard Exemption Request
Academic Training Request
Non-Standard Exemption
Direct Entry Route Request
LSDCCS EC-Council Code Request
Candidate Centre Transfer Request
Special Considerations: Pre-Assessment
Special Considerations: Post-Assessment



# Centre Requests

August 2023



Awarding Great British Qualifications

## Step 5:

Once the request opens read the information to ensure this is the correct process you are looking to initiate. If correct, select NEXT to begin the request.

NCC education Awarding Great British Qualifications Actions - Resources - Administration - 'Centre Administrator' at NCC Test Centre Sarah Zeelle

### Initiate WebEventProcess

To initiate a WebEventProcess, please select from below:

### Eligibility Extension

All NCC Education qualifications have an eligibility period, within which a candidate must pass enough units to meet the qualification requirements and be awarded a certificate. The eligibility period is given in the qualification specification, and is normally three years. If the candidate does not complete the qualification within the eligibility period, they will not receive a certificate and transcript, but will instead be entitled to a record of achievement indicating which units have been passed during that period. NCC Education appreciates that sometimes there are circumstances and events outside of a candidate's control, and that these may cause a candidate to run out of time before they can complete a qualification. In these circumstances, a Centre may, on behalf of a candidate, submit an Application to Extend Eligibility Period using this centre request process.

#### Eligibility Extension notes and regulations

- An extension will only be granted if the candidate has already passed 75% of units required for the award at the time the extension is requested. If this condition is not met, the candidate will not be granted an extension and must register again for the qualification and can apply for exemptions for any units which have been passed. Please note that exemptions can only be granted for 50% of units within any given award.
- Where a change of specification has taken place during the candidate's eligibility period, candidates should be made aware that an extension may require them to make a transition onto a new syllabus. It is also possible that the award title and certification content may change, and that therefore candidates who seek an extension may need to transfer their credits onto an award of a different title to the one for which they originally registered. In these cases, the decision statement in Section C of the form will make clear what units are required to complete the award, and what certificate they will be eligible to receive.
- Each request for extension is considered on the merits of the individual case and the maximum period of extension is 12 months from the date agreed.
- Where a request is granted to a candidate, no further extensions will be permitted.

To begin this process please select NEXT

Next >

## Step 6:

Follow the steps and provide the required information.

## Step 7:

You will receive email notifications informing you of any decisions or requests. You will also be able to check on the status of your request by clicking on the *Centre Request* icon, you will then see a list of all the requests you have submitted and their status.

NCC education Awarding Great British Qualifications Actions - Resources - Administration - 'Centre Administrator' at NCC Test Centre Sarah Zeelle

### Centre Requests

This page displays the current tracking status and steps of selected quality and review processes.

Initiate WebEventProcess



WebEventType	WebEventName	Status	WebEventScheduledDate	WebEventActualDate	WebEventEndDate	Responsible
<input checked="" type="checkbox"/> Eligibility Extension	Eligibility Extension at NCC Test Centre	Completed				
<input checked="" type="checkbox"/> Exceptional Circumstances Extension	Exceptional Circumstances Extension NCC Test Centre	Approved				
<input checked="" type="checkbox"/> Eligibility Extension	Eligibility Extension at NCC Test Centre	Awaiting Form				



# Centre Requests

August 2023



You will be able to access your request by selecting the name of the request (in blue) under *WebEventName*



## Centre Requests

This page displays the current tracking status and steps of selected quality and review processes.

**Initiate WebEventProcess**

Active/Current  --All Responsibility--

WebEventType	WebEventName	Status	W
<input checked="" type="checkbox"/> Academic Training Request	Academic Training Request NCC Test Centre	Academic Training Request	