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

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Please follow the steps below to initiate a request.

Step 1:
Logon 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.

Step 3:

Select the Initiate button

Centre Requests

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

Initiate WebEventProcess

This will then open a drop down menu

Initiate WebEventProcess

To initiate a WebEventProcess, please select from below:

Next >

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
- L5DCCS EC-Council Code Request
- Candidate Centre Transfer Request
- Special Considerations: Pre-Assessment
- Special Considerations: Post-Assessment

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.

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.

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