The Leading IT Solution for Awarding Organisations and EPA Organisations

The Quartz information system has been developed by Portico Consulting to support the entire lifecycle of learning and qualification development, and the EPA Value Chain.

Fact Sheet: QuartzWeb, the “centre portal” or “secure extranet”

QuartzWeb is a core component of Quartz. It provides a specific and focused set of functions for use by centre-staff, and by field-based and external verification and QA staff.

Key Features

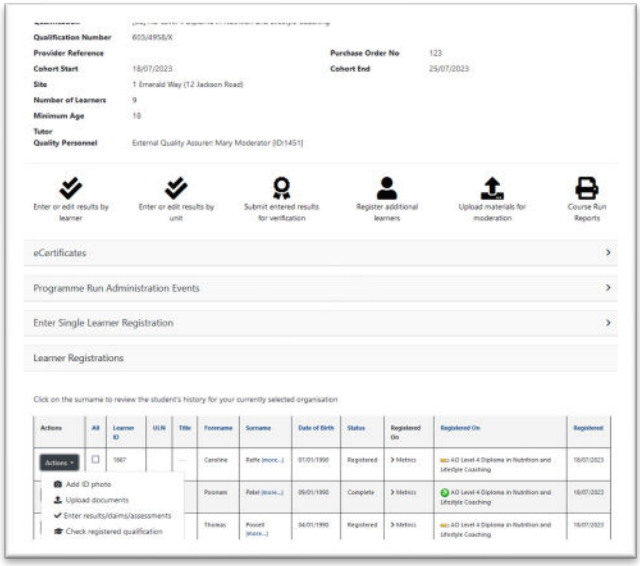
- QuartzWeb is designed specifically to support the functions needed by centres and QA staff. It is fully branded, including logos, colour scheme, etc. and domain name.
- Awarding and EPA Organisations have control over all functions of QuartzWeb, enabling tailoring of access and functionality available for each centre, role or user.
- Which fields are displayed or are mandatory is determined dynamically based on AO settings by qualification, standard and centre.
- Pages include feedback/help text which can be maintained by the AO/EPAO. Text can dynamically change reflecting users’ roles and/or centre or classification.
- QuartzWeb is secure, using encrypted communications and role-based access that ensures each user only has access to the functions and data they are authorised to see.
- Centres can see and interact with operational, quality and accreditation processes.
- A separate secure Portal is provided for learners and members to view personal and other details, registrations and achievement, and other information including reports.

QuartzWeb delivers significant efficiency and quality benefits for both the awarding organisation and its centres. It is very easy for centres to use and it encourages electronic communications which streamline/reduce the AO’s workload.

Key Functions

Electronic and On-Line Learner Registrations

QuartzWeb provides facilities for your centres to upload Excel or text files of learners in virtually any format. These are automatically processed or routed to the Quartz workflow system if manual intervention is needed. Learner registrations can also be entered directly by centres (subject to the AO’s authorisation) by typing in details on-line.



Example cohort/class review page for a 'Centre Administrator'. Individual learner records can also be updated.

Results (claims) can be entered directly in QuartzWeb through several routes, or through downloaded Excel mark/claim-sheets. 'Provisional' results can be authorised on-line using either a 'direct claims' or 'external verification' model (with or without sampling), tailored qualification-by-qualification/centre-by-centre as needed. Centres can also submit interim sets of results and track these on-line before formal submission.

eAssessment Submissions and Results

When linked to an eAssessment system, centres can schedule learners for eAssessment individually or in groups, and can review and amend forthcoming assessment dates. eAssessment results are automatically transferred to Quartz.

Centre Administration

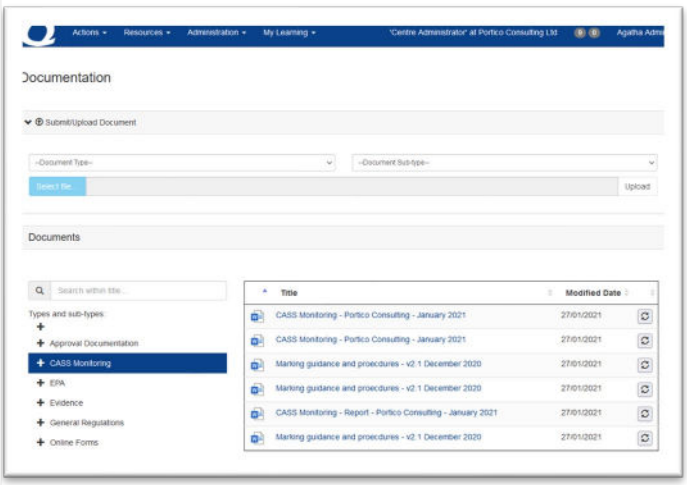
Centres can review the progress of registrations, results processing, certification, eAssessments, etc. 'Contact Manager' provides centres with controlled contact management functions.

Centres can initiate requests for a wide and extendable range of processes designed using the graphical workflow editor.

Exam Administration

Centres can enrol candidates onto exam sessions, track the exchange of exam papers and scripts, and update exam attendance records on-line.

Document sharing – download, upload & re-upload



An example of the Document Management Page as typically seen by centre staff

Any document held in Quartz can be 'published' to individual QuartzWeb users, or groups of QuartzWeb users.

Centres can upload documents, including operational and quality-related material.

Report Delivery

AOs can create new reports using Microsoft's 'Report Builder' accessing any data-field; and can include them in Quartz menus for AO staff.

Reports can also be made available for centres to run, providing AOs/EPAOs with the ability to respond to centre information requests and requirements through 'self-service' reporting.

Learner Achievement Review

Centre staff can review the history of achievement for learners (subject to data protection safeguards). This includes details of registrations, achieved components/units and qualifications (full awards), and the status and dates of certification.

Learner/Candidate Portal

Where candidates' e-mail addresses are known, Quartz provides an (optional) learner/candidate log-in to the Learner Porta. Learners/candidates can see their registrations, unit and qualification achievements and (where applicable) scheduled eAssessments; and can (optionally) download 'Wallet Passes' and eCertificates.

Online Certificate Verification and AuthentiQual®

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Certificates (and eCertificates) are protected by AuthentiQual® - a unique QR code providing instant online authentication and verification of a certificates.

QuartzWeb also offers a simple verification page which authenticates using information visible on any *bona fide* certificate.

New Business Enquiry/Centre Approval

QuartzWeb provides a built-in online centre approval process. Aspirant centres enter basic details and are automatically provided with a QuartzWeb log-in giving access to the AO/EPAO's centre approval process and resources. Centres interact with the process, including online entry of progress, declarations, and documentation upload.

Portico Consulting

Portico Consulting provides a range of management consultancy and technology services in the public, not-for-profit and education sectors. We have extensive experience supporting the operations of awarding organisations and our systems manage the achievement records and certification of millions of learners.

Please contact us if you would like to discuss Quartz or other areas in which we may be able to help:
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