

## Verifying Results

Once results are submitted directly onto the Open Awards portal an automated email will be sent to the AIV/EV attached to the course alerting them that results are waiting to be verified.

To verify results

- Go to **Actions** then select **ERAC Verification**
- A table will appear with a list of results which are currently in processing. Some of them will be awaiting verification by you, in which case there will be a corresponding **Verify** link.
- Review results submitted by clicking **Verify** link
- Review ERAC for course from ERAC Verification screen by clicking link **Review ERAC for course [course run ID]**
- To confirm the results, enter a **Verification Date** and then click **Verify** button
- To decline the results, click **Decline**
- If any supplementary information about these results is required, you will need to complete the **Mini Report**. This is mandatory for declined results.

To upload AIV Report

- Go to **Resources** then **Documents**
- Submit/Upload AIV Report

Please refer to [Authorised Internal Verifier \(AIV\) Status Policy and Procedures](#) for further details on verification.

## Certification

Open Awards will issue certificates within 10 working days of receipt of verified results and completed AIV Report.