

Certify results on an examination



Examination = Activity session

Examinations may be set up as an “activity session” in Ladok. This allows the students to sign up for the exam and for the results to be reported anonymously. Activity sessions also provide the possibility to plan different activities within a course.

Activity sessions may be used for different kinds of activities, e.g.. sit-in, take home examinations, laboratory work or field studies.

Results on the examination = Result on the module

The examination (or types of activity session) in Ladok always refers to a module or the final result on a course. When you certify the results on the exam, the result becomes valid for the whole module/course result.

You will receive an e-mail that you need to certify.

1. Log in to Ladok and select the tab **Certify**
2. Click on **the link to the examination** you are going to certify results on

The screenshot shows the Ladok user interface. At the top, there are navigation tabs: 'Study documentation', 'Course information', and 'Follow-up'. Below these, there are search fields for 'Personal identity' and 'Course'. A welcome message reads 'Welcome Eva Allsmäktig'. Below the welcome message, there are search fields for 'Personal identity no.', 'Last name', 'First name', and 'Name'. A 'Certify' button is highlighted with a '1' in a box. Below the search fields, there are buttons for 'Report results', 'My ongoing cases', and 'My favourite course instances'. A radio button selection is shown: 'Show only results I have received notification of' (unchecked) and 'Show all results that I have the right to certify' (checked). A notification bar at the top right says 'There are course results ready to be reported' with a '2' in a box. Below this, a table lists results to be certified:

To certify	Course/Module	Date	User
Course result	BKURS1 Biologi kurs grund (ver 4) 30.0 hp	2020-09-02	Resultatrapportör, J
ENG_Laboration 1.5 hp 0115	1MA006 ENG_Algebra II 7.5 hp	2020-09-03	Allsmäktig, Eva

Results that need to be certified

You can choose if only want to see results you have received notification of or all results you have the right to certify.

Examination

You can see that it is a result for an examination in the column “To certify”. The column “Course/Module” shows the course or the module that has a result that needs to be certified.

Certify results on an examination (cont.)

3. You are re-directed to the examination you clicked on. You will see a list of the results that have been reported on the examination.

4. **Check the results** and then handle them:



Certify the results by marking them and clicking “Certify”.

The students will not see any comments that you write in the dialogue box that opens now.

For security reasons Ladok may require that you log in again.



Reject the results by marking them and clicking “Remove ready mark for results”



Change an incorrect grade or examination date in the row of a student. Save (keyboard shortcut: Ctrl + S) and then certify the result.

Sit-in exam: Political theories: Re-take 2 2019-05-22 08:00 - 11:00

Report

Certify

Participation

Name and date of the examination

Included: SVS001 (Political theory 7.5 hp)

This is the module/modules that the examination is given within. The results become valid for the whole module/course.

Display participants for instance

42555 | 2019-01-21 - 2019-06-09 | 100% | Normal teaching



Save (Ctrl+S)

Certify

Remove ready mark for results

Display compress

Number of search results: 7

Personal identity no.	Name	Anonymisation code	Grade	Ex.date	Status	
19400721-9142	Carlson, Pontus	LJC-KTN	D	2019-06-06	Marked as ready	Select
19401201-9149	Ferm, Anna	STG-FYT	C	2019-06-04	Marked as ready	Select
19400617-8307	Jonason, Matilda	NTC-YFZ	FX	2019-06-04	Marked as ready	Select
19400927-9169	Laike, Alexandra	OLW-FJY	D	2019-06-04	Marked as ready	Select
19400613-9184	Nilsson, Rasmus	XEU-MYW	A	2019-06-04	Marked as ready	Select
19410203-3877	Nygren, Frida	XRS-TMD	A	2019-06-04	Marked as ready	Select
19410321-9202	Pettersson, Ava	LUA-MHB	B	2019-06-04	Marked as ready	Select

You will see the anonymisation code here if one was used.

To certify or reject one result: click on select in the row of the student.

The student will automatically be notified when the result has been certified.

Once you have certified the results, the link to the examination will disappear from the tab “To certify” on the home page. Thus you will always have an updated list there of what you need to certify.