

# Remove a certified result

## Change a certified result

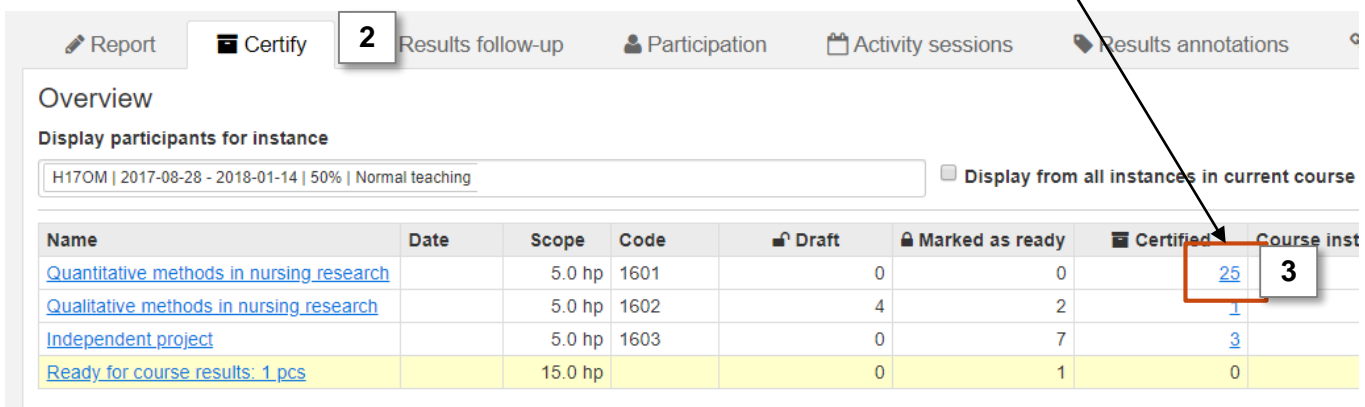
- Certified results (grade + examination date) cannot be changed. In case a faulty result has been certified, you need to remove the certified result and then report a new (correct) result.
- A faulty title can be changed by a user with special authorisation in Ladok

## Remove certified results

- It's only the examiners who certifies results on the course who can remove a certified result
- A certification is an official decision and there are special regulations on how you may change a certified result. Check with your university if you are unsure.
- Any results annotations will be removed when you remove the result. If you want to save the results annotations to use them again: write down the results annotations somewhere else, before removing the result.
- If a course result has been reported already, you need to remove this before removing the result on a module.
- If a student has received failed result previously but should receive a passing grade now, do not remove the failing grade. The new, passing, result can be reported anyways.

## How to remove a certified result

1. Click on the course instance on the home page or search for it
2. Go to the **tab "Certify"**
3. Click on **the number** in the **column "Certified"** in the **row of the module or course result**.



The screenshot shows the 'Certify' tab selected in the top navigation bar. Below the navigation bar, there is a search bar and a table of results. The table has columns for Name, Date, Scope, Code, Draft, Marked as ready, Certified, and Course inst. The first row of the table is highlighted in yellow and has a red box around the number '25' in the 'Certified' column. A callout box with the number '3' points to this number.

Name	Date	Scope	Code	Draft	Marked as ready	Certified	Course inst
<a href="#">Quantitative methods in nursing research</a>		5.0 hp	1601	0	0	25	3
<a href="#">Qualitative methods in nursing research</a>		5.0 hp	1602	4	2	1	
<a href="#">Independent project</a>		5.0 hp	1603	0	7	3	
<a href="#">Ready for course results: 1 pcs</a>		15.0 hp		0	1	0	

## Remove a certified result (cont.)

- You will be re-directed to the certifying list. The list is filtered to only show the certified results.
- In the row of a student: Click on **"Select"** → **"Remove result"**
- Confirm the removal** in the dialogue box that shows up.  
*Any comment you write in the dialogue box will not be shown to the student.*
- You may need to **log in to Ladok** again to confirm your identity (depending on the university)

The certified results have now been removed and the students are no longer showing in the list.

The user who reports results for the course can report a new result.

Overview / Quantitative methods in nursing research 5.0 hp 1601

Display participants for instance

H170M | 2017-08-28 - 2018-01-14 | 50% | Normal teaching

Save (Ctrl+S) Certify Remove ready mark for results Change column viewing Number of search results: 25

Personal identity no.	Name	Grade	Ex.date	Status
19500304-2222	Algotson, Georg	VG	2018-06-09	Certified
19410331-9036	Andersson, Hanan	G	2018-06-09	Certified
19791003-9283	Andersson, Ludvig	G	2018-06-09	Certified
19410126-7013	Andersson, Sofia	G	2018-06-09	Certified <i>i</i>
19500729-2435	Arnö, Jonatan	VG	2018-06-09	Certified

### **i** = Obstacle to remove the results

The red "i" will show in the row of a student if there is an obstacle to remove the results. This may be caused by:

- You are trying to remove a result on a module before removing the course result first. Remove the course result, and then remove the result of the module
- The result is included in an issued degree certificate or course certificate and cannot be removed.