

Remove certified results prepared for removal

Change a certified result

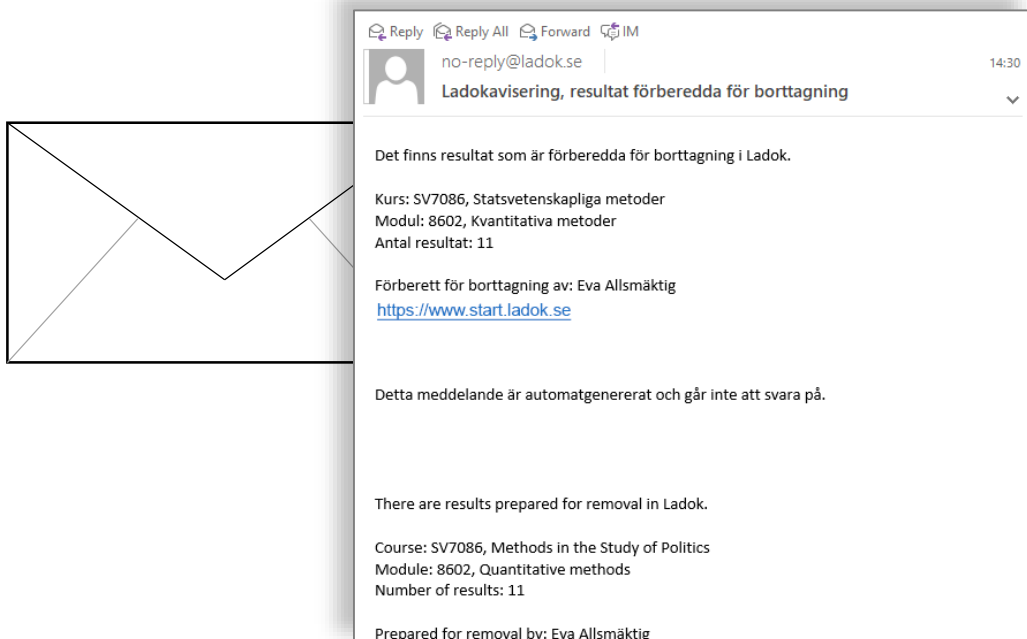
- Certified results (grade + examination date) cannot be changed. In case a faulty result has been certified, you need to remove the certified result and then report a new (correct) result.
- A faulty title can be changed by a user with special authorisation in Ladok

Remove certified results

- It's only the examiner 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.

A user can prepare certified results to be removed. This makes it easier for you to find the results and to remove several results at once.

You will get an e-mail when someone has prepared results to be removed by you.



How to remove certified results prepared for removal

1. Log in to Ladok and **select "Beta home page"** in the top right corner
Your preference is saved in the web browser in your computer, which means that you only need to select home page once.
2. The course is marked with an orange symbol with a flag. **Click on the course.**
3. A symbol of a flag is shown on the right side of the home page, in the row of the part of the course where you need to remove certified results. **Click on the flag.**

The screenshot shows the Ladok interface with the following elements:

- Navigation bar: Home page, Student, Course, Course packaging, Activity sessions, Reports, Advanced.
- Header: Welcome, Original homepage | Beta homepage (1).
- Search area: Edu. code, Inst. code, Search.
- Filters: VT2019, HT2018, VT2018, Spring semester 2019.
- Filter buttons: A-Z, To-do (2).
- Course list: SV7086 Methods in the Study of Politics 15.0 hp (2).
- Course details for SV7086: Course instances 1 / 1, Shortcuts, Version: 1. Methods: Qualitative methods 15.0 hp 8601, Quantitative methods 15.0 hp 8602. Results on course.
- Buttons: Report, Certify, and a flag icon (3).

Annotations:

- 1: Points to the 'Beta homepage' link in the top right corner.
- 2: Points to the 'To-do' filter button.
- 3: Points to the flag icon on the 'Certify' button for the course SV7086.

Text boxes:

- Do you only want to see courses with a task to do (e.g. remove results)? Click on "to do" here!
- Change semester here if the course instance was carried out during a previous semester.


Remove certified results prepared for removal (cont.)


- You are re-directed to the course result or module, and will see the results prepared for removal. **Mark the students** whose results should be removed and **click on "Remove results that are prepared for removal"**.
- 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 (depends 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.


Methods in the Study of Politics 15.0 hp SV7086


 Report

 Certify

 Results follow-up

 Participation

 Activity sessions

 Results annotation

Overview / Quantitative methods 15.0 hp 8602


Display participants for instance


42606 | 2019-03-25 - 2019-06-09 | 100% | Normal teaching

Display from all ins


















Save (Ctrl+S)

 Certify

 Remove ready mark for results

 Remove results that are prepared for removal

Display cor

<input type="checkbox"/>	Personal identity no.	Name	Grade	Ex.date	Status	
<input checked="" type="checkbox"/>	19400228-7086 	Bergström, Tove	A	2019-06-04	 Certified	Select
<input checked="" type="checkbox"/>	19340617-8312 	Boström, Carl	C	2019-06-04	 Certified	Select
<input checked="" type="checkbox"/>	40624-8827 	Granström, Ava	A	2019-06-04	 Certified	Select
<input checked="" type="checkbox"/>	19340720-7020 	Hultberg, Ida	A	2019-06-04	 Certified	Select
<input type="checkbox"/>	19340813-8877 	Kinnå, Frida	B	2019-06-04	 Certified 	Select
<input checked="" type="checkbox"/>	19400318-9083 	Kinnå, Ida	C	2019-06-04	 Certified	Select
<input checked="" type="checkbox"/>	19400208-7874 	Laike, Edit	A	2019-06-04	 Certified	Select
<input checked="" type="checkbox"/>	19400313-7033 	Pasaru, Sofia	C	2019-06-04	 Certified	Select

= 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.