

# Remove certified results prepared for removal



## Remove certified results

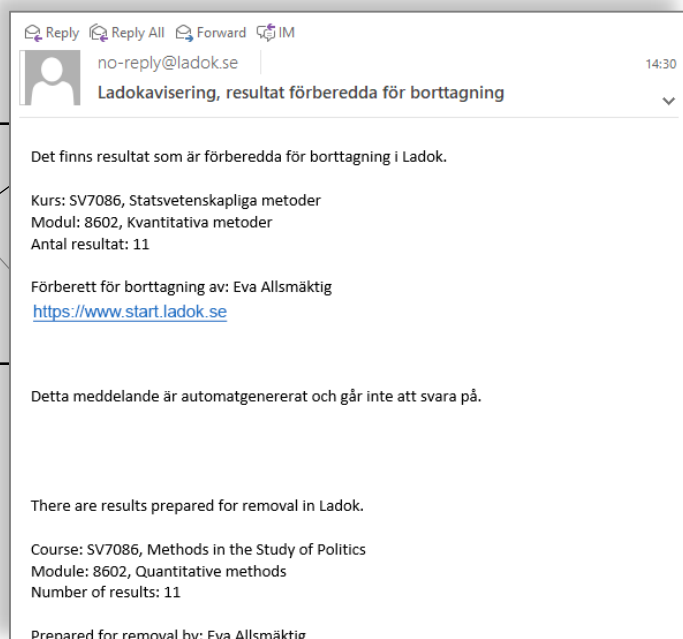
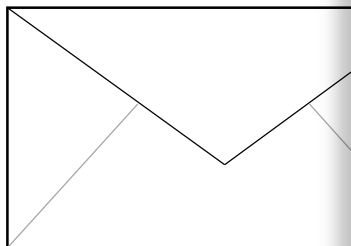
- It's only the examiner who certifies results on the course who can remove a certified result
- A certification is an official decision and there are special regulations on how you may change a certified result. Check with your university if you are unsure.
- Any results annotations will be removed 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 a failed result previously but should receive a passing grade now, do not remove the failing grade. The new, passing, result is to be reported as usual with a new examination date.

## Change results

It is possible to change a result without removing the faulty result first. See [instructions at ladok.se](https://www.ladok.se).

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.



Reply Reply All Forward IM

no-reply@ladok.se 14:30

Ladokavisering, resultat förberedda för borttagning

Det finns resultat som är förberedda för borttagning i Ladok.

Kurs: SV7086, Statsvetenskapliga metoder  
Modul: 8602, Kvantitativa metoder  
Antal resultat: 11

Förberett för borttagning av: Eva Allsmäktig  
<https://www.start.ladok.se>

Detta meddelande är automatgenererat och går inte att svara på.

There are results prepared for removal in Ladok.

Course: SV7086, Methods in the Study of Politics  
Module: 8602, Quantitative methods  
Number of results: 11

Prepared for removal by: Eva Allsmäktig

## How to remove certified results prepared for removal

1. Log in to Ladok and the tab **Certify**
2. You will see a marking (“Removal of certified result”) in the row of the course / module where you need to remove the results. Click **on the link** to remove the certified result.

The screenshot shows the Ladok interface with the 'Certify' tab selected. The navigation bar includes 'Ladok', 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. The main navigation bar has 'Home page', 'Student', 'Personal identity', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Adv'. The user is logged in as 'Eva Allsmäktig'. The 'Certify' tab is highlighted with a box containing the number '1'. Below the navigation, there are search fields for 'Personal identity no.', 'Last name', 'First name', and 'Name'. There are also buttons for 'Report results', 'My ongoing cases', and 'My favourite course instances'. A notification bar states 'There are course results ready to be reported. 1'. Below this, there are radio buttons for 'Show only results I have received notification of' (selected) and 'Show all results that I have the right to certify'. The main content is a table with columns: 'To certify', 'Course/Module', 'Date', and 'User'. The table contains two rows: one for 'ENG\_Laboration 1.5 hp 0115' and one for 'Course result'. The 'Course result' row has a box with the number '2' pointing to the link. Below the table, there is a link for 'Removal of certified result'.

To certify	Course/Module	Date	User
<a href="#">ENG_Laboration 1.5 hp 0115</a>	1MA006 ENG_Algebra II 7.5 hp	2020-09-03	Allsmäktig, Eva
<a href="#">Course result</a>	BKURS6 Social work 30.0 hp	2020-09-03	Allsmäktig, Eva

[Removal of certified result](#)

## Remove certified results prepared for removal (cont.)

3. 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"**.
4. **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.*
5. 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 R	Bergström, Tove	A	2019-06-04	Certified	Select
<input checked="" type="checkbox"/>	19340617-8313 R	Boström, Carl	C	2019-06-04	Certified	Select
<input checked="" type="checkbox"/>	1940624-8827 R	Granström, Ava	A	2019-06-04	Certified	Select
<input checked="" type="checkbox"/>	19340720-7020 R	Hultberg, Ida	A	2019-06-04	Certified	Select
<input type="checkbox"/>	19340813-8877 R	Kinnå, Frida	B	2019-06-04	Certified	Select
<input checked="" type="checkbox"/>	19400318-9083 R	Kinnå, Ida	C	2019-06-04	Certified	Select
<input checked="" type="checkbox"/>	19400208-7874 R	Laike, Edit	A	2019-06-04	Certified	Select
<input type="checkbox"/>	19400313-7033 R	Pason, Sofia	-	-	Certified	Select

#### **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.