

# Report results on an examination

Content	Page
<a href="#">Report results on examination</a>	1-2
<a href="#">Use examination points</a>	3



## Exam result = Module result

The exam that is set up in Ladok always concerns a module. When you report results on the exam, it is the grades on the module that are set.

## Report results on examination

1. Log in to Ladok and select the tab **Report results**
2. Click on **Examination sessions and other activity sessions**
3. Click on **Report results** in the row of the exam you're going to report results on

Welcome Eva Allsmåktig

Personal identity no. Last name First name Edu. code Inst. code Search

1 Report results My ongoing cases My favourite course instances

2 Examination sessions and other activity sessions You can report and certify directly on for example an examination session here

3 Report results

If you need to report results on an exam from a previous semester, select the semester here first.

Click on the i-symbol to see more information about the exam.

## Report results on an examination (cont.)

- You are re-directed to a list of all students who participated on the exam
- Select a grade** in the row of each student by clicking on the grade.  
*Students are automatically selected when you do so.*
- Examination date is automatically the date the exam was completed.
  - IF the students should receive a different examination date: Use the "Ex. Date" button in the table header to give all selected students a different examination date.
- Save as draft** (shortcut: Ctrl + S)
- Mark as ready, select who graded the results and notify the examiner** who should certify the results.

The results are now marked as ready and can only be handled by the person certifying the results. The examiner you chose to notify will get an e-mail about the results within 30 minutes.

2022-02-21 - 2022-02-25 Take-home examination

Concerns: [UV205C Soc...](#) / [MOD2 Conflict management 3.0 h](#)

Number of students: **7** OCS

Show results in status:

Show students who are:

Grades saved as draft: U :- G :- VG :- There are unsaved changes

<input type="checkbox"/>	Anonymisation code ↑⇅	Grade ↓ * ↑	Ex.date ↓ <b>6</b>	Status	More information
<input checked="" type="checkbox"/>	BJM-FJT	<input type="button" value="U"/> <input type="button" value="G"/> <input type="button" value="VG"/>	2022-02-21 <input type="button" value="📅"/>	<a href="#">Revert changes</a>	
<input checked="" type="checkbox"/>	CNJ-RDY	<input type="button" value="U"/> <input type="button" value="G"/> <input type="button" value="VG"/>	2022-02-21 <input type="button" value="📅"/>	<a href="#">Revert changes</a>	
<input checked="" type="checkbox"/>	CSD-ZDK <b>5</b>	<input type="button" value="U"/> <input type="button" value="G"/> <input type="button" value="VG"/>	2022-02-21 <input type="button" value="📅"/>	<a href="#">Revert changes</a>	
<input checked="" type="checkbox"/>	EFM-NZG	<input type="button" value="U"/> <input type="button" value="G"/> <input type="button" value="VG"/>	2022-02-21 <input type="button" value="📅"/>	<a href="#">Revert changes</a>	
<input checked="" type="checkbox"/>	FUA-IJDM	<input type="button" value="U"/> <input type="button" value="G"/> <input type="button" value="VG"/>	2022-02-21 <input type="button" value="📅"/>	<a href="#">Revert changes</a>	

The course(s) and module(s) to which the examination concerns. It is this module that the result is reported on. The link leads to the course page.

IF students should sign up on the activity, you are able to choose to show students who are signed up or not.

### Revert changes

In case you put in the wrong information, you can revert your changes for a student before you save.



## Two steps to add exam points

Two steps are required to add exam points to an examination:

1. Create the possibility to enter examination points (can be prepared before the exam is given)
2. Report writing points (done in the same way as grades / examination dates are reported)

## Create the possibility to enter examination points

1. Go to the course instance that the exam was given within – by searching or by clicking on the link from the page of the examination

2022-04-26 Sit-in examination | Sign up required, Sal 12, Uppsala

Concerns: [ABA100 Abs...](#) / [MODC Laborationer 3.0 hp](#)

Report results | Certify | Participation

Number of students: 15 pcs

Show results in status: Unprocessed (x) Draft (x)

Show students who are: Applied

Save (Ctrl+S) | Mark as ready (Ctrl+S) | More functions v | Grades saved as draft: F: 1 FX: 1 E: - D: - C: - B: - A: - Custom

<input type="checkbox"/>	Pers. id. No. ↑	Name ↑	Grade v *	Ex. date v * ↑	Status	More information
<input type="checkbox"/>	19410126-7013	Andersson Sofia	F   FX   F   D   C   B   A	2022-04-26		

2. Go to the "Results annotations" tab
3. In the row for the module that the exam concerns: click on "New results annotation" → "New results annotation, examination points"

ABA100 Abstrakt algebra 7.5 hp

Report results | Certify | Results follow-up | Participation | Activity sessions | Results annotations | 2 groups

Display results annotations for: 2022-01-17 - 2022-06-05 90220 100% Normal teaching Stockholm (x)

Abstrakt algebra 7.5 hp | 90220 | 2022-01-17 – 2022-06-05

Modules / Results annotations	Results annotation t...	Show to the student after certification
MODB Modul B 4.5 hp		New results annotation v
MODC Laborationer 3.0 hp		New results annotation v 3
Course result 7.5 hp ABA100		New results annotation New results annotation, examination points

4. In the dialogue box: In case you want the examination points to be visible to the student after certification: check the box "Shown to student".
5. Confirm

The possibility to report examination points has now been created. Report as described on [page 1-2](#).