

Prepare to change certified result



It is possible to change a result (grade + examination date) that has been certified. To do this, the results first need to be prepared for change and then they need to be certified.

Changing results requires special authority in Ladok, meaning that staff who can report a grade may not be able to change it. This depends on the settings made at each university.

Note that results should only be changed if grades or exam dates have been entered incorrectly and need to be changed. If a student has previously failed, but has re-taken the examination with a passing grade, a new result should be reported.

Other changes to certified results

- **Title** can be changed by staff with the authority to do so.
- Certified **results annotations** cannot be changed.

How to: Prepare to change a certified result

1. **Search for the student** who should get a changed result
2. **Click on the course** where the result should be changed
3. The modules where the student has obtained results are now listed under the version of the course to which they belong. **Click on “Manage results” on the version** that the module belongs to.

[Overview](#) / Programming 1 15.0 hp PROG01

Course result 10.0 hp (of which 0.0 hp credited part of course) [Note](#) [New view](#) | [Old view](#)

Current version (Version 3 - course registration 2018-09-01)

[Manage results](#)

Enter modules required for course completion

Module code	Name	Scope	Grade	Ex.date
3301	Moment 1	3.0 hp		
3302	Moment 2	3.0 hp		
3303	Seminar	4.0 hp		
3304	Uppsats	5.0 hp	B	2020-09-01
	Title / Alternative title	Programming som ett alternativ		
		Programming as an alternative		
PROG01	Results on course	15.0 hp		

[Summary of results from all versions](#) | [Report results on other versions of the course](#)

If you want to report results on other course versions, you can do that here.

Summary of results from all versions

Version	Module code	Name	Scope	Grade	Ex.date
3	3304	Uppsats	5.0 hp	B	2020-09-01
		Title / Alternative title	Programming som ett alternativ		
			Programming as an alternative		
2	2202	Lab 2	5.0 hp	G	2020-09-01

Prepare to change certified result (forts.)

- Select the module** you want to change the results on
Note! You cannot change the result on the module if the student already has results on the whole course. First remove the result on the course and then change the result on the module.
- Click **Options** → **Change certified result**

Overview / ADB course 7.5 hp ADB111 / Version 2

Save (Ctrl+S) Mark as ready Certify Enter modules required for course completion Note Please give us feedback about this view (open in new tab)

Name	Scope	Grade	Ex.date	Status	Certifier
<input type="radio"/> Seminar DEL5 (Excluded)	3.0 hp		YYMMDD		
<input checked="" type="radio"/> 4 Assignment 2 IN22	1.5 hp	4	2020-09-01	Certified	Eva Allsmåktig
Title / Alternative title * Coronas inverkan på utvecklingen av appar Corona's impact on app development					

5 Remove certified result
Change certified result

6. Select a new grade and / or exam date

<input checked="" type="radio"/> 6 Assignment 1 INL1	2.0 hp	4	2017-09-09	Certified	Eva Allsmåktig
Title / Alternative title * Titel 20200519 Titel 20200519					
Examination points	18.5	Shown to student			
ResNot 1 Fritext	Administratören får manuellt hålla koll på om studenten är studieavgiftsskyldig när man lägger en avstängning på grund av obetald studieavgift. Man blir hindrad att spara ett resultat som har hinder id				
ResultNote 1 checkbox	Yes	Shown to student			
ResultNote 1 numeric	112				
Change certified result	4	2017-09-09	Options		
Title / Alternative title * Titel 20200519 Titel 20200519					
Examination points	18.5				
ResNot 1 Fritext	Administratören får manuellt				
ResultNote 1 checkbox	<input checked="" type="checkbox"/>				
ResultNote 1 numeric	112				

You can change everything that can appear on a result. However, if a results annotation has been left empty when the result has been reported, you can't make a result annotation in this stage.

To change title, you click on "Change" in the row of the title.

- Save** (shortcut: Ctrl + S)
- Mark as ready and notify** the examiner of the course who should certify the change.

Overview / ADB course 7.5 hp ADB111 / Version 2

Save (Ctrl+S) **8** Mark as ready Certify Enter modules required for course completion Note

If you are the examiner of the course: certify the changed result by clicking on "Certify".