

# 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.

## 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. **Click on “Manage results”** (note, in case the result has been reported on a previous version of the course you need to open the previous version first) -

19810405-9293 Berg, Sture

Overview Participation Study plans Cases/Decisions Student information

Overview / Programming 1 15.0 hp PROG01  
Course result 7.5 hp (of which 0.0 hp credited part of course) Note

Current version (Version 2 - course registration 2018-01-15 -- 2020-04-08)

**3** Manage results Enter modules required for course completion

Code	Name	Scope	Grade	Ex.date	Status
2201	Lab 1	5.0 hp			
2202	Lab 2	5.0 hp			
2203	Take-home examination	5.0 hp	C	2020-04-08	Certified
PROG01	Course result	15.0 hp			

Summary of results from all versions | [Report results on other versions of the course](#) ← Click here to change results on another course version

### Summary of results from all versions

Version	Code	Name	Scope	Grade	Ex.date
2	2203	Take-home examination	5.0 hp	C	2020-04-08
1	1101	Lab 1	2.5 hp	G	2017-12-19

## 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**

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

Name	Scope	Grade	Ex.date	Status	Certifier
2201 Lab 1	5.0 hp	U G	YYMMDD		
2202 Lab 2	5.0 hp	U G	YYMMDD		
4 2203 Take-home examination	5.0 hp	C	2020-04-08	CERTIFIED	Eva Ållsmå
Comment	Well done!				
Participation seminar	2020-04-01				

Options  
Remove certified result  
Change certified result

- Select a new grade, exam date** or any other information that has been reported incorrectly, e.g. writing points on an exam.

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Save (Ctrl+S) Mark as ready Certify Enter modules required for course completion Note There are unsaved changes

Name	Scope	Grade	Ex.date	Status	Certifier
2201 Lab 1	5.0 hp	U G	YYMMDD		
2202 Lab 2	5.0 hp	U G	YYMMDD		
2203 Take-home examination	5.0 hp	C	2020-04-08	CERTIFIED	Eva Ållsmåktig
Comment	Well done!				
Participation seminar	2020-04-01				
Change certified result		F FX E D C B A	2020-04-08		
Comment	Well done!				
Participation seminar	2020-04-01				

Options

- Save** (shortcut: Ctrl + S)
- Mark as ready and notify** the examiner who should certify the change. They will receive an e-mail within 30 minutes, and a shortcut to the results from their home page.

Overview / Programming 1 15.0 hp PROG01 / Version 2

Save (Ctrl+S) 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".