

# Certify results

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You will receive an email when you need to certify results.

## Find the results to be certified by:

1. Go to the home page in Ladok, and make sure that the tab “Certify” is selected
2. Click on the module, exam or course results to start certifying. Instructions continue on the following pages:
  - [Module: page 2](#)
  - [Examination: page 3](#)
  - [Results of the entire course: page 4](#)
  - [A specific student: page 5](#)

🏠 Welcome Eva Allsmächtig

Personal identity no. Last name First name  Extend with national search

Course code Name

Certify **1**  Report results  My ongoing cases  My favourite course instances

Show only results I have received notification of  Show all results that I have the right to certify There are course results to report 31

To certify	Course/Module	Date	User
✉  19940913-2389 Andersson Alicia <a href="#">Course result</a>	BKURS2 Biologi kurs 2 grund (ver 1) 30.0 hp Result prepared for change	2021-02-18	Allsmä
✉ <a href="#">Course result</a>	FMAF04 Mathematical Modelling with Statistical Applications 15.0 hp	2021-03-18	Allsmä
✉ <a href="#">2101 Hand-ins 5.0 hp</a>	<b>2</b> Mathematical Modelling with Statistical Applications 15.0 hp	2021-03-18	Allsmä
✉ <a href="#">2022-02-21 Take-home examination: Conflict m</a>	<i>Examination/Activity Session</i> ⓘ	2022-03-11	Allsmä
	UV205C Social Relations, Conflict Management and Pe... 9.0 hp		
	MOD2 Conflict management 3.0 hp		

# Certify results on module

When you click on a module, you will see the results marked as ready on the module

1. Review the results and check-mark the ones to be certified
  - Is the result incorrect? [Change or delete results BEFORE certifying](#)
2. Click on "Certify".

**FMAF04 Mathematical Modelling with Statistical Applications 15.0 hp**

Report results | **Certify** | Results follow-up | Participation | Activity sessions | Results annotations | Groups

Overview / 2101 Hand-ins 5.0 hp

Number of students: **41 pcs** | Show students registered on course instance from version 2: 2021-01-18 - 2021-06-06 FA021 50% Normal teaching Uppsala | Show results in status: Marked as ready

Save (Ctrl+S) | **Certify (Ctrl+S)** | 2 | Remove certified results (Ctrl+S) | More functions

<input checked="" type="checkbox"/>	Pers. Id. No. ↑	Name	Grade *	Ex. date *	Status	More information
<input checked="" type="checkbox"/>	19600318-0988	Algotson, Mario	F FX E D <b>C</b> B A	2021-03-01	Marked as ready	
<input checked="" type="checkbox"/>	<b>1</b> 0331-9036	Andersson, Hanan	F FX E D C B <b>A</b>	2021-03-01	Marked as ready	
<input checked="" type="checkbox"/>	19850712-9990	Andersson, Hannes	F FX E D C B A	2021-03-01	Marked as ready	
<input checked="" type="checkbox"/>	19841127-9287	Andersson, Johan	F FX E D C B A	2021-03-01	Marked as ready	
<input checked="" type="checkbox"/>	10240412-0004	Andersson, Johan	F FX E D C B A	2021-03-01	Marked as ready	

3. In the dialogue box: Click on "**Certify results**": Ladok may now request that you log in again.

Certify results

Course: FMAF04 Mathematical Modelling with Statistical Applications 15.0 hp  
Module: 2101 Hand-ins 5.0 hp

Students: 8 pcs selected  
Number of grades: D 2 pcs, C 5 pcs, A 1 pcs

Certifier: Allsmäktig, Eva  
Decision date: 2022-03-23

Graded by teacher: Teacher, Eva user001@uni.se

When you certify results as an examiner, you confirm that the correct results have been entered. The decision is executed through the certification and the student is notified of the result.

**Certify results (Ctrl+S)** | 3

You are now done with the certification and thus the decision of the results is made.

The students are automatically notified that they have new results.

# Certify results on an examination



## 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.

When you click on an exam, you will see the results marked as ready

1. Review the results and mark the ones to be certified
  - Is the result incorrect? [Change or delete results BEFORE certifying](#)
2. Click on "**Certify**".

2022-02-21 - 2022-02-25 Take-home examination: Conflict management | Anonymous, Malmö

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

[Report results](#) [Certify](#) [Participation](#)

Number of students Show results in status

9 pcs

Marked as ready

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

Save (Ctrl+S)

[Certify \(Ctrl+S\)](#) **2**

Remove certified results (Ctrl+S)

More functions

Customize columns (7 of 7)

<input checked="" type="checkbox"/>	Pers. Id. No. ↑↓	Name ↑↓	Anonymisation code ↑≠	Grade ↓ * ↑↓	Ex. date ↓ * ↑↓	Status	More information
<input checked="" type="checkbox"/>	19400910-9077	Sahlman, Edvin	BJM-FJT	U G VG	2022-02-21	Marked as ready	
<input checked="" type="checkbox"/>	<b>1</b> 714-9207	Neuman, Kevin	CNJ-RDY	U G VG	2022-02-21	Marked as ready	
<input checked="" type="checkbox"/>	19090203-9825	Lönnfält, Vincent	CSD-ZDK	U G VG	2022-02-21	Marked as ready	
<input checked="" type="checkbox"/>	19601011-3030	Laike, Viktor	EFM-NZG	U G VG	2022-02-21	Marked as ready	

3. In the dialogue box: Click on "**Certify results**": Ladok may now request that you log in again.

Certify results

Course FMAF04 Mathematical Modelling with Statistical Applications 15.0 hp  
Module 2102 Exam 7.5 hp

Students 8 pcs selected  
Number of grades  
D 2 pcs  
C 5 pcs  
A 1 pcs

Certifier Allsmäktig, Eva  
Decision date 2022-03-23

Graded by teacher Teacher, Eva user001@uni.se

When you certify results as an examiner, you confirm that the correct results have been entered. The decision is executed through the certification and the student is notified of the result.

[Certify results \(Ctrl+S\)](#) **3**

You are now done with the certification and thus the decision of the results is made.

The students are automatically notified that they have new results.

# Certify results on the entire course

When you have clicked on "Results on course", you will see the results marked as ready listed together with the students' results on the course modules.

1. Review the results and mark the ones to be certified
  - Is the result incorrect? [Change or delete results BEFORE certifying](#)
2. Click on "**Certify**".

**Show / Hide columns**  
You can control which columns are displayed, click on "Customize columns" to e.g. hide modules that are not relevant to you now.

Save (Ctrl+S) **Certify (Ctrl+S)** Remove certified results (Ctrl+S) More functions Customize columns (9 of 9)

<input checked="" type="checkbox"/>	Pers. Id. No. ↑	Name	2101 Hand... 5.0 hp	2102 Paper 8.0 hp	2103 Oppo... 2.0 hp	Grade * ↑	Ex.date * ↑	Status
<input checked="" type="checkbox"/>	19820616-9289	Granström, Alicia	B Exam points : 14	B	G	E D C B A	2021-03-18	Marked as
<input checked="" type="checkbox"/>	19340624-8827	Granström, Ava	B Exam points : 14	D	Excluded	E D C B A	2021-03-18	Marked as
<input checked="" type="checkbox"/>	19560321-2696	Granström, Sarah	C Exam points : 12	Cred.	G	E D C B A	2021-03-18	Marked as
<input checked="" type="checkbox"/>	19410-2392	Granström, William	D Exam points : 11	B	G	E D C B A	2021-03-18	Marked as
<input checked="" type="checkbox"/>	19710925-9288	Hansson, Fanny	B Exam points : 14	C	G	E D C B A	2021-03-18	Marked as
<input checked="" type="checkbox"/>	19500807-2307	Hansson, Mario	D Exam points : 11	C	G	E D C B A	2021-03-18	Marked as

## "CRED."

If all or parts of the module have been credited, "CRED" is displayed. Click on the text to see more information.

## "EXCLUDED"

If a module is marked with "Excluded", it means that the student has received results from different course versions (with different set of modules). Click on the student's personal identity number to see a summary of the student's results.

3. In the dialogue box: Click on "**Certify results**": Ladok may now request that you log in again.

You are now done with the certification and thus the decision of the results is made.

The students are automatically notified that they have new results.

# Certify results for a specific student

When you click on a student's name and personal identity number on the home page, you will be re-directed to a page where you can handle that particular student's result on the course. This may be either a new result or a changed result you need to certify.

The result that you need to handle is marked in yellow.

## Certify a new result

The grade and examination date (and any other information e.g. title or exam points) are shown in the row of the module.

- Click on **Certify** to certify the result Ladok may request that you log in again.

Overview / Participation Study plans Cases/Decisions Student information National overview Extra

Overview / Programming 1 15.0 hp PROG01 / Version 2

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	2021-07-06	MARKED AS READY	
2202 Lab 2	5.0 hp	U G	YYMMDD		
2203 Take-home examination	5.0 hp	F FX E D C B A	YYMMDD		

- **Reject the result** by clicking "Options" → "Remove marked as ready".
- **Change the grade, date** or any other information that is faulty by writing the new information in the row for the module. Save and then certify the result.

## Certify a changed result

You will see the result that the student received previously. Underneath, in brighter yellow, you will see the changed result that needs to be certified.

- Click on **Certify** to certify the result Ladok may request that you log in again.

Overview / Participation Study plans Cases/Decisions Student information National overview Extra

Overview / Programming 1 15.0 hp PROG01 / Version 2

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	G	2021-07-06	CERTIFIED	Eva Ållsmåktig
Change certified result		U G	2021-07-01	MARKED AS READY	
2202 Lab 2	5.0 hp	U G	YYMMDD		
2203 Take-home examination	5.0 hp	F FX E D C B A	YYMMDD		

- **Reject the result** by clicking "Options" → "Remove marked as ready".

# Change or remove results marked as ready

## Change the result BEFORE you certify

If any of the results marked as ready are incorrect, you can change them before certifying.

1. Stay in the "Certify" tab and select another grade / examination date for the student in the list.
2. Click on "Save".

The change is saved and the result is now ready to be certified.

Save (Ctrl+S) **2** Certify (Ctrl+S) Remove certified results (Ctrl+S) More functions v There are unsaved changes Customize columns (6 of 7) << >>

<input type="checkbox"/>	Pers. Id. No. ↑	Name ↑	Grade v *	Ex.date v * ↑	Status	More information
<input type="checkbox"/>	19600318-0988	Algotson, Mario	F FX E D C B A	2021-03-01	Marked as ready ⓘ	
<input type="checkbox"/>	19410331-9036	Andersson, Hanan	F FX E D C B A	2021-03-01	Marked as ready ⓘ	
<input checked="" type="checkbox"/>	19850712-9990	Andersson, Hannes	F FX E D C B A <b>1</b>	2021-03-01	Marked as ready ⓘ Revert changes	
<input type="checkbox"/>	19841127-9287	Andersson, Johan	F FX E D C B A			
<input type="checkbox"/>	19340412-9094	Arnö, Josefin	F FX E D C B A			
<input type="checkbox"/>	19620922-3152	Bengtsson, Katarina	F FX E D C B A			
<input type="checkbox"/>	19340320-7917	Berg, Wilhelm	F FX E D C B A			
<input type="checkbox"/>	19811001-9299	Berggren, Björn	F FX E D C B A			
<input type="checkbox"/>	19300505-7058	Bergström, Gabriella	F FX E D C B A			
<input type="checkbox"/>	19790219-9285	Boström, Edit	F FX E D C B A			
<input type="checkbox"/>	19410827-9185	Carlson, Tim	F FX E D C B A			

March 2021

Wk	Mo	Tu	We	Th	Fr	Sa	Su
9	1	2	3	4	5	6	7
10	8	9	10	11	12	13	14
11	15	16	17	18	19	20	21
12	22	23	24	25	26	27	28
13	29	30	31				

## Remove marking as ready

If any of the students who have a clear mark should not have a result at all, you can reject it by removing the marking as ready.

1. Stay in the "Certify" tab and select the result you want to delete
2. Click "More functions" → "Remove ready mark for results".
3. Confirm in the dialog that opens

The marking as ready is removed. The result is now in status draft and can be handled by the person reporting on the course again.

Save (Ctrl+S) Certify (Ctrl+S) Removal of certified results (Ctrl+S) Customize columns v More functions v **2**

<input type="checkbox"/>	Pers. Id. ... ^	Name ^	Grade v * ⇅	Ex.date v * ⇅	Status
<input type="checkbox"/>	19790918-9230	Algotson, Emelia	U G	2021-05-10	MARKED AS READY ⓘ
<input checked="" type="checkbox"/>	122-2861	Bergström, Charlotte	U G	2021-05-10	MARKED AS READY ⓘ

Remove ready mark for results...  
Removing the ready mark means that results returned to draft