

Remove certified results



Remove a certified result

- Only the examiner who certifies on the course can remove certified results.
- Keep in mind that a certified result is an official decision, there are regulations regarding how you may change certified results. Check with your university if you are unsure.
- When results are removed, any results annotations (e.g. examination points) are deleted. Make sure to note these on the side if you want to save them.

Change results

If a result needs to be changed, it can be done without removing the incorrect result first. The result first needs to be prepared for change and then needs to be certified by the examiner on the course. See [instructions at ladok.se](https://ladok.se/instructions).

In case someone has prepared for you to remove the results, you will receive an e-mail from Ladok. Log in to Ladok and look in the tab “Certify” on the home page – there will have a link to the results prepared for removal there.

Click on the link, then follow the instructions from [step 5 on page 3](#).

The screenshot shows the Ladok user interface. At the top, there is a navigation bar with tabs: "Study documentation", "Course information", "Follow-up", and "System administration". Below this is a secondary navigation bar with links: "Home page", "Student", "Course", "Course packaging", "Activity sessions", "Reports", "Advanced", and "Mana". The main content area starts with a welcome message "Welcome Eva Ållsmäktig". Below the welcome message are search fields for "Personal identity no.", "Last name", and "First name", along with a "Search" button and an "Extend with national search" checkbox. To the right, there are fields for "Course code" (containing "ABC123") and "Name" (containing "Name of course"). Below the search fields are four tabs: "Certify", "Report results", "My ongoing cases", and "My favourite course instances". The "Certify" tab is active. Below the tabs, there are two radio buttons: "Show only results I have received notification of" (selected) and "Show all results that I have the right to certify". Below the radio buttons is a table with three columns: "To certify", "Course/Module", and "Date". The table contains three rows of results. The first row is "2101 Hand-ins 5.0 hp" for "FMAF04 Mathematical Modelling with Statistical Applications 15.0 hp" dated "2021-03-18". The second row is "0115 aboation 1.5 hp" for "1MA006 Algebra II 7.5 hp" dated "2021-04-15". The third row is "3001 Mathematical Structures 5.0 hp" for "FMAF05 Mathematics - Systems and transformers 7.0 hp" dated "2021-07-06". A red box highlights the text "Result prepared for removal" in the third row.

To certify	Course/Module	Date
2101 Hand-ins 5.0 hp	FMAF04 Mathematical Modelling with Statistical Applications 15.0 hp	2021-03-18
0115 aboation 1.5 hp	1MA006 Algebra II 7.5 hp	2021-04-15
3001 Mathematical Structures 5.0 hp	FMAF05 Mathematics - Systems and transformers 7.0 hp	2021-07-06

Remove certified results

You can remove certified results, even if they have not been prepared for removal. Follow the instructions below:

1. **Search for the course instance** you're going to remove results from. For example by searching on the course code and then selecting the instance that was given during the semester.

Course

Q Course instances Overview of ongoing reporting

Course code Name Ongoing within

FMAF05 Name of course 1 Select per... From To Customize search fields (3 of 6) Search

Customize columns (9 of 14) Number of search results

Course code	Course	Ver.	Instance code	Start	End	Pace	Type of instruction	Study venue
FMAF05	Mathematics - Systems and transformers 7.0 hp	3	05170	2022-08-29	2023-01-15	25%	Normal teaching	Uppsala
FMAF05	Mathematics - Systems and transformers 7.0 hp	1	44512	2021-08-30	2022-01-16	25%	Normal teaching	Stockholm
FMAF05	Mathematics - Systems and transformers 7.0 hp	3		2021-01-20	2021-01-27			Stockholm
FMAF05	Mathematics - Systems and transformers 7.0 hp	3	05021	2021-01-18	2021-06-06	25%	Normal teaching	Uppsala

2. Select the tab **Certify**
3. Click on the part of the course you're going to remove results from

FMAF05 Mathematics - Systems and transformers 7.0 hp

Report results **Certify** 2 Results follow-up Participation Activity sessions Results annotations Groups

Overview

Show course version Show students registered on course instance from version 3

Course version 3 2021-01-18 - 2021-06-06 05021 25% Normal teaching Uppsala

Course content	Draft	Marked as ready	Certified	More information
3001 Mathematical Structures 5.0 hp	0	0	13	
3002 Optimization 3.0 hp	1	1	8	

Show all activity sessions

Course result

Course results to certify: 0 pcs

Remove certified results (cont.)

4. Filter the certified results in the box "Show students with results status"
 5. **Select the students** whose results you want to remove and click on "**Remove certified results**"
 6. **Confirm** in the dialog that opens.
The student does not see any comment that you may write in the dialogue box.
 7. Ladok may request that you log in again
- The certified results have now been removed.

FMAF05 Mathematics - Systems and transformers 7.0 hp

[Report results](#) [Certify](#) [Results follow-up](#) [Participation](#) [Activity sessions](#) [Results annotations](#) [Groups](#)

Overview / 3001 Mathematical Structures 5.0 hp

Number of students **13 pcs** Show students registered on course instance from version 3 Show results in status

2021-01-18 - 2021-06-06 05021 25% Normal teaching Uppsala Certified 4

[Save \(Ctrl+S\)](#) [Certify \(Ctrl+S\)](#) [Remove certified results \(Ctrl+S\)](#) [More functions](#) [Customize columns \(6 of 6\)](#)

<input type="checkbox"/>	Pers. Id. No. ↑	Name ↑	Grade ↓ *	Ex.date ↓ *	Status	More information
<input type="checkbox"/>	19410331-9036	Andersson, Hanan	F FX E D C B A	2021-03-09	Certified	Cred.
<input checked="" type="checkbox"/>	19214-9283	Arnö, Daniel	F FX E D C B A	2021-03-02	Certified	
<input type="checkbox"/>	19790316-9261	Carlson, Emir	F FX E D C B A	2020-03-02	Certified	Previous result
<input checked="" type="checkbox"/>	19340323-9209	Dzanic, Märta	F FX E D C B A	2021-05-16	Certified	
<input checked="" type="checkbox"/>	19500807-2307	Hansson, Mario	F FX E D C B A	2021-03-09	Certified	

Obstacles to remove

If there are obstacles to remove the results, "Obstacles" is displayed in the "More information" column. Click on it to see more. Obstacles may be due to:

- You are trying to delete a result on a module on a student who has a certified result on a course. Delete the result on the course first, then you can delete the result on the module.
- The result is included in an issued diploma or course certificate