Report results on an examination
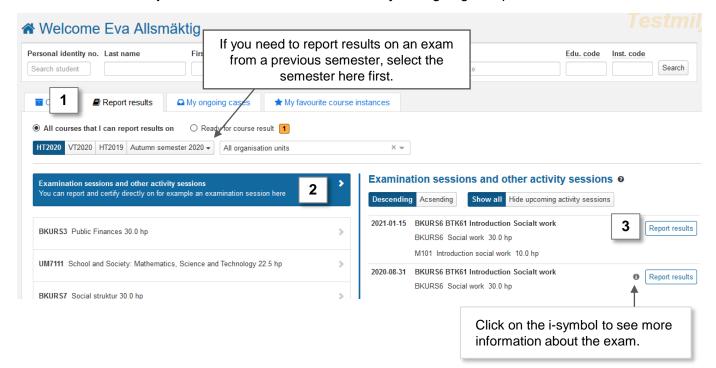
Content

> **i**
>
> **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
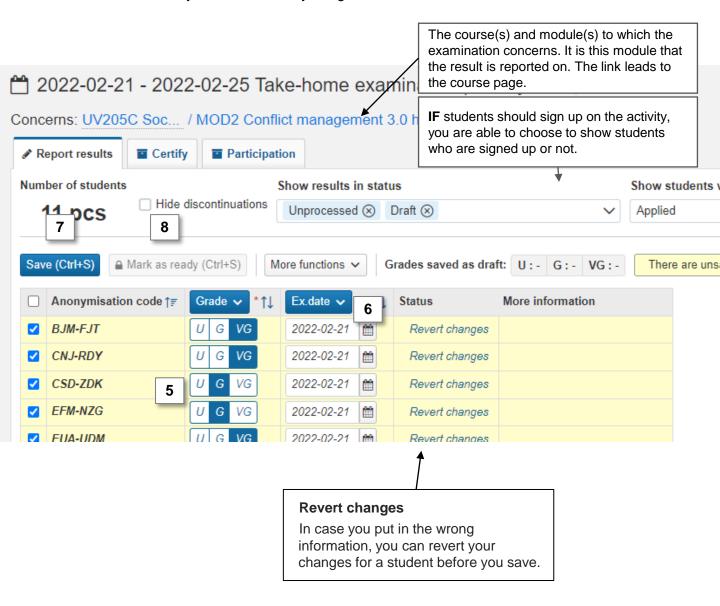
4. You are re-directed to a list of all students who participated on the exam

5. **Select a grade** in the row of each student by clicking on the grade.
   Students are automatically selected when you do so.

6. 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.

7. **Save as draft** (shortcut: Ctrl + S)

8. **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.

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.

📅 2022-02-21 - 2022-02-25 Take-home examin

Concerns: UV205C Soc... / MOD2 Conflict management 3.0 h

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

✏ Report results | 🗎 Certify | 🗎 Participation

Number of students		Show results in status		Show students

11 pcs

☐ Hide discontinuations | Unprocessed ⊗ Draft ⊗ | ⌄ | Applied

7   **8**

| Save (Ctrl+S) | 🔒 Mark as ready (Ctrl+S) | More functions ⌄ | Grades saved as draft: | U : - G : - VG : - | There are unsa |

☐	Anonymisation code ↑≡	Grade ⌄ *↑↓	Ex.date ⌄	**6**	Status	More information
☑	BJM-FJT	U G **VG**	2022-02-21 📅		*Revert changes*	
☑	CNJ-RDY	U G **VG**	2022-02-21 📅		*Revert changes*	
☑	CSD-ZDK	U **G** VG	2022-02-21 📅		*Revert changes*	
☑	EFM-NZG	U **G** VG	2022-02-21 📅		*Revert changes*	
☑	FUA-UDM	U G VG	2022-02-21 📅		*Revert changes*	

5

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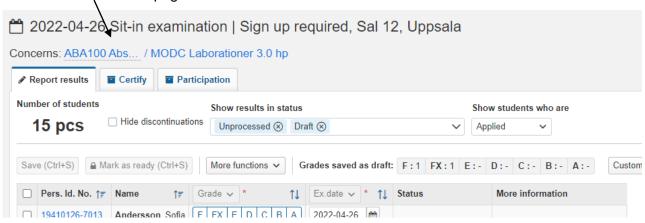
Use examination points

> **i**
>
> **Two steps to add exam points**
>
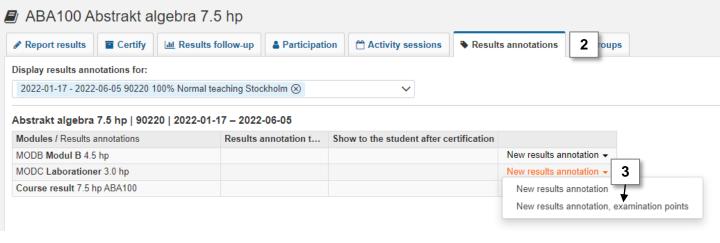> Two steps are required to add exam points to an examination:
>
> 1. Create the possibility to enter examination points (can be prepared before the exam is given)
> 2. Report writing points (done in the same way as grades / examination dates are reported)

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 ☐ Hide discontinuations

Show results in status Unprocessed ⊗ Draft ⊗ ⌄

Show students who are Applied ⌄

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

| ☐ | Pers. Id. No. ↑≡ | Name ↑≡ | Grade ⌄ * | ↑↓ | Ex.date ⌄ * ↑↓ | Status | More information |
| ☐ | 19410126-7013 | Andersson, Sofia | F FX E 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** roups |

Display results annotations for:

2022-01-17 - 2022-06-05 90220 100% Normal teaching Stockholm ⊗ ⌄

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 ▾
MODC **Laborationer** 3.0 hp			New results annotation ▾ **3**
Course result 7.5 hp ABA100			New results annotation
			New results annotation, examination points

4. In the dialogue box: <u>In case</u> 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.