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.

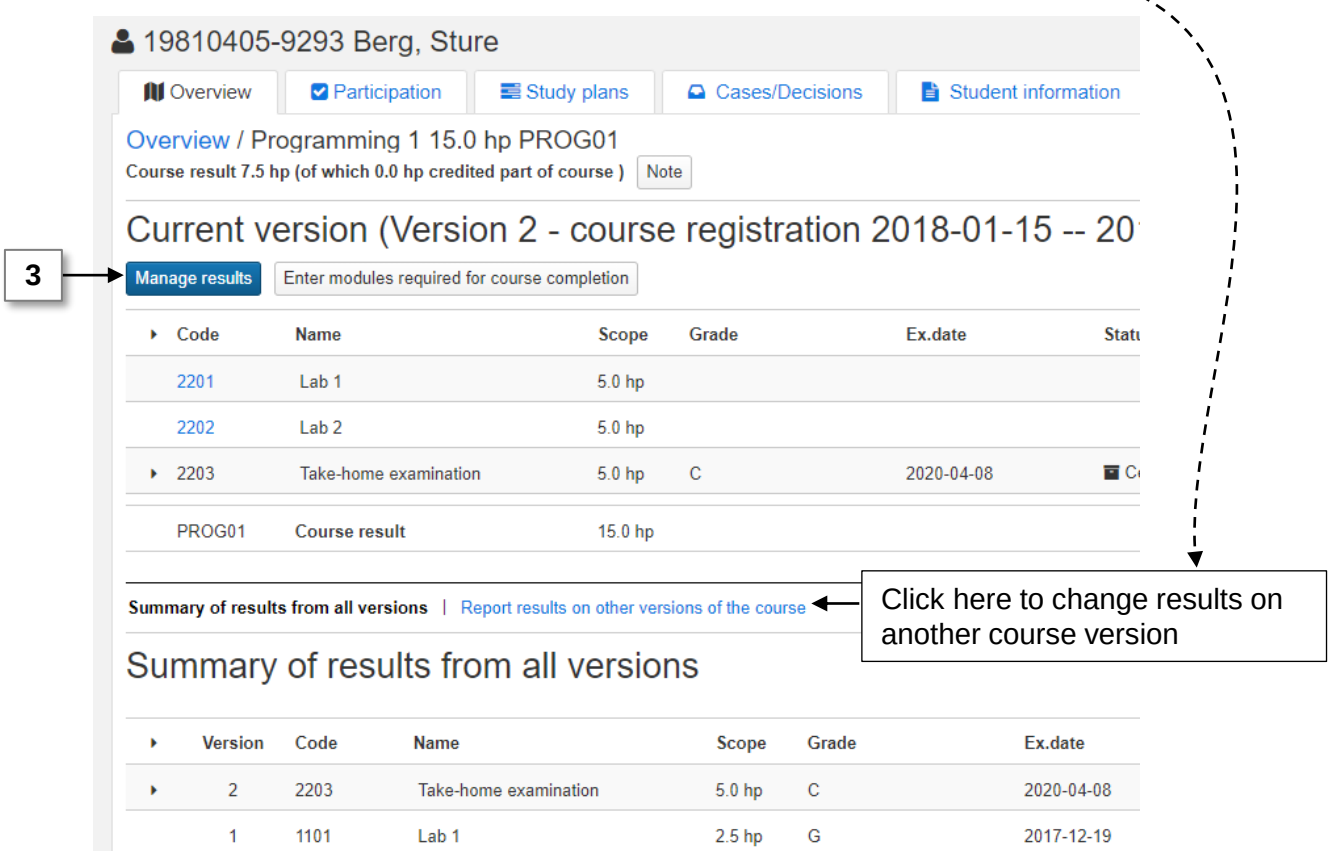
Note that results should only be changed if grades or exam dates have been entered incorrectly and need to be changed. If a student has previously failed, but has re-taken the examination with a passing grade, a new result should be reported.

Other changes to certified results

- **Title** can be changed by staff with the authority to do so.

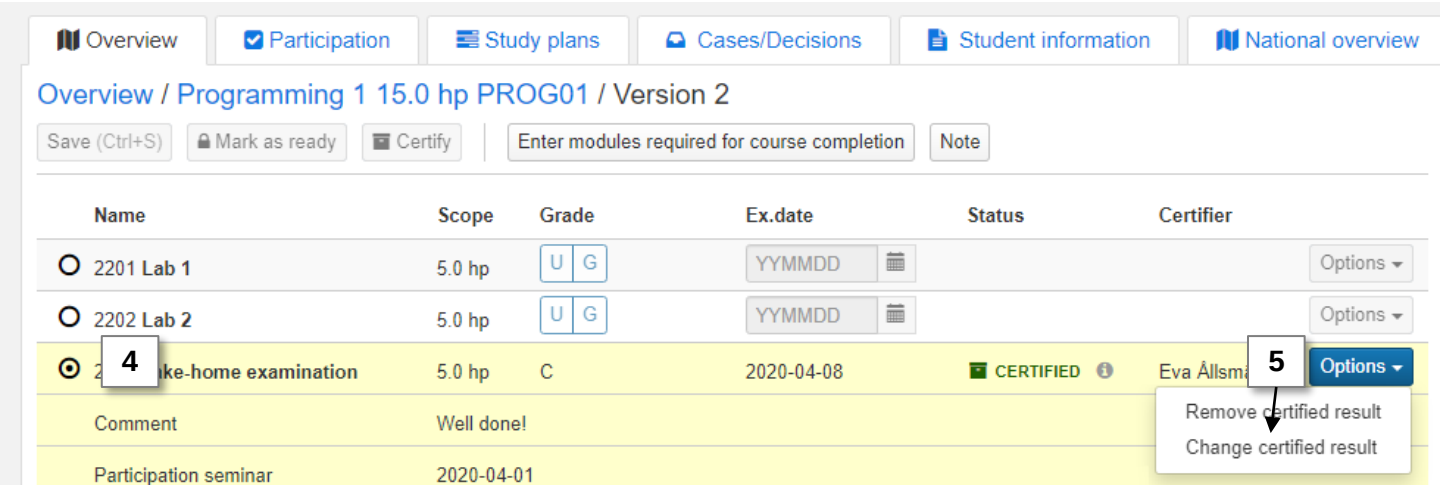
How to: Prepare to change a certified result

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*)

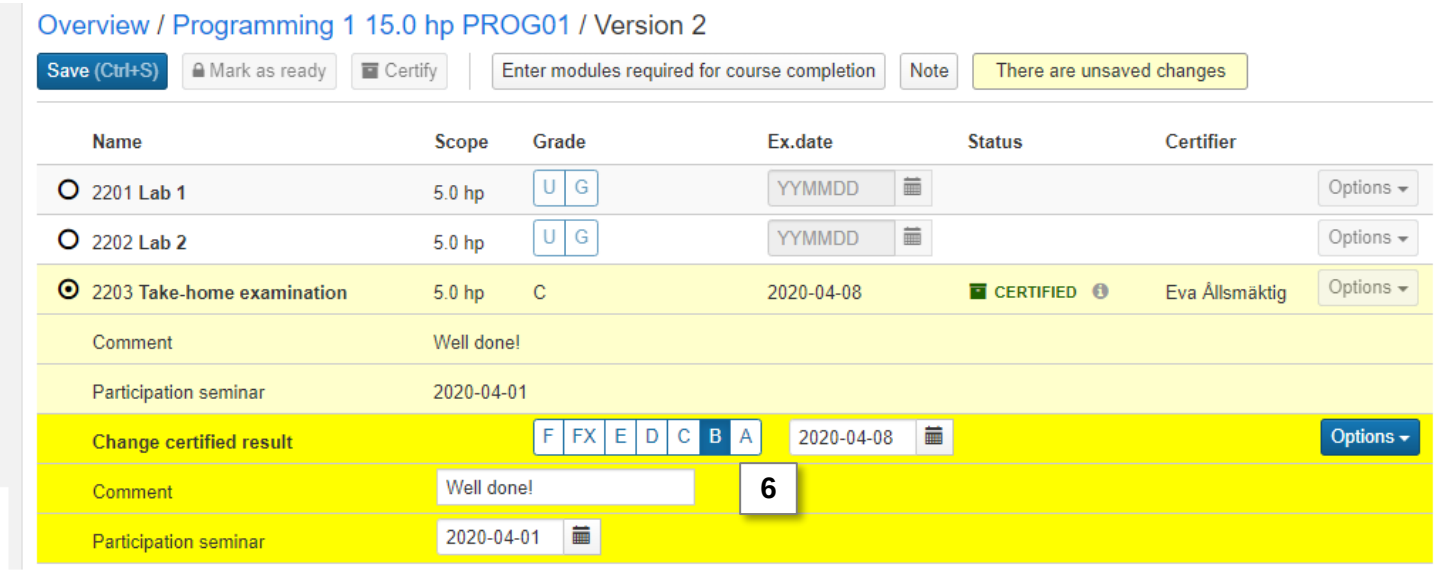


Prepare to change certified result (forts.)

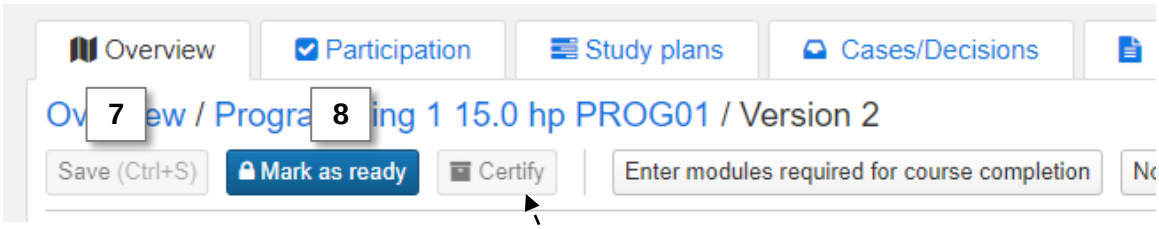
4. **Select the module** you want to change the results on
   Note! You cannot change the result on the module if the student already has results on the whole course. First remove the result on the course and then change the result on the module.
5. Click **Options → Change certified result**



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



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



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