

Report results on an examination

i Examination = Activity session

Examinations may be set up as an “activity session” in Ladok. This allows the students to sign up for the exam and for the results to be reported anonymously. Activity sessions also provide the possibility to plan different activities within a course. Activity sessions may be used for different kinds of activities, e.g.. sit-in, take home examinations, laboratory work or field studies.

Results on the examination = Result on the module

The sit-in exam is always given within a module of the course. When you report results on the exam, the result becomes valid for the whole module.

How to

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 activity session you’re going to report results on
You can only report results for the activity sessions given within a course you have an “Reporting right” on in Ladok.

Ladok Study documentation Course information Follow-up System administration

Home page Student Personal identity Course Course packaging Activity sessions Reports Advanced

Welcome Eva Allsmäktig Testmiljö

Personal identity no. Last name Search student

Name Edu. code Inst. code Search

Search course instance

Certify Report results My ongoing cases My favourite course instances

All courses that I can report results on Ready for course result 1

HT2020 VT2020 HT2019 Autumn semester 2020 All organisation units

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Examination sessions and other activity sessions You can report and certify directly on for example an examination session here 2

BKURS3 Public Finances 30.0 hp

UM7111 School and Society: Mathematics, Science and Technology 22.5 hp

BKURS7 Social struktur 30.0 hp

Examination sessions and other activity sessions 3

Descending Ascending Show all Hide upcoming activity sessions

2021-01-15	BKURS6 BTK61 Introduction Social work	Report results
	BKURS6 Social work 30.0 hp	
	M101 Introduction social work 10.0 hp	
2020-08-31	BKURS6 BTK61 Introduction Social work	Report results
	BKURS6 Social work 30.0 hp	
	M101 Introduction social work 10.0 hp	

Report results on an examination (Cont.)

4. Report a grade and examination date

The examination date is automatically set as the date the activity was carried out, but you can manually change this date if you wish.

5. Save (keyboard shortcut: Ctrl + S)

6. Mark as ready and notify the examiner who will certify the grades. If needed later on, you can notify the results to an examiner again.

Sit-in exam: Political theories 2019-02-28

Report Certify Participation

Included: SVS001 (Politisk teori 7.5 hp)

Display participants for instance

42555 | 2019-01-21 - 2019-06-09 | 100% | Normal teaching

Signed up

5 6

Save (Ctrl+S) Mark as ready Change column viewing Export to CSV Select other

Anonymisation code	Grade	Ex.date	Status
<input type="checkbox"/>	Select	Date	Filter by status
<input type="checkbox"/> ACF-CXP		2019-02-28	
<input type="checkbox"/> BPF-NYK		2019-02-28	
<input type="checkbox"/> GDK-CHK		2019-02-28	
<input type="checkbox"/> GKP-JYD		2019-02-28	
<input type="checkbox"/> JSB-SOJ		2019-02-28	
<input type="checkbox"/> JYC-HUL		2019-02-28	
<input type="checkbox"/> OKX-LXL		2019-02-28	
<input type="checkbox"/> OPJ-AXU		2019-02-28	
<input type="checkbox"/> PKR-PBZ		2019-02-28	
<input type="checkbox"/> RLZ-RDD		2019-02-28	

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This is the module and course that the activity was given within. The result you report will become valid for the whole module.

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

If an anonymisation code is used on the activity, you will see the code instead of the students' name and personal identity number.