Rounding Policy

Documentation Management

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1.0	First iteration of Policy	Head of Quality Assurance / Vice-Provost (Education)	June 2019	University Education Committee (UEC)
1.1	Minor amendment	Head of Quality Assurance	May 2021	N/A

1. Introduction

1.1. This Policy sets out the University's rules on rounding. It covers the process of how the averaging of marks from multiple assessments, at element level, should be dealt with if the outcome is not an integer. This Policy does not cover the marking process itself; assurance of the validity of assessment and grading is provided though moderation, External Examiner scrutiny and Exam Panel processes as set out in Senate Regulation 4.

1.2. The aim of the Policy is to ensure consistency across the University and clarity for students and staff in how marks from multiple assessments are combined to give a final element mark that is entered into SITS.

1.3. Element marks entered into SITS will be stored to one decimal place only. Examples of SITS rounding can be found in Appendix 1.

2. Definition

2.1. <u>Rounding up</u>: decimal fractions of x.x5 and above is rounded up to one decimal place; e.g. 69.45 is rounded to 69.5; 59.95 to 60.

2.2. <u>Rounding down</u>: decimal fractions below x.x5 are rounded down to one decimal place; e.g. 69.44 is rounded to 69.4; 59.94 to 59.9.

3. Documenting marks

3.1. Where an element of assessment, as defined in the block outline, is one single piece of work, a single integer mark, or a single grade is entered into SITS.

3.2. If an element of assessment consists of several parts, for example a portfolio, or a number of exam questions, these individual parts (referred to as sub-elements) will need to be combined to generate a single element mark.

3.3. Where sub-elements are combined, the overall element mark should be rounded to one decimal place.

Examples:

- if an element has two equally weighted sub-elements with marks of 52 and 63 then the overall assessment mark would be 57.5. This would be the mark entered into SITS and it would not be rounded up further.

- if an element has three sub-elements of equal weighting which are given marks of 54, 61 and 70 then the overall assessment mark would be 61.67, which is rounded up to 61.7.

3.4. Marks for each of the elements defined for each block in SITS will be combined to produce a weighted average for the block, which will be expressed to one decimal place, and no further rounding should take place.

4. Panel and Boards of Examiners

4.1. The responsibility for confirming block marks/grades rests with the Panel of Examiners as set out in Senate Regulation 4.54:

4.54. A Panel of Examiners shall not confirm grades/marks for modular/assessment blocks until it is satisfied with the integrity and fairness of the assessment(s) leading to the grades/marks. Where the Panel of Examiners has insufficient confidence in

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the integrity and fairness of the outcomes of an assessment, it shall take appropriate action in order to achieve sufficient confidence. The Panel of Examiners may require the reconsideration by assessors of the grades/marks for the complete cohort of students taking an assessment. Only in very exceptional circumstances may the Panel scale grades/marks for a particular assessment and must then record the justification and rationale for the adjustment. ***Grades/marks for an individual student may not be adjusted, unless they have been wrongly recorded or additional information is presented.***

4.2. Therefore, in the absence of any circumstances impacting the entire cohort, no adjustments should be made to the marks for individual students, such that a block result of 69.9 should be confirmed as 69.9 (B+).

4.3. A Board of Examiners may not adjust the grade/mark assigned to any student by a Panel of Examiners, except for assigning grades in the case of accepted extenuating circumstances under Senate Regulation 4.41 or 4.45.

5. Final Awards

5.1. No rounding takes place in the calculation of GPAs for the purpose of classifying students' awards. Instead, the University operates a clear borderline mechanism for considering classifications for students who fall just below the minimum GPA requirement for each classification which are contained in the appropriate Senate Regulations.

ROUNDING POLICY: Appendix 1

Mark entry

- SITS will only store marks to one decimal point. For example, if you enter 9.356 on store this will be converted to 9.4.
- Assuming the mark has been entered to one decimal point in SITS, no rounding will take place. For example, if you enter 8.6 in a module element this is the figure used in the overall module calculation.
- The overall module result is rounded to one decimal point.
- The weighted module mark is calculated before the grade and grade point applied.

Example:

Weighting %	Mark	Weighted Element Mark
20	30	6
10	50.5	5.05
20	43	8.6
50	75	37.5
	Total	**57.15 rounded to one decimal point 57.2 in SITS**

Grade Entry

- At the point of grade entry a grade point is assigned to the element.
- The module outcome is calculated using the weighted grade point for all elements.
- No rounding is applied when associating the overall module grade point.

Example:

Weighting %	Grade	Grade Point to be weighted	Weighted Element Mark
20	C+	10	2
10	C-	8	0.8
20	D+	7	1.4
50	B+	13	6.5
		Total	**10.7 therefore module grade is C+**

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