Rounding Policy

Documentation Management

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Document Version	Amendments	Amended By	Date	Approved By
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
1.2	Amendment to the policy to reflect the standard setup of award calculations in SITS	Quality and Standards Manager	April 2024	Chair's Action University Education and Student Experience Committee
1.3	Amendment to reflect the block level rounding up from 0.1	Quality Assurance Manager/ Senior Quality Assurance Manager	February 2025	Chair's Action University Education and Student Experience Committee

1. Introduction

1.1. This Policy sets out the University's rules on rounding. It covers the process of averaging of marks from multiple assessments at element level when the outcome is not an integer; how the calculation of a block results is rounded when using marks and when using grades; and how Grade Point Averages (GPAs) and percentage in class results are rounded in the calculation of final award classifications. 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 Panel of Examiners processes as set out in Senate Regulation 4, External Examiners for Taught Programmes Policy and Panels and Boards of Examiners Protocol

1.2. The Policy applies to both undergraduate and postgraduate blocks that are either marked in percentages or graded and delivered in academic year 2025/26 onwards. The Policy does not cover blocks delivered by the Medical School, BPC or MPS.

1.3. 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, and how results are rounded at the various stages of the assessment, marking and award processes.

2. Entering element-level percentage marks

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

2.2. 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.

2.3. 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.

2.4. Where sub-elements are combined, the overall element mark should be rounded to one decimal place, with any value from x.x5 and above being rounded up and anything below x.x5 being rounded down.

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 to 61.7.

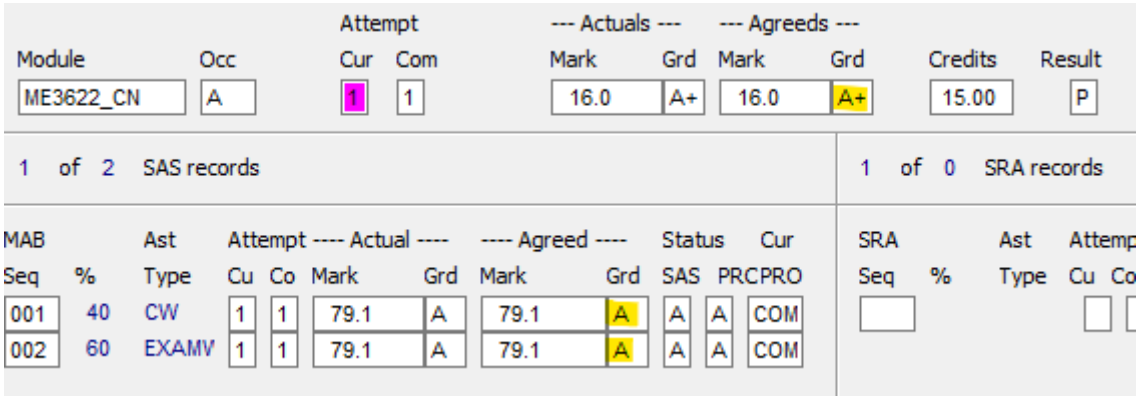
3. Rounding at the block level for percentage marks

3.1. Marks for each of the elements defined for each block in SITS will be combined to produce a weighted average for the block.

3.2. The block result will be calculated, with any value from x.1 and above being rounded up and anything below x.1 being rounded down. The resulting mark is then converted to a

grade.

3.3. As an example, the assessment mark band to grade mapping follows the table as published in SR2 and SR3 (so a 79.1 is an A grade). But the rounding of the overall block mark can mean that the block result is a grade higher (so a block mark of 79.1 would be rounded to 80 and produce an A+ grade). Here's an example of how this might look in SITS[i]:



4. Rounding at the block level for graded assessments

4.1. Where an assessment uses threshold marking, and it has been agreed that assessment results will be entered as grades rather than percentage marks, the grade entered must fall within the 17-point scale as published in SR2/3.

4.2. Where a block has multiple assessment elements, the overall grade for the block will be calculated using a weighted average of the grade-points of each of the graded elements of assessment.

4.3. There will be no rounding of the overall grade point for a block result. So, an overall block grade point of 15.5 falls within the A band and is not rounded up to 16.

5. Panel and Boards of Examiners

5.1. The responsibility for confirming block marks/grades rests with the Panel of Examiners as set out in Panels and Boards of Examiners Protocol; Section 3:

Post assessment:

• To review and confirm grades/marks at the end of each Semester

• To determine the grades/marks for individual students who have attempted assessments within a modular/assessment block.

• To ensure the integrity and fairness of the assessment process, including marking, grading, and moderation.

• To take appropriate action if concerns arise regarding the integrity and fairness of an assessment.

• Publish and adhere to a schedule for the release of grades/marks to the Boards of Examiners.

• Maintain records of proceedings, ensuring transparency and accountability in decision-making

Grades/marks for an individual student may not be adjusted unless they have been wrongly recorded or additional information is presented.

5.2. Therefore, in the absence of any circumstances impacting the entire cohort, no adjustments should be made to the marks for individual students. For example, under this policy, a block result of 69.1 would be automatically rounded up to 70 (and therefore be an A-), and a block result of 69 would not require any rounding (and therefore be a B+).

5.3. 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 exceptional circumstances under Senate Regulation 4 Section B

6. Final Awards

6.1. Grade Point Averages (GPAs) for the purpose of classifying students' awards are calculated to 2 decimal places. e.g. a GPA of 13.495 would be rounded up to 13.5, and a GPA of 13.494 would be rounded down to 13.49.

6.2. The University also operates a clear borderline mechanism for considering classifications for students who fall just below the minimum GPA requirement for each classification, which is contained in the appropriate Senate Regulations. The borderline calculation includes considering a student's percentage 'in class' (e.g. when considering a borderline award of a 1st, what percentage of grades are in the 1st class, i.e. the A band). The percentage 'in class' is calculated to 6 decimal places. e.g. a percentage 'in class' of 49.9999995% would be rounded up to 50%, and a percentage 'in class' of 49.9999994% would be rounded down to 49.999999% (and therefore not meet a requirement of 50% 'in class').

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. however, for MPS programmes, it will store for 2 decimal places
- 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**

This 57.2 is then rounded up to 58, and the final grade assigned would be a C+.[i]

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+**

[i] Due to system design and technical configuration, SITS applies the block-level rounding calculations described in this policy in a manner that differs from the explanatory descriptions provided.