



Rounding Policy

Documentation Management

Document Record

Maintained by:	Quality Assurance
Owned by:	University Education Committee
Approval Date:	June 2019
Location of Master Document:	https://intra.brunel.ac.uk/s/QSO/Team/StudentPolicies/Rounding

Version Control

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. 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 through 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. Rounding is when a number with an exact value is simplified to a near approximate value. In this policy, rounding is referred to when a value with multiple decimal places are simplified to one or two decimal places. The approach taken by the University is to round following the standard rounding convention, where the number to the right of the final decimal place to be kept (e.g. the 3rd decimal place when rounding to 2 decimal places), is used to determine whether to round the final value up or down.
- 2.2. Rounding up: decimal fractions where the number to the right of the final decimal place being kept is equal to or greater than 5, the final decimal place is rounded up. So when rounding to one decimal place, a value 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.
- 2.3. Rounding down: decimal fractions where the number to the right of the final decimal place being kept is less than 5, the final decimal place is rounded down. So when rounding to one decimal place, a value of below $x.x5$ is 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 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. 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.
- 5.2. 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 are 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 as 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.
- 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+