



Guidance on Rounding

1. Calculation and Application

- 1.1 Assessment and course results, degree classification and awards agreed by the Board of Examiners and confirmed by the External Examiner(s) must be recorded on the student record system as the final official results of the University.
- 1.2 The Faculty has the responsibility for ensuring that final results are displayed accurately in the student record system. More than one person should be involved in checking their accuracy.
- 1.3 The University convention on rounding of numeric marks for all awards is as follows:
- 1.4 Marks should only be rounded when the overall weighted average mark for overall degree classification has been computed. Rounding will only be applied at the grade boundary, students must be no more than 3% from the boundary, i.e. 47%, 57%, 67%. For this purpose 46.5%, 56.5% and 66.5% should NOT be rounded up.
- 1.5 Rounding to a single integer means that any mark of x.5 and decimal fractions above, becomes the next highest integer e.g., 69.5 is rounded to 70, 59.5 to 60, and so on. Decimal fractions below x.5 are rounded to the next lowest integer - for example, 69.4 is rounded to 69.
- 1.6 Rounding to one decimal point means that any mark of x.55 and decimal fractions above, becomes the next highest single decimal point e.g., 69.55 is rounded to 69.6, 59.55 to 59.6, and so on. Decimal fractions below x.55 are rounded to the next lowest integer - for example, 69.54 is rounded to 69.5

2. Pass grades:

- 2.1 35 marks (for individual undergraduate module components), 40 marks (for undergraduate modules) and 50 marks (for post-graduate modules) must be met explicitly, e.g. with no rounding applied.

3. Progression and Degree Classification

- 3.1 Procedures for Progression and Degree Classification are specification in relevant programme Regulations and the University's *Code of Practice for the Assessment of Students*.
- 3.2 Any mark which is xx.50 or above is rounded up and any mark which is xx.49 or below is rounded down, e.g. 59.50% is rounded to 60%, 59.49% is rounded to 59%.
- 3.3 The overall mean mark is to be used in Honours classification, progression, and award decisions. The overall mean mark is rounded.