

# Roundoff exam mark

Allows for the rounding off of marks to students in a given campus, school, or background (undergraduate; master's 1; master's 2; department; program; and class level).

- 1) Fill out the form from academic year to level
- 2) Start typing the course code or course name, the course appears; click on it
- 3) Click the button "Next."
- 4) The lower limit and the upper limit to which the exam marks are to be rounded off should be specified. e.g., Lower limit = 47.5, Upper limit = 59.5.
- 5) Specify the "roundoff mark."
- 6) Click the button "round-off mark" to effect the marks' roundoff.

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