

Policy Title:	Assessment Word Limit Policy	Version:	2.2
Approved By:	Academic Committee	Last Approved:	9/12/2021
Policy Owner:	Executive Director Academic Services	Next Review Date:	9/12/2022

Purpose

This policy:

- encourages students to write assessments in a concise and focussed way;
- enables a consistent approach to student workloads relating to assessment; and,
- supports increased effectiveness in assessment marking

Scope

This policy applies to summative assessment activities where students have the freedom to write in a free text mode. It does not apply to examinations.

Definitions

Word Count Guideline is the recommended word count for an assessment task response.

Word Limit is the word count that a student must keep within to avoid potential penalty.

Policy

Word Count Guidelines are recommended to be used in any assessment that require text answers. There are no penalties for exceeding the Word Count Guideline. Word Count Guidelines are published to students.

Word Limits are recommended to be used for all assessments that require text answers and writing in a concise and focussed manner is a component of the graduate profile. Word Limits are clearly stated for a student engaging with the assessment task.

Accountability. The Assessment Centre is accountable for ensuring appropriate Word Limits and Word Count Guidelines are included in the production of assessment materials.

Inclusivity. All work submitted by students in fulfilment of the requirements of the assessment will be marked within the word limit.

Teaching. Courses which have Word Limits provide advice, resources or activities that enable students to learn how to write assignments in a concise and focussed way or have, as pre-requisites, courses which do.

Transparency. Where Word Limits are set for assessments, students are provided with clear information about how the Word Limit affects marking.

Exclusions. The following are **not** included in the Word Limit count:

- Title page
- References list
- Abstract
- Tables and table headings
- Figures and figure headings
- Appendices (supporting material that is not assessed)
- Footnotes and endnotes.

Word Limit. Students are required to keep within a specified Word Limit +10%.

Breaching the Word Limit. Marking ceases on submissions once 110% of the Word Limit has been reached. Feedback is provided on the marked portion of the submission. For fail grades, where course regulations allow, a resubmission is allowed.

Legislative Compliance

No changes to the Academic Statute are proposed.

Reference

N/A

Implementation

The policy will be published by the Executive Director, Academic Services on the Intranet.

Disclaimer Statement

"If there is inconsistency between this policy and the Polytechnic's employment agreements or employment legislation, then the employment agreement or employment legislation will take precedence".