

UNDER REVIEW: SEPTEMBER 2018

Penalties for Exceeding Word Limits and Guidance on Workload Equivalence

The University has agreed a set of word limit principles and penalties for exceeding word count or other requirement in relation to the length of a piece of assessment work.

The penalties are as follows:

+10%	-	no penalty
+>10	-	20%-5% penalty
+>20%	-	30%-10% penalty
+>30%	-	40%-15% penalty
+>40%	-	50%-20% penalty
+>50%	-	maximum mark of 40% UG/50% PG

The Guide included examples of word count equivalency for commonly used assessment methods and proposed notional assessment work hours/preparation as a proportion of the notional learning hours for the module. Where there is more than one item of assessment per module, the assessment workload should be divided between items and where there is more than one component of assessment within a single assessment item, the assessment workload should be divided across them.