

## EXCEEDING WORD LIMIT AND QUESTION CHOICE POLICY

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### Word Limit

1. This policy covers written assignments that have been given a word limit. It covers all types of coursework, including essays, reports, learning logs, dissertations, etc.
2. The word limit is defined as the uppermost word limit in a range given to an assignment. Assessments are designed to enable the student to answer the assignment without going over the word limit.
3. The word count needs to be clearly and correctly stated on the title page of the assignment by the student. Tables, illustrations, abstract, title page, and contents page are normally included in the word count. Appendices, bibliographies, references as footnotes, reference lists and citations are not included in the word count.
4. Penalties will be given for work that excessively exceeds the word limit. There is a 10% leeway before penalties apply:
  - Excess of more than 10% and including 20%: one mark deduction (A to A-, B+ to B, etc)
  - Excess of more than 20% and including 30%: two mark deduction (A to B+, B+ to B-, etc)
  - Excess of more than 30% and including 40%: three mark deduction (A to B, B- to C-, etc)
  - More than 40%: the assignment receives a zero.
  - Assignments under the word count, including the 10% leeway, will still be accepted.
5. Note that the grade could be affected if not all areas of the assignment are fully covered.

## Question Choices

6. When an assignment or exam calls for answering x out of y questions and the student exceeds x, the first of the required amount will be scored.

## VERSION MANAGEMENT

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	