

LTC03 – Word Count Policy

Students are encouraged to write within the word limit specified in the assignment brief. Students who exceed the wordcount by up to 10% will not be penalised. After that a penalty will be applied, the penalty will be to reduce the grade awarded by the same percentage as the word count is exceeded. For example, a student who exceeds the word count by 20% will have their grade reduced by 20%.

The percentage reduction will be applied to the student's raw grade, it will not be a fixed reduction. This means that a 20% overshoot on an assignment that is awarded 60% will be reduced by 12% (20% of 60%) to 48%, not to 40%.

Unless otherwise stated on the assessment brief, the word count excludes:

- Tables
- Figures
- Diagrams
- Footnotes
- Reference list
- Appendices