

7.7 Work over the word limit

(i) Different assessments have varying word lengths specified for them; it is important that the student keeps to the word length specified for each assessment at all times on the following grounds:

- **To encourage succinct and clear writing by students.**
- **To ensure equity between all the students doing that particular assessment**

(ii) If the specified word limit for an assessment has been exceeded, the following penalties would normally apply. **The penalty cannot take the work into the fail category.**

- **Up to 10% above the word limit – No deduction off final mark**
- **Between 10% and 25% above the word limit – Deduction of 5 marks off final mark**, or reduce the mark to the capped mark, whichever is the lesser penalty. For example, for an undergraduate student achieving a final mark of 44%, the mark would be reduced to the capped mark of 40%; whereas for an undergraduate student achieving a final mark of 49%, the mark would be reduced to 44%. For a postgraduate student achieving a final mark of 54%, the mark would be reduced to the capped mark of 50%; whereas for a postgraduate student achieving a final mark of 67%, the mark would be reduced to 62%.
- **Between 25% and 50% above the word limit – Deduction of 10 marks off final mark, or reduce the mark to the capped mark, whichever is the lesser penalty.** For example, for an undergraduate student achieving a final mark of 47%, the mark would be reduced to the capped mark of 40%; whereas for an undergraduate student achieving a final mark of 55%, the mark would be reduced to 45%. For a taught postgraduate student achieving a final mark of 59%, the mark would be reduced to the capped mark of 50%; whereas for a postgraduate student achieving a final mark of 64%, the mark would be reduced to 54%.
- **50% or more over length – Maximum mark of capped mark**

(iii) **A failure to meet the word limit** (or minimum word limit if a range is given) may result in lower marks based on the quality of the work because the work may not include the necessary information required for the assessment to meet the stated learning outcomes.

(iv) The feedback on the assessment should explicitly mention any mark deduction and the reason for it.