



### Assessment Word Count Procedure

To be used where an assessment indicates a word count range or limit.

The word count does not include:

- referencing,
- appendices,
- bibliography,
- repeating the question/s or the learning outcomes and or assessment criteria.

It only applies to the actual answer submitted by the candidate, including any words quoted by the candidate from external sources as part of the main assignment.

Submissions that are under the stipulated word count should be marked according to the mark scheme. Where the word count is under, it is envisaged that in most cases the learner will not meet the required standard as there would be insufficient evidence, therefore no need to apply the penalty.

<b>Word-count excess</b>	<b>Action</b>
10% leeway +/-	No penalty
11% to 15%	5% of total marks available will be deducted
16% to 20%	10% of total marks available will be deducted
21% or more	the script will be returned to centre unmoderated/unmarked