

South Central TEI

Penalties for Over-length Assessed work

- (i) Students must declare an exact word count when submitting written assessments. Deliberately misrepresenting the length of an assessment will be treated as an act of dishonesty and therefore may be subject to disciplinary processes.
- (ii) For all assessments there is a grace interval above the stated limit of 10% of the permitted word length. Students will not be penalised for exceeding the stated word count by up to 10%.
- (iii) There are no penalties for under-length work. Work that is significantly under-length is likely to be self-penalising.
- (iv) The penalties for over-length work are as follows:
 For work more than 10% over-length, but no more than 50% over-length, a deduction of 10 percentage points from the mark will be made;
 For work more than 50% over-length, a mark of zero will be given. If this is the first submission of the assignment, the student will, however, be given the opportunity to resubmit for a capped pass-mark (i.e. 40%, except for work on the MA programme for which the pass-mark is 50%).
- (v) Since students are provided with a significant grace interval these penalties will be applied strictly, even where work only just falls into the relevant category or where there is evidence of a genuine mistake in calculating the word count. Students are advised to aim to write within the stated limit and certainly to remain well within the grace interval even if they do exceed the stated limit.
- (vi) If the application of the penalty for exceeding the word limit by more than 10% but no more than 50% would reduce the mark of an assignment which would otherwise pass to a mark below pass level, then the mark for the assignment should instead be capped at pass level.
- (vii) The word limit on assessments includes all the main text including headings and tables, and all referencing. It also includes any footnotes or endnotes.
- (viii) The word limit excludes front matter (such as title and abstracts), page headers and footers, bibliography, graphs and images, and declarations. The word limit also excludes appendices. Appendices should only contain supporting material relevant to the main body of the assessed work and must not contain any additional analysis or argument. Markers will not treat the appendices as if their content were part of the body of the text.
- (ix) These regulations for over-length work apply to all assessments for which there is a word limit, including postgraduate dissertations.