

Document Name and Version	3.5 Policy and Procedure for Word Count.
Policy Number	3.5
Policies that interact with Policy 3.5	Policy 5.2 Assessment Regulations Policy 5.4 Moderation of Assessment Material and Results Policy 5.5 Learner Information Provision and Feedback in Assessment.
Approval Body	Academic Council
Date of Approval	February 2020
Date Policy Comes into Force	25 th January 2021
Date of Review	2025
Revisions	

1 Preamble.

1.1 Learners are expected to satisfy the requirements of specified word count limits in assessment instructions.

1.2 This policy addresses the requirements of (i) QQI's suite of QA guidelines, (ii) QQI Assessment and Standards (revised 2013) and (iii) ESG. These regulations require that Institutions have in place and consistently apply pre-defined and published regulations covering all phases of the learner life cycle.

2 Principles.

2.1 The principle guiding this policy is that IICP College is explicit and transparent about programme submission requirements.

2.2 This policy contributes to IICP College's commitment to ensuring transparency and fairness in assessments. However, this policy should be read and contemplated in conjunction with other relevant IICP College guidelines and policies such as Learner Care and Welfare Policy, Mitigating Circumstances Policy and Learners with Disabilities Policy.

3 Scope.

3.1 This policy applies to assessments in all IICP College programmes.

3.2 This policy should be read in conjunction with related IICP College Policies:

- Policy and Procedure on Examination Boards;
- Learner Care and Welfare Policy;
- Mitigating Circumstances Policy;
- Learners with Disabilities Policy.

4 Roles and responsibilities.

4.1 The Academic Council is responsible for formally approving this policy and for overseeing its implementation and review.

4.2 The Registrar is responsible for the oversight of the implementation of this policy.

4.3 Lecturers are responsible for taking appropriate action under this policy.

4.4 Learners are responsible for making themselves aware of their responsibilities under this word count policy, and the implications of non-adherence for their assessment results.

4.5 All faculty, staff and learners are responsible for upholding the principles of this policy, and for adhering to its procedures.

5 Purpose.

5.1 The purpose of this policy is to ensure fairness and consistency across IICP College in the marking of assessments with specific reference to word count requirements.

6 Policy.

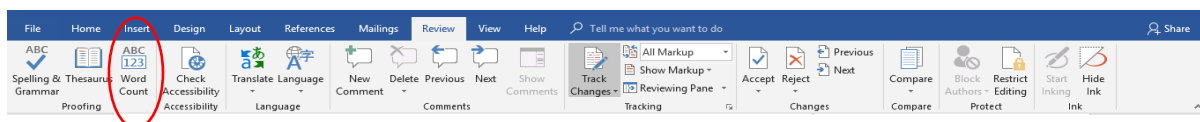
6.1 Academic study is designed to provide learners with a variety of skills which will be of use to them in their careers and personal lives. One such skill is the ability to write clearly and professionally in a succinct and focussed manner. In order to develop this ability all assignments are given a word count and learners are required to submit an essay that is within 10% of this word count (plus or minus).

6.2 Another important purpose of a word count is to give learners clear information about the specifications of assessments and to ensure those assessments are comparable and fair to all. This also equips learners with a competence in drafting client related notes or reports, annual reports, grant submissions or writing for publication.

6.3 Conducting a word count:

6.3.1 Conducting a word count is comparatively easy on most software. If you are in "Word" then the "Word Count" icon can be used. This icon is on the "Review" menu. To count your text, highlight all text from "Introduction" to the last word of your conclusion, including in-text references / citations. Do not include your reference list.

Click on word count and you will be given a number of words. Make sure that this includes word boxes. This is the number that you insert in your “Word Count”, where indicated on your assignment brief (usually on the end of your assignment before the reference page).



6.3.2 Items not included in the word count include:

- The cover or title page;
- The table of contents;
- An abstract in a dissertation;
- The reference list at the end;
- Any appendices – please note that appendices should only be included if they are referenced in the main body of the essay.

7 Word count requirements

7.1 Learners receive the precise word count for each individual assignment with their assessment instructions. The word count differs between assignments, and learners are urged to ensure that they are clear on the word count of each assignment.

7.2 Each assignment must:

1. Adhere to the word count;
2. Ensure that the word count is stated accurately;
3. Include the word count at the end of essay, after the Conclusion section and before the References section.

1. Exceeding or falling short of the word count: Consequences.

1.1. A deduction of 10% (that is, 10 marks where the assignment is marked out of 100, or 5 marks where the assignment is marked out of 50 marks) will apply where an assignment exceeds or falls short of the required word count by ten percent or more,

and does not exceed or fall short of the required word count by more than 25%. Where a written submission exceeds this word limit, the assessor will indicate on the text the point at which the word count has been reached.

1.2. Where an assignment exceeds or falls short of the required word count by greater or less than 25% of the wordcount then the learner will be required to resubmit the assignment. Penalties for late submission will apply.

1.1. The consequences of exceeding or falling short of the word counts are as follows:

Difference (either greater or less) between actual word count and required word count	Effect on final mark (where assessments are marked out of 100%)	Examples of marking
0 – 10% of the required word-count	No deduction	No deduction
11% - 25% of the required wordcount.	10% of total marks for that assessment deducted	In an assignment carrying 100 marks where the mark would have been 60%, 10% of total marks are now deducted resulting in a new mark of 50%.
Greater than 25% of the required wordcount.	Learner will be required to resubmit. Penalties for late submission may apply	