



Word Count Policy

General Word Count Guidelines

The word count does not include the table of contents, tabulated data, diagrams, any appendices, and the reference list.

Assessment Submission

Each assessment has a specified word length that students must adhere to. This is to encourage clear and succinct writing and ensure fairness among all students.

Penalties for Exceeding Word Limits

Up to 10% Over the Limit: No deduction from the final mark.

Over 10% and up to 25% Over the Limit: A deduction of **5 marks** from the final mark.

Over 25% and up to 50% Over the Limit: A deduction of **10 marks** from the final mark.

Over 50% above the Word Limit: Either a deduction of **10 marks** or moved to the grade boundary **below** the final outcome – whichever is the lower.

Importance of Adhering to Word Counts

Failure to meet the specified word limit may result in lower marks based on the quality of the work, as it may not include the necessary information required to meet the stated learning outcomes. Feedback on assessments should explicitly mention any mark deductions and the reasons for them.

These guidelines are designed to help students manage their writing effectively and maintain academic integrity throughout their studies at Voice Study Centre.

(Rev 10/02/26)