



WYCLIFFE HALL

Over-length Assessed Work Policy

Scope

1. This policy outlines the procedure Wycliffe Hall uses in consideration of formative and summative assessments submitted by students on Common Award Programmes only. This policy is not applicable to other programmes of study offered by Wycliffe Hall.

Key Principles

2. Students must declare an exact word count when submitting written assessments on their assignment cover sheet. Misrepresenting the length of an assessment is a disciplinary offence covered by the Academic Discipline Policy.
3. For assessments with a word limit of 1000 words or more there is a grace interval of 10%. Students will not be penalised for exceeding the stated word count by this amount.
4. For assessments with a word limit of fewer than 1000 words, there is no grace interval.
5. The penalties for over-length work are as follows:
 - a) One percentage point will be deducted for every 100 words, or part thereof, over the limit indicated for the assessment (i.e. for 1-100 words over the limit, one percentage point is deducted, for 101-200 words, two percentage points are deducted etc.).
 - b) When a piece of work is more 50% over-length a mark of zero will be given.
 - c) The usual policy on resubmissions (where permitted) will apply in all cases where an overlength deduction results in a failing mark being awarded.
6. The word limit on assessments includes front matter (including title and abstracts), all the main text including tables, all footnotes, and any other referencing. Students should adhere to the academic conventions outlined in the Wycliffe Hall Common Awards Programme Handbook.
7. The word limit excludes headers, bibliography, appendices, graphs and images, and declarations.

VERSION CONTROL					
Version Number	Policy Gatekeeper	Date of Approval	Committee	Date to Take Effect	Date of Next Review
1.0	JER	September 2015	Education	01.10.2015	01.07.2016
2	KAR	September 2016	Education	01.10.2016	01.07.2017
3	KAR	May 2017	Education	01.10.2017	May 2019

It is the responsibility of the Gatekeeper of each policy to check annually whether there have been any legislative and/or University policy changes that are relevant to Wycliffe Hall.