

# WORD COUNT POLICY

<b>Policy Owner</b>	<b>Quality Assurance and Compliance Department</b>
<b>Approved By</b>	<b>Governing Body</b>
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**B-TIC**

**BUSINESS AND TECHNOLOGY  
INTERNATIONAL CAMPUS**

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## 1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

## 3. Audience

This document is for use by the following:

- a. Recognised Centre Staff
- b. Assessors and Quality Assurers
- c. Learners

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- a. Staff
- b. Registrar
- c. Quality Assurers

## 4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

OGCR Reference	Page	Title of the Section
Not Applicable		

Relevant Policies to be used in conjunction with,

1. B-TIC Assessment Policy
2. B-TIC Blended Learning Policy
3. B-TIC Centre Transfer Policy
4. B-TIC Credit Transfer Policy
5. B-TIC Glossary of Terms
6. B-TIC PLAR
7. B-TIC Professional Discussion Policy

## 5. Definitions

### Word Count

A guidance of good practice on the setting of word, time and applied limits for summative Assessments such as course work, presentation, Professional Discussion, portfolios, posters, projects, observation, performance, video presentations, audio presentations, studio presentations and other applicable summative Assessment methods.

## 6. Policy Statement

### 6.1 General

This Policy seeks to provide guidance of good practice on the setting of word count for summative Assessments of each Learning Outcome of each Unit of the Qualification.

Any chosen word count shall be the result of careful consideration of the following,

1. Assessment method
2. Learning Outcome
3. Unit and Credit value
4. Qualification Size
5. Total Qualification Time

### 6.2 Types of Word Count

**Finite word count:** This would usually take the form of a number of words with some indication of deviation – possibly plus or minus 10%.

**Range Word count:** This could be a wide range, say between 1,000 and 3,000 words and may take into account the presentation of diagrams or other supporting material.

**Fixed top word count:** This would be characterised by an ‘Up to...’ or ‘No more than..’.

**Open Upper word count:** For example, ‘More than...’ or ‘No less than...’.

### 6.3 Guidelines on Setting Word Count

Level	Credit Value	Word Count	Presentation / Learning Outcome
3	20	1,000 – 1,500	10 Mins / 5 Credit
4	20	1,500 - 2000	10 Mins / 5 Credit
5	20	2,000 – 2,500	10 Mins / 5 Credit
6	20	2,500 – 3,000	10 Mins / 5 Credit
7	20	3,500 plus	10 Mins / 5 Credit

Level	Credit Value	Word Count	Presentation / Learning Outcome
3	30	1,500 – 2,250	10 Mins / 5 Credit
4	30	2,250 – 3000	10 Mins / 5 Credit
5	30	3,000 – 3,750	10 Mins / 5 Credit
6	30	3,750 – 4,500	10 Mins / 5 Credit
7	30	5000 plus	10 Mins / 5 Credit

The work count may vary +/- 10%.

Assignment brief shall clearly state the word count for the Assessment which should be clear to learners with an expectation that the Learning Outcomes can be achieved within those limits.

The word count shall refer to the main body of the text, including headings, tables, citations, quotes and lists, excluding everything before abstract, acknowledgements, declaration, content page, executive summary, diagrams, images, references, bibliographies, footnotes and appendices.

Presentations: Learner shall not be allowed to continue with presentation beyond the word count (Time Limit).

Length of written, audio or video submission of the assignment shall be marked in accordance to the Assignment Briefs' guidelines at the time of marking.

Submissions which are constrained by space such as studio presentations or posters shall be marked at the time of presentation.

## **6.4 Penalties**

B-TIC shall not apply any penalty if the word count exceeds the limit by more than 10% unless it is specifically applied otherwise.

Such penalties should be articulated clearly to students in Assessment Briefs if any.

Word count exceeding 10% shall not be marked as penalising.

***End of Policy***

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.**



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