

## Word Count Policy

This policy applies to written assessment tasks for which a maximum word-limit is specified in the subject outline.

Word-limits are prescribed in order to ensure that students:

- are given clear information about the specifications of assessment types
- undertake assessments that are comparable
- have a reasonable workload within and across subjects.

All words used in the body of the text are counted for assessment purposes. This includes all words that the assessor reads, from the beginning of the introduction to the end of the conclusion. Argument or analysis that is required for an assessment task should be presented in the body of the text, and not in supporting materials such as tables, flow charts, graphs, and diagrams. Supporting materials should be used only to illustrate or support the body of the text.

Assessors do not assess beyond the word count.

The word count includes:

- all words in the body of the text
- headings
- direct quotations
- footnotes that are used as explanatory notes
- any argument or analysis that is introduced in supporting materials.

The word count does not include:

- the title/question page
- the contents page
- the reference list or bibliography (including footnotes or in-text references that are used to list author, date, and page numbers)
- appendices
- a reference list or bibliography that is required for an assessment task (however, this will be assessed for accuracy and consistency).

Please refer to [Application of the Word Count Policy: illustrative example](#).

(If a security window opens when following the link, please click OK.)