



# **PERFORMANCE PREPARATION ACADEMY: EXCESS WORD COUNT & EXCESS PRACTICAL ASSESSMENT LENGTH POLICY**

## 1. **Policy Statement and Scope**

1.1 The PPA Policy on excess word count for written submissions and practical submissions is informed by the guidelines outlined in The De Montfort University (DMU) Assessment and Feedback Policy.<sup>1</sup>

1.2 However, the guidelines below are applicable to all students on a PPA course. The policy clarifies that:

1.3 The word count excludes student's name, title of module and assignment, references to sources, bibliography, graphs, tables, maps, diagrams, captions and appendices. These lie outside the stated word limit. Quotations inserted into the text and facts/arguments inserted into footnote/endnotes (beyond essential referencing) are included unless you are otherwise notified.

1.4 Students should refer to the PPA Referencing Guides and Module Handbooks (on Moodle) to ensure they format assessed work correctly e.g. submit all written coursework word processed and double - spaced using Arial font size 12 (unless they have written permission from the Course Leader not to do so).

1.5 Wherever possible, include a word count on assignment coversheets or at the end of their assignments, derived from the electronic word count facility. Students must ensure they follow all guidance in terms of academic style, formatting and referencing before submission.

2. **Actions to Implement and Develop Policy** PPA also offers the following guidelines to clarify student expectations regarding assessments for a Practical Component or Coursework with a practical element (e.g. Performance, Presentation, Viva/Oral Exam, DVD, CD of a Demo Recording, Composition Portfolio):

2.1 Students are allowed a 10% under and over-run of the time or word count set (e.g. a 10-minute presentation can run until 11 minutes, and a 2000-word essay will be marked up to a 2200-word limit).

2.2 When a student is assessed internally (in a closed assessment with only staff and other students present without a public audience or external participants) they will be asked by their assessors to stop what they are doing once they have reached the 10% over-run time limit.

2.3 When a student is assessed externally (in an open assessment with a public audience, or external participants) they will be allowed to finish what they have prepared. However, the assessors will stop marking when they reach the 10% over-run time limit. Any work that happens after the 10% upper time limit will not be taken into consideration when assessors arrive at a grade and issue feedback.

2.4 Where the work is pre-recorded, staff may listen to/watch the whole submission, but the assessors will stop marking when the work submitted reaches the 10% over-run time limit. Any work that happens after the 10%-time limit will not be taken into consideration when assessors arrive at a grade and issue feedback.

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<sup>1</sup> De Montfort University's (DMU) Department of Academic Quality also provides further guidance on the assessment regulations and policies which inform assessment procedures at PPA. [<https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/daq-index.aspx>].

2.5 If you submit written or practical work/recorded work which is under the 10% threshold there is no standard mark deduction. In these cases, staff will simply mark what is submitted but students must expect that if they have not met the specified time limit or word count requirements then the quality of the work will be self-penalising (i.e. students should expect that a poor mark will be the result for a performance or presentation which is severely under the word count/time set).

3. **Documents which inform the policies and procedures outlined in this statement include:**  
*DMU policies and procedures including Dignity & Respect, General regulations and procedures affecting students, DMU University Learning, Teaching And Assessment Strategy 2018 – 2023, De Montfort University Assessment and Feedback Policy, external frameworks including FHEQ and QAA Subject benchmark Statements*

4. **DMU's Assessment Policy:**

Students may find further guidance more broadly about general assessment processes at: <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/learning-teaching-assessment/assessment-feedback-policy.aspx> it is important to note that PPA's threshold of what is deemed acceptable in terms of absence, attendance, registration and timekeeping supersedes DMU's policy and you should, therefore refer to PPA documentation and guidance very carefully.

Policy Approved: August 2019

Due for Review: August 2020