**Assessment Load Equivalence**

This document is a guide to the word count equivalence for different forms of assessment.

In accordance with the curriculum design principles a standard unit offered by the Institute should have the equivalent assessment load as set out in Table 1.

**Table 1 Typical Assessment Load Word Count**

|  |  |
| --- | --- |
| **Unit Level** | **Typical Word Count** |
| 100 Level | 2500 – 3000 |
| 200 Level | 3000 – 4500 |
| 300 Level | 4000 – 5000 |
| 500 Level | 5000 – 6000 |
| 600 Level | 6000 – 8000 |

Individual assessment items should be assessed in accordance with Table 2 below. Word Count Equivalences should be shown in Unit Outlines.

**Table 2 Typical Assessment Word Count Equivalence**

| **Assessment Form** | **Equivalent Word Count** |
| --- | --- |
| Individual Essay, Business Report, Business Plan | Specified minimum word count |
| Group Essay, Business Report, Business Plan | Specified minimum word count divided by number of students |
| 1 hour invigilated examination | 1,000 words |
| 2 hour invigilated examination | 2,000 words |
| 3 hour invigilated examination | 3,000 words |
| Individual Presentations - Guide | 100 words for each scheduled minute of presentation |
| Individual Presentation 10 – 15 minutes | 1,500 words |
| Individual Presentation 25 – 30 minutes | 3,000 words |
| Group Presentations - Guide | 100 words for each scheduled minute of presentation divided by the number of members of the group |
| Group Presentations 10 – 15 minutes | 500 words |
| Group Presentations 25 – 30 minutes | 1,000 words |
| Business Simulation | 100 words per formatted report page |
| Accounting or mathematical calculations | 200 words per  expected page of calculations OR  5 minutes of calculation time |
| On-line quizzes | 250 words per hour of estimated time to complete |
| Posters, report mapping, nodal maps, infographics or similar | 250 words per expected A4 pages |