

**Procedure**

**1. Workload Equivalences**

1.1. To ensure each unit of study at BPP Institute complies with the Student Workload Policy, the procedure described here provides guidance to staff when designing assessment tasks.

- a) The assessment load for each unit will be equivalent to approximately 4000 words (+/- 10%) for 100 to 400 level coded units and 5000 words (+/- 10%) for 500 to 600 level coded units.
- b) The approximate equivalency of a word count for the various assessment tasks is as outlined in the table below.

<b>Task</b>	<b>Length</b>	<b>Word Equivalency</b>
Final unit exam (written)	3 hour	1000 words per hour
Final unit exam (multiple-choice questions (MCQ))	3 hour	1000 words per hour
Mid-term test (MCQ)	1 hour	1000 words per hour
Week 2 quiz	30 minutes	250 words
Assignment		Word count set
Oral presentation	5 minutes	500 words
Oral exam	10-15 minutes	500 words

1.2. When assessment strategies are developed for a unit, the above table stands as a general guide to assist those setting assessment tasks.

1.3. Note: these equivalencies are a guide only and serve to provide an estimate of the workload a student is likely to undertake within a set unit.

**2. Underloading**

2.1. Students may be granted approval to reduce their study load based on any of the following circumstances:

- a) Students who are not progressing satisfactorily through their course may be recommended to underload as part of the intervention strategy.
- b) If a student is facing difficulties due to compassionate or compelling circumstances, underloading may be approved.
- c) Students who have not completed the required pre-requisite unit to select the next available unit of study or the unit of study is not available in the term.
- d) A student in their last term of study is left with one unit.

2.2. Students can apply to underload by completing the Underloading Request Form. The application will be assessed by the Dean or

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	<p>delegate. The student will be notified of the outcome. The finance team will also be notified if the application is approved so the invoice for the term can be adjusted accordingly.</p> <p>2.3. By signing the Underloading Request Form, students acknowledge that if their application to underload is approved, they may have to study more units in a future study period or attend a summer study period to finish the course within their CoE timeframe.</p> <p><b>3. Overloading</b></p> <p>3.1. Students may be granted approval to study more than the required units in a study period based on the following criteria:</p> <ul style="list-style-type: none"> <li>a) The student is currently not on an intervention; AND</li> <li>b) The student has passed all units in the study period preceding the study period for which they are requesting to overload</li> </ul> <p>3.2. A student may also be approved to overload in their last study period in order to finish within the duration of the CoE. Students can apply to overload in a study period by completing the Request to Overload on a Voluntary Basis Form before the commencement of Week 2 of a term or Week 4 of a semester. Applications are assessed by the Dean (or delegate). The student will be notified of the outcome. The finance team will also be notified if the application is approved so the invoice for the study period can be adjusted accordingly.</p>
<p><b>Related Documents</b></p>	<p>Assessment Policy          Assessment Procedure          Request to Overload on a Voluntary Basis Form          Student Workload Policy          Underloading Request Form          Unit Outline Policy</p>
<p><b><i>For Administrative Use Only</i></b></p>	
<p><b>Responsible Officer</b></p>	<p>Chief Executive Officer</p>
<p><b>Contact Officer/s</b></p>	<p>Dean</p>
<p><b>Approved by</b></p>	<p>Chief Executive Officer</p>

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<b>Definitions</b>	See BPP Institute's <a href="#">Glossary of Terms and Acronyms</a>
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<i>Version History</i>		
<b>Version No.</b>	<b>Approval Date</b>	<b>Amendment/s</b>
1.	May 2025	First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul>