

25 April 2007

To: SQA Co-ordinator  
CAMs  
Local Education Authorities  
Directors of Education  
All centres  
HMIE

Action by Recipient	
	Response required
✓	Note and pass on
	None – update/information only

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Dear Colleague

### **Clarification of Advanced Higher Dissertation/Report word counts**

In the recent spring 2007 Business Education subject update letter, it was suggested that the word count range for Advanced Higher Dissertations/Reports submitted for the subjects of Administration, Business Management and Economics was 2,500 – 3,500 words. This letter provides clarification on this point.

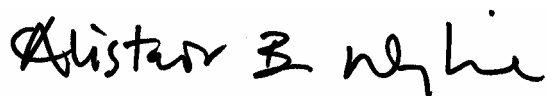
In line with the Course Arrangements documents for each subject, the permitted word counts are as follows:

- ◆ Administration — a minimum of 2,500 words and a maximum of 3,000 words
- ◆ Business Management — a minimum of 2,500 words and a maximum of 3,500 words
- ◆ Economics — a minimum of 3,500 words and a maximum of 4,000 words

It should also be noted that candidates who submit a Dissertation/Report which falls either 10% below the minimum or 10% above the maximum word count will be subject to a marking penalty. Candidates should be encouraged to provide a word count at the end of their dissertation/report to avoid any ambiguity. Please note that candidates will not be penalised for failing to provide a word count.

If you have any queries regarding this information please contact me at the above number or e-mail address.

Yours faithfully



Alistair Wylie  
Qualifications Manager  
NQ Business Education