<div align="center">**Character Count Conversion Table**</div>

Page and Line Limits in Exams Using <u>Character </u>Counts
This character count DOES count spaces and returns. This is because that is what will automatically appear on the student screen while the student is typing the exam.[1]

10 pages double-spaced = 22,000 characters
12 pages double-spaced = 26,400 characters
15 pages double-spaced = 33,000 characters

1 line with 1" margins = 100 characters
5 lines, double-spaced = 500 characters
10 lines, double-spaced = 1000 characters

Page Limits in Exams Using <u>Word</u> Counts

Examsoft counts words by counting the "space" characters. Every space = one word. That means "supercalifragilisticexpialidocious" is the same as "1 ." A conversion of words per line or page is much less exact than a conversion of characters. However, a reasonable average from a few exams is:

330 words per double-spaced page with 1" margins.

One must choose **EITHER** a character count or a word count. It will be confusing and difficult for a student to attempt to monitor both, and depending on word length, different people can hit the character limit before they hit the word limit, or vice versa.   The character count gives the least variation since everyone has the same character limit no matter the length of the words.

Blue Book Conversions

Transcribing into blue books the same exams used to determine the word and character equivalencies above, gives the following conversion:

10 double-spaced Examsoft pages = 12 single-spaced blue book pages
12 double-spaced Examsoft pages = 14 single-spaced blue book pages
15 double-spaced Examsoft pages = 18 single-spaced blue book pages

General

<u>**Check the character count on the cover sheet**</u> to see if the student stayed within the limit. The printed exam may have more pages than the amount set as the limit. When exams are printed, additional information is included in the exam that is not included in the student's character count. The exam may contain information noting the start of a question, or additional empty lines may be created by a student hitting the return bar, or there may be additional lines or spaces created by the student hitting the space bar.

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[1] Students typing an exam in ExamSoft do not see the text broken down into pages. Instead, ExamSoft provides a "character count" as the student types the exam. This conversion table is based on "page to character" equivalencies assuming Times New Roman, 12 pt font, double-spaced, with 1" margins. The conversion is based on hand-counting actual characters in several final exams printed by the TIPS staff.