PGPML & AI- Assessment and Learning Experience Manual

IIIT-B and upGrad Post-Graduate Program in Machine Learning & Artificial Intelligence

Contents

IIIT-B Assessment Policy

As a general IIIT-B assessment policy, assessments are divided into formative and summative without too much emphasis on a single assessment. Hence, a variety of assessment formats are planned to mirror the workplace today and the global university standards.

- Group **case studies** will assess participants on their ability to submit quality deliverables on large analytics projects as a team. These skills are found to be invaluable by analytics recruiters in the 21st-century workplace.
- In-module **Quizzes**, individual **assignments** and **exams** will assess participants on conceptual clarity.
- **Class participation** via **Discussion Forum** allows one to learn faster by clearing peer doubts as well as accelerates learning for the overall cohort.

The academic committee regularly deliberates on the academic structure and the grading elements of the program and it holds the right to change any components of it. Any changes to the grading elements or the academic structure of the program will be communicated to the learners in advance.

It is recommended that participants focus on learning as opposed to solely focusing on assessment scores. Given that it is a Post-Graduate program, **participants are expected to do research on their own during the learning process** and deal with ambiguous assessment scenarios.

Assessment Structure
Assessment Components and Respective Weights

The Post-Graduate program comprises 5 different assessment components. Their distribution and weightage:

Type of assessment	Subset
Quizzes	Graded MCQs (At the end of the session/module)
Assignment	Individual assignments
Group Case Studies	Group submissions of case studies
Exam	Three proctored online exams - First: 90-min exam, with 30 min each for course 1, 2 and 3 - Second: 90 min exam, with 45 min each for courses 4 and 5 - Third: 90 min exam, with 45 min each for courses 6 and 7 - Two exam slots offered per exam
Class Participation	Discussion forum - Points only for faculty/TA verifications and peer up-votes - Penalty for inappropriate posts

Course	Weight distribution in the courses				
	Assignment	Case Study	MCQ	Exam	Class Participation
Statistics Essentials	30%	15%	20%	25%	10%
Machine Learning 1	35%	0	25%	30%	10%
Machine Learning 2	0	35%	25%	30%	10%
Natural Language Processing	30%	15%	20%	25%	10%
Neural Networks and Deep Learning	30%	15%	20%	25%	10%
Reinforcement Learning	30%	15%	20%	25%	10%
Graphical Models	35%	0	25%	30%	10%

Let us take an example to understand this. Let's say that in course 1, your marks are as given below. Each component has been mentioned with its respective weightage in brackets.

1. Assignment (30%) - 200/300
2. Group Case Study (15%) - 120/150
3. Quizzes (20%) - 325/600
4. Exam (25%) - 21/30
5. Class Participation (10%) - 80/100

Your final percentage score will be calculated as –

$\{[0.3*(200/300)] + [0.15*(120/150)] + [0.20*(325/600)] + [0.25*(21/30)] + [0.1*(80/100)]\} *100$
= **68.33 %**

Final Percentage score of all the learners is calculated in this manner and then grades are assigned to the learners by the course faculty based on relative scores of the cohort.

Grading Policy

Grade Point Average (GPA) Computation for a Course

The marks provided for each assessment, scaled by the weight given to that assessment, add up to the overall score for the course. Grade point average (GPA) is awarded on a 4-point scale based on the normalized course-level scores of the entire batch. **The faculty has the autonomy to decide on the grading scale based on the relative scores of the batch.**

There are 10 letter grades: A, A-, B+, B, B-, C+, C, D, F and I. The correspondence between grades and points (on a 4-point scale) is given below:

Letter Grade	A	A-	B+	B	B-	C+	C	D	F
Grade Points	4	3.7	3.4	3	2.7	2.4	2	1	0

The grade 'I' does not carry any grade points and is interpreted as 'Incomplete'

If a learner does not complete all the requirements for a course for a genuine reason and is found eligible for a Grade Improvement Opportunity (GIO), the academic committee may award the grade 'I' (Incomplete). An 'I' grade must be converted to a regular letter grade by appearing for Grade Improvement Opportunity, failing which, it is automatically converted to an 'F' grade.

Cumulative Grade Point Average (CGPA) Computation for the Program

The program has a total of 36 credits as follows:

Course	Credits
Statistics Essentials	4
Machine Learning 1	5
Machine Learning 2	6
Natural Language Processing	6
Neural Networks and Deep Learning	6
Reinforcement Learning	5
Graphical Models	4

The GPA scores for each course weighted by its respective proportion of credits, add up to the CGPA for the entire program. The GPA is truncated (and not rounded off) at two decimal places.

For instance, if the grade points awarded to a participant are G1, G2 etc. in courses with corresponding credits U1, U2, etc., the CGPA = (U1*G1 + U2*G2 + ...) / (U1 + U2 +…), wherein U1, U2 refer to all courses taken up to the time of computation of CGPA.

A learner must pass each course by getting at least a D grade (1-grade point on a 4-point scale) in every course. However, to get the PG Program Certificate, the Cumulative Grade Point Average or the CGPA should be greater than 2.4. Learners will also receive a **completion certificate** solely given by upGrad on completion of the pre-preparatory course.

Learners are strongly recommended to put in all the effort to make sure that they are meeting these criteria. In addition to that, a learner needs to score **at least 20% in each of the assessment elements** (Quizzes, Assignments, Group Case Study, Final exams) to pass that course. If you get a grade below D in any course or fail to score at least 20% in any of the assessment elements, then you will fail the course and will not be eligible for the PG Certificate. You will, however, have access to content just like your peers and will be given feedback on your submissions. You will be eligible for a letter of completion only if you have successfully consumed all the content from the program and achieved a score of 40% and above in the graded questions (MCQs and the graded coding questions). The 40% score in the graded questions is on the overall level of the program and not restricted to any course or module.

Grade Improvement Opportunity (GIO)

We understand that in a rare scenario, due to unforeseen circumstances one may not be able to meet the above criteria for passing a course. We do not want such instances to make a learner ineligible for receiving PG certificate. In such cases, a Grade Improvement Opportunity (GIO) is given to the learner to help them get through the program and be eligible for getting the PG certificate.

1. A maximum of one GIO can be availed by a learner for exactly one course in the entire program.
2. If a student scores less than 50% in GIO or does not appear, then they fail the course and become ineligible for PG certificate.
3. GIO will be decided by the academic committee and will be in form of an online proctored exam or any other mode of assessment as deemed fit by the Academic committee.
4. If the marks scored is less than 20% in any of the components - MCQs, assignments or case studies; the usual exam for that particular course is treated as a GIO exam.
5. If one fails in more than one course, then they will not be eligible for the PG certificate as GIO can be given for only one course.

Code of Conduct

As stated in the Code of Conduct, plagiarism in any form for any graded individual or group assessment is not acceptable.

Participants are not allowed to request for the final solution or share solution for any graded question on any platform. Any violation on this count will result in a <u>zero</u> score for that question, assignment, group case study or exam. If a participant violates on this count a second time, the IIIT-B Academic Committee will decide upon the necessary disciplinary action.

Further, any form of plagiarism and impersonation, including participants presenting others work as their own, sharing solutions with each other, copying codes from public repositories etc. will not be accepted. The submissions by the learners will be subjected to random plagiarism checks to ensure compliance. Learners will also be subjected to random viva by the concerned faculty to ensure that the submissions have in fact been independently created by the learner or group of learners (in case of group case studies). The IIIT-B Academic Committee has the final authority to decide upon the required disciplinary action in case of plagiarism and impersonation.

Similarly, participant misbehavior on any online or offline forums will not be accepted, and participants will face appropriate disciplinary action.

Assessment and Grading Timelines

Assessment Submission Timelines

The program is structured so that the entire cohort can experience a course together. All the modules will be made available to the learners at the beginning of each course. The participants will be given ample time to go through the modules, assignments and the group case studies.

A calendar with all module, assignment, group case study and exam deadlines for the upcoming course would be shared with the participant via email and would be visible on the platform calendar before the beginning of that course. **These deadlines for the respective assessments are non-negotiable except in dire circumstances.** If assignments and group case studies are submitted after these stated deadlines, but within one week after the deadline, then they will be graded on 70% of the total marks of the assessment (Including Quizzes, Assignments, Group Case Studies). This second deadline is also termed as Hard deadline. Beyond Hard deadline, the obtained submissions will be graded and given feedback but will attract a penalty of 100%. Feedback is given so as not to hamper learning but the marks would be considered as zero for all official purposes.

Please note the all the deadlines are in IST (UTC +5.5), hence, if you are in a different time zone then your deadline may vary according to local time. For e.g. - If you are in London and following BST (British Summer Time) which is UTC +1 then deadline for you in local time would be 7:29:00 PM BST if the deadline in India is 11:59:00 PM IST.

Deadline extension policy

As mentioned earlier, these deadlines are non-negotiable except under dire circumstances such as a major health issue, work related issue etc. In such cases, you may be given an extension of up to 1 week. This means that you can submit your assignment up to one week after the deadline without the 30% penalty. However, no extension will be given beyond the hard deadline (one week after the deadline) as solutions are released the very next day. Here are the guidelines for the same

1. A learner can avail a maximum of 2 extensions during the entire program period.
2. Extensions are allowed only on individual assignments and group case studies. **No extensions will be given for graded MCQ deadlines.**
3. No extensions will be given beyond the hard deadline (one week after the deadline) as solutions are usually released a day after the hard deadline.
4. To avail an extension, you must contact your respective student mentor, with a formal request letter addressed to "Academic committee, PGPML & AI", clearly stating the reason for requiring an extension, along with proof for the same.
5. The final decision to grant extension lies with the academic committee. You will be notified by the student mentor if your request has been accepted.

Grading and Feedback Timelines

Timelines for the release of solutions, grades and feedback for various components are as given below:

Assessment component	Solution	Grades
Quizzes	Immediately after attempting	Within 2 weeks of Hard deadline
Assignment	Within 1 week of Hard deadline*	Within 2 weeks of Hard deadline
Group Case Studies	Within 1 week of Hard deadline	Within 2 weeks of Hard deadline
Exam	Solution is not released	Within 3 weeks of the last Exam
Class Participation	Not applicable	Within 3 weeks of the last Exam
GPA	Not applicable	Within 3 weeks of the last Exam

***Hard deadline**- refers to the deadline one week after the actual deadline during which 70% penalty is levied on submissions.

Once these scores are available, each participant can access them on their Individual Performance Profile on the platform.

The GPA and cumulative GPA will be available only after the first 3 courses, as the exam is held jointly for the first 3 courses.

Participants will receive immediate feedback for Quizzes. Ideal solutions for assignments and group case studies will be available for download within one week of the final submission deadline of an assessment. Qualitative feedback will be provided along with the scores only for group case studies and assignments.

Guidelines for re-evaluation

1. The re-evaluation request (if any) should be submitted within 3 days of the declaration of the results. For e.g.: if results were declared on 13/06/2018, then the requests for re-evaluation made till 16/06/2018 (end of the day) will be considered.
2. Learner will be able to request for the re-evaluation on the learning platform itself.
3. A learner may request for re-evaluation of his / her assignment claiming discrepancy of marks (when compared with the ideal solution). In such cases, the learner should clearly point out the specific portion (Q. No.) of the assignment that is required to be re-evaluated plus remarks regarding the claimed discrepancy. Requests that do not have all this information or are very generic / vague in nature will be flagged as invalid and not be considered. **Note: If the claim for discrepancy of marks holds invalid, the learner will be awarded a penalty of 15% points (of the total points)**
4. A re-evaluation request claiming discrepancy of marks (when compared with other learner's graded assignment) is highly discouraged and will NOT be considered for re-evaluation. Note: If any such requests are made, the learner will be awarded a penalty of 15% points (of the total points)
5. A re-evaluation request of an assignment which has been uploaded after the hard deadline will not be considered and is highly discouraged.
6. All re-evaluation requests will be responded anytime up to 3 weeks after the re-evaluation deadline.

Class Participation- Discussion Forum Process

The discussion forum is designed for participants to help create a strong learning community. Participants are encouraged to respond to peer questions as it will also help reinforce their learning.

Participants are requested to post only academic questions on the discussion forum. Faculty and teaching associates (TAs) will act only in response to questions directly related to the program content and assessments. They will either verify participant answers or respond to posted questions within 48 hours of the questions being posted.

Faculty and TAs will not take any action on general posts that are meant to facilitate discussion among peers. **Inappropriate posts that are of no learning value will be deleted and penalized.**

Points are awarded <u>only</u> based on the quality of posts, which is measured by peer upvotes and faculty / TA verifications, not on the quantity of posts. No points are awarded for simply posting questions or answers. Note that faculty and TAs can verify multiple answers to the same question. Also, one must note that points on the discussion forum do <u>not</u> equal to the direct marks awarded in peer-peer participation. Faculty will assign marks to participants based on the overall performance of the batch. Please go through the community guidelines which have been shared with you already. Any attempts to misuse the scoring mechanism will be penalized.

Faculty and Industry Live Lectures

As part of the program, all participants can expect access to two to three live sessions per course which will be delivered by a mix of industry professionals and academicians. However, the mix can vary by course. The details about these live sessions will be updated on the participant calendar on the platform or informed via email. These live sessions are an integral part of the overall learning experience and it is highly encouraged for participants to attend and actively participate in all sessions.

As an incentive to perform well in the program, additional delight elements will be provided to top-performers of select assessment components (group case studies, assignments etc.) or to participants who complete modules and submit assignments by recommended deadlines. These additional incentives will be announced with the release of grades. The top performers in the discussion forum can also expect similar incentives.

Deferral Policy

If a learner is facing severe issues in dedicating time to the course, we provide the opportunity for the learner to defer to another batch. Learner can request for deferral ONLY ONCE and to either of the next 4 scheduled cohorts of the same program. Learner will be required to pay a deferral fee of 10% of the program fees. The deferral request will be approved once the deferral fee is paid. Till this is completed, the learner will be assumed to be continuing in the same cohort. Learner will start learning on the new cohort from the point of leaving the deferred cohort. If, however, the deferral request is raised before the issue of login - 10% deferral fees will not be charged, and learner will be deferred to the next scheduled cohort. **A learner will not be allowed to defer if they are failing or bound to fail in a course.** Since, all grades till the time of deferral are carried to the batch they are deferring to, deferring will not facilitate one in passing the Program.