

## PGC- Assessment and Learning Experience Manual

*IIIT-B and upGrad Post-Graduate Certificate in Data Science*

### Contents

IIIT-B Assessment Policy	2
Assessment Structure	3
Grading Policy	4
Code of Conduct	6
Assessment and Grading Timelines	6
Guidelines for re-evaluation	8
Class Participation- Discussion Forum Process	9
Faculty and Industry Live Lectures	9
Deferral Policy	9

## IIT-B Assessment Policy

As a general IIT-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 21<sup>st</sup> century workplace.
- In-module **Graded Questions**, 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 Certification program comprises of 5 different assessment components. Their distribution and weightage:

Type of assessment	Subset
Quizzes	Graded MCQs (At the end of the session/module)
Assignments	Individual assignments
Group Case Studies	Group submissions of case studies
Exam	Three proctored online exams <ul style="list-style-type: none"> <li>First: 45min exam for course 1</li> <li>Second: 90 min exam, with 45 min each for courses 2 and 3</li> </ul>
Class Participation	Discussion forum <ul style="list-style-type: none"> <li>Points only for faculty/TA verifications and peer up-votes</li> <li>Penalty for inappropriate posts</li> </ul>

	Weight distribution in the courses				
Course	Assignment	Case Study	MCQ	Exam	Class Participation
Statistics & EDA	30%	15%	20%	25%	10%
Machine Learning 1	30%	15%	20%	25%	10%
Machine Learning 2	30%	15%	20%	25%	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. Case Study (15%) - 120/150
3. Graded Questions (20%) - 325/600

4. Exam (25%) - 21/30
5. Class Participation (10%) - 80/100

Your final percentage score will be calculated as –

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

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 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 certification program has a total of 20 credits as follows:

Course	Credits
Statistics & EDA	6
Machine Learning 1	7
Machine Learning 2	7

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  $CGPA = (U1 \cdot G1 + U2 \cdot G2 + \dots) / (U1 + U2 + \dots)$ , 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 Certificate, the Cumulative Grade Point Average or the CGPA should be greater than 2.4.

**Also, if the learner wants to continue PGC into PGPDS (PG Program in Data Science) program, then he/she must score a CGPA of 3 or above at end of Course 3.**

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** (Graded MCQs, Assignments, Case Studies, Final exams etc.) 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 Certificate. You will however have access to content just like your peers and will be given feedback on your submissions. You will also be eligible for a letter of completion upon completing the program.

#### *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 the 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 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 final solution or share solution for any graded question on any platform. Any violation on this count will result in a zero 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 vivas 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). Plagiarism in any form will result in the participant failing that particular course. The IIIT-B Academic Committee has the final authority to decide upon the required disciplinary action in case of plagiarism and impersonation.

Similarly, participant misbehaviour 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 case studies.

A calendar with all module, assignment, 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 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 Graded MCQs, Assignments, Case Studies etc.). 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 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 hard deadline (one week after the deadline) as solutions are usually released a day after the hard deadline.
4. To avail for an extension, you must contact your respective student mentor, with a formal request letter addressed to "Academic committee, PGC", clearly stating the reason for requiring 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.
6. Any resubmission request due to submission of incorrect or corrupt files will attract penalty as per the date of resubmission. The platform allows you to download the submitted files, we recommend that you re-check the uploaded files for any errors by downloading them.

## Grading and Feedback Timelines

Timelines for release of solution, feedback and grades for various components is as given below:

Assessment component	Solution	Grades
Graded Questions	Immediately after attempting	Within 2 weeks of Hard deadline
Assignment	Within 1 week of Hard deadline*	Within 2 weeks of Hard deadline
Case study	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 course, as the exam is held after the first course.

Participants will receive immediate feedback for Graded questions. Ideal solutions for assignments and case study 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 case study and assignments.

## Guidelines for re-evaluation

1. The re-evaluation request (if any) should be submitted within 3 days of 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 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 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 2 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 only 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 not 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 penalised.

## 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 (case study, 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 upto 1 year. Learner will be required to pay a deferral fees 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.

\*The deferral fee is defined to be as 10% of the TOTAL program fee. This is irrespective of the discount / scholarship a student would have received. The deferral fees is payable based on the program fee at the time of the student enrolled. The policy also states that if the price has been increased and a student is deferring to the increased price cohort, they need to pay the differential fee for the new cohort along with the deferral fees.