

**PAKISTAN INSTITUTE OF FASHION AND DESIGN, LAHORE**  
**REVISED ASSESSMENT AND EXAMINATION POLICY FOR ONLINE**  
**CLASSES DURING COVID-19**

**1. Introduction:-**

Pursuant to the direction of the Government of Pakistan, the academic operations of Pakistan Institute of Fashion and Design (PIFD), Lahore on campus were suspended from 26<sup>th</sup> November, 2020 due to the COVID-19 pandemic. Nevertheless, the Higher Education Commission (HEC) has issued number of policy guidelines to the universities / HEIs to accomplish academic aims during this Coronavirus pandemic. Subsequently, the Vice Chancellors / Rectors / Head of the Institutions agreed to devise policies, based on examination's mode, aligned with their respective feasibility scenarios and needs of the students.

**2. Announcement of Assessment Policy**

In pursuance of the provision in Section 22 (2) (c) & (d) of PIFD Act, 2011, the policy/procedure of assessment and examinations during Covid-19 in accordance with the Semester Regulations of PIFD (duly approved by the Senate of PIFD) have been developed to get it approved by the Online Academic Council of PIFD.

The policy shall come into force for online theoretical and practical courses of Undergraduate and M.Phil (Art and Design Education) programs. The academic departments of the Institute will be responsible to decide the procedure of classes/assessment of online courses according to the requirement of the course.

**3. Principles of Assessment Policy**

**3.1. No Promotion without Assessment:**

Students shall not be promoted without conducting any form of assessment, based merely on their past performance. Examinations and assessments are an integral part of the teaching process and attempts to eliminate assessment will have a detrimental impact on the quality of education and student achievement. The Promotion from the Second and subsequent Semesters will be:

- (a) A student with Cumulative Grade Point Average (CGPA) of 2.00 and above shall be promoted to the next semester.
- (b) A student with CGPA 1.70 or more but less than 2.00 may be promoted to the next semester on "Probation".
- (c) A student with CGPA 1.70 or more but less than 2.00 not interested to be awarded probation status may be allowed to repeat the semester or opting one or two course/s with lowest grade to obtain required CGPA by paying the prescribed fee per course.
- (d) A student with CGPA less than 1.70 shall be dropped from the semester.

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Original policy was approved on: 11<sup>th</sup> June, 2020



- (e) A student, to be enrolled in the seventh semester, must have cleared all the courses of all previous semesters with minimum passing criteria. (exception of courses which were offered during Academic year 2019-20 and Academic year 2020-21)

**3.2. Prevention of Cheating and Plagiarism:**

PIFD Unfair Means Case (UMC) Rules (duly approved by the Senate of PIFD) shall be applicable to prevent and punish in case of use of unfair means which is considered a very serious offence. The case of cheating and plagiarism shall be referred to the Unfair Means Committee who shall investigate the matter and recommend necessary action to the Vice Chancellor for approval.

**3.3. To the Extent Possible, Use the Same Method of Assessment for Students in a Course:**

This would be preferable to maintain fair standards and objectivity. However, this may not always be possible owing to the unique situation faced by a student, in which case the matter will be resolved under the provisions of section 19 of PIFD Semester Regulations stated as under.

**“19 Incomplete Grade**

- 19.1. A student shall be awarded incomplete grade ‘I’ on medical grounds or the circumstances beyond his/her control determined by the Departmental Examination Committee in the following cases:
- (a) If a student fails to complete any assignment, test, quiz, term paper, presentation etc. assigned to him/her by the teacher for the purpose of internal assessment\*.
  - (b) If a student is unable to appear in a part or whole of the Final Term Examination of a semester.
- 19.2. The student may be allowed to appear in the Special Final Term Examination of the semester to be held by the Department before the commencement of the next semester. However, the student must have:
- (a) fulfilled attendance requirement;
  - (b) been admitted as patient in a recognized hospital. If the student has not been hospitalized, he/she will be examined by the Institute Medical Officer.





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19.3. The student with grade "I" in a course(s) must appear in the Special Final Term Examination before joining the next semester.

19.4. The student shall not seek any extension if he/she is unable to take Special Examination within the specified time limit."

**3.4. Grievance Mechanism:**

In order to address the grievances and complaints of the students who face special difficulties, there shall be a forum of grievance committee consisting of the following members:

- 1) Mr. Yahsir Waheed, Senior Faculty Member, Fashion Design as Chair.
- 2) The Concerned Course Coordinator / Associate Professor / Assistant Professor
- 3) In-charge Student Affairs
- 4) Controller of Examinations (Only for Assessment and Examinations issues)

The complaint shall be filed through to the concerned Course Coordinator to the grievance committee, and the stipulated time to respond shall be three working days.

**4. Approaches to Assessment:**

4.1. The following approaches to assessment shall be adopted by the departments/teachers depending upon the suitability and requirement of the course contents.

- a. Case Studies
- b. Assignments
- c. Oral Exams, Presentations and Projects
- d. For courses and examinations where student presence is required or mandatory, the examination will be held on campus.
- e. End of Semester Written Work (For M. Phil Students Only)

4.2. The weightage of the marks during the sporadic semester shall be as following:

- |               |     |
|---------------|-----|
| a. Sessional  | 50% |
| b. Mid Term   | 20% |
| c. Final Term | 30% |

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- 4.3. Final Term Examination covering the full syllabus, with at least 25% of the course of Mid Term as well (if applicable), shall be held at the end of the online classes of the semester.
- 4.4. The schedule of each examination shall be notified / informed to the students by the teacher concerned well in time.
- 4.5. The duration of final online examination shall be determined by the concerned teacher according to the assessment approach as stated above.
- 4.6. The Teacher concerned shall be responsible for the preparation and assessment of the exam with the coordination of Course Coordinator.
- 4.7. The pass marks in each course shall be 50%. A student who fails to pass a course shall be awarded grade 'F'.
- 4.8. Marks awarded by the Teacher after each examination shall be displayed / shown to the students by the teacher.
- 4.9. After holding the semester examination or otherwise provided, each teacher shall prepare the results of the Sessional, Mid-Term and Final-Term Examinations on the prescribed award list.
- 4.10. The submission and notification of the result shall be in accordance with the "PIFD Semester Regulations".
- 4.11. All other Rules and Regulations mentioned in PIFD Semester Regulations shall be followed in true letter and spirit.

**5. Special Concerns and Situations:**

**5.1. Final Year Students:**

A special emphasis shall be placed on ensuring that final year students are able to graduate without losing significant time.

**5.2. Students with Limited or No Connectivity:**

The students with limited or no internet connectivity, shall be facilitated by allowing the extension in deadlines. The tutorials/lectures shall be sent to them electronically (USB/CD/DVD) through courier service and the exam shall be conducted on the campus when the Institute will reopen. A special classes/exams shall be held under the provision of Section 19 of PIFD Semester Regulations as stated above.

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**5.3. Students Facing Medical Difficulties:**

To accommodate such students who face medical difficulties or other problems, a special classes/exams shall be held under the provision of Section 19 of PIFD Semester Regulations as stated above.

**6. Attendance:**

- 6.1. A student having less than 75% attendance in lectures shall not be allowed to take the Final Term Examination of the course. The Department shall notify the list of such students before the commencement of Final Term Examination.

In case the Courses are interlinked for the exam, the students will be allowed to appear in the exam in which his / her attendance is less than 75%, but the exam of that particular Course will be marked zero.

- 6.2. At the end of the semester, the teacher concerned shall submit the statement showing the total number of lectures delivered by him/her with the total number of lectures attended by each student, to the Chairperson/ Coordinator of the Department.

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