



**Domino Institute Of
Professional Studies**

Welcome to Domino Institute of Professional Studies

We are pleased to welcome you to the learner community at the Domino Institute of Professional Studies one of Pakistan's leading providers of professional and distance education. This Distance Learning Policy outlines our commitment to delivering high-quality education, supporting learner wellbeing, and maintaining the academic and professional standards that define our institution.

This document sets out the expectations for you as a learner and provides a clear overview of the academic, technical, and personal support available to ensure your success. It applies to all Programmes delivered through our online platform as well as to in-person classes conducted on campus.

Introduction

Domino Institute of Professional Studies (DIPS) serves powered by Moodle cloud as the technological backbone of Domino Institute of Professional Studies' distance education delivery. As our core digital platform, Moodle Cloud supports every aspect of our remote learning infrastructure from hosting learning content and managing assessments to enabling communication between tutors and learners. Its reliability, flexibility, and compliance with international standards make it integral to our academic operations and strategic growth in digital education.

DISP is a nationally recognized academic institution based in Pakistan, dedicated to advancing educational accessibility through modern pedagogical approaches. In line with the evolving landscape of global



education and the increasing demand for flexibility in learning, DIPS has incorporated a robust and scalable distance learning model alongside its traditional on-campus delivery.

This policy establishes the framework for implementing and maintaining high standards in the delivery of distance education. It affirms the Institute's commitment to upholding academic quality, student support, regulatory compliance, and technological infrastructure in accordance with OTHM guidance, Ofqual standards, and national higher education expectations.

2. Definitions

Distance Learning: A structured form of education where instructors and learners engage remotely, typically using virtual learning platforms. At DIPS, this includes synchronous (real-time sessions) and asynchronous (self-paced study) approaches.

Learning Management System (LMS): A digital environment that supports course content delivery, assignment submission, academic tracking, and learner engagement. DIPS utilizes Moodle Cloud for its LMS services.

Tutor: A qualified academic staff member responsible for facilitating instruction, providing academic guidance, assessing learner work, and maintaining contact with students through the LMS or scheduled virtual sessions.

Course Coordinator: The designated administrator ensuring smooth operational delivery, compliance, and communication within and across academic departments.



3. Applicability

This policy applies to all qualifications delivered by Domino Institute through distance learning modalities. It is relevant to:

- All learners enrolled in DIPS's OTHM-accredited programs, regardless of physical location.
- All academic, technical, and support staff engaged in planning, delivery, or assessment of remote learning.

All departments are responsible for IT, quality assurance, and learner engagement.



4. Principles

Domino Institute of Professional Studies Distance Learning Delivery is underpinned by the following educational principles:

- **Accessibility:** Ensuring equitable learning opportunities for learners irrespective of their geographical or socio-economic circumstances.
- **Quality:** Matching or exceeding the standards of face-to-face education through verified academic methods and tutor oversight.
- **Transparency:** Clearly communicating course structures, requirements, deadlines, and outcomes through the LMS.
- **Engagement:** Promoting interaction and active learning through discussion forums, live sessions, and ongoing tutor contact.
- **Accountability:** Upholding professional and academic standards through documentation, reporting, and regular evaluations.

5. Responsibilities

Institutional Responsibilities:

- Maintain and continually update Moodle Cloud with regular data backups, disaster recovery mechanisms, and access restrictions.
- Provide training to all new staff on distance education, pedagogy and LMS functionality.
- Maintain alignment with OTHM distance learning protocols and ensure oversight through the Academic Quality Board.



Tutor Responsibilities:

- Deliver content that aligns with approved syllabi and learning outcomes.
- Host scheduled virtual office hours and discussion-based sessions.
- Provide individualized feedback and academic mentoring through LMS.

Learner Responsibilities:

- Log into the LMS regularly and engage with all assigned materials.
- Adhere to assignment deadlines and academic integrity requirements.
- Participate in forums, tutor interactions, and peer collaborations.

6. Raising Concerns

Students are encouraged to address any challenges they face during the course of their studies. Concerning related to academic delivery, access to the LMS, or content quality can be raised through the following process:

- Step 1: Contact your Tutor directly through LMS or email.
- Step 2: If unresolved, escalate to your Course Coordinator.
- Step 3: Formal written complaint to the Academic Office at:
info@dominoenglish.pk

A response is guaranteed within 48 working hours, and all issues are resolved in alignment with the DIPS grievance redressal policy.



7. Related Policies

To ensure consistency and support, this policy is read alongside the following institutional policies:

- Academic Integrity and Misconduct Policy
- Learner Handbook (Distance and Campus-Based)
- Equality, Diversity and Inclusion Policy
- Staff CPD and Tutor Development Policy
- Data Protection, Privacy and Confidentiality Policy

8. Appendix A: DISP platform powered by Moodle Cloud LMS Capabilities

- Encrypted, secure, password-protected access for staff and students
- Module-based navigation with dynamic scheduling and grade tracking
- Integration with plagiarism detection tools (e.g., Turnitin)
- Capability to support quizzes, discussion boards, and multimedia
- Backup scheduling and learning analytics tools for institutional reporting

9. Appendix B: Legal and Regulatory Framework

This policy aligns with and is informed by the following standards:

- OTHM Distance Learning Guidelines (2022 Edition)
- Pakistan Higher Education Commission Framework for Online Learning



- DISP platform powered by Moodle Cloud's terms of service, compliance, and privacy statements

10. Technical Requirements for LMS Access

To ensure a seamless learning experience via our platform, learners are required to meet the following technical specifications:

Minimum Device Requirements:

- Laptop or desktop computer (Windows 10/macOS 10.14 or higher)
- OR modern tablet with keyboard (not recommended for assessment uploads)

Internet Connection:

- Stable broadband connection (minimum 2 Mbps upload/download)
- Mobile data not recommended for live sessions or file uploads

Browser Compatibility:

- Latest versions of Google Chrome, Mozilla Firefox, or Safari
- JavaScript and cookies must be enabled

Software Requirements:

- PDF Reader (e.g., Adobe Acrobat)
- Microsoft Office or compatible suite (Word, PowerPoint, Excel)
- Zoom client or web access (for live sessions)



Mobile Access (Optional):

- Moodle mobile app (available on iOS and Android)

Technical support is available via it.support@dips.edu.pk for troubleshooting device or LMS-related issues.

11. Appendix C: How to Upload Assignments

Follow these steps to upload your assignments through the DIPS Learning Management System:

1. Web site <https://dominoenglish.pk/>
2. Click on **Online Portal**
3. **Log in** to the **Online Portal** platform and navigate to "My Courses".
4. **Select your course** by clicking on the course name (e.g., "Writing Skills").
5. Ensure that **Edit Mode** is turned **on** if required.
6. Scroll to the relevant **unit or week** and click on "**Add an activity or resource.**"
7. Select "**Assignment**" from the list of options.
8. Fill in the assignment title and description (if needed).
9. Use the **Rich Text editor** to add any additional information. (*Press ALT+0 for help within the editor.*)



10. Upload your assignment file by dragging and dropping or using the file upload button.
11. Once done, click on **“Save and return to course.”**

How to Upload Assignments

7 Steps [View most recent version on Tango.ai](#)



My courses | Domino English Learning Center

7 Steps

STEP 1


Check Edit mode

The screenshot shows a dashboard interface. At the top left, there are two progress bars: 'Active Users' (with a small green segment) and 'Storage' (empty). To the right of these bars is a user profile icon with a dropdown arrow. Further right is the 'Edit mode' toggle switch, which is currently turned off and highlighted with a red rectangular box. Below these elements, there is a search bar with the text 'rses' and a blue 'Create course' button. At the bottom of the dashboard, a partial view of a user's profile picture is visible.




Step 2
Click on Course is starred...

Search Sort by course name Card




Foundation Course

⋮



★ Pre-Foundation Courses

⋮



★ Pre-Int Courses

⋮



STEP 3

Click on Add an activity or resource

Content:

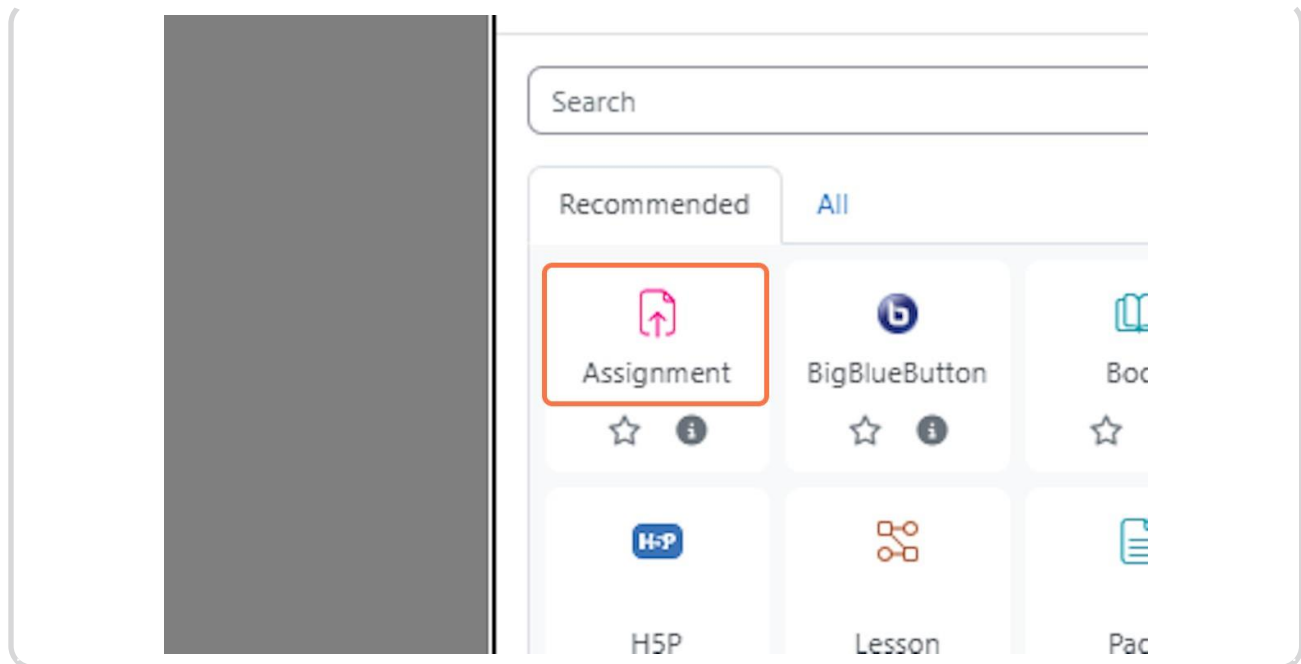
Introducing yourself and others
Everyday conversations
Asking and answering questions
Role-plays: shopping, doctor visits, interviews
Group discussions and storytelling

+ Add an activity or resource

+ Add section



Step 4
Click on Assignment





STEP 5

Type "Writing Skills"

re-Foundation

Course Settings Participants Grades Reports More ▾

ew Assignment Expand all

General

Assignment name ⓘ

Description

Edit View Insert Format Tools Table Help

← → **B** *I* ...

p 0 words Build with tinyMCE



Step 6

Click on Rich Text Area. Press ALT-0 for help.

Assignment

[Expand all](#)

General

Assignment name ?

Description

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* **H3** **H4** **H5** **H6**

Course Description

B *I* **H3** **H4** **H5** **H6**

0 2 words Build with

Display description on course page ?

Additional instructions ?

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* **H3** **H4** **H5** **H6**



STEP 7

Click on Save and return to course

> **Completion conditions**

> **Tags**

> **Competencies**

Send content change notification ?

Save and return to course **Save and display** Cancel

Required



12. Appendix D: How to View Feedback and Grades

Once your assignment is marked, follow these steps to view tutor feedback. DIPS has developed step-by-step illustrated guides to help learners confidently navigate assignment uploads and feedback access:

1. **Go to** the same course page in DISP platform where you submitted the assignment.
2. **Click on** the relevant assignment title.
3. Select “**View Grades**” or “**Grade**” to open your graded submission.
4. You’ll see:
 - The grade is awarded by your tutor.
 - Any comments or suggestions entered in the feedback area.
5. To review submission details, click “**View all submissions**”.
6. If multiple files or annotations were uploaded by the tutor, download them for detailed review.
7. Use the tutor's feedback to improve your next submission.
8. If you do not see any grade or comments after 15 working days, please email your tutor or contact academic support at academics@dips.edu.pk.



Grade Submissions in Domino English

16 Steps [View most recent version on Tango.ai](#)

Created by
Domino English

Creation Date
May 09, 2025

Last Updated
May 09, 2025



[Edit course: Pre-Foundation | Domino English...](#)

16 Steps

STEP 1

Click on Writing Skills

- Introducing yourself and others
- Everyday conversations
- Asking and answering questions
- Role-plays: shopping, doctor visits, interview
- Group discussions and storytelling



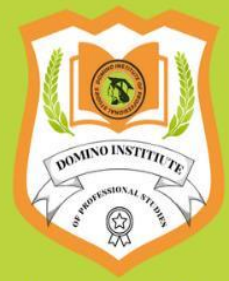
Writing Skills



Opened: Friday, 9 May 2025, 12:00 AM Due: Frid

Course Description

+ Add an



Step 2
Click and Submission

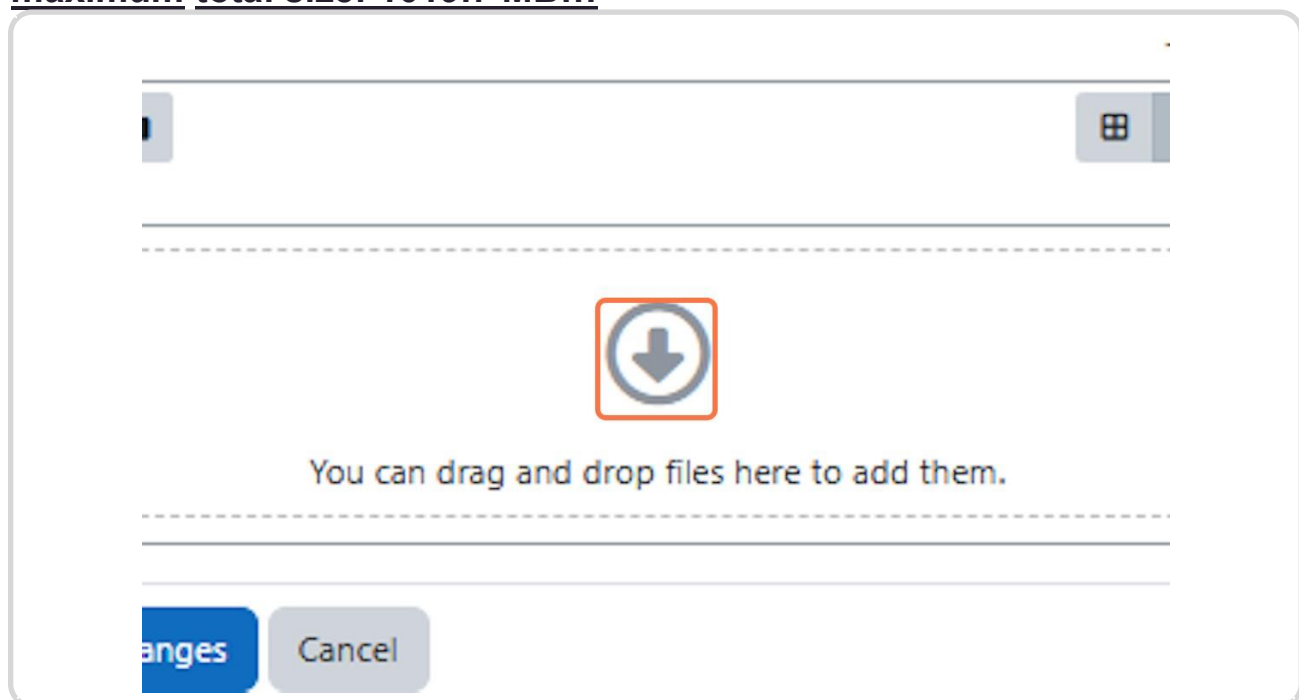
Submitted	0
Needs grading	0
Time remaining	6 days 4 hours

Add submission



Step 3

Click on Maximum file size: Unlimited, maximum number of files: 20, maximum total size: 1019.7 MB...





STEP 4

Select "Document.docx" from file upload menu

e picker

Server files

Recent files

Upload a file

Private files

Content bank

Attachment

Choose File Document.docx

Save as

Author

Domino English

Choose licence ?



STEP 5

Click on Upload this file

ino English

licence ?


ights reserved

Upload this file

changes Cancel

Step 6

Click on Save changes

<input type="checkbox"/>	Name	Last modified
<input type="checkbox"/>	 Document.docx	9/05/25, 19:32

Save changes Cancel



STEP 7



Click on button

File name	Status	Grade	Last modified (submission)	File submitted
	Submitted for grading	-	Friday, 9 May 2025, 7:32 PM	Doi



STEP 8

Click on Grade

Phone	Mobile phone	Status	Grade	modified (submission)	File
		Submitted for grade	- 	Friday, 9 May 2025, 7:32 PM	



STEP 9

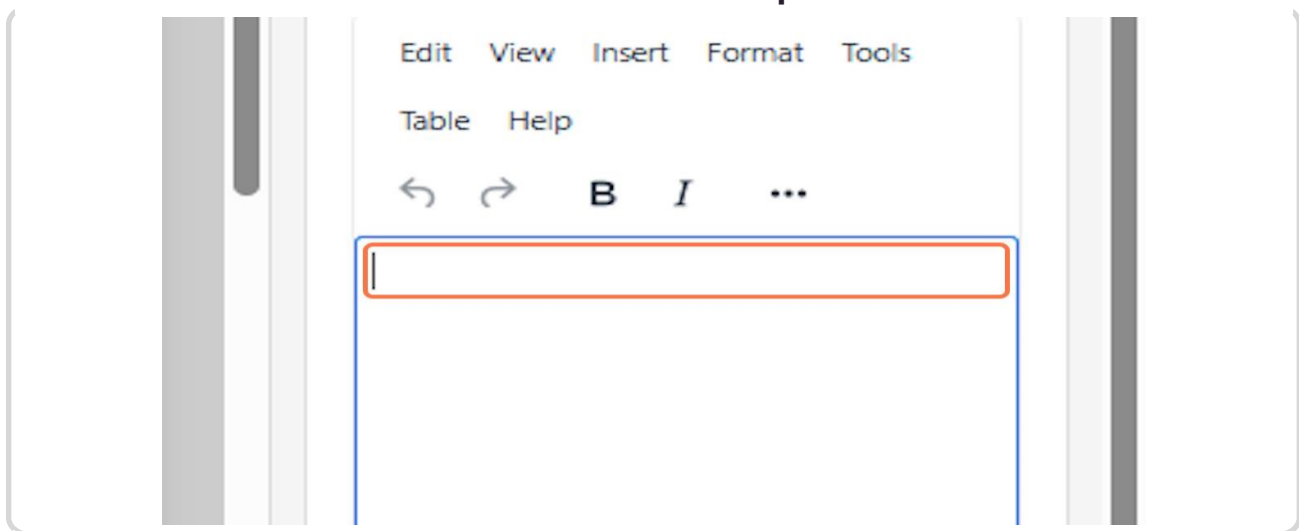
Type "90"

A screenshot of a software interface for entering a grade. The main heading is 'Grade'. Below it, the text 'Grade out of 100' is displayed. A text input field is highlighted with a red and blue border and contains the number '90'. Below the input field, the text 'Current grade in gradebook' is shown, followed by 'Not graded' in blue. At the bottom of the interface, there is a section for 'Feedback comments' with a blue icon to its right.



10

Click on Rich Text Area. Press ALT-0 for help.



STEP 11

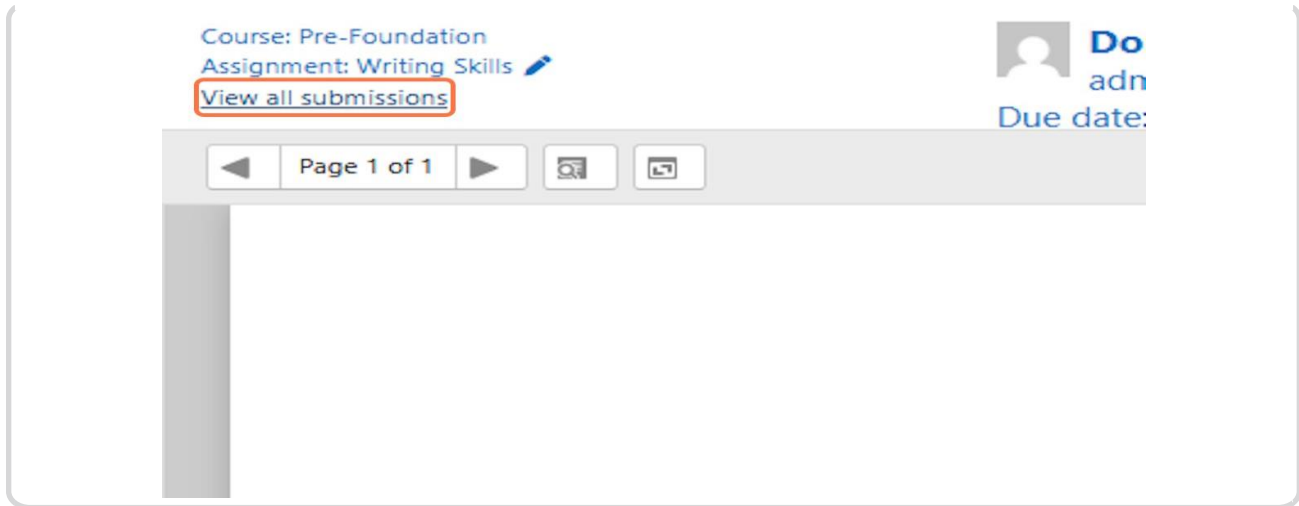
Click on Save changes





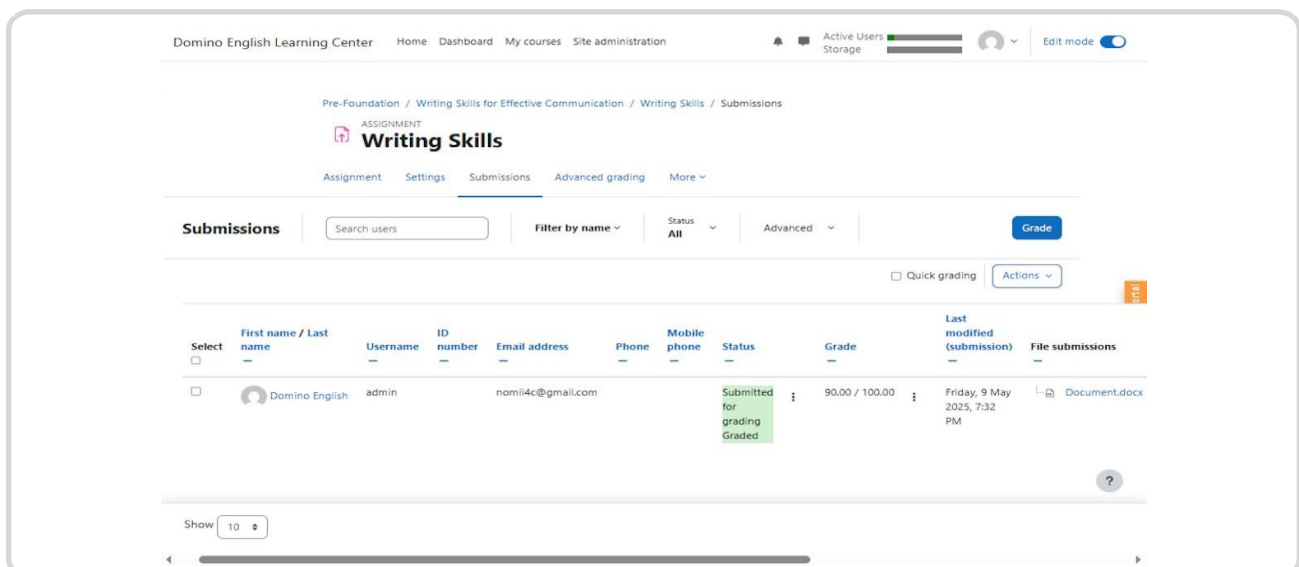
12

Click on View all submissions



STEP 13

Drag highlighted element





Step 14 Drag highlighted element

Domino English Learning Center Home Dashboard My courses Site administration Active Users Storage Edit mode

g Skills / Submissions

More

Status All Advanced Grade

Quick grading Actions

Mobile phone	Status	Grade	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Final grade
	Submitted for grading Graded	90.00 / 100.00	Friday, 9 May 2025, 7:32 PM	Document.docx 9 May 2025, 7:32 PM	> Comments (0)	Friday, 9 May 2025, 7:33 PM	Very Nice Work. Need improvement		90.00 / 100.00

Show 10



STEP 15

Click on Submissions...

Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Final grade
	Friday, 9 May 2025, 7:33 PM	Very Nice Work.. Need improvement		90.00 / 100.00

Step 16

Click on Submissions...

Mobile phone	Status	Grade	Last modified (submission)	File
	Submitted for grading Graded	90.00 / 100.00	Friday, 9 May 2025, 7:32 PM	



13. Review and Approval

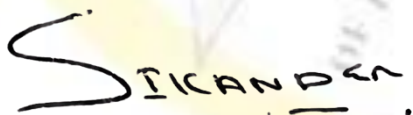
This policy is reviewed annually or earlier if required by regulatory amendments. Revisions are proposed by the Academic Quality Board and formally approved by the Academic Board before being communicated to staff and learners via official channels.

Contact Domino Institute of Professional Studies

For academic, technical, or support-related inquiries, contact us at:

Email: info@dominoenglish.pk

We welcome you to Domino Institute of Professional Studies and look forward to helping you achieve academic excellence and personal growth. Your journey starts here.

A handwritten signature in black ink that reads 'Sikander'.

Signed:

Director, Domino Institute of Professional Studies