Stage 2 Review Process for Reviewers

**Four Basic Steps to follow**

**Step 1**
Allocated Course advising faculty ensures receipt of appropriate form within 5 University working days from notification of the outcome of the Stage 1 review of:

- Assessment Outcome (FORM – RAO Stage 2)
- Final Grade/ Mark (FORM – RFG Stage 2)
- Academic Decision (FORM – RAD Stage 2)

**Step 2**
Course advising faculty forwards FORM – RAO Stage 2 to the Faculty Dean who takes whatever steps necessary to investigate whether an irregularity in marking standard or process has occurred. The dean may arrange for the assessment item to be marked by another assessor. Provide the student with any additional feedback or explanation necessary to assist the student to understand how the assessment outcome was determined.

Course advising faculty forwards FORM – RFG Stage 2 to the relevant board of examiners which takes whatever steps necessary to establish whether there has been an error in the computation of the final grade or final mark or there has been an error in the application of scaling or any other adjustment mechanism in determining the final grade or final mark; or the final grade or final mark has not been determined in accordance with any published or agreed assessment mechanism statement.

Relevant office forwards FORM – RAD Stage 2 to the Academic Secretary.

Senior Office assigned to consider stage 2 review request takes whatever steps necessary to establish whether the decision was in accordance with the relevant University Statute, regulation, rule or policy and the decision was fair or reasonable.

**Step 3**
Provide your assessment on FORM – RAO Stage 2 by:
- Amending or confirming the assessment outcomes to have the student’s final grade or mark amended, if appropriate; OR
- Making arrangements to have the student’s progress status amended, if appropriate

Provide your assessment on FORM – RFG Stage 2 by:
- Amending or confirming the final grade or mark as appropriate; OR
- Making any necessary change to the student’s progress status

Assigned Senior Officer:
- provides assessment of FORM – RAD Stage 2 by amending or confirming the decision and takes whatever action is necessary as a result of any amendment
- advises the relevant office of the decision (copied to the Academic Secretary)

**Step 4**
Stage 2 reviewer, via allocated course advising faculty student office, notifies student in writing within 10 University working days of receipt of appropriate form for a Stage 1 review. Notification must include the: (i) steps taken; (ii) outcome of review and reasons for the outcome; and (iii) next step available if student is not satisfied with the outcome.

Notification to a student of the outcome of a review of academic decision must: (i) include reference to any University Statute, regulation, rule or policy under which the decision is made; (ii) provide information about matters that have been considered in making the decision; and give details of the process for seeking a review of the decision.

The relevant form(s) including decisions and any relevant documentation must be sent to Student Administration (email: results-studserv@uwa.edu.au) (in the case of FORM – RPS Stage 1 and FORM – RFG Stage 1) and trimmed.