Five Basic Steps to follow

Stage 1 Review Process for Reviewers

**Step 1**
- **Assessment Outcome** (FORM – RAO Stage 1)
  - Unit Coordinator/Head of School (if former is unavailable) ensures receipt of appropriate form within 5 University working days from notification of the decision/release of result for Stage 1 review of:
  - student’s final grade or mark
  - student’s progress status

**Step 2**
- **Final Grade / Mark** (FORM – RFG Stage 1)
  - Unit Coordinator (or Head of School, if the former is unavailable) assesses the review request and considers whether irregularity in marking standard or process has occurred which has affected the assessment outcome and amend or confirm the assessment outcome
  - Trimmed Form RAO ensures that Form RAO is trimmed

**Step 3**
- **Progress Status** (FORM – RPS Stage 1)
  - Unit Coordinator (or Head of School, if the former is unavailable) considers whether:
    - there has been an error in the computation of the final grade/mark;
    - there has been an error in the application of scaling or any other adjustment mechanism in determining the final grade/mark;
    - the final grade or final mark has not been determined in accordance with any published or agreed assessment mechanism
  - Relevant board to provide their assessment on FORM – RPS Stage 1 and amend or confirm the student’s progress status

**Step 4**
- **Academic Decision** (FORM – RAD Stage 1)
  - Relevant office ensures receipt of appropriate form within 10 University working days from notification of the decision/release of result for Stage 1 review of:
  - student’s final grade or mark
  - student’s progress status

**Step 5**
- **Stage 1 reviewer notifies student in writing (with a copy copied to results-studserv@uwa.edu.au, the Allocated Student Office, and records@uwa.edu.au).**
  - Ensures that Form RAO is trimmed

- **Allocated Course advising faculty** ensures receipt of Form - RPS within 20 University working days from release result for Stage 1 review of:
  - student’s final grade or mark
  - student’s progress status

- **Relevant office** ensures receipt of appropriate form within 10 University working days from notification of the decision/release of result for Stage 1 review of:
  - student’s final grade or mark
  - student’s progress status

- **Stage 1 reviewer notifies student in writing (with a copy copied to results-studserv@uwa.edu.au, the Allocated Student Office, and records@uwa.edu.au)** within 10 University working days of receipt of the request for a Stage 1 review.
  - Forward it to an appropriate University/Faculty Officer who considers request

- **Relevant University/Faculty Officer** to provide their assessment on FORM – RAD Stage 1 by considering whether the decision was:
  - in accordance with the relevant University Statute, regulation, rule or policy;
  - fair or reasonable

- **Final Grade**
  - Email FORM – RPS Stage 1 upon receipt to Student Administration (results-studserv@uwa.edu.au) as an alert
  - Forward it to relevant board which considers whether the:
    - Progress Status has been assigned in accordance with the relevant rules; and/or
    - student has met the criteria for seeking a review in light to mitigating circumstances

- **Progress Status**
  - Email FORM – RPS Stage 1 upon receipt to Student Administration (results-studserv@uwa.edu.au) as an alert
  - Forward it to relevant board which considers whether the:
    - student’s progress status

- **Stage 1 reviewer notifies student in writing (with a copy copied to results-studserv@uwa.edu.au, the Allocated Student Office, and records@uwa.edu.au)** within 10 University working days from notification of the decision/release of result for Stage 1 review.

The following forms including decisions and any relevant documentation must be sent to Student Administration (email: results-studserv@uwa.edu.au) : FORM – RPS Stage 1 and FORM – RFG Stage 1.