Stage 1 Review Process for Reviewers

**Five Basic Steps to follow**

**Step 1**
- **Assessment Outcome** (FORM – RAO Stage 1)
- **Final Grade / Mark** (FORM – RFG Stage 1)
- **Progress Status** (FORM – RPS Stage 1)
- **Academic Decision** (FORM – RAD Stage 1)

**Step 2**
- Forward it to the Unit Coordinator (or Head of School, if the former is unavailable) who provides the student with any additional feedback or explanation necessary to assist the student to understand how the Assessment Outcome was determined.
- Forward it to the Unit Coordinator (or Head of School, if the former is unavailable) who considers whether (i) there has been an error in the computation of the final grade/mark; or (ii) there has been an error in the application of scaling or any other adjustment mechanism in determining the final grade/mark; or (iii) the final grade or final mark has not been determined in accordance with any published or agreed assessment mechanism.
- 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 (i) Progress Status has been assigned in accordance with the relevant rules; and/or (ii) student has met the criteria for seeking a review in light to mitigating circumstances.
- Forward it to the original decision-maker who considers request and provides student with further information on the basis and/or implications of the decision.

**Step 3**
- Unit Coordinator (or Head of School, if the former is unavailable) to provide their assessment on FORM – RAO Stage 1 by considering whether irregularity in marking standard or process has occurred which has affected the assessment outcome and amend or confirm the assessment outcome.
- Unit Coordinator (or Head of School, if the former is unavailable) to provide their assessment on FORM – RFG Stage 1 and recommend to the relevant board of examiners via the allocated course advising Faculty Student Office: (i) whether the final grade/mark be amended or confirmed as appropriate; and (ii) any necessary change to the student’s progress status.
- Relevant board to provide their assessment on FORM – RPS Stage 1 and amend or confirm the student’s progress status.
- Relevant office to provide their assessment on FORM – RAD Stage 1 by considering whether the: (i) Progress Status has been amended in accordance with the relevant rules; and/or (ii) student has met the criteria for seeking a review in light to mitigating circumstances.

**Step 4**
- Unit Coordinator arranges, via the allocated course advising faculty student office, to have the student’s: (i) final grade or mark amended, if appropriate; and (ii) progress status amended, if appropriate.
- Relevant board notifies student, via the allocated course advising faculty student office, in writing within 5 University working days of receipt of the request 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. File is trimmed and closed.
- Original decision-maker to provide their assessment on FORM – RAD Stage 1 by considering whether the decision was: (i) in accordance with the relevant University Statute, regulation, rule or policy; and/or (ii) fair or reasonable.

**Step 5**
- Stage 1 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 including decisions and any relevant documentation must be trimmed.

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.