**Schedule A: Review stages and requirements**

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| **Review Stage** | **Items** | **Review of** | | | |
| **Assessment Outcome**  **FORM: RAO** | **Final Grade / Mark for a unit**  **FORM: RFG** | **Progress Status**  **FORM: RPS** | **Academic Decision**  **FORM: RAD** |
| **1** | **Grounds for Review:** | 1. Irregularity in marking standard; **or** 2. Errors of marking process in determining the outcome of an assessment | Procedural errors in the determination of the grade or mark | 1. That the progress status has not been assigned in accordance with the rules for the relevant course; **or** 2. Mitigating circumstances relating to the student’s unsatisfactory academic performance that has not been adequately taken in account | 1. Original decision has not been made in accordance with relevant University Statute, regulation, rule or policy; **or** 2. Requires further information to understand how the original decision was reached |
| **Request for review must be submitted by student directly via:** | [Public Report](https://uwa-advocate.symplicity.com/public_report/) and select under I am reporting – A request for a review of academic decision (grades, marks, progress status etc.) | [Public Report](https://uwa-advocate.symplicity.com/public_report/) and select under I am reporting – A request for a review of academic decision (grades, marks, progress status etc.) | [Public Report](https://uwa-advocate.symplicity.com/public_report/) and select under I am reporting – A request for a review of academic decision (grades, marks, progress status etc.) | [Public Report](https://uwa-advocate.symplicity.com/public_report/) and select under I am reporting – A request for a review of academic decision (grades, marks, progress status etc.) |
| **Request for review must be submitted by student to reviewer within\*:** | 10 University working days  from the day after receipt of **official release** of an assessment outcome or final grade / mark for a unit\*\* | | 20 University working days from the day after the **official release** of the progress status | 10 University working days  from the day after receipt of an academic decision |
| **Reviewer:** | Unit coordinator / Head of Discipline / Department, if former is unavailable | Unit coordinator / Head of Discipline/Department, if former is unavailable | Relevant board or delegated reviewer | Original decision-maker or the appropriate University Officer |
| **Notification of outcome of review by reviewer must occur within:** | 10 University working days  from the day after receipt of the request for a Stage 1 review | | 10 University working days  from the day after receipt of the request for a Stage 1 review | 10 University working days  from the day after receipt of the request for a Stage 1 review |
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| **2** | **Grounds for Review:** | Not satisfied with the outcome of a Stage 1 review because:   1. an irregularity in marking standard or marking process has occurred, which has not been adequately dealt with in the Stage 1 review | Not satisfied with the outcome of a Stage 1 review because:   1. there have been one or more procedural errors, which have not been adequately dealt with in the Stage 1 review. | Not  Applicable | Not satisfied with the outcome of a Stage 1 review because:   1. the original decision has not been made in accordance with relevant University Statute, regulation, rule or policy; **or** 2. the decision (at Stage 1) was not fair or reasonable |
| **Reviewer:** | Head of School or delegated School reviewer (who has not been involved in the Stage 1 review) | Relevant School board of examiners or delegated reviewer | Joint Boards of Studies Student Matters Committee (BoS-SMC) |
| **Request for review must be submitted by student via:** | By responding via a link in the email notifying you of the decision/outcome from an earlier stage. | By responding via a link in the email notifying you of the decision/outcome from an earlier stage. | By responding via a link in the email notifying you of the decision/outcome from an earlier stage. The case will be assigned to the Executive Officer of the Board of Studies, Student Matters Committee |
| **Request for review must be submitted by student within\*:** | 10 University working days from the day after notification of the outcome of the Stage 1 review | | 10 University working days from the day after notification of the outcome of the Stage 1 review |
| **Notification of progress of review must occur within** | 10 University working days from the day after receipt of the request for a Stage 2 review | | 10 University working days from the day after receipt of the request for a Stage 2 review |

**\*Failure to meet the relevant timelines set in this schedule may result in an automatic dismissal of the request for a review.  
\*\*The University does not guarantee that the review process will be completed in time for students to graduate in their current round of graduations.**