

Schedule A: Review stages and requirements

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:	a) Irregularity in marking standard; or b) Errors of marking process in determining the outcome of an assessment	Procedural errors in the determination of the grade or mark	a) That the progress status has not been assigned in accordance with the rules for the relevant course; or b) Mitigating circumstances relating to the student's unsatisfactory academic performance that has not been adequately taken in account	a) Original decision has not been made in accordance with relevant University Statute, regulation, rule or policy; or b) Requires further information to understand how the original decision was reached
	Request for review must be submitted by student directly to:	Faculty Academic Services Team	Faculty Academic Services Team	Faculty Student Office	Relevant Office (Faculty / Central Administration Offices) administering the original decision
	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 School, if former is unavailable	Unit coordinator / Head of School, 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
2	Grounds for Review:	Not satisfied with the outcome of a Stage 1 review because: a) 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: a) 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: a) the original decision has not been made in accordance with relevant University Statute, regulation, rule or policy; or b) the decision (at Stage 1) was not fair or reasonable
	Reviewer:	Faculty Executive Dean or delegated faculty reviewer (who has not been involved in the Stage 1 review)	Relevant board of examiners or delegated reviewer		Senior Officer assigned by the DVCE or delegate
	Request for review must be submitted by student to:	Faculty Student Office	Faculty Student Office		Office of the Academic Secretary
	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.