

EDITABLE RESOURCE

School Assessment Policy Template

A practical editable framework for consistent, fair and learning-focused assessment.

How to use: Adapt the bracketed fields to your school, consult stakeholders, approve the policy through the proper governance process and review it annually.

School	[School name]
Policy owner	[Role / department]
Approved by	[Governing body]
Effective from	[Date]
Review date	[Date]
Applies to	[Grades / programmes]

1. Purpose

This policy establishes how assessment will support learning, measure achievement, guide teaching, communicate progress and maintain fairness across the school.

2. Guiding Principles

- Assessment is aligned with curriculum standards and intended learning outcomes.
- Students understand learning goals, success criteria and assessment expectations.
- Teachers use diagnostic, formative and summative evidence for different purposes.
- Assessment is inclusive, age-appropriate, reliable and free from avoidable bias.
- Feedback is timely, specific and usable.
- Professional judgement is strengthened through moderation and review.

3. Assessment Framework

Assessment type	Purpose	Examples	Frequency
Diagnostic	Identify prior knowledge and misconceptions	Entry task, baseline, interview	Before a unit or intervention
Formative	Guide next teaching and student improvement	Questioning, exit ticket, draft feedback	Ongoing
Summative	Evaluate achievement against standards	Performance task, examination, project	At defined reporting points
Self and peer	Build reflection and assessment literacy	Checklist, rubric review, conference	Regularly and with guidance

4. Planning and Design Requirements

- Specify intended learning outcomes and success criteria.
- Select an assessment method suitable for the knowledge, skill or understanding being assessed.
- Provide reasonable access arrangements without changing the intended standard.
- Use clear instructions, mark schemes or rubrics.
- Check workload, timing and duplication across subjects.
- Review cultural, linguistic and accessibility considerations.

5. Feedback and Student Response

Expected feedback timeframe:

How students will act on feedback:

How reassessment or correction will be handled:

6. Moderation and Quality Assurance

Process	Responsible	Evidence retained	Timing
Task review	[Role]	Task, rubric, sample responses	Before use
Standardisation	[Role/team]	Annotated exemplars	Before marking
Moderation	[Role/team]	Sample work and decisions	During/after marking
Data review	[Leadership]	Patterns, actions, follow-up	Each reporting cycle

7. Recording, Reporting and Data Use

Approved recording system and access rules:

Reporting schedule and formats:

How assessment data will inform teaching, support and enrichment:

8. Academic Integrity

The school will explicitly teach appropriate collaboration, citation, independent work and responsible use of digital and AI tools. Suspected breaches will be addressed through an age-appropriate, evidence-based process.

9. Roles and Responsibilities

Role	Core responsibility
School leadership	Approve, resource, monitor and review the assessment system.
Academic leaders	Coordinate planning, moderation, data review and support.
Teachers	Design, administer, assess, give feedback and maintain records.
Students	Understand criteria, submit authentic work and use feedback.
Parents	Support routines and communicate concerns without completing work.

10. Inclusion and Access Arrangements

Available access arrangements and approval process:

How evidence and confidentiality will be maintained:

11. Appeals and Concerns

First point of contact:

Review and escalation process:

Expected response timeline:

12. Monitoring and Review

Review question	Evidence	Finding / action
Is assessment aligned and appropriately demanding?	Plans, tasks, rubrics	
Is feedback improving student work?	Work samples, student voice	
Are judgements consistent?	Moderation records	
Are workload and wellbeing reasonable?	Calendar, surveys, concerns	
Are groups experiencing unequal outcomes?	Disaggregated data	

Approval Record

Prepared by

Reviewed by

Approved by

Approval date

Next review

Policy Change Log

Version	Date	Change made	Approved by