

ASSESSMENT · ADULT TEMPLATE

Assessment Coordinator Handover

Everything the next person needs

Why this matters

Section 1 — The annual calendar



Section 2 — Software and systems

Section 3 — Moderation cycles

Section 4 — Children with access arrangements



Section 5 — Pupil Progress Meeting cycle

Section 6 — Statutory submissions in progress

Section 7 — Key contacts



Section 8 — Mid-flight issues

Final-week handover checklist

- Written handover document complete (sections 1-8)
- Software access verified (logins working)
- Pending PPM actions listed
- Final 1:1 with head to walk through document
- Filing tidied and labelled
- Calendar updated and signed off
- Statutory submission status documented
- Any pending parent communications flagged
- Final 1:1 with SENDCo to walk through SEND-related items
- Successor introduced (if possible) before final day

