



Department
for Education

Check Your Performance Measures Data

KS4 June checking exercise ‘How to’ guidance

**Guidance for all state funded secondary
schools, registered independent schools
and FE colleges with 14 to 16 provision**

June 2024

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Introduction

Schools and colleges are asked to take the following action by 5:00pm on Friday 5 July 2024:

- Check that we have listed the correct pupils at the end of KS4;
- Complete all pupil removal requests;
- Submit your school's 'full return summary'.

This guidance will show you how to access the new CYPMD portal and, if necessary, request the removal of a pupil from your school or college performance data.

This guidance **does not** describe the removal categories or the information/evidence that you will need to provide when requesting the removal of a pupil from your school or college data. **You should read the [2024 KS4 June Checking Exercise Guidance](#)** before you request a pupil removal to ensure that:

- You have a full understanding of what circumstances would be considered if you wish to request to remove a pupil from your performance data
- You have the mandatory information/evidence that is required for each removal request.

To increase the likelihood of a pupil removal request being accepted, we would encourage you to refer to the [2023 KS4 June Checking Exercise Requests Summary](#) document before you request to remove a pupil from your data. This document will explain to you why a pupil removal request may not be accepted.

Pupil removal requests submitted on the CYPMD portal without the mandatory information/evidence cannot be accepted.

Amendments made to correct your pupil level data during this exercise will increase the accuracy of the provisional performance measures data. You will have sight of provisional performance measures data in October during the 2024 KS4 Autumn checking exercise, ahead of the provisional statistics and performance measures data published in October and the provisional 2024 Analyse School Performance (ASP) data release.

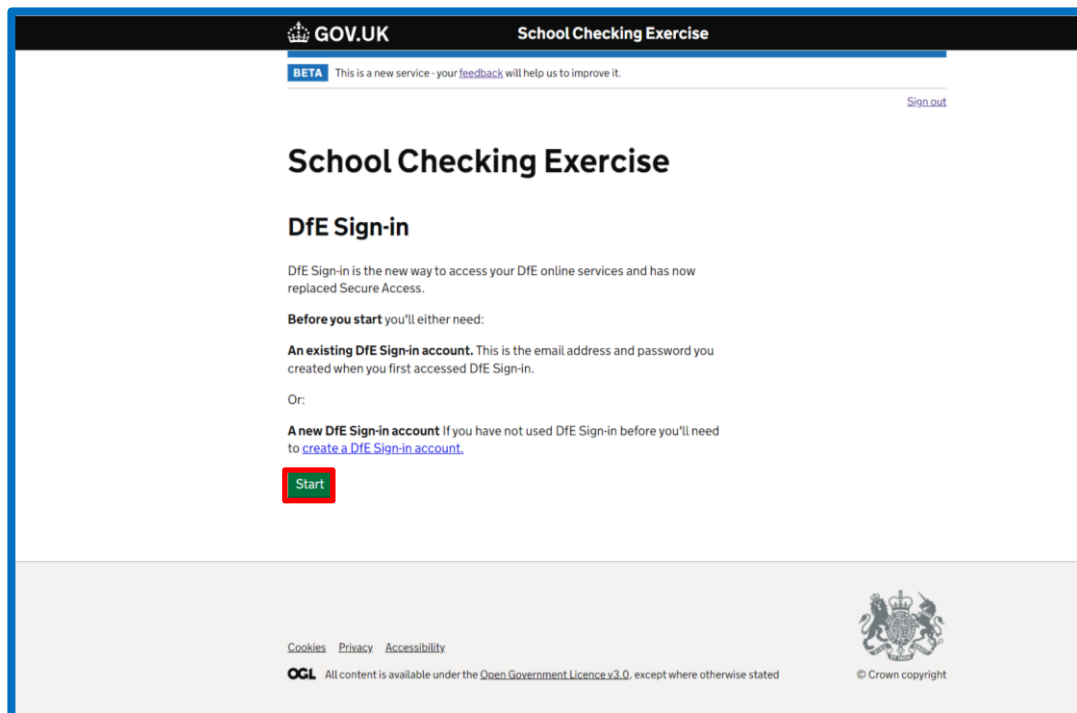
Further information on how KS4 performance measures are calculated can be found here: [Secondary accountability measures \(including Progress 8 and Attainment 8\) - GOV.UK \(www.gov.uk\)](#).

Accessing the CYPMD portal

We will provide a link to the CYPMD portal on the CYPMD help centre: [Check Your Performance Measures Data \(education.gov.uk\)](#). **The CYPMD portal will not be accessible until 9:30am on 24 June 2024.**

You will need to have a DfE Sign-in account to proceed, details on how to create an account can be found here: [DfE Sign-in \(education.gov.uk\)](#)

Step 1 - Once you have accessed the CYPMD portal you will see the following page. Click 'Start' to continue.



The screenshot shows the 'School Checking Exercise' page on the GOV.UK website. At the top, there is a 'GOV.UK' logo and the page title 'School Checking Exercise'. Below the header, a 'BETA' notice states: 'This is a new service - your [feedback](#) will help us to improve it.' A 'Sign out' link is visible in the top right corner. The main heading is 'School Checking Exercise', followed by the sub-heading 'DfE Sign-in'. The text explains that DfE Sign-in is the new way to access DfE online services and has replaced Secure Access. It lists two options: 'Before you start you'll either need: An existing DfE Sign-in account. This is the email address and password you created when you first accessed DfE Sign-in.' or 'Or: A new DfE Sign-in account. If you have not used DfE Sign-in before you'll need to [create a DfE Sign-in account](#).' A red 'Start' button is prominently displayed. At the bottom, there are links for 'Cookies', 'Privacy', and 'Accessibility', along with the OGL logo and the text 'All content is available under the [Open Government Licence v3.0](#), except where otherwise stated'. The Royal Coat of Arms and '© Crown copyright' are also present.

Step 2 –You should enter your DfE Sign-in account details then click ‘Sign in’.

GOV.UK DfE Sign-In

BETA This is a new service – your [feedback](#) will help us to improve it.

Department for Education Sign-in

Sign-in to access DfE online services.

Email address

Password [Show](#)

[Forgotten your password?](#)

By signing in you accept [DfE Sign-in terms and conditions](#).

[Sign in](#) [Create account](#)

[Services accessed using DfE Sign-in](#)

If you are inactive for 20 minutes, your session will timeout.

Step 3 –If you have access to more than one school or college, you will need to select the organisation whose data you wish to check and click ‘Continue’.

GOV.UK DfE Sign-In

BETA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Select your organisation

You are associated with more than one organisation, please select the one you wish to sign-in with.

Your organisations

[Continue](#)

Actions

[Request access to an organisation](#)

[Cookies](#) [Terms and conditions](#) [Privacy Notice](#) [Accessibility statement](#) [Moving to DfE Sign-in](#) [Contact us](#)

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Step 4 – You will now see your school or college information and your account details. Click ‘Continue’.

BETA This is a new service - your [feedback](#) will help us to improve it. [Sign out](#)

Your details

Establishment name _____

Establishment URN _____


Key Stage _____

Your name _____

Your email _____

Continue

[Cookies](#) [Privacy](#) [Accessibility](#)

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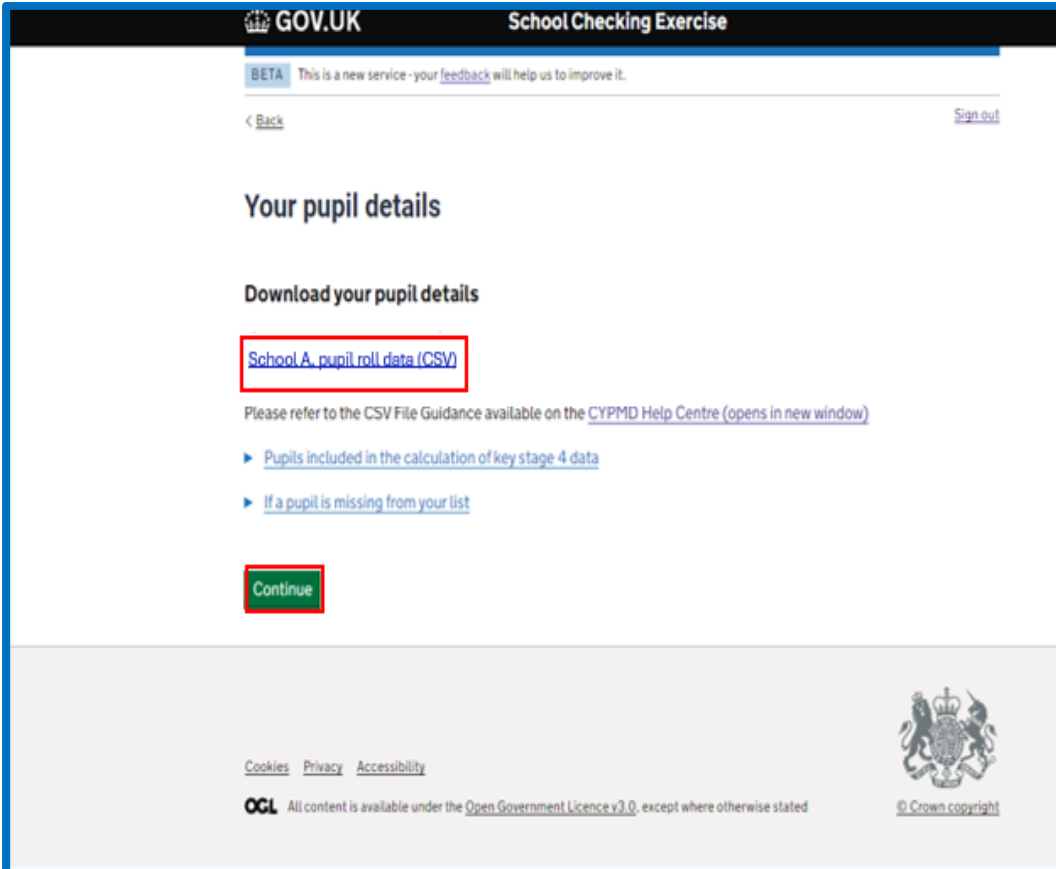
How to check your school or college data

Step 1 – On this page you can access your school or college pupil data by downloading the CSV file.

Please refer to the '2024 KS4 June CSV file guidance' document which will be available [here](#) and will explain the data within your pupil list.

Once you have checked your pupil list, if you do not need to make any pupil removal requests, you do not need to take any further action.

Click 'Continue' to proceed if you want to start the process of making a pupil removal request.



The screenshot shows the 'GOV.UK School Checking Exercise' interface. At the top, there is a 'BETA' notice: 'This is a new service - your [feedback](#) will help us to improve it.' Navigation links for '< Back' and 'Sign out' are present. The main heading is 'Your pupil details'. Below this is the section 'Download your pupil details', which contains a link 'School A, pupil roll data (CSV)' highlighted with a red box. A note below the link states: 'Please refer to the CSV File Guidance available on the [CYPMD Help Centre \(opens in new window\)](#)'. There are two expandable links: '▶ Pupils included in the calculation of key stage 4 data' and '▶ If a pupil is missing from your list'. A green 'Continue' button is highlighted with a red box. The footer includes 'Cookies Privacy Accessibility', 'OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated', and the Royal Coat of Arms with '© Crown copyright'.

Requesting a pupil removal

On this page, you start the process of making a request to remove a pupil from the calculation of your school or college performance data.

If you have previously made pupil removal requests, they will also be listed here.

Step 1 - If you wish to request a pupil removal, click 'Raise a new request'.

BETA This is a new service - your [feedback](#) will help us to improve it.

[< Back](#) [Sign out](#)

Key Stage 4 June Checking Exercise

You can use this service to:

- check that we have listed the correct pupils at the end of KS4
- complete all pupil removal requests
- submit your full return summary

You must read the accompanying [guidance \(opens in new window\)](#) before you submit a request to remove a pupil. If your request does not meet the removal criteria, it will not be accepted.

Deadline for requesting amendments

Submit all requests by 5pm on Friday 5 July 2024.

After you have requested amendments

We will consider your request along with the information and evidence you provide. Any accepted amendment requests will be reflected in provisional performance measures. Outcomes of all amendment requests will be available during the KS4 Autumn Checking Exercise.

We will share your provisional performance data with you during the KS4 Autumn Checking Exercise.

Name	Status	Edit	Delete
------	--------	------	--------

[Raise a new request](#)

[Continue](#)

Step 2 – Here you will find the list of pupils that are included in your school or college performance data. You can search for a pupil by typing the name of the pupil, unique pupil number (UPN) or date of birth (DOB). You can also navigate through the pupil list by clicking ‘Next’ at the bottom of the pupil list.

Once you have identified the pupil you wish to request to remove, click on the radio button next to the pupil’s name. Click ‘Continue’ to proceed.

The screenshot shows a web form titled "Amendment requests". Below the title is a question: "What is the name of the pupil to be removed?". Underneath this question is a text input field. Below the input field is a vertical list of ten radio buttons; the fifth one from the top is selected (filled with black). Below the radio buttons is a horizontal pagination bar with buttons for "Previous", "1", "2", "3", "4", "5", "6", "7", "...", "16", and "Next". The "Next" button is highlighted with a red box. At the bottom left of the form area, there is a green "Continue" button, also highlighted with a red box.

Step 3 – You will need to select whether the pupil is still on roll at your school or college, this will determine which removal categories you will see on the next page of the portal. Please see pages 17 and 21 of the [2024 KS4 June Checking Exercise Guidance](#) for further details. Click ‘Continue’ to proceed.

The screenshot shows the 'Pupil roll details' page. At the top, there is a header with the GOV.UK logo and the title 'School Checking Exercise'. Below the header, there is a 'BETA' notice: 'This is a new service - your feedback will help us to improve it.' There are links for '< Back' and 'Sign out'. The main heading is 'Pupil roll details', followed by the question 'Is pupil A still on roll at your school/college?'. There are two radio button options: 'Yes' (which is selected) and 'No'. A red-bordered 'Continue' button is located below the options. At the bottom of the page, there are links for 'Cookies', 'Privacy', and 'Accessibility', along with the OCL logo and text: 'All content is available under the Open Government Licence v3.0, except where otherwise stated'. The Royal Coat of Arms and '© Crown copyright' are also visible.

Step 4 – Select the removal category that you wish to use to request the removal of the pupil you previously identified at step 2. For this example we have chosen the removal category ‘Social care – including police/prison’. Click ‘Continue’ to proceed.

The screenshot shows the 'Reason for removing pupil A' page. At the top, there is a header with the GOV.UK logo and the title 'School Checking Exercise'. Below the header, there is a 'BETA' notice: 'This is a new service - your feedback will help us to improve it.' There are links for '< Back' and 'Sign out'. The main heading is 'Reason for removing pupil A', followed by the question 'Under which category do you wish to remove pupil A?'. There are five radio button options: 'Admitted following permanent exclusion', 'Admitted from abroad with English not first language', 'Social care involvement - including police/prison' (which is selected and highlighted with a red box), 'Terminal/Critical illness', and 'Year group change'. A red-bordered 'Continue' button is located below the options. At the bottom of the page, there are links for 'Cookies', 'Privacy', and 'Accessibility', along with the OCL logo and text: 'All content is available under the Open Government Licence v3.0, except where otherwise stated'. The Royal Coat of Arms and '© Crown copyright' are also visible.

Step 5 – Now you will need to answer **all** questions displayed on the page by selecting the ‘Yes’ or ‘No’ radio buttons, then click ‘Continue’ to proceed.

The screenshot shows a web form on the GOV.UK website. At the top, there is a header with the GOV.UK logo and the title 'School Checking Exercise'. Below the header, there is a 'BETA' notice and a 'Sign out' link. The main heading of the form is 'Social care involvement - including police/prison'. The form contains four questions, each with two radio button options: 'Yes' and 'No'. The first question is 'Has Pupil A been involved in a recent situation that has required social care involvement that has had a severe and profound effect on their ability to access education and/or sit exams?'. The second question is 'Has Pupil A had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit exams?'. The third question is 'Has Pupil A been detained in prison/remand centre/secure unit?'. The fourth question is 'Has Pupil A sat any exams as a year 11 pupil?'. At the bottom of the form, there is a green 'Continue' button.

GOV.UK School Checking Exercise

BETA This is a new service - your [feedback](#) will help us to improve it.

[Back](#) [Sign out](#)

Social care involvement - including police/prison

Has Pupil A been involved in a recent situation that has required social care involvement that has had a severe and profound effect on their ability to access education and/or sit exams?

Yes No

Has Pupil A had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit exams?

Yes No

Has Pupil A been detained in prison/remand centre/secure unit?

Yes No

Has Pupil A sat any exams as a year 11 pupil?

Yes No

[Continue](#)

Step 6 – Next you need to upload the evidence to support the removal of the pupil. Click ‘Add file’ to upload the PDF evidence document of no more than 6 pages. Alternatively, you can repeat this process and upload up to 6 single page PDF documents. In this removal category you can also provide additional information in the ‘additional comments’ box, although this is optional in most removal categories.

Once you have provided all required information/evidence please click ‘Continue’ to proceed.

We cannot consider information/evidence beyond the first 6 pages submitted. Exceeding this total could result in important details to support your request not being considered.

Evidence for removal of Pupil A

Social care involvement - including police/prison

Evidence from social services confirming the severe and profound effect that the situation had on the pupil's ability to access education and/or sit exams, dated in 2024 and before the commencement of exams, demonstrating that the pupil has been unable to access education for a prolonged period of time, and has not sat any exams

Evidence from prison/remand centre/secure unit/Ministry of Justice providing dates spent in prison/remand centre/secure unit

All evidence must meet the criteria specified in the June checking exercise guidance. We will only accept the first 6 pages of evidence provided.

File name	Size	Type	Action
ACCEPT evidence.docx	23.94 Kb	docx	Delete file

Add file

1 file selected, 5 files remaining

Additional comments (optional)

You have 500 characters remaining

Continue

Step 7 – You will now be shown a summary of the pupil removal request you have just made. Click ‘Continue’ to proceed.

The screenshot shows a web page titled 'School Checking Exercise' on the GOV.UK platform. At the top, there is a 'BETA' notice and a 'Sign out' link. The main heading is 'Summary of request for Pupil A'. Below this, there are four questions with corresponding radio button options:

- Under which category do you wish to remove Pupil A? (Selected: Social care involvement - including police/prison)
- Has Pupil A been involved in a recent situation that has required social care involvement that has had a severe and profound effect on their ability to access education and/or sit exams? (Selected: Yes)
- Has Pupil A had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit exams? (Selected: No)
- Has Pupil A been detained in prison/remand centre/secure unit? (Selected: Yes)
- Has Pupil A sat any exams as a year 11 pupil? (Selected: No)

Below the questions is a section titled 'Summary of uploaded documents' with a table:

File name	Size	Type
ACCEPT evidence.pdf	6.27 Kb	pdf

At the bottom of the page, there is a red 'Continue' button.

Repeat steps 1 to 7 if you need to make further pupil removal requests.

Submitting your school or college 'full return summary'

On screen you will be shown a summary of all the pupil removal requests your school or college has requested so far.

Multiple users may submit pupil removal requests during the 2-week checking exercise window. All requests made will be visible on this page and will be saved every time you 'sign out'.

Once **all** required pupil removal requests have been requested by your school or college, **one** user must submit **one** 'full return summary' on behalf of your school or college.

Once you or a colleague have completed this action you will no longer be able to request any further pupil removals or amend any pupil removal requests already made.

Please note if you do not submit your 'full return summary' your pupil removal requests cannot be considered.

Step 1 - Click 'Continue' to proceed.

GOV.UK School Checking Exercise

BETA This is a new service - your [feedback](#) will help us to improve it.

[Sign out](#)

[Back](#)

Check your performance measures data key stage 4 (school and college checking exercise)

Use this service to ensure your provisional data is accurate before it is used to calculate [secondary school performance at key stage 4 \(KS4\)](#). ([Opens in new window](#))

You can use this service to:

- check the pupils we have recorded for your school or college at the end of key stage 4
- request to remove a pupil from performance calculations

You must read the accompanying [guidance \(opens in new window\)](#) before you submit a request to remove a pupil. If your request does not meet the removal criteria, it will not be accepted.

Deadline for requesting a change
Submit all requests by 5pm on Friday 28 June 2024.

After you have requested a change
We will consider your request along with the information and evidence you provide. If we accept your request, it will show in your provisional performance measures data published in October 2024.
We will share your revised pupil data with you during the KS4 Autumn checking exercise.

	Status	Edit	Delete
Pupil A	COMPLETE	Edit	Delete
Pupil B	COMPLETE	Edit	Delete
Pupil C	COMPLETE	Edit	Delete

[Raise a new request](#)

Continue

[Cookies](#) [Privacy](#) [Accessibility](#)

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Step 2 - You can download a copy of this summary page for your school or college's records.

Please read and tick the 'Declaration' and then click 'Continue' to proceed.

Full return summary

Request summary for Pupil A

Under which category do you wish to remove Pupil A Social care involvement including police/prison

Has Pupil A been involved in a recent situation that has required social care involvement that has had a severe and profound effect on their ability to access education and/or sit exams? Yes No

Has Pupil A had recent involvement which has had a severe and profound effect on their ability to access education and/or sit exams? No

Has Pupil A been detained in prison/remand centre/secure unit? Yes

Has Pupil A sat any exams as a year 11 pupil? No

Summary of uploaded documents

File name	Size	Type
Evidence.pdf	6.27kb	pdf

Request summary for Pupil B

Under which category do you wish to remove Pupil B Deceased

Please provide the date Pupil B was removed from your roll 11/01/2024

Request summary for Pupil C

Under which category do you wish to remove Pupil C Admitted following permanent exclusion

DfE number of the excluding school 0000000

Date of permanent exclusion 1/01/2024

Summary of uploaded documents

File name	Size	Type
Evidence.pdf	6.27kb	pdf

Download a copy of your submission

Select the link below to save a copy of your full return summary for your records.

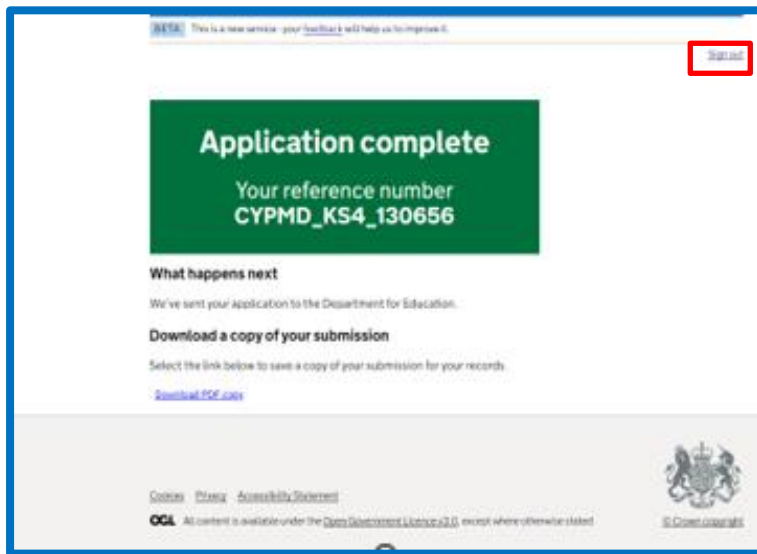
[Download pdf copy](#)

Declaration

I confirm that the information I have provided is complete and accurate and ready for submission. On checking this box and clicking 'Continue', your school will no longer be able to request any further amendments or amend any requests already made.

[Continue](#)

Step 3 – You have now completed all pupil removal requests and submitted your school or college ‘full return summary’. You can now ‘Sign out’ of the CYPMD portal.



Further information

If you need further advice, or you encounter any difficulties when using the CYPMD portal, please visit the CYPMD Help Centre at: <https://Check-your-performance-measures-data.education.gov.uk>.

If you need to create a DfE Sign-in account or have forgotten your login details, please go to this contact form: [DfE Sign-in \(education.gov.uk\)](#). The CYPMD Help Line **cannot** create DfE Sign-in accounts or assist with DfE Sign-in login enquiries.

Additional guidance

The 2024 June Checking Exercise Guidance can be found [here](#).

The 2023 June Checking Exercise Requests Summary document can be found [here](#).

Further guidance about school and college performance measures and accountability arrangements can be found [here](#).

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