

Our Reference:
CYPMD/16to18/2024

7 October 2024

Dear Headteacher/Principal,

If you are not the headteacher/principal, please forward this email to the appropriate person

2024 16 to 18 Autumn Checking Exercise

The 2024 16 to 18 Autumn Checking Exercise will **open on Monday 14 October 2024 and close at 5:00pm on Friday 25 October 2024.**

The new Check Your Performance Measures Data (CYPMD) portal will be accessed via DfE Sign-in. This is the same secure sign-in system used by many DfE services. Details on how to create an account can be found here: [DfE Sign-in \(education.gov.uk\)](https://education.gov.uk/sign-in).

You should ensure that your school or college has adequate DfE Sign-in accounts to complete the 2024 school and college checking exercises.

If a school or college is part of a multi academy trust, a DfE Sign-in account will need to be created for **each school or college** that intends to engage with the 16 to 18 Autumn checking exercise. You will not be able to view the data if you try to log in as the trust.

If you encounter any difficulties creating a DfE Sign-in account, have forgotten your login details, or have any issues logging into the CYPMD portal please go to this contact form: [DfE Sign-in \(education.gov.uk\)](https://education.gov.uk/sign-in). **The CYPMD Helpline cannot assist users with DfE Sign-in account creation or login queries.**

Further information including access arrangements will be sent to you on Monday 14 October.

To assist schools and colleges with their participation in the 2024 16 to 18 Autumn checking exercise, we are making the 2024 16 to 18 Autumn Checking Exercise Guidance available earlier than in previous years. This guidance, alongside other helpful information, will be available on the [CYPMD Help Centre](#) and can be found in the 'Further Guidance' section, under the 16 to 18 Autumn area of the Help Centre.

We strongly encourage you to familiarise yourself with these guidance documents.

There have been some changes made to what schools and colleges are able to do during the 2024 16 to 18 checking exercise.

Changes to the checking exercise process

- In previous years the Department for Education has worked with an external contractor to produce and share school and college performance measures, this included delivering the school and college checking exercises.

From the academic year 2023/24, the management and production of performance data has now been in-housed and will be delivered by DfE.

- There is a new help desk facility which will support you throughout the 2023/24 checking exercise process which you can access on the [CYPMD Help Centre](#).
- Students that were on roll at the school or college at the time of the 2023/24 Autumn school census or ILR R14, and their results, will be automatically used to calculate your school or college performance measures. For that reason, you will no longer be able to add a student.
- Characteristic amendment requests are no longer available. After considering the effect of this type of request if accepted, it was found that they had no impact on revised performance data.
- From 2023/24 DfE is collecting Awarding Organisation (AO) data via the Learner Record Service. The in-housed AO data collection process has removed the need for schools and colleges to amend results data in the CYPMD service, as DfE will receive updated and missing results data directly from AOs.
- When your school or college has made **all** individual student amendment requests your school or college will need to submit **one** 'full return summary' on the CYPMD portal. **Once this action has been completed your school or college will no longer be able to request any further student removals or amend any requests already made.** Your school or college will also be able to download a PDF copy of the 'full return summary' for your school or college records.

If your school or college **do not** need to make any student amendment requests, your school or college **do not** need to complete a 'full return summary'.

- There will be no 'Errata' exercise, as it was found that amendments made during errata in previous years had limited impact on final performance data, therefore all student removal requests should be made during the

2024 16 to 18 Autumn checking exercise.

Please ensure that your headteacher/principal contact details are correct on [Get information about schools](#) (GIAS). Further communications regarding the 2024 CYPMD service will be sent to headteachers using GIAS contact information.

In the meantime, if you have any other queries, you can visit the [CYPMD Help Centre](#).

Yours faithfully

Department for Education