



Department
for Education

Check Your Performance Measures Data

KS4 Autumn checking exercise ‘How to’ guidance

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

October 2024

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Introduction

Schools and colleges are asked to take the following action by 5:00pm on Friday 25 October 2024:

- View the pupils, and their results, that we have attributed to your school or college for the purpose of calculating performance measures.
- View your school or college's summary performance data.
- If required, submit pupil removal requests if the pupil's situation falls into one of the following removal categories:
 - To remove any pupil who was not listed in the school's June checking exercise pupil list
 - To 'merge a pupil' where we have incorrectly listed duplicated pupils in your school.
- **If your school or college requests pupil removals, one user must submit your school or college's 'full return summary'.** If your school or college does not need to request any pupil removals no further action is required in the CYPMD portal. Your school or college does not need to submit a 'full return summary'

This guidance will show you how to access the 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.
- Describe the action you need to take if a pupil is missing from your data. Please raise a request using the 'Add pupil Form' on the [CYPMD Help Centre](#).
- Describe the action you need to take if you think a pupil's result is missing or inaccurate. Please refer to the [2024 KS4 Autumn Checking Exercise Guidance](#) for further information.

You should read the [2024 KS4 Autumn Checking Exercise Guidance](#) before you request a pupil removal.

You can only request pupil removals if the situation fits into one of the pupil removal categories described above.

All other pupil amendment requests should have been made during the 2024 KS4 June checking exercise.

To increase the likelihood of a pupil removal request being accepted, we would encourage you to refer to the [2023 KS4 Autumn 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.

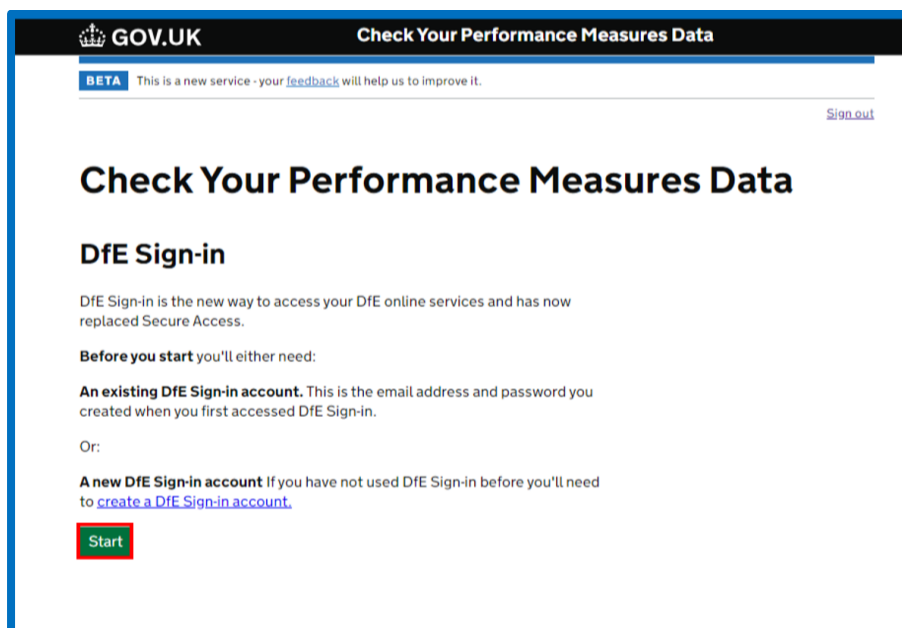
Accessing the CYPMD portal

We will provide a link to the CYPMD portal on the [CYPMD Help Centre](#). You will be notified when the CYPMD portal is available. The checking exercise will close at 5:00pm on Friday 25 October 2024.

You can still log in to the portal after 25 October to download your data.

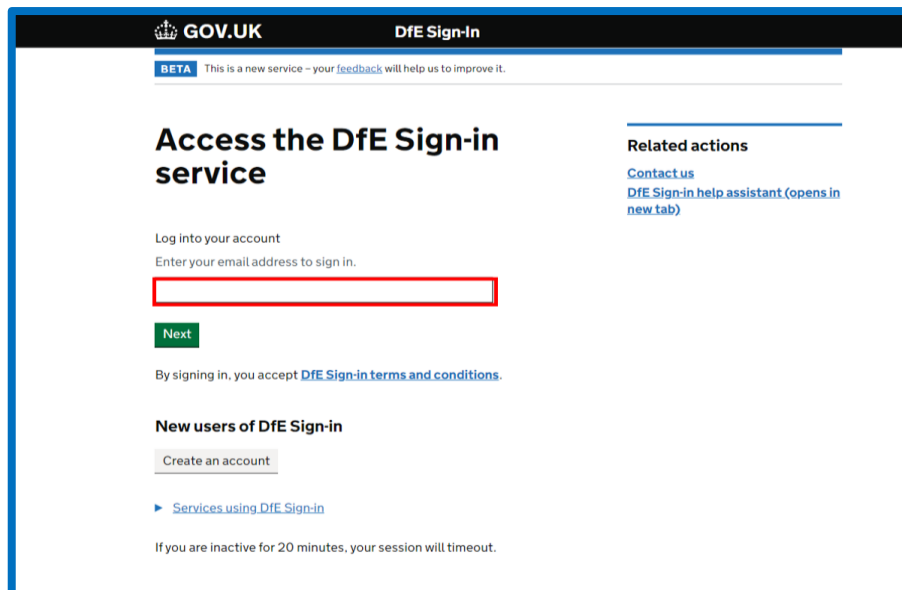
You will need to have a DfE Sign-in account to proceed, details on how to create an account can be found here: [DfE Sign-in \(education.gov.uk\)](#)

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



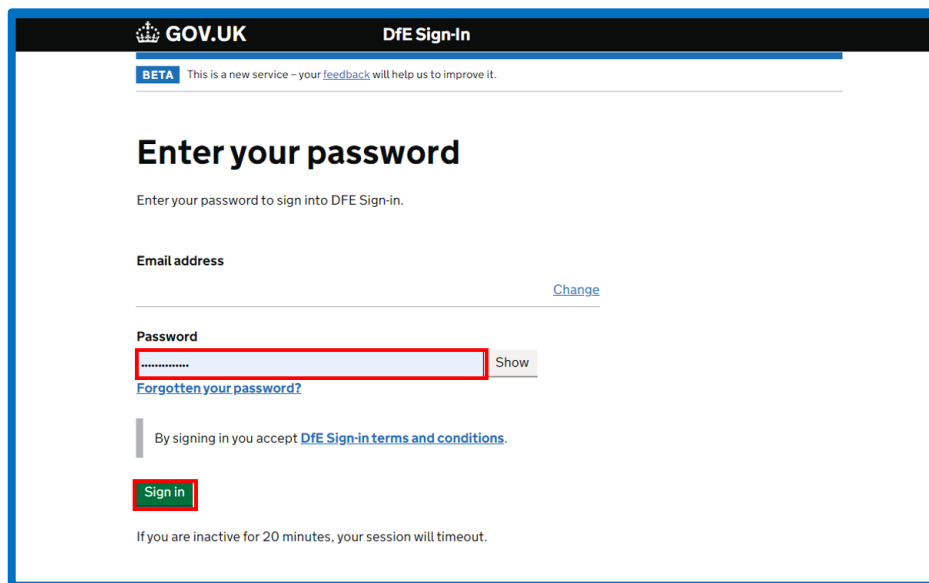
The screenshot shows the 'Check Your Performance Measures Data' page on the GOV.UK portal. The page has a black header with the GOV.UK logo and the title 'Check Your Performance Measures Data'. Below the header, there is a blue banner with the text 'BETA This is a new service - your [feedback](#) will help us to improve it.' and a 'Sign out' link. The main heading is 'Check Your Performance Measures Data'. Below this is the 'DfE Sign-in' section. It states: 'DfE Sign-in is the new way to access your DfE online services and has now replaced Secure Access. 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: 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](#).' At the bottom of this section is a green 'Start' button.

Step 2 –You should enter your DfE Sign-in email then click 'Next'.



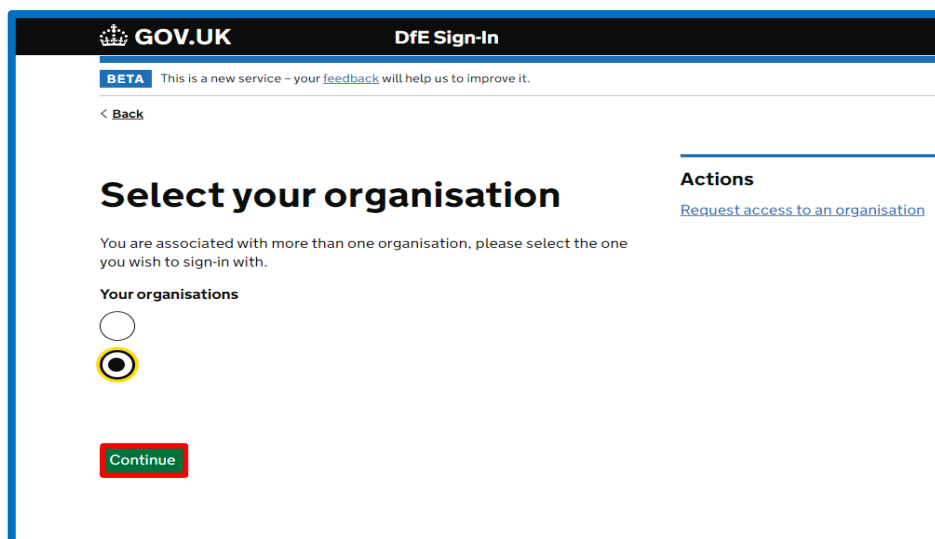
The screenshot shows the 'Access the DfE Sign-in service' page on the GOV.UK portal. The page has a black header with the GOV.UK logo and the title 'DfE Sign-In'. Below the header, there is a blue banner with the text 'BETA This is a new service - your [feedback](#) will help us to improve it.' The main heading is 'Access the DfE Sign-in service'. Below this is the 'Log into your account' section. It says 'Enter your email address to sign in.' followed by a red-outlined input field. Below the input field is a green 'Next' button. To the right of the input field is a 'Related actions' section with links: 'Contact us' and 'DfE Sign-in help assistant (opens in new tab)'. Below the 'Next' button, it says 'By signing in, you accept [DfE Sign-in terms and conditions](#).' Below this is the 'New users of DfE Sign-in' section with a 'Create an account' button. At the bottom, there is a link 'Services using DfE Sign-in' and a note 'If you are inactive for 20 minutes, your session will timeout.'

Step 3 –You should enter your DfE Sign-in password then click ‘Sign in’.



The screenshot shows the 'Enter your password' page of the DfE Sign-In service. At the top, there is a 'GOV.UK' logo and a 'DfE Sign-In' header. Below this, a 'BETA' banner states: 'This is a new service – your [feedback](#) will help us to improve it.' The main heading is 'Enter your password', followed by the instruction 'Enter your password to sign into DfE Sign-in.' There are two input fields: 'Email address' and 'Password'. The 'Password' field is highlighted with a red box and contains a masked password '*****'. To the right of the password field is a 'Show' button. Below the password field is a link: '[Forgotten your password?](#)'. A checkbox is present with the text 'By signing in you accept [DfE Sign-in terms and conditions](#).' Below the checkbox is a 'Sign in' button, which is highlighted with a red box. At the bottom, a note states: 'If you are inactive for 20 minutes, your session will timeout.'

Step 4 –If you have access to more than one school or college, you will need to select the school or college whose data you wish to check **(you cannot access an individual school or college using a multi academy trust sign-in details)** and click ‘Continue’.



The screenshot shows the 'Select your organisation' page of the DfE Sign-In service. At the top, there is a 'GOV.UK' logo and a 'DfE Sign-In' header. Below this, a 'BETA' banner states: 'This is a new service – your [feedback](#) will help us to improve it.' There is a '< Back' link at the top left. The main heading is 'Select your organisation', followed by the instruction 'You are associated with more than one organisation, please select the one you wish to sign-in with.' On the right side, there is an 'Actions' section with a link: '[Request access to an organisation](#)'. Under the heading 'Your organisations', there are two radio button options. The second option, which is selected, is represented by a yellow and black target icon. Below the radio buttons is a 'Continue' button, which is highlighted with a red box.

Step 5 – You will now see your school or college information. Click 'Continue'.

GOV.UK Check Your Performance Measures Data

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

Your details

Establishment name

Establishment LAESTAB

Establishment URN

Key Stage

Continue

How to check your school or college data

On this page you can access your school or college pupil, results, summary data and first late results file by downloading the available CSV files.

You will still be able to access this page and download your school or college CSV files after the checking exercise has closed.

This page will also be updated with the second Late Results CSV file at a later date. We will contact schools and colleges when this data is available.

Please refer to the '2024 KS4 Autumn CSV file guidance' documents which will be available on the [CYPMD Help Centre](#) and can be found in the 'Further Guidance' section, under the KS4 Autumn area of the Help Centre. These documents will explain the data within your pupil and results CSV files.

Step 1 – To download any of the files shown below, click on the appropriate link.

Once you have checked your pupil file, **if you do not need to make any pupil removal requests, you do not need to take any further action on the CYPMD portal.**

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

The screenshot shows the GOV.UK 'Check Your Performance Measures Data' page. At the top, there's a 'GOV.UK' logo and the page title 'Check Your Performance Measures Data'. Below the title, there's a 'BETA' label and a message: 'This is a new service - your [feedback](#) will help us to improve it.' There are links for '< Back' and 'Sign out'.

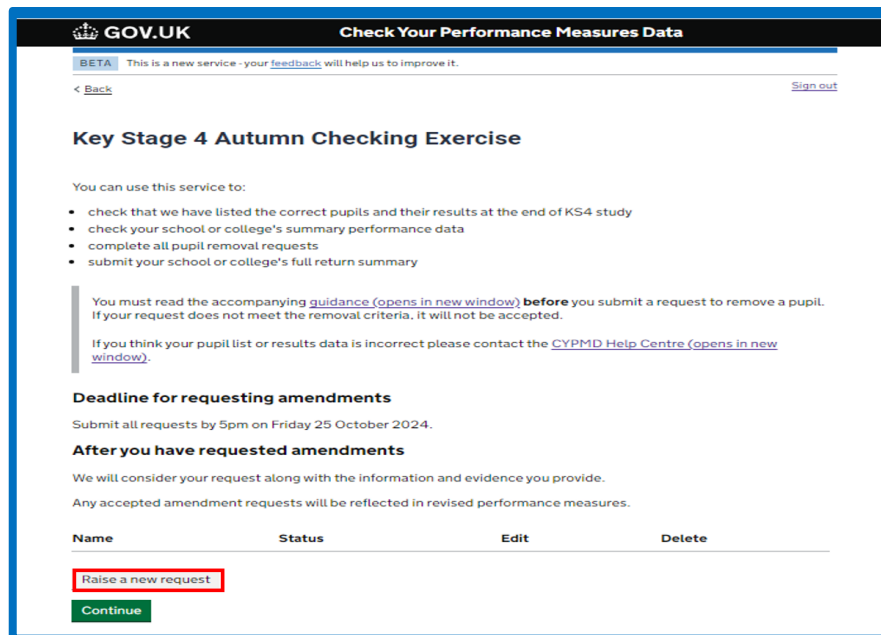
The main content area is titled 'Your pupil details'. Under this, there's a section 'Download your pupil details' with four links: 'School A, pupil file (CSV)', 'School A, results file (CSV)', 'School A, late results file (CSV)', and 'School A, June decisions (CSV)'. Below this is a section 'Download your school summary details' with one link: 'School A, school summary data (CSV)'. At the bottom, there's a message: 'Please refer to the CSV File Guidance available on the [CYPMD Help Centre \(opens in new window\)](#)'. Below this are two links: '► [Pupils included in the calculation of key stage 4 data](#)' and '► [If a pupil is missing from your list](#)'. At the very bottom, there's a red 'Continue' button.

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.

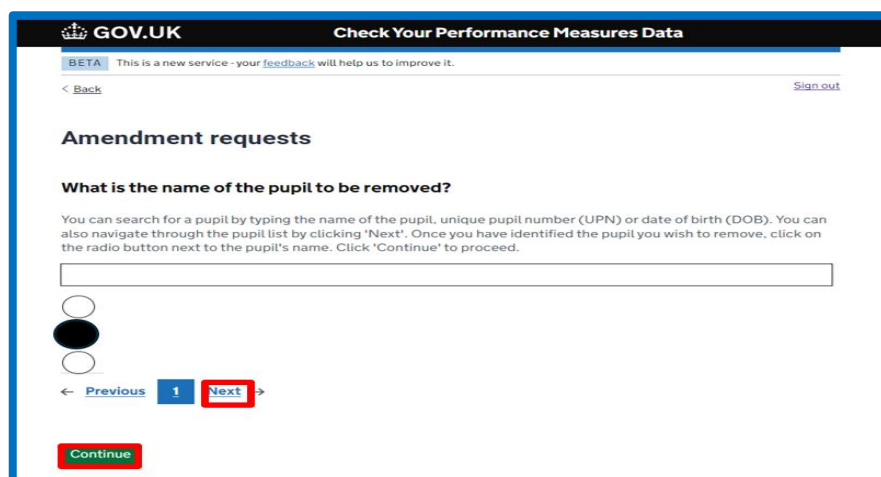
If you have previously made pupil removal requests during the Autumn checking exercise, they will also be listed here.

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

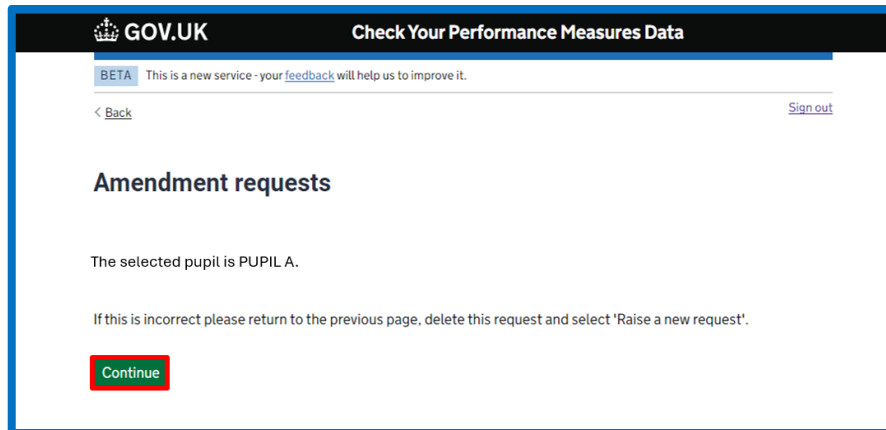


Step 2 – Here you will find the list of pupils that are included in your school or college performance data. You can search for a pupil by typing the name of the pupil, CYPMD ID, unique pupil number (UPN) or date of birth (DOB). You can also navigate through the pupil list by clicking 'Next' at the bottom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



Step 3 – You will now be asked to confirm you have selected the correct pupil, click 'continue' to proceed to remove that pupil.



GOV.UK Check Your Performance Measures Data

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

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

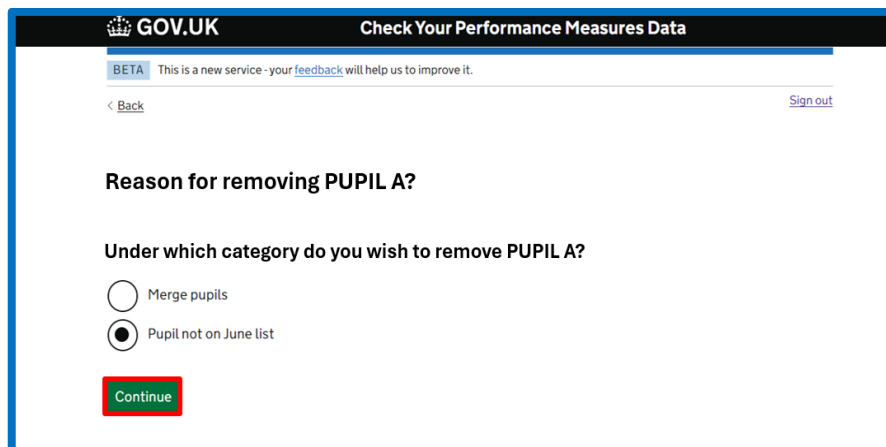
Amendment requests

The selected pupil is PUPIL A.

If this is incorrect please return to the previous page, delete this request and select 'Raise a new request'.

[Continue](#)

Step 4 – Select the removal category that you wish to use to request the removal of the pupil you previously confirmed at step 3. For this example, we have chosen the removal category 'Pupil not on June list'. Click 'Continue' to proceed.



GOV.UK Check Your Performance Measures Data

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

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

Reason for removing PUPIL A?

Under which category do you wish to remove PUPIL A?

☐ Merge pupils

☒ Pupil not on June list

[Continue](#)

Step 5 – If applicable to your request, you need to upload evidence to support the removal of the pupil. Click 'Add file' to upload a 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.

The screenshot shows the 'Evidence for removal of PUPIL A' form. At the top, it says 'Check Your Performance Measures Data' and 'BETA This is a new service - your feedback will help us to improve it.' Below this, there are links for '< Back' and 'Sign out'. The main heading is 'Evidence for removal of PUPIL A'. Underneath, it says 'Pupil not on June list'. A note states: 'Please provide any evidence you wish to include with this request (optional). All evidence must meet the criteria specified in the Autumn checking exercise guidance. We will only review the first 6 pages of evidence provided.' There is a section for 'Upload files' with the instruction: 'Supporting information/evidence must be submitted in PDF format, other file types are not supported.' Below this is a table with headers: 'File name', 'Size', 'Type', and 'Action'. Under the table, there is a red-bordered button labeled 'Add file'. Below the button, it says '0 files selected, 6 files remaining'. There is a section for 'Additional comments (optional)' with a text area. Below the text area, it says 'You have 500 characters remaining'. At the bottom, there is a red-bordered button labeled 'Continue'.

Step 6 – You will now be shown a summary of the pupil removal request you have just made. Click 'Continue' to proceed.

The screenshot shows the 'Summary of amendment for PUPIL A' form. At the top, it says 'Check Your Performance Measures Data' and 'BETA This is a new service - your feedback will help us to improve it.' Below this, there are links for '< Back' and 'Sign out'. The main heading is 'Summary of amendment for PUPIL A'. Underneath, it says 'Under which category do you wish to remove PUPIL A?' and 'Pupil not on June list'. There is a section for 'Summary of uploaded documents' with a table. The table has headers: 'File name', 'Size', and 'Type'. The table contains one row: 'Evidence Document', '6.27 Kb', and 'pdf'. At the bottom, there is a red-bordered button labeled 'Continue'.

Repeat steps 1 to 6 if you need to make further pupil removal requests.

Submitting your school or college 'full return summary'

If your school or college have not requested any pupil removals, you do not need to complete a '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 for your school or college, **one** user must submit **one** 'full return summary' on behalf of your school or college.

Once your school or college have completed this action your school or college 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.

The screenshot shows the GOV.UK 'Check Your Performance Measures Data' page. At the top, there's a header with the GOV.UK logo and the title 'Check Your Performance Measures Data'. Below this, a 'BETA' banner states: 'This is a new service - your feedback will help us to improve it.' There are links for 'Back' and 'Sign out'.

Key Stage 4 Autumn Checking Exercise

You can use this service to:

- check that we have listed the correct pupils and their results at the end of KS4 study
- check your school or college's summary performance data
- complete all pupil removal requests
- submit your school or college's 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.

If you think your pupil list or results data is incorrect please contact the [CYPMD Help Centre \(opens in new window\)](#).

Deadline for requesting amendments

Submit all requests by 5pm on Friday 25 October 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 revised performance measures.

Name	Status	Edit	Delete
Pupil A	COMPLETE	Edit	Delete

[Raise a new request](#)

[Continue](#)

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.

GOV.UK Check Your Performance Measures Data

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

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

Full return summary for School A (URN: 000000)

Request summary for Pupil A

Under which category do you wish to remove Pupil A? Pupil not on June list

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 provided is complete, no further pupil removals are required and I wish to complete this submission on behalf of my school or college.

! Do not tick this declaration until your school or college has completed all pupil removal requests and attached all required information/evidence.

[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.

GOV.UK Check Your Performance Measures Data

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

[Sign out](#)

Application complete

Your reference number
CYPMD_KS4_130657

What happens next

We've sent your application to the Department for Education.

Download a copy of your submission

Select the link below to save a copy of your submission for your records.

[Download PDF copy](#)

Further information

If you need further advice, or you encounter any difficulties when using the CYPMD portal, please visit the [CYPMD Help Centre](#).

If you need to create 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 \(education.gov.uk\)](#). The CYPMD Help Line **cannot** create DfE Sign-in accounts or assist with DfE Sign-in login enquiries.

If you have any technical issues **once you have logged into** the CYPMD portal, please raise a request using the 'Technical Issues' form on the [CYPMD Help Centre](#).

Additional guidance

The 2024 KS4 Autumn Checking Exercise Guidance can be found [here](#).

The 2023 KS4 Autumn 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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