Department for Education

Check Your Performance Measures Data

16 to 18 Autumn checking exercise 'How to' guidance

Guidance on requesting student removals for all state funded schools with 16 to 18 provision, registered independent schools and FE sector colleges

October 2024

Contents

Section	Page
Introduction	3
Accessing the CYPMD portal	5
How to check your school or college data	8
Requesting a student removal	9
Submitting your school or college 'full return summary'	14
Further information	16

Introduction

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

- Check that we have listed the correct students, and their results, at the end of 16 to 18 study.

- Check your school or college's summary performance data.

- If required, submit all student removal requests.

- **If your school or college has requested student removals, one user must submit your school or college's 'full return summary'.** If your school or college does not need to request any student 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 student 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 student from your school or college data.

- Describe the action you need to take if a student is missing from your data. Please raise a request using the 'Add Student' form on the **CYPMD Help Centre**.

- Describe the action you need to take if you think a student's result is missing or inaccurate. Please refer to the **2024 16 to 18 Autumn Checking Exercise Guidance** for further information.

You should read the **2024 16 to 18 Autumn Checking Exercise Guidance** before you request a student removal to ensure that:

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

To increase the likelihood of a student removal request being accepted, we would encourage you to refer to the **2023 16 to 18 Autumn Checking Exercise Requests Summary** document before you request to remove a

student from your data. This document will explain to you why a student removal request may not be accepted.

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

Amendments made to correct your student level data during this exercise will increase the accuracy of the revised performance measures data which will be published in early 2025.

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)**
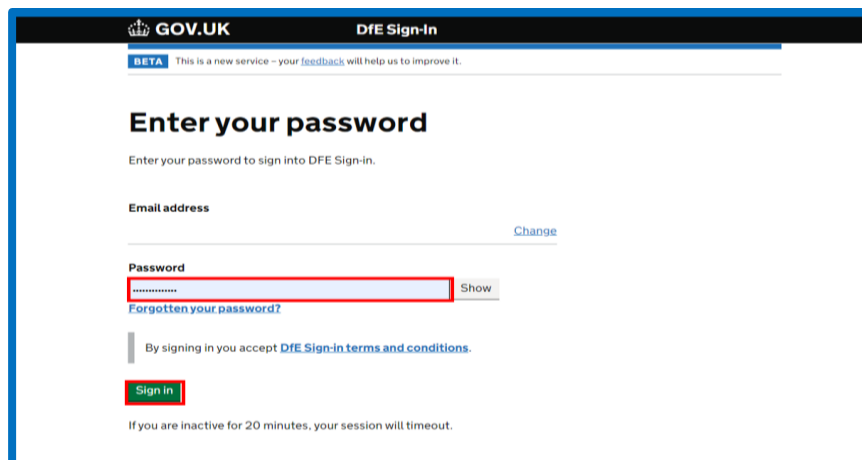
Step 1 - Once you have accessed the CYPMD portal you will see the following page. Click 'Start' to continue.
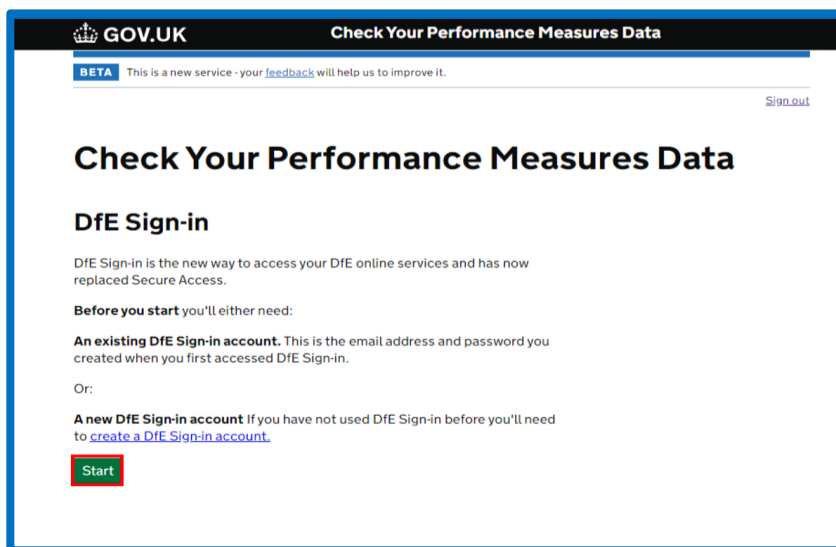
Step 2 –You should enter your DfE Sign-in email then click 'Next'.
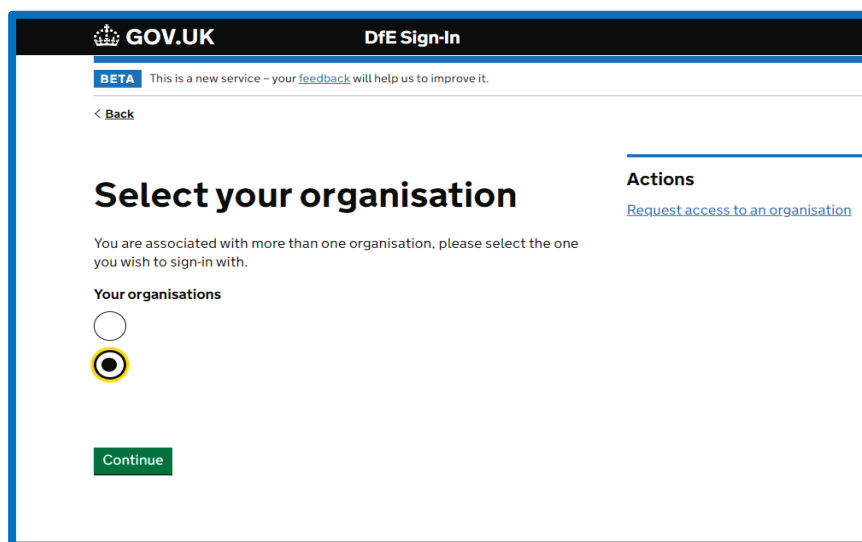
Step 3 –You should enter your DfE Sign-in password then click 'Sign in'.

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'.

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

How to check your school or college data

On this page you can access your school or college student, results, summary data and first late results file by downloading the CSV files.
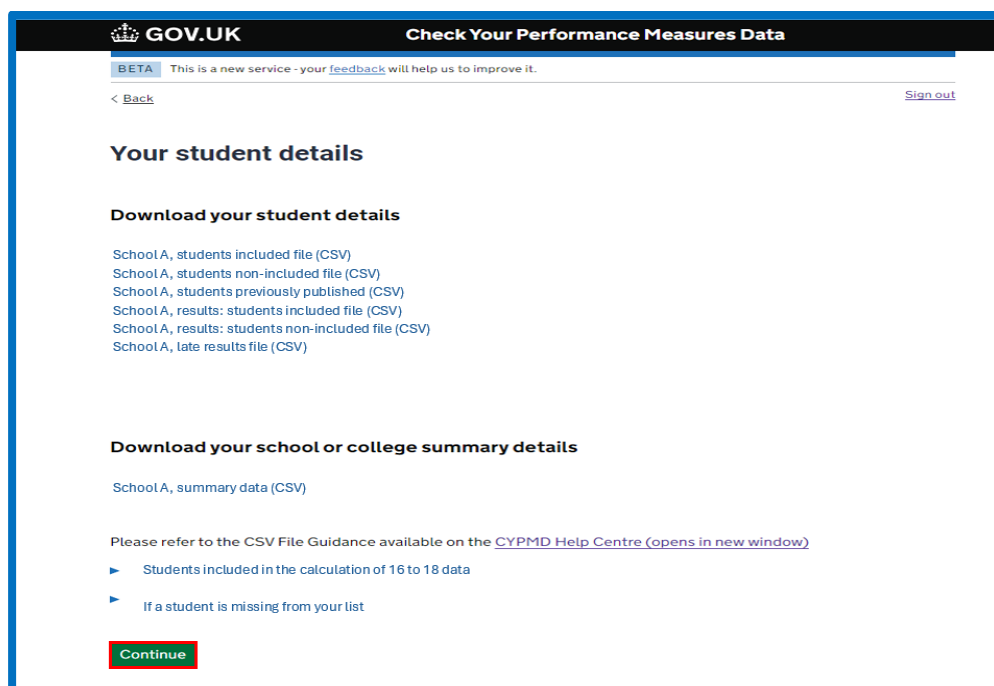
You will still be able to access this page and download your school or college CSV files after the checking exercise has closed.

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 16 to 18 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 16 to 18 Autumn area of the Help Centre. These documents will explain the data within your student and results CSV files.

Once you have checked your student file, **if you do not need to make any student 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 student removal request.

Requesting a student removal

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

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

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

Step 2 – Here you will find the list of students that are included in your school or college performance data. You can search for a student by typing the name of the student, CYPMD ID, unique pupil number (UPN) or date of birth (DOB). You can also navigate through the student list by clicking 'Next' at the bottom of the student list.
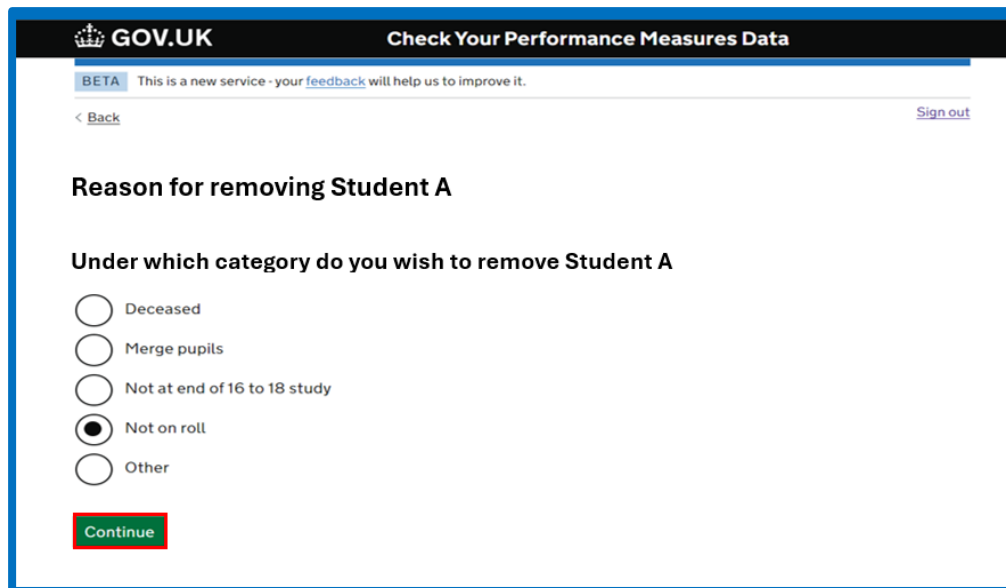
Once you have identified the student you wish to request to remove, click on the radio button next to the student's name. Click 'Continue' to proceed.

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

Step 4 – Select the removal category that you wish to use to request the removal of the student you previously confirmed at step 3. For this example, we have chosen the removal category 'Not on roll'. Click 'Continue' to proceed.
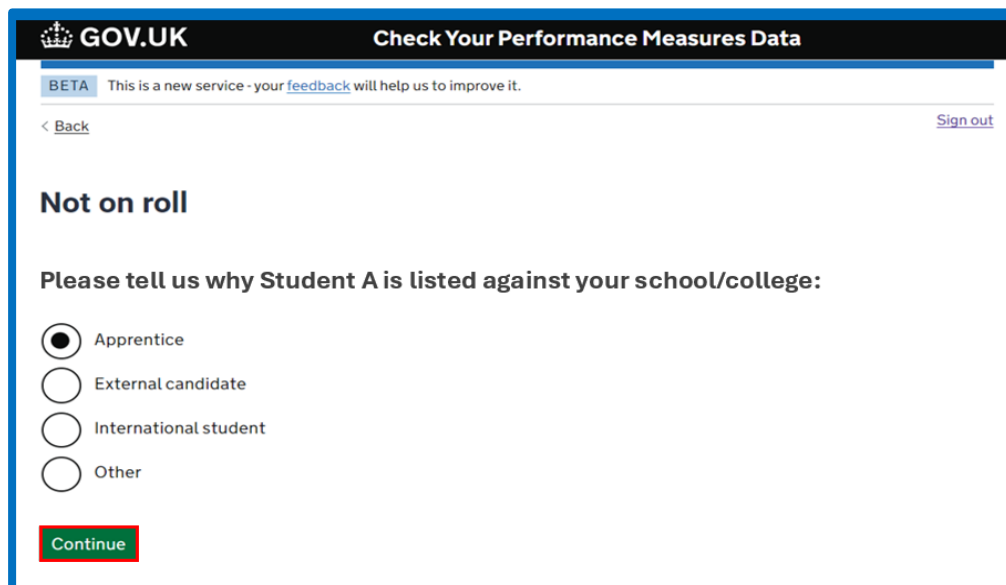
Step 5 – Now you will need to answer the question displayed on the page by selecting the appropriate radio button. For this example, we have chosen 'Apprentice', then click 'Continue' to proceed.

Step 6 – Next, if you wish you can upload evidence to support the removal of the student. 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.

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.

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

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

Submitting your school or college 'full return summary'

If your school or college have not requested any student removals, you do not need to complete a 'full return summary'.

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

Multiple users may submit student 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 student 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 student removals or amend any student removal requests already made.

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

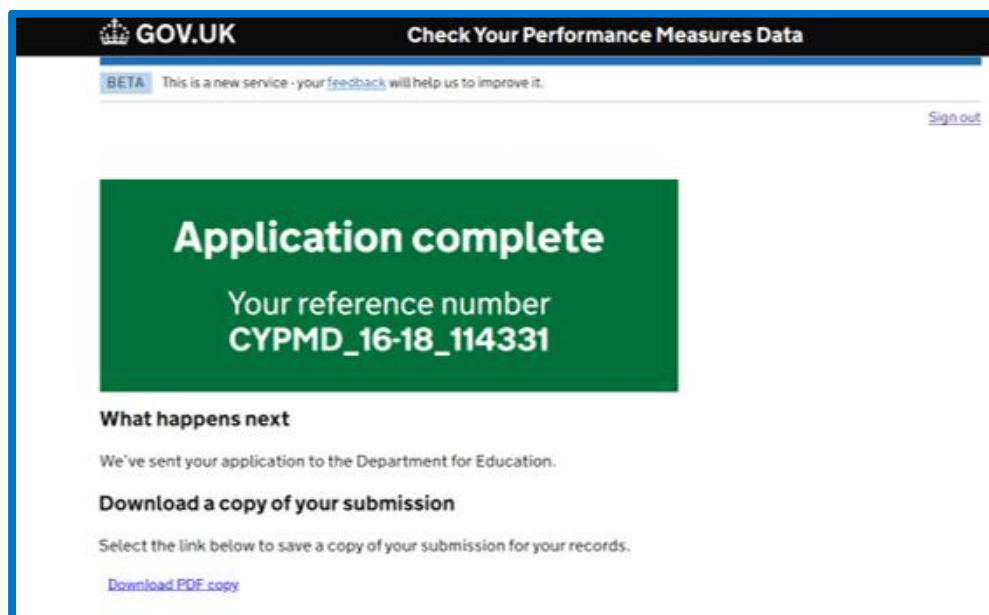**Step 1** - Click 'Continue' to proceed.

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.

Step 3 – You have now completed all student 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**.

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 16 to 18 Autumn Checking Exercise Guidance can be found **here**.

The 2023 16 to 18 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**.

About this publication:
enquiries www.education.gov.uk/contactus
download www.gov.uk/government/publications

Reference: [000-000-000]

Follow us on Twitter: @educationgovuk

Like us on Facebook: facebook.com/educationgovuk