

Our Reference:
16to18/AUT/2024

14 October 2024

Dear Headteacher/Principal

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

16 to 18 Autumn Checking Exercise

The 16 to 18 Autumn Checking Exercise is now open and can be accessed [here](#).

You should 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.

These checks are important to ensure the accuracy of your school or college data published in early 2025.

- If required, submit all student removal requests. Further information and evidence requirements can be found in the [2024 16 to 18 Autumn Checking Exercise Guidance](#).
- **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'

More than one user can request student removals from your school or college data. Requests can be made over different days, individual student removal requests can be edited, information/evidence can be amended throughout the two-week checking exercise period. However, if student removal requests **have** been made by your school or college, **by 5pm on the final day, one** user must submit your school or college's 'full return summary'.

The Autumn checking exercise will be the only opportunity for all state funded schools with 16 to 18 provision, registered independent schools and FE sector colleges to check that we have attributed the correct students and results for the purpose of calculating performance measures.

Late results/re-marks

Late results/re-marks are being processed slightly differently for the 2024 16 to 18 Autumn checking exercise than in previous years. Late results/re-marks will not be uploaded onto the CYPMD portal during the checking exercise.

Please see page 13 of the [2024 16 to 18 Autumn Checking Exercise Guidance](#) for further information.

Late results and outcomes of any reviews of results or appeals are supplied directly to us by the Awarding Organisation (AO). AOs have until Thursday 31 October to provide us with all late results/re-marks.

Two CSV files containing late results/re-marks will be made available. The first late results file will be shared on 14 October. If any results are **missing**, please raise a request using the 'Results Enquiry' form. If a result is **inaccurate**, please wait and review the data in the second late results CSV file before raising a request. Please refer to the [2024 16 to 18 Autumn Checking Exercise Guidance](#) for further information.

T Levels

We are unable to include data from NCFE for the Occupational Specialism in your school or college's results data in time for inclusion in the provisional T Level attainment measure. This data will be included in the first late results CSV file.

Special Schools

Special schools or colleges who wish their performance data to be published are required to opt in by [sending a message](#) or contacting the CYPMD Help Line on 0300 131 2762 by 5:00pm on **Friday 25 October 2024**.

Additional guidance

To assist schools and colleges with their participation in the 2024 16 to 18 Autumn checking exercise we have produced the following information:

- [2024 16 to 18 Autumn Checking Exercise Guidance](#)
- [2023 16 to 18 Autumn Checking Exercise Requests Summary](#)
- [2024 16 to 18 Autumn Checking Exercise 'How to' Guidance](#)
- [2024 16 to 18 Autumn Student CSV file Guidance](#)
- [2024 16 to 18 Autumn Results CSV file Guidance](#)
- [2024 16 to 18 Autumn 'How To' Video walkthroughs](#).

This information is 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 **before** you request any student removals from your school or college data.

CYPMD portal

The new 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](#).**

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 16-18 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 or have forgotten your login details, please go to this contact form: [DfE Sign-in \(education.gov.uk\)](#). **The CYPMD Helpline cannot assist users with DfE Sign-in account creation or login queries.**

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](#).

To increase the likelihood of student removal requests being accepted we strongly suggest you consider **all the supporting information** we have made available to you **before** you request any student removal requests to your school or college data.

Outcomes of all amendment requests will be made available to you in early 2025. All accepted Autumn student removal requests will be reflected in revised data when it is published in early 2025.

We take school/college information (including contact information) for the performance measures from Get Information about Schools (GIAS). It is important that you check your school or college's information on [GIAS](#). Failure to do so may result in you not receiving further communications from us and in incorrect information being published about your school or college.

Further Enquiries

If you have any further enquiries please visit the [CYPMD Help Centre](#).

Yours faithfully

Department for Education