



Department  
for Education

**Check Your Performance Measures Data**

# **2025 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 2025**

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# Introduction

**Schools and colleges are asked to take the following action by 5:00pm on Friday 27 June 2025:**

- familiarise yourself with the [2025 KS4 June checking exercise guidance](#) and the [video walkthroughs](#) which are available on the [CYPMD Help Centre](#) before requesting amendments to your pupil data
- from Monday 16 June, download your school or college pupil CSV file/s and check that we have listed the correct pupils at the end of KS4. The [2025 KS4 June CSV guidance](#) will help you interpret your school or college pupil data
- sign out of the CYPMD portal if your school or college **does not** need to request any pupil amendments
- if **you do** need to request amendments to your school or college's pupil data, please complete all pupil amendments
- when all pupil amendments for your school or college have been made, submit your school or college's 'full return summary'

This guidance will show you how to access the CYPMD portal and, if necessary, request pupil amendments to your school or college pupil data.

This guidance **does not** describe the amendment categories or the information/evidence that you will need to provide when requesting amendments to your school or college pupil data. You should read the [2025 KS4 June checking exercise guidance](#) **before** you request pupil amendments to ensure that:

- you have a full understanding of what circumstances would be considered if you wish to request an amendment to your school or college pupil data
- you have the mandatory information/evidence (when required) for an amendment request.

## Pupil Inclusions

We recommend you download copies of your CSV files before you request the inclusion of a pupil. You can access the [2025 KS4 June CSV guidance](#) to help you interpret your CSV files.

If, when checking your school or college's '**pupil non-included**' CSV file, you identify a pupil who is listed that you wish to be included in your performance measures data you will need to complete a pupil inclusion request on the CYPMD portal.

## **Pupil Removals**

If, when checking your school or college's '**pupil included**' CSV file, you identify a pupil that you wish to remove from your performance measures data you will need to complete a pupil removal request on the CYPMD portal.

To increase the likelihood of a pupil removal request being accepted, we would encourage you to refer to the [2024 KS4 June Checking Exercise Requests Summary](#) document before you request to remove a pupil from your school or college pupil data. This document will explain to you why a pupil removal request may not be accepted.

**Pupil amendment requests submitted on the CYPMD portal without the mandatory information/evidence (when applicable) cannot be accepted.**

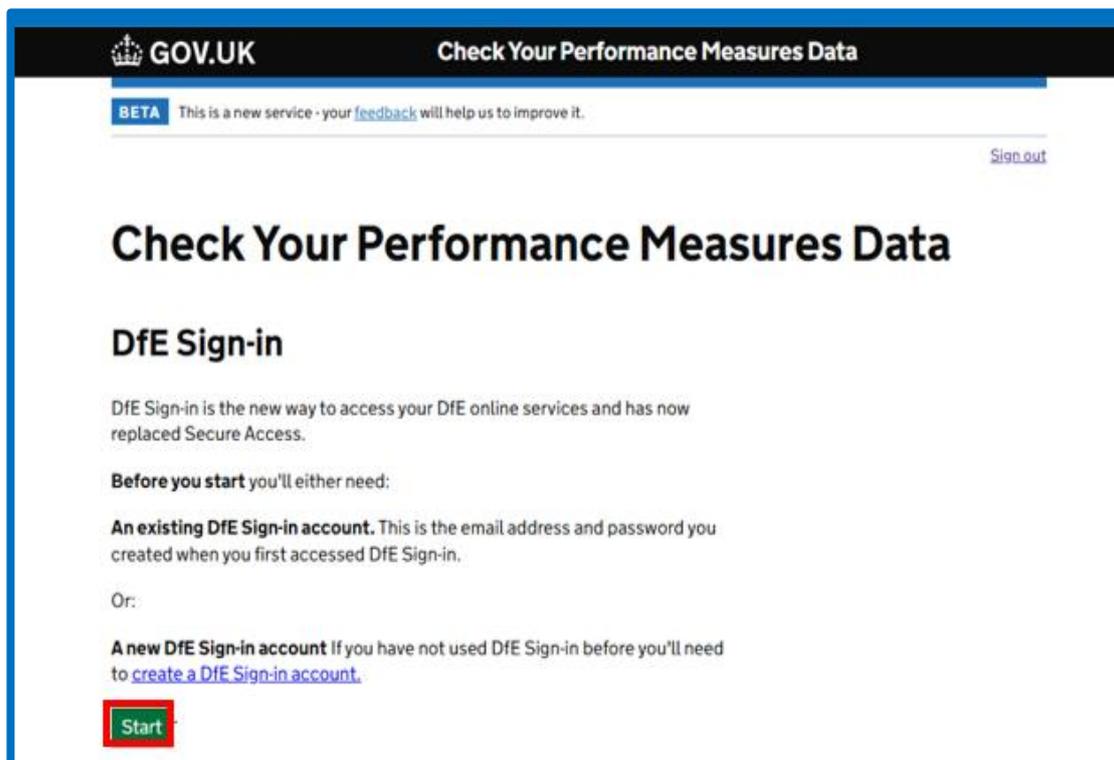
Amendments made to your pupil level data during this exercise will increase the accuracy of your provisional data published in October 2025. You will have sight of provisional performance measures data in October during the 2025 KS4 Autumn checking exercise, ahead of the provisional statistics and performance measures data published in October and the provisional 2025 Analyse School Performance (ASP) data release.

## Accessing the CYPMD portal

The checking exercise will open on **Monday 16 June** [here](#), we will notify schools when the checking exercise is live.

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' portal page. At the top, there is a black header with the 'GOV.UK' logo on the left and the title 'Check Your Performance Measures Data' on the right. Below the header, a blue banner contains the text 'BETA This is a new service - your [feedback](#) will help us to improve it.' and a 'Sign out' link on the right. The main content area has a large heading 'Check Your Performance Measures Data' and a sub-heading 'DfE Sign-in'. Below this, there is a paragraph explaining that DfE Sign-in is the new way to access DfE online services and has replaced Secure Access. A section titled 'Before you start you'll either need:' lists two options: 'An existing DfE Sign-in account' (with details about email and password) and 'A new DfE Sign-in account' (with a link to 'create a DfE Sign-in account'). At the bottom left, there is a red 'Start' button.

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

**GOV.UK** **DfE Sign-In**

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

## Access the DfE Sign-in service

Log into your account  
Enter your email address to sign in.

**Next**

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

**New users of DfE Sign-in**

[Create an account](#)

▶ [Services using DfE Sign-in](#)

**Related actions**  
[Contact us](#)  
[DfE Sign-in help assistant \(opens in new tab\)](#)

**Step 3** – You should then enter your DfE Sign-in account password then click 'Sign-in'.

**GOV.UK** **DfE Sign-In**

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

## Enter your password

Enter your password to sign into DFE Sign-in.

**Email address**

 [Change](#)

**Password**

 [Show](#)

[Forgotten your password?](#)

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

**Sign in**

If you have access to more than one school or college, you will need to select the establishment 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

School A

School B

**Continue**

**Actions**

[Request access to an organisation](#)

**Step 4** – You will now see your school or college information and your account details. 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	School A
Establishment LAESTAB	1234567
Establishment URN	123456
Key Stage	KS4
Your name	
Your email	

**Continue**

## How to check your school or college data

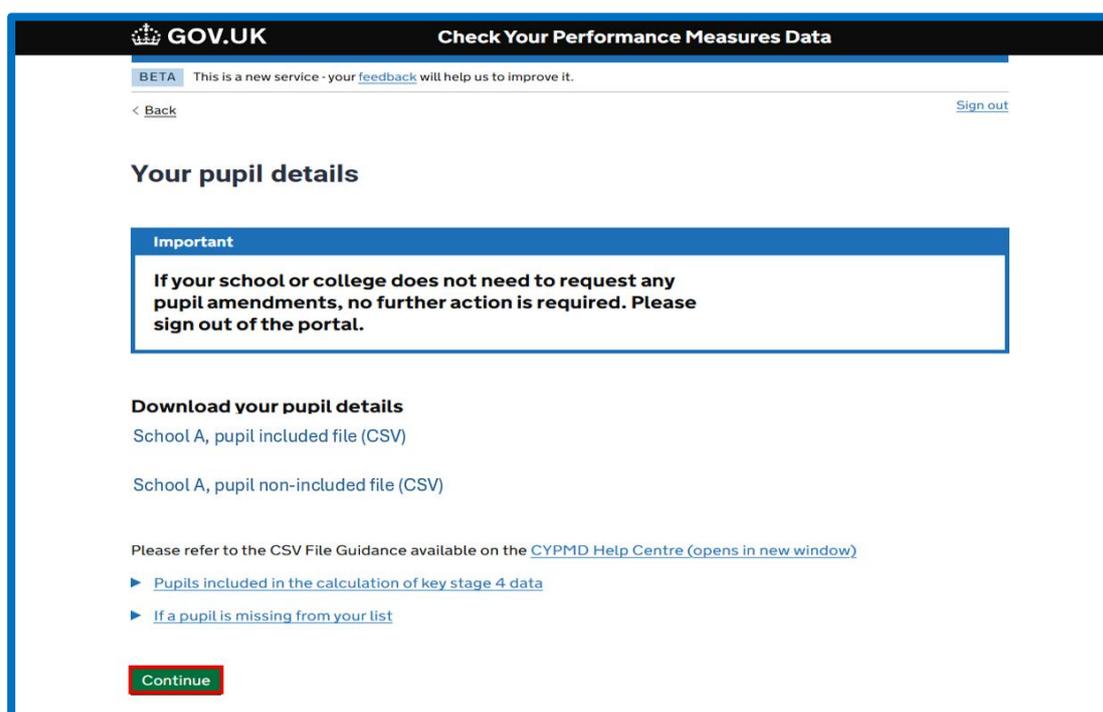
**Step 1** – On this page you can access your school or college pupil data by downloading CSV file/s.

If there is no data to share with your school or college there will be no CSV file link displayed on the CYPMD portal. For example, if your school or college has no 'non-included' pupils, you will only see one CSV file link for a pupils 'included' CSV file.

Please refer to the [2025 KS4 June CSV guidance](#) to help you interpret your school or college pupil data.

**Once you have checked your pupil list, if your school or college does not need to request any pupil amendments, you do not need to take any further action and can sign out of the CYPMD portal.**

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



The screenshot shows the 'Check Your Performance Measures Data' page on the GOV.UK website. At the top, there is a 'BETA' notice and a 'Sign out' link. Below this is a 'Back' link. The main heading is 'Your pupil details'. A prominent blue box contains an 'Important' message: 'If your school or college does not need to request any pupil amendments, no further action is required. Please sign out of the portal.' Underneath, there is a section for 'Download your pupil details' with two links: 'School A, pupil included file (CSV)' and 'School A, pupil non-included file (CSV)'. A note refers to the 'CSV File Guidance' on the 'CYPMD Help Centre'. Two blue arrows point to links: 'Pupils included in the calculation of key stage 4 data' and 'If a pupil is missing from your list'. At the bottom, there is a red 'Continue' button.

# Requesting the inclusion of a pupil

**Step 1** - If after checking your school or college data, you wish to request the inclusion of a pupil, click 'Raise a new request'.

**GOV.UK** Check Your Performance Measures Data

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< [Back](#)

## Key Stage 4 June Checking Exercise

**Important**  
You must read the accompanying [guidance \(opens in new window\)](#) before you submit an amendment request. If your request does not meet the amendment criteria, it will not be accepted.

You can use this service to:

- check that we have listed the correct pupils at the end of KS4
- complete all pupil amendment requests
- submit your school/college 'full return summary' (only if you have made pupil amendment requests)

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 27th June 2025.

### 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 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 need to select 'Include' and then click 'Continue'.

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

< [Back](#)

## Pupil request type details

Is the pupil to be included or removed?

Include

Remove

[Continue](#)

**Step 3:** Here you will find the list of 'non-included' pupils that you can choose to 'include' 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 'include', click on the radio button next to the pupil's name. Click 'Continue' to proceed.

### Amendment requests

**What is the name of the pupil to be included?**

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'. Once you have identified the pupil you wish to include, click on the radio button next to the pupil's name. Click 'Continue' to proceed.

  
  
  
[← Previous](#) **1** [Next →](#)

**Step 4:** You will now have the opportunity to provide supporting information/evidence (optional) to support your pupil inclusion request. 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 amendment category you can also provide additional information in the 'additional comments' box, although this is optional.

**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.**

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

**GOV.UK** Check Your Performance Measures Data

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[← Back](#) [Sign out](#)

### Evidence for the inclusion of Pupil A

**Please provide any evidence you wish to include with this request (optional)**  
All evidence must meet the criteria specified in the June checking exercise guidance. We will only review the first 6 pages of evidence provided.

**Upload files**  
Supporting information/evidence must be submitted in PDF format, other file types are not supported.

File name	Size	Type	Action
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0 files selected, 6 files remaining

**Additional comments (optional)**

You have 500 characters remaining

**Step 5:** You will now be shown a summary of the pupil inclusion request you have just made. Click 'Continue' to proceed.

The screenshot shows a web page from GOV.UK titled "Check Your Performance Measures Data". At the top left, there is a "BETA" badge and a message: "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, there is a question "Is the pupil to be included or removed?" with a radio button selected for "Include". Below this is a section titled "Summary of uploaded documents" which contains a table with the following data:

File name	Size	Type
evidence.pdf	15.1 Kb	pdf

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

Repeat steps 1 to 5 if you need to make further pupil inclusion requests.

# 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 measures data.

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

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

**GOV.UK** Check Your Performance Measures Data

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

## Key Stage 4 June Checking Exercise

**Important**

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

You can use this service to:

- check that we have listed the correct pupils at the end of KS4
- complete all pupil amendment requests
- submit your school/college 'full return summary' (only if you have made pupil amendment requests)

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 27th June 2025.

**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 Autumn Checking Exercise.

We will share your provisional performance data with you during the KS4 Autumn checking exercise.

Name	Status	Edit	Delete
Pupil A	READY TO SUBMIT	Edit	Delete

[Raise a new request](#)

[Continue](#)

**Step 2:** Here you will need to select 'Remove' then click 'Continue'.

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

## Pupil request type details

Is the pupil to be included or removed?

Include

Remove

[Continue](#)



**Step 4** – You will need to select the removal category you wish to use to request the removal of the pupil you previously identified at step 3. Once this is selected click ‘Continue’.

The screenshot shows a web form titled "Reason for removing Pupil B?". At the top, it says "GOV.UK Check Your Performance Measures Data" and "BETA This is a new service - your feedback will help us to improve it." There are "Back" and "Sign out" links. The main heading is "Reason for removing Pupil B?". Below it is the question "Under which category do you wish to remove Pupil B?". There is a list of 14 radio button options. The option "Social care involvement - including police/prison" is selected. At the bottom, there is a "Continue" button.

**Reason for removing Pupil B?**

Under which category do you wish to remove Pupil B?

- Admitted following permanent exclusion
- Admitted from abroad with English not first language
- Child missing education
- Deceased
- Dual registration/Moved school
- Elective home education
- Merge pupils
- Not on roll
- Permanently excluded from current school
- Permanently left England
- Social care involvement - including police/prison
- Terminal/Critical illness
- Year group change

**Continue**

**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 titled "Social care involvement - including police/prison". At the top, it says "GOV.UK Check Your Performance Measures Data" and "BETA This is a new service - your feedback will help us to improve it." There are "Back" and "Sign out" links. The main heading is "Social care involvement - including police/prison". Below it are four questions, each with "Yes" and "No" radio button options. The "Yes" option is selected for the first, third, and fourth questions, and the "No" option is selected for the second question. At the bottom, there is a "Continue" button.

**Social care involvement - including police/prison**

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

Yes  No

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

Yes  No

Has Pupil B 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 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.**

**GOV.UK** Check Your Performance Measures Data

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

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

### Evidence for removal of Pupil B

**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 2025 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 review the first 6 pages of evidence provided.

**Upload files**  
Supporting information/evidence must be submitted in PDF format, other file types are not supported.

File name	Size	Type	Action
<a href="#">Add file</a>			

0 files selected, 6 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.

GOV.UK
Check Your Performance Measures Data

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

[< Back](#)

### Summary of amendment for Pupil B

Is the pupil to be included or removed?	Remove
Under which category do you wish to remove Pupil B?	Social care involvement - including police/prison
Has Pupil B 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
Has Pupil B had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit exams?	No
Has Pupil B been detained in prison/remand centre/secure unit?	Yes
Has Pupil B sat any exams as a year 11 pupil?	No

### Summary of uploaded documents

File name	Size	Type
evidence.pdf	15.1 Kb	pdf

Continue
|

**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 amendment requests your school or college has requested so far.

More than one user can request amendments to your school or college data. Requests can be made over different days, individual amendment requests can be edited, information/evidence can be amended throughout the two-week checking exercise period. However, **by 5pm on Friday 27 June, one user** must submit your school or college's 'full return summary'.

Once you or a colleague have completed this action, your school or college will no longer be able to request any further pupil amendments or amend any pupil amendment requests already made.

**If your school or college's 'full return summary' is not submitted, individual pupil amendment requests will not be visible and therefore cannot be considered.**

**Step 1** - 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](#)

### Key Stage 4 June Checking Exercise

**Important**

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

You can use this service to:

- check that we have listed the correct pupils at the end of KS4
- complete all pupil amendment requests
- submit your school/college 'full return summary' (only if you have made pupil amendment requests)

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 27th June 2025.

#### 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 Autumn Checking Exercise.

We will share your provisional performance data with you during the KS4 Autumn checking exercise.

Name	Status	Edit	Delete
Pupil A	READY TO SUBMIT	Edit	Delete
Pupil B	READY TO SUBMIT	Edit	Delete

[Raise a new request](#)

[Continue](#)

**Step 2** - Please read the Declaration section, then tick the 'declaration' box, 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.
[Sign out](#)

[< Back](#)

### Full return summary for School A (URN: 123456)

#### Request summary for Pupil A

Is the pupil to be included or removed?  Include

---

#### Summary of uploaded documents

File name	Size	Type
Evidence.pdf	14.98 Kb	pdf

---

#### Request summary for Pupil B

Is the pupil to be included or removed?  Remove

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

Has Pupil B 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

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

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

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

---

#### Summary of uploaded documents

File name	Size	Type
evidence.pdf	15.1 Kb	pdf

---

**Declaration**

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

I confirm that the information/evidence provided is complete and that no further pupil amendments are required by my school or college. I now wish to complete this submission on behalf of my school or college.

Continue

**Step 3** – You have now completed all pupil amendment requests and submitted your school or college 'full return summary'. You can download a copy of your school or college 'full return summary' for your records.

GOV.UK
Check Your Performance Measures Data

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[Sign out](#)

## Application complete

Your reference number  
**CYPMD\_KS4\_3708001**

**What happens next**

We have sent your school or college 'full return summary' to the Department for Education. You will receive an email to confirm this.

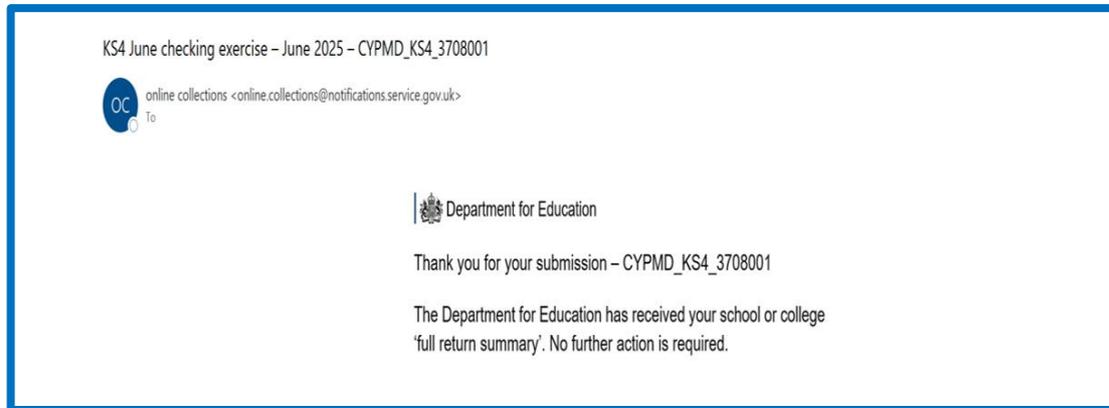
**Download a copy of your school or college 'full return summary'**

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

Download PDF copy

**Step 4** - You can now 'Sign out' of the CYPMD portal.

**Step 5** - Once you have submitted your school's 'full return summary' you will receive a confirmation email, **please keep this for your records**.



If this confirmation email has not been received within 24 hours of the submission of your school's 'full return summary' please check your spam/junk email folders. If you still can't find the confirmation email please **send a message** to the CYPMD Helpline and select the option 'Other enquiry'.

## 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 \(education.gov.uk\)](https://education.gov.uk). The CYPMD Help Line **cannot** create DfE Sign-in accounts or assist with DfE Sign-in login enquiries.

## Additional guidance

The 2025 June Checking Exercise Guidance can be found [here](#).

The 2024 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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write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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