



Department
for Education

Check Your Performance Measures Data (CYPMD)

2026 16 to 19 Autumn checking exercise 'How to Guidance'

**A guide for all users of the 16 to
19 Autumn checking exercise**

September 2026

Contents

Contents	2
Summary	3
Introduction	4
Student amendments	5
Accessing the 16 to 19 checking exercise portal	6
How to check your college's data	10
Requesting the inclusion of a student	12
Requesting the removal of a student	16
Submitting your college's 'full return summary'	20
Further information	24

Summary

It is very important that you read this guidance carefully.

This guidance is from the Department for Education (DfE) and is non statutory. It has been produced to help state funded secondary schools and registered independent schools with 16 to 19 provision and the FE sector understand how to request student amendments during the 16 to 19 Autumn checking exercise.

In this guidance:

- where we use the term 'college', we mean any establishment that is eligible to engage with the 2026 16 to 19 Autumn checking exercise
- where we say 'students', we recognise that some schools refer to their learners as pupils
- where we use the term 'this checking exercise', we mean the 2026 16 to 19 Autumn Checking Exercise

Expiry or review date

This guidance will next be reviewed ahead of the 2027 16 to 19 Autumn checking exercise.

Introduction

Colleges are asked to take the following action by 5:00pm on Friday 16 October 2026:

- familiarise yourself with the [2026 16 to 19 Checking Exercise Guidance](#) which is available on the [CYPMD Help Centre](#)
- from Monday 5 October 2026, download your college's CSV files from the [16 to 19 Checking Exercise Portal](#) to check that we have listed the correct students and their results at the end of 16 to 19 studies. The [2026 16 to 19 Autumn CSV Guidance](#) documents will help you interpret your college's performance measures data
 - you are advised to access the [16 to 19 Checking Exercise Portal](#) on **'day one' of this checking exercise**. Evidence shows us that many colleges wait until the last few days of a checking exercise to do this. If you need to contact the CYPMD Helpline about your student data, you need to do this **as soon as possible once this checking exercise has opened** in case you are required to take any action within the [16 to 19 Checking Exercise Portal](#) before **5:00pm on Friday 16 October 2026**
- **sign out** of the [16 to 19 Checking Exercise Portal](#) if your college **does not** need to request any student amendments, you **do not** need to take any further action or submit any confirmation
- **if you do** need to request amendments to your college's student data, please complete all student amendments in the [16 to 19 Checking Exercise Portal](#)
- when **all** student amendments for your college have been made, submit your college's 'full return summary'

This guidance **does not** describe the student amendment categories or the information or evidence that you will need to provide when requesting amendments to your student data. You should read the [2026 16 to 19 Autumn Checking Exercise Guidance](#) **before** you request student amendments to ensure that:

- you have a full understanding of what circumstances would be considered if you wish to request student amendments
- you have the mandatory information/evidence (when required) for a student amendment request

Amendments made to correct your student level data during this checking exercise will increase the accuracy of your **revised** data, published in early 2027.

Student amendments

Adding an unlisted student

If you wish to add a student that is not listed in your college's data, this **is not** possible. The student **will not be eligible** to be added to your college's data, as they have been allocated elsewhere and **this cannot** be amended.

Student Inclusions

If, when checking your college's '**student non-included**' CSV file, you identify a student who is listed that you wish to be 'included' in your performance measures data you will need to complete a student inclusion request in the [16 to 19 Checking Exercise Portal](#).

Student Removals

You can only request to remove a student if the situation fits into one of the categories described below:

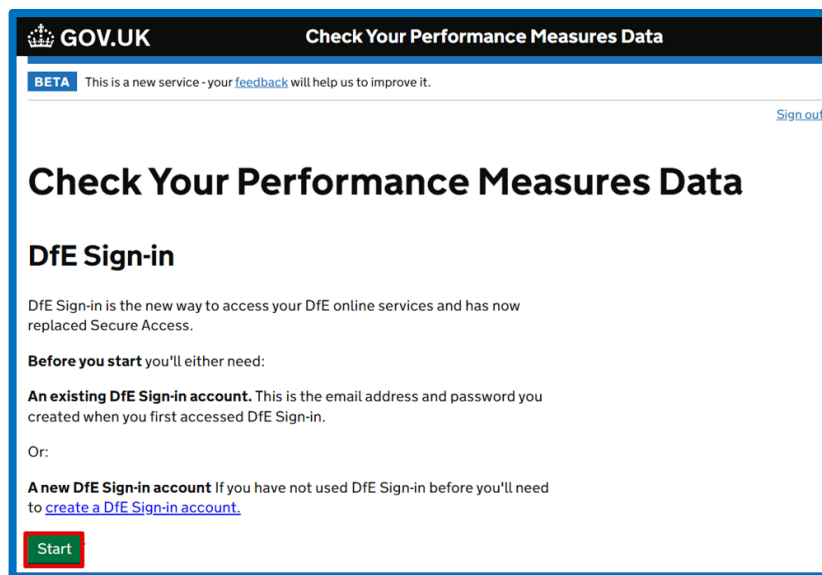
- deceased
- not at the end of 16 to 19 study
- not on roll
- other
- merge student

Accessing the 16 to 19 checking exercise portal

This checking exercise will open on **Monday 5 October 2026** here: [16 to 19 Checking Exercise Portal](#). We will notify schools and colleges when the checking exercise is live.

This checking exercise closes at **5:00pm on Friday 16 October 2026**. There is no facility for any extension to this deadline

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. At the top, there is a 'GOV.UK' logo and a 'Check Your Performance Measures Data' header. Below this, a 'BETA' banner states: 'This is a new service - your [feedback](#) will help us to improve it.' A 'Sign out' link is in the top right. The main heading is 'Check Your Performance Measures Data'. Underneath is the 'DfE Sign-in' section. It explains that DfE Sign-in is the new way to access DfE online services, replacing Secure Access. It then lists requirements: '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 '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](#).' A red 'Start' button is at the bottom left.

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



The screenshot shows the 'Access the DfE Sign-in service' page. At the top, there is a 'Department for Education' logo and a 'Beta' banner stating: 'This is a new service - your [feedback](#) will help us to improve it.' The main heading is 'Access the DfE Sign-in service'. To the right, under 'Related actions', there are links for 'Contact us' and 'DfE Sign-in help assistant (opens in new tab)'. The main content area says 'Log into your account' and 'Enter your email address to sign in.' Below this is a text input field with a red border. A red 'Next' button is below the input field. Below the button, it says 'By signing in, you accept [DfE Sign-in terms and conditions](#).' At the bottom, under 'New users of DfE Sign-in', there is a 'Create an account' button. A link 'Services using DfE Sign-in' is at the bottom left.

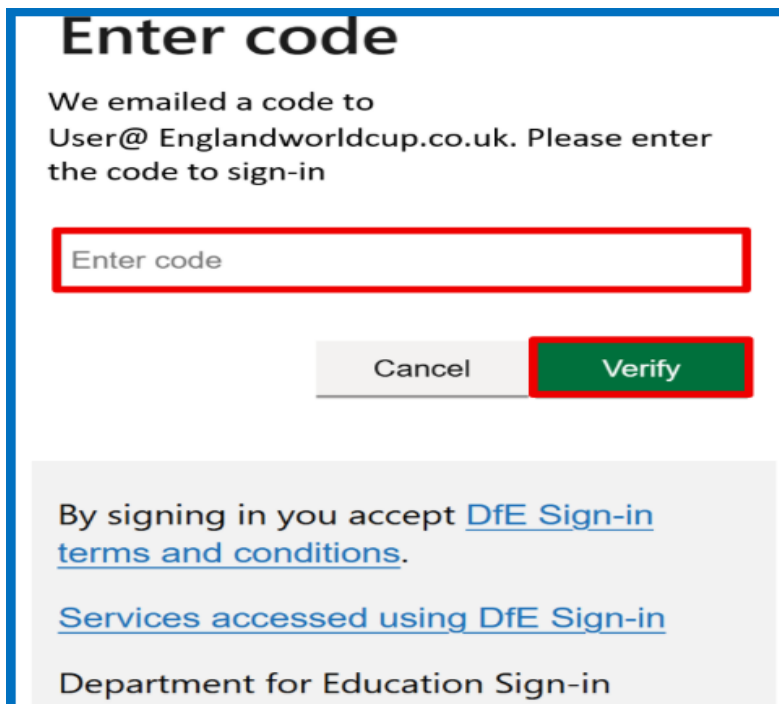
Step 3: You should enter your DfE Sign-in password then click 'Sign in'.

The screenshot shows a web form titled "Enter password". At the top, there is a text input field containing a series of dots, representing a password, which is highlighted with a red rectangular border. Below the input field is a blue hyperlink labeled "Forgot password?". To the right of the input field is a green button with the text "Sign in", also highlighted with a red rectangular border. At the bottom of the form, there is a light gray section containing the text: "By signing in you accept [DfE Sign-in terms and conditions.](#)", "[Services accessed using DfE Sign-in](#)", and "Department for Education Sign-in".

Step 4: You will now be asked to verify your account, click on the box highlighted below to request an email containing an account verification code.

The screenshot shows a web form titled "Verify your identity". At the top, there is a large, empty rectangular box, which is highlighted with a red rectangular border. Below this box is a light gray button labeled "Cancel". At the bottom of the form, there is a light gray section containing the text: "By signing in you accept [DfE Sign-in terms and conditions.](#)", "[Services accessed using DfE Sign-in](#)", and "Department for Education Sign-in".

Step 5: Enter the account verification code and click 'verify'.



Enter code

We emailed a code to
User@ Englandworldcup.co.uk. Please enter
the code to sign-in

Enter code

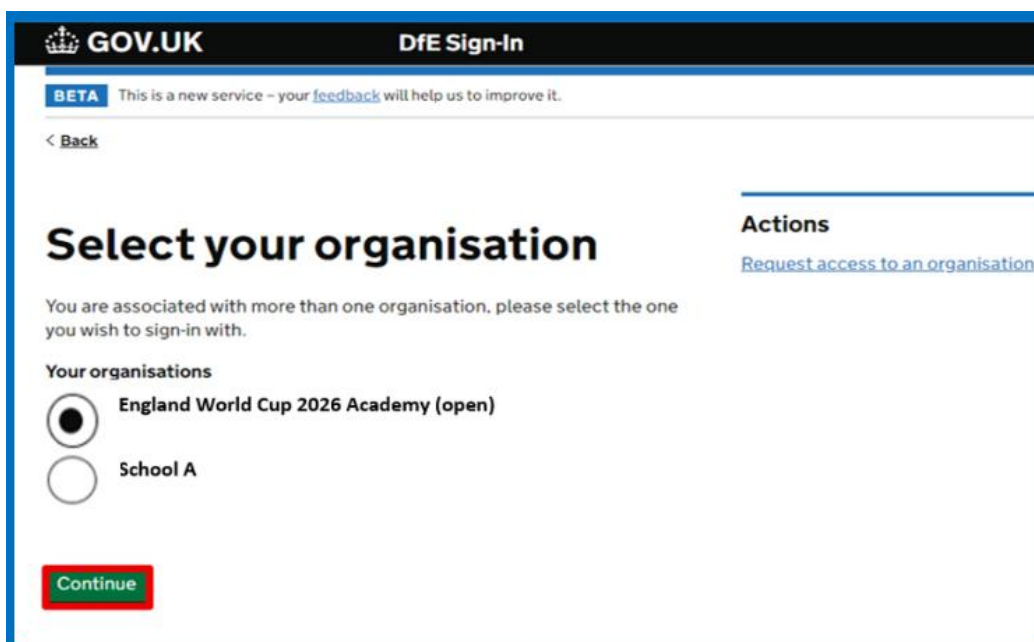
Cancel Verify

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

[Services accessed using DfE Sign-in](#)

Department for Education Sign-in

Step 6: If you have access to more than one college, you will need to select the college 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

☒ England World Cup 2026 Academy (open)

☐ School A

[Request access to an organisation](#)

Continue

Step 7: You will now see your college information and your account details. Click 'Continue'.

**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	England World Cup 2026 Academy
Establishment LAESTAB	123/1966
Establishment URN	1966
Key Stage	16-19

Continue

How to check your college's data

Step 1: On this page you access your college's student data by downloading CSV files/s.

If there is no data to share with your college there will be no CSV file links displayed on the [16 to 19 Checking Exercise Portal](#).

Please refer to the [2026 16 to 19 Autumn CSV Guidance](#) documents to help you interpret your student and results CSV files.

If you find any issues with your student lists or you have any enquiries, these need to be raised with our CYPMD helpline allowing sufficient time for them to respond to you, in order for you to meet the 16 October 2026 deadline, should you be instructed to request amendments for your college within the [16 to 19 Checking Exercise Portal](#).

Check Your Performance Measures Data

BETA

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

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

Your student details

Important

If your school/college does not need to request any student amendments, no further action is required. Please sign out of the portal.

Download your student details

[\[England World Cup 2026 Academy, students included file\] \(CSV\)](#)
[\[England World Cup 2026 Academy, students non-included file\] \(CSV\)](#)
[\[England World Cup 2026 Academy, students previously published file\] \(CSV\)](#)
[\[England World Cup 2026 Academy, results: students included file\] \(CSV\)](#)
[\[England World Cup 2026 Academy, results: students non-included file\] \(CSV\)](#)
[\[England World Cup 2026 Academy, late results file\] \(CSV\)](#)
[\[England World Cup 2026 Academy, student campus file\] \(CSV\)](#)

Download your school or college summary details

[\[England World Cup 2026 Academy, summary data\] \(CSV\)](#)

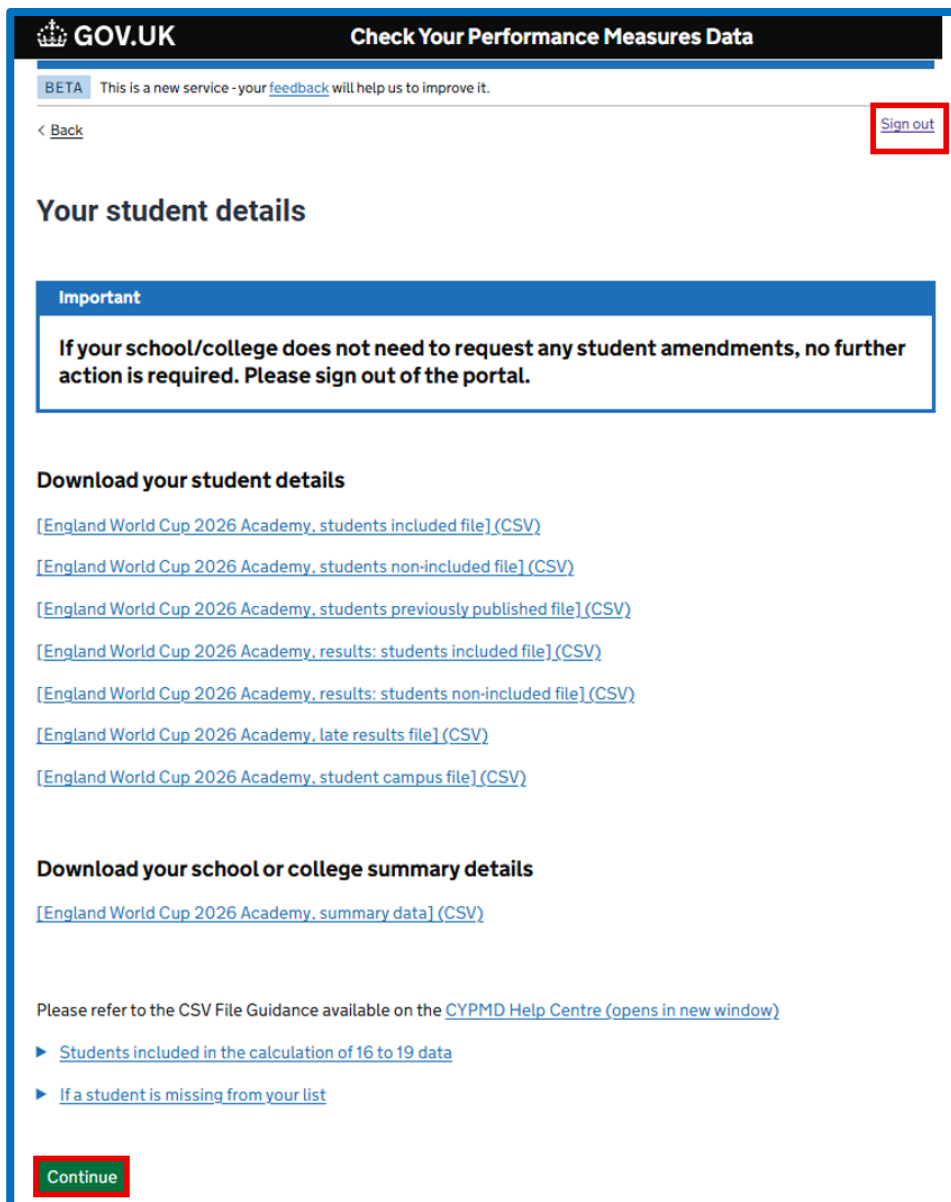
Please refer to the CSV File Guidance available on the [CYPMD Help Centre \(opens in new window\)](#)

[▶ Students included in the calculation of 16 to 19 data](#)
[▶ If a student is missing from your list](#)

Continue

Once you have checked your college's student list, if your college does not need to request any student amendments, you do not need to take any further action and

can sign out of the **16 to 19 Checking Exercise Portal**.



GOV.UK Check Your Performance Measures Data

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

[Sign out](#)

[Back](#)

Your student details

Important

If your school/college does not need to request any student amendments, no further action is required. Please sign out of the portal.

Download your student details

- [\[England World Cup 2026 Academy, students included file\] \(CSV\)](#)
- [\[England World Cup 2026 Academy, students non-included file\] \(CSV\)](#)
- [\[England World Cup 2026 Academy, students previously published file\] \(CSV\)](#)
- [\[England World Cup 2026 Academy, results: students included file\] \(CSV\)](#)
- [\[England World Cup 2026 Academy, results: students non-included file\] \(CSV\)](#)
- [\[England World Cup 2026 Academy, late results file\] \(CSV\)](#)
- [\[England World Cup 2026 Academy, student campus file\] \(CSV\)](#)

Download your school or college summary details

- [\[England World Cup 2026 Academy, summary data\] \(CSV\)](#)

Please refer to the CSV File Guidance available on the [CYPMD Help Centre \(opens in new window\)](#)

- ▶ [Students included in the calculation of 16 to 19 data](#)
- ▶ [If a student is missing from your list](#)

Continue

If **you do** wish to request student amendments, please continue to read this document for further step-by-step instructions.

Click 'Continue' to start the process of making a student amendment request.

If you think a student's results are missing or incorrect, please refer to the **2026 Autumn Results Enquiries Guidance**.

Requesting the inclusion of a student

Step 1: If after checking your college's data, you wish to request the inclusion of a student click 'Raise a new request'.

GOV.UK Check Your Performance Measures Data

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

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

16 to 19 Autumn Checking Exercise

Important

You must read the 2026 16 to 19 Autumn checking exercise guidance which is available on the [CYPMD Help Centre \(opens in new window\)](#) before you submit student amendment requests. If your request does not meet the removal criteria, it will not be accepted.

You can use this service to:

- check that we have listed the correct students and their results at the end of 16 to 19 study
- check your school or college's summary performance data
- complete all student amendment requests
- submit your school or college's full return summary

Deadline for requesting amendments

Submit all requests by 5pm on Friday 16th October 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 revised performance measures.

Name	Status	Edit	Delete
Raise a new request			

[Save and continue](#)

Step 2: Select 'Include' and then click 'Save and continue'.

GOV.UK Check Your Performance Measures Data

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

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

Student request type details

Is the student to be included or removed?

☒ Include

☐ Remove

[Save and continue](#)

Step 3: You will see the list of students that are '**not included**' in your college's 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 'include', click on the radio button next to the student's name. Click 'Save and 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](#)

Amendment requests

What is the name of the student 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.

- ☒ Bowen Jarrod (CYPMD ID: 10000013, UPN: 1234561000013, DOB: 01/07/2007)
- ☐ Branthwaite Jarrad (CYPMD ID: 10000022, UPN: 1234561000022, DOB: 02/11/2007)
- ☐ Foden Phil (CYPMD ID: 10000012, UPN: 1234561000012, DOB: 02/06/2007)
- ☐ Gallagher Conor (CYPMD ID: 10000020, UPN: 1234561000020, DOB: 02/10/2007)
- ☐ Grealish Jack (CYPMD ID: 10000015, UPN: 1234561000015, DOB: 01/08/2007)
- ☐ Kane Harry (CYPMD ID: 10000017, UPN: 1234561000017, DOB: 01/09/2007)
- ☐ Konsa Ezri (CYPMD ID: 10000019, UPN: 1234561000019, DOB: 01/10/2007)
- ☐ Palmer Cole (CYPMD ID: 10000021, UPN: 1234561000021, DOB: 01/11/2007)
- ☐ Saka Bukayo (CYPMD ID: 10000016, UPN: 1234561000016, DOB: 02/08/2007)
- ☐ Toney Ivan (CYPMD ID: 10000023, UPN: 1234561000023, DOB: 01/12/2007)
- ☐ Trent Alexander-Arnold (CYPMD ID: 10000014, UPN: 1234561000014, DOB: 02/07/2007)
- ☐ Watkins Ollie (CYPMD ID: 10000018, UPN: 1234561000018, DOB: 02/09/2007)

[< Previous](#)
1
[Next >](#)

Save and continue

Step 4: You can upload optional information/evidence to support the student inclusion. 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.

You can also provide optional information in the 'Additional comments' box. You can use this to describe why the student should be included. The evidence should support the narrative described in the 'Additional comments' box.

Once you have provided all required information/evidence please click 'Save and continue' to proceed.

Check Your Performance Measures Data

BETA

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

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

Evidence for the inclusion of Jarrod Bowen

Please provide any evidence to support your request (optional)
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
Accept Evidence.pdf	14.98 Kb	pdf	Delete file

Add file

1 file selected, 5 files remaining

Additional comments (optional)

Test

You have 496 characters remaining

Save and continue

Step 5: You will see a summary of the student inclusion 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.

[< Back](#)

[Sign out](#)

Summary of amendment for Jarrod Bowen

Is the student to be included or removed?

Include

Additional comments (optional)

Test

Summary of uploaded documents

File name	Size	Type
Evidence.pdf	14.98 Kb	pdf

Continue

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

Requesting the removal of a student

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

If you have previously requested student amendments, they will also be listed here.

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

Check Your Performance Measures Data

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

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

16 to 19 Autumn Checking Exercise

Important

You must read the 2026 16 to 19 Autumn checking exercise guidance which is available on the [CYPMD Help Centre \(opens in new window\)](#) before you submit student amendment requests. If your request does not meet the removal criteria, it will not be accepted.

You can use this service to:

- check that we have listed the correct students and their results at the end of 16 to 19 study
- check your school or college's summary performance data
- complete all student amendment requests
- submit your school or college's full return summary

Deadline for requesting amendments

Submit all requests by 5pm on Friday 16th October 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 revised performance measures.

Name	Status	Edit	Delete
Jarrod Bowen	READY TO SUBMIT	Edit	Delete

[Raise a new request](#)
[Save and continue](#)

Step 2: Select 'Remove' then click 'Save and continue'.

GOV.UK Check Your Performance Measures Data

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

[Back](#)

Student request type details

Is the student to be included or removed?

☐ Include

☒ Remove

Save and continue

Step 3: Here you will find the list of your college's students. You can search for a student by typing the name of the student, CYPMD ID, unique pupil number (UPN) or date of birth.

Once you have identified the student you wish to remove, click on the radio button next to the student's name. Click 'Save and 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](#)

Amendment requests

What is the name of the student to be removed?

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

- ☐ Bellingham Jude (CYPMD ID: 10000011, UPN: 1234561000011, DOB: 01/06/2007)
- ☒ Henderson Dean (CYPMD ID: 10000002, UPN: 1234561000002, DOB: 02/01/2007)
- ☐ Kieran Trippier (CYPMD ID: 10000004, UPN: 1234561000004, DOB: 02/02/2007)
- ☐ Maguire Harry (CYPMD ID: 10000006, UPN: 1234561000006, DOB: 02/03/2007)
- ☐ Mainoo Kobbie (CYPMD ID: 10000009, UPN: 1234561000009, DOB: 01/05/2007)
- ☐ Pickford Jordan (CYPMD ID: 10000001, UPN: 1234561000001, DOB: 01/01/2007)
- ☐ Ramsdale Aaron (CYPMD ID: 10000003, UPN: 1234561000003, DOB: 01/02/2007)
- ☐ Rice Declan (CYPMD ID: 10000010, UPN: 1234561000010, DOB: 02/05/2007)
- ☐ Shaw Luke (CYPMD ID: 10000008, UPN: 1234561000008, DOB: 02/04/2007)
- ☐ Stones John (CYPMD ID: 10000007, UPN: 1234561000007, DOB: 01/04/2007)
- ☐ Walker Kyle (CYPMD ID: 10000005, UPN: 1234561000005, DOB: 01/03/2007)

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

Save and continue

Step 4: Select the removal category you wish to use to request the removal of the student you previously identified at step 3, then click 'Save and continue'.

The screenshot shows the 'Check Your Performance Measures Data' page on GOV.UK. The title is 'Reason for removing Dean Henderson'. Below the title, it asks 'Under which category do you wish to remove Dean Henderson?'. There are five radio button options: 'Deceased', 'Merge students', 'Not at end of 16 to 19 study' (which is selected), 'Not on roll', and 'Other'. At the bottom, there is a red 'Save and continue' button.

Step 5: Next if you wish, you can upload optional evidence or provide optional information in the 'Additional comments' box to support the student removal.

Click 'Add file' to upload evidence, which must be a PDF document of no more than 6 pages, then click 'Save and continue' to proceed.

The screenshot shows the 'Evidence for the removal of Dean Henderson' page on GOV.UK. The title is 'Evidence for the removal of Dean Henderson'. Below the title, it says 'Not at the end of 16 to 19 study'. There is a section for 'Upload files' with a table showing one file: 'Evidence.pdf' (14.98 Kb, pdf type). Below the table, there is a red 'Add file' button. At the bottom, there is a text area for 'Additional comments (optional)' with the text 'Test' and a character count 'You have 496 characters remaining'. A red 'Save and continue' button is at the bottom.

File name	Size	Type	Action
Evidence.pdf	14.98 Kb	pdf	Delete file

Step 6 – You will see a summary of the student 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.

< Back

[Sign out](#)

Summary of amendment for Dean Henderson

Is the student to be included or removed?

Remove

Under which category do you wish to remove Dean Henderson?

Not at end of 16 to 19 study

Additional comments (optional)

Test

Summary of uploaded documents

File name	Size	Type
Evidence.pdf	14.98 Kb	pdf

Continue

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

Submitting your college's 'full return summary'

On screen you will be shown a list of all the student amendment requests your college has requested so far.

More than one user can request amendments to your college's data. Requests can be made over different days, individual amendment requests can be edited, information or evidence can be amended throughout the two-week checking exercise period. However, **by 5pm on Friday 16 October 2026, one user** must submit your college's 'full return summary'.

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

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

Step 1: Click 'Save and 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](#)

16 to 19 Autumn Checking Exercise

Important

You must read the 2026 16 to 19 Autumn checking exercise guidance which is available on the [CYPMD Help Centre \(opens in new window\)](#) before you submit student amendment requests. If your request does not meet the removal criteria, it will not be accepted.

You can use this service to:

- check that we have listed the correct students and their results at the end of 16 to 19 study
- check your school or college's summary performance data
- complete all student amendment requests
- submit your school or college's full return summary

Deadline for requesting amendments

Submit all requests by 5pm on Friday 16th October 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 revised performance measures.

Name	Status	Edit	Delete
Jarrod Bowen	READY TO SUBMIT	Edit	Delete
Dean Henderson	READY TO SUBMIT	Edit	Delete

[Raise a new request](#)

[Save and continue](#)

Step 2: You will see a summary of the student amendments your college has made. Click 'Save and continue' to proceed.

**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 England World Cup 2026 Academy (URN: 1966)

Request summary for Jarrod Bowen

Is the student to be included or removed?

Include

Additional comments (optional)

Test

Summary of uploaded documents

File name	Size	Type
Evidence.pdf	14.98 Kb	pdf

Request summary for Dean Henderson

Is the student to be included or removed?

Remove

Under which category do you wish to remove Dean Henderson?

Not at end of 16 to 19 study

Additional comments (optional)

Test

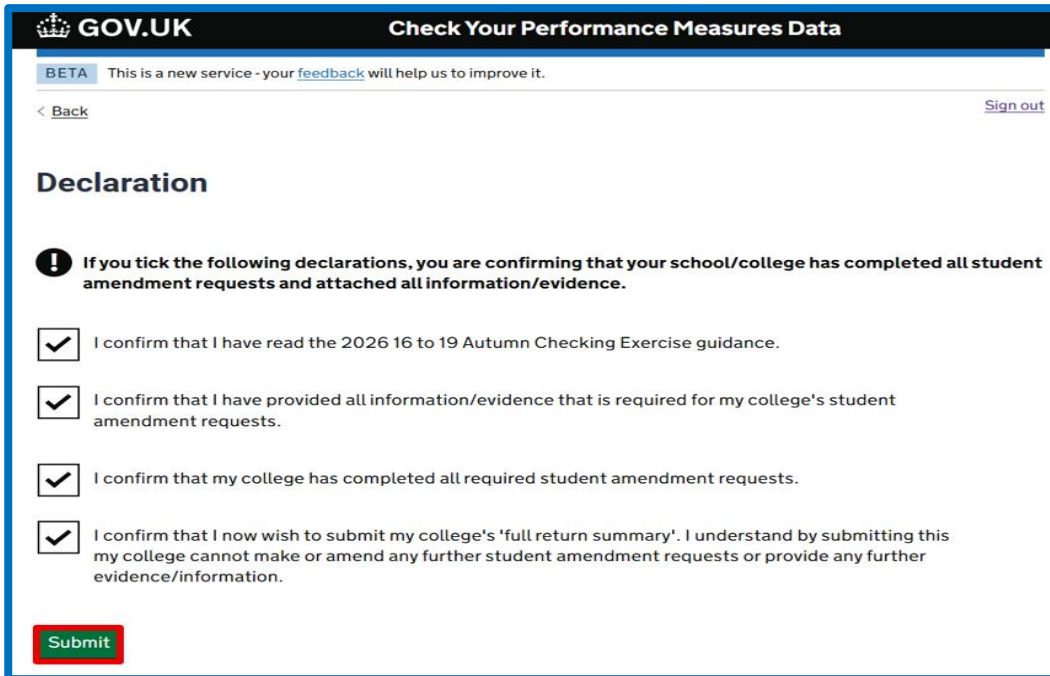
Summary of uploaded documents

File name	Size	Type
Evidence.pdf	14.98 Kb	pdf

Save and continue

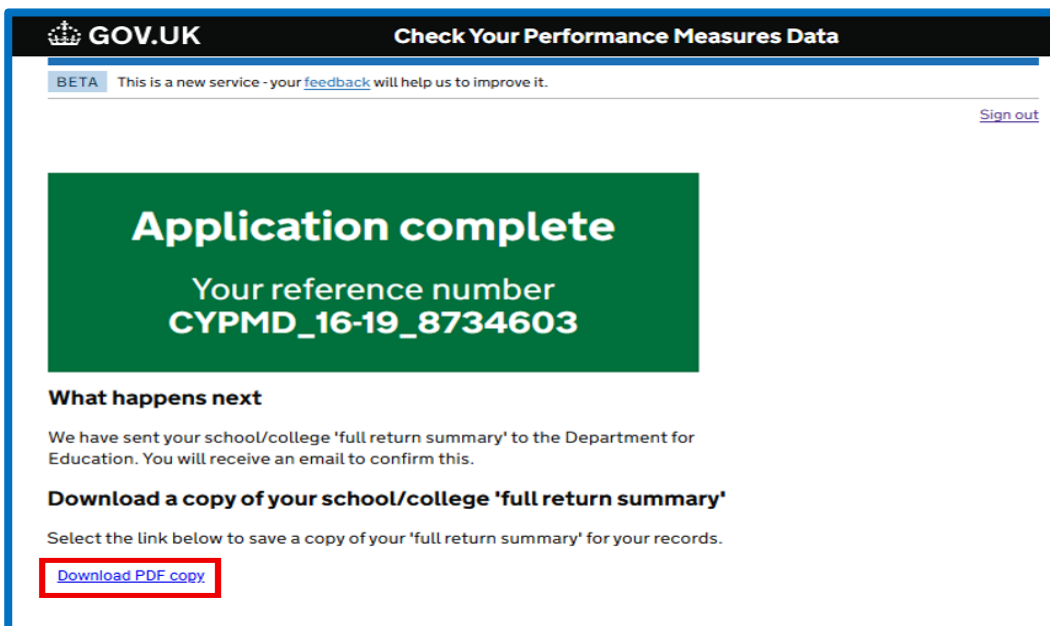
Step 3: Please read the 'Declaration' section carefully, you will need to tick **all** of the 'declaration' boxes to proceed. Please remember that once your college's 'full return summary' is submitted **your college cannot** request any further student amendments, **no exceptions can be made**.

Once you are sure you wish to proceed, click 'Submit'.



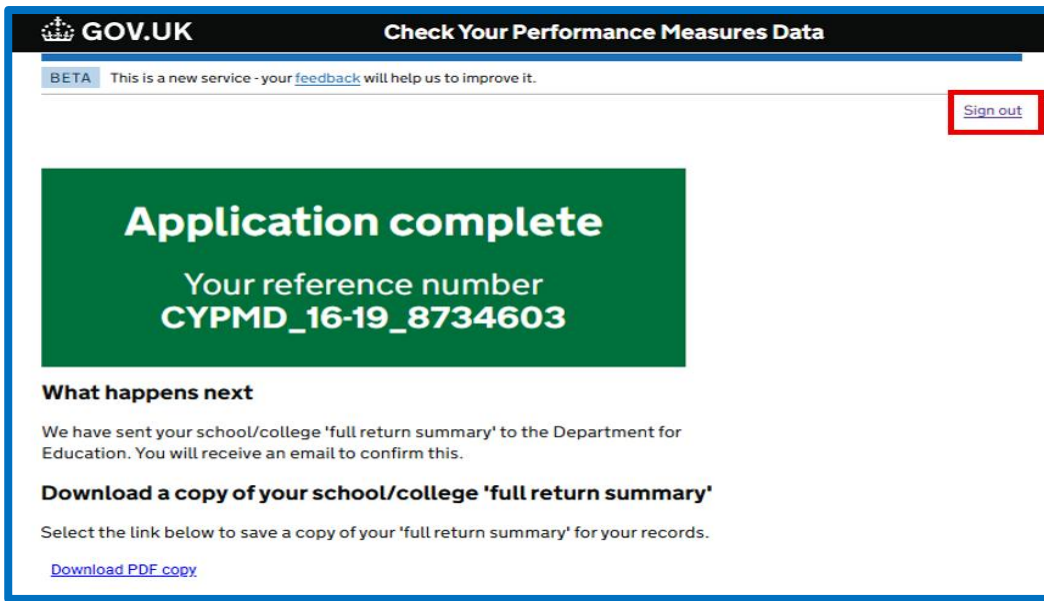
The screenshot shows the 'Check Your Performance Measures Data' page on the GOV.UK website. At the top, there is a 'BETA' label and a message: 'This is a new service - your [feedback](#) will help us to improve it.' Below this, there is a '< Back' link and a 'Sign out' link. The main heading is 'Declaration'. Below the heading, there is an information icon and a paragraph: 'If you tick the following declarations, you are confirming that your school/college has completed all student amendment requests and attached all information/evidence.' There are four declaration boxes, each with a checked checkbox and a statement: 1. 'I confirm that I have read the 2026 16 to 19 Autumn Checking Exercise guidance.' 2. 'I confirm that I have provided all information/evidence that is required for my college's student amendment requests.' 3. 'I confirm that my college has completed all required student amendment requests.' 4. 'I confirm that I now wish to submit my college's 'full return summary'. I understand by submitting this my college cannot make or amend any further student amendment requests or provide any further evidence/information.' At the bottom left, there is a red 'Submit' button.

Step 4: You have now completed all of your college's student amendment requests and submitted your college's 'full return summary'. You should download a copy of your college's 'full return summary' for your records.

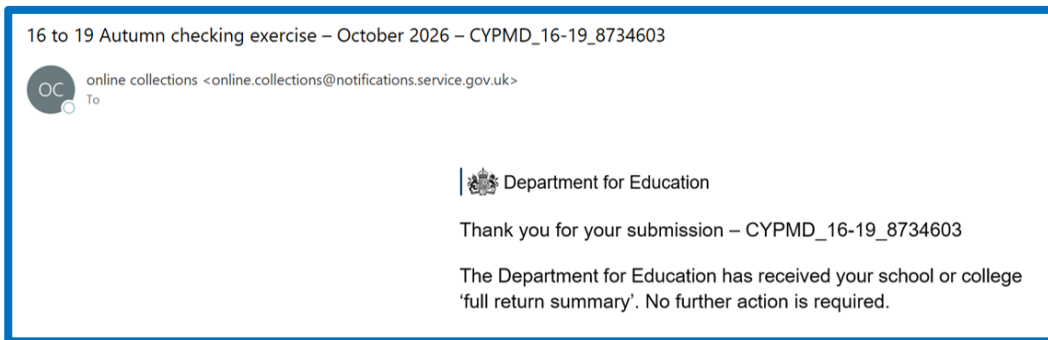


The screenshot shows the 'Check Your Performance Measures Data' page on the GOV.UK website. At the top, there is a 'BETA' label and a message: 'This is a new service - your [feedback](#) will help us to improve it.' Below this, there is a '< Back' link and a 'Sign out' link. The main heading is 'Application complete'. Below the heading, there is a green box with the text: 'Your reference number CYPMD_16-19_8734603'. Below the green box, there is a section titled 'What happens next' with the text: 'We have sent your school/college 'full return summary' to the Department for Education. You will receive an email to confirm this.' Below this, there is a section titled 'Download a copy of your school/college 'full return summary'' with the text: 'Select the link below to save a copy of your 'full return summary' for your records.' At the bottom left, there is a red 'Download PDF copy' button.

Step 5: You can now 'Sign out' of the CYPMD portal.



Step 6: Once you have submitted your college'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 college'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](#).

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

Additional guidance

The [2026 16 to 19 Autumn Checking Exercise Guidance](#) can be found on the [CYPMD Help Centre](#).

[2026 Autumn Results Enquiries Guidance](#) is available on the [CYPMD Help Centre](#).

Further information on how 16 to 19 performance measures are calculated can be found here: [16 to 19 accountability headline measures: technical guide](#).

© Crown copyright 2026

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

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

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: [000-000-000]



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk