



Department
for Education

Check Your Performance Measures Data (CYPMD)

2026 Key Stage 4 (KS4) Autumn checking exercise 'How to Guidance'

**A guide for all users of the KS4 Autumn
checking exercise**

September 2026

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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, special schools, independent schools and FE colleges with 14 to 16 provision understand how to request pupil amendments during the KS4 Autumn checking exercise.

In this guidance:

- where we use the term 'school', we mean any establishment that is eligible to engage with the 2026 key stage 4 (KS4) Autumn checking exercise
- where we say 'pupil', we recognise that FE colleges with 14 to 16 provision refer to their learners as students
- where we use the term 'this checking exercise', we mean the 2026 KS4 Autumn Checking Exercise

Expiry or review date

This guidance will next be reviewed ahead of the 2027 KS4 Autumn checking exercise.

Introduction

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

- familiarise yourself with the [2026 KS4 Autumn Checking Exercise Guidance](#) which is available on the [CYPMD Help Centre](#)
- from Monday 5 October 2026, download your school's CSV files from the [KS4 Checking Exercise Portal](#) to check that we have listed the correct pupils and their results at the end of KS4. The [2026 KS4 Autumn CSV Guidance](#) documents will help you interpret your school's performance measures data
 - you are advised to access the [KS4 Checking Exercise Portal](#) on '**day one**' of **this checking exercise**. Evidence shows us that many schools wait until the last few days of a checking exercise to do this. If you need to contact the CYPMD Helpline about your pupil 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 [KS4 Checking Exercise Portal](#) before **5:00pm on Friday 16 October 2026**
- **sign out** of the [KS4 Checking Exercise Portal](#) if your school **does not** need to request any pupil amendments, you **do not** need to take any further action or submit any confirmation
- if **you do** need to request amendments to your school's pupil data, please complete all pupil amendments in the [KS4 Checking Exercise Portal](#)
- when **all** pupil amendments for your school have been made, submit your school's 'full return summary'

This guidance **does not** describe the pupil amendment categories or the information or evidence that you will need to provide when requesting amendments to your pupil data. You should read the [2026 KS4 Autumn 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 pupil amendments
- you have the mandatory information/evidence (when required) for a pupil amendment request

Pupil amendment requests raised during the KS4 Autumn checking exercise will not be reflected in the provisional publication data.

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

Pupil amendments

Pupil Additions

If you have a year 11 pupil that is not listed in either of your school's pupil CSV files, you will need to complete a pupil add request during this checking exercise in the [KS4 Checking Exercise Portal](#).

Important – before requesting the addition of a pupil, you should check your school's pupil CSV files to ensure that the pupil you wish to add is **not listed** in either of your school's CSV files.

Pupil Inclusions

If, when checking your school'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 in the [KS4 Checking Exercise Portal](#).

Pupil Removals

You can only request pupil amendments if the situation fits into one of the categories described below:

- merge pupils
- pupil not on June list

All other pupil removal requests should have been made during the 2026 KS4 June checking exercise.

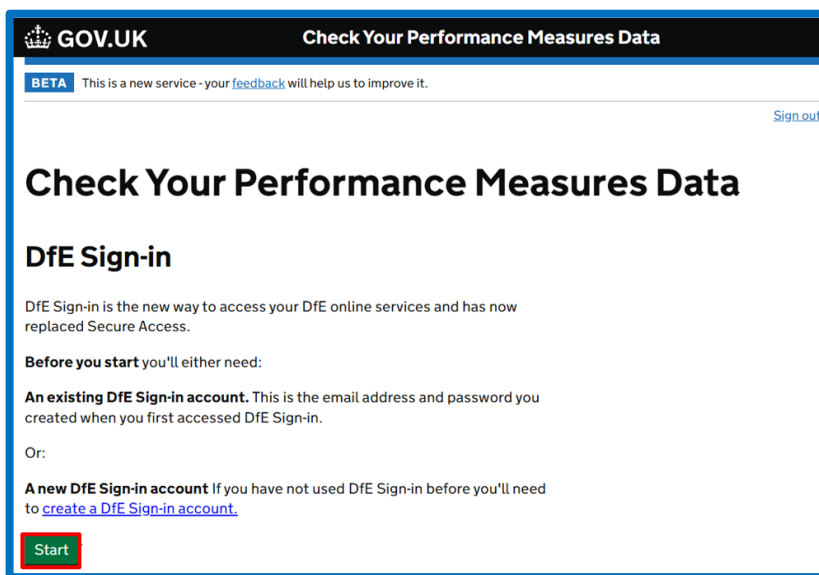
Accessing the KS4 checking exercise portal

This checking exercise will open on **Monday 5 October 2026** here: [KS4 Checking Exercise Portal](#). We will notify schools 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.

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.



GOV.UK Check Your Performance Measures Data

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Check Your Performance Measures Data

DfE Sign-in

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:

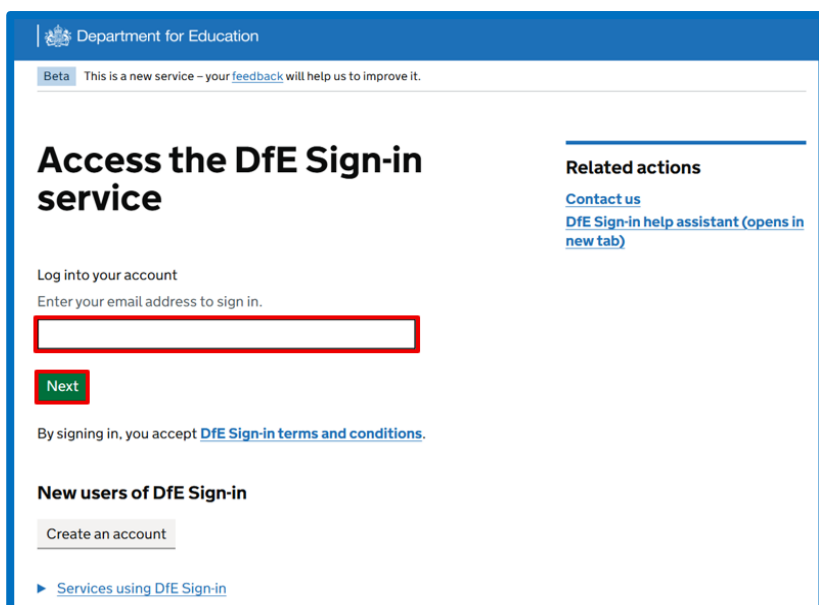
An existing DfE Sign-in account. This is the email address and password you created when you first accessed DfE Sign-in.

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](#).

Start

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



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Access the DfE Sign-in service

Related actions

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

Log into your account

Enter your email address to sign in.

Next

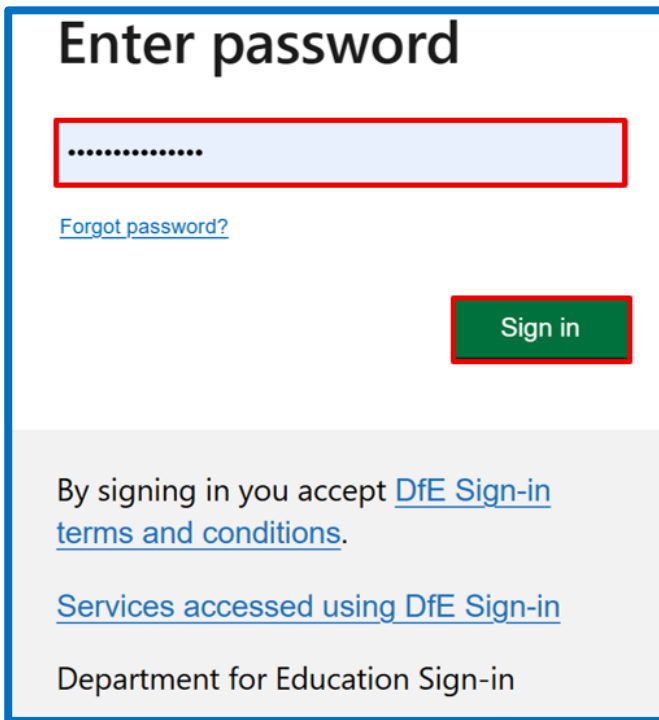
By signing in, you accept [DfE Sign-in terms and conditions](#).

New users of DfE Sign-in

[Create an account](#)

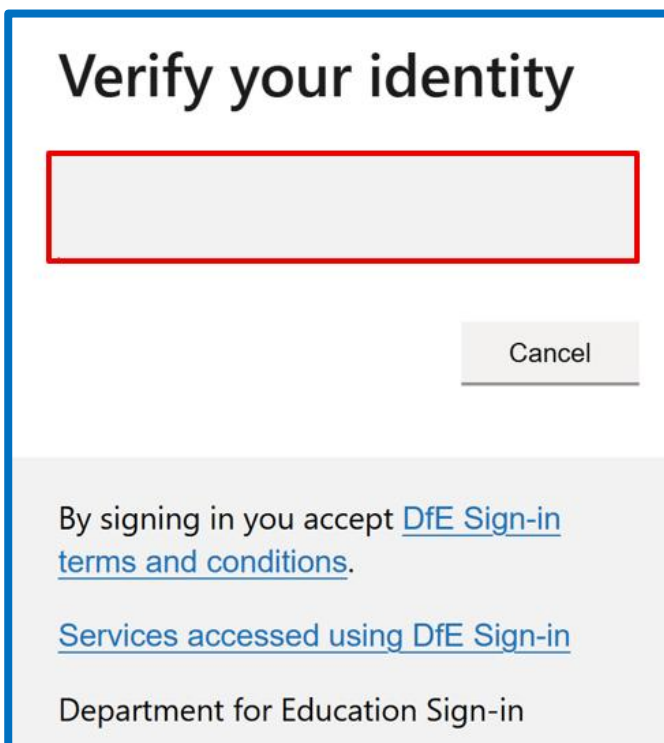
[Services using DfE Sign-in](#)

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. Below these elements is a light gray section containing the text "By signing in you accept [DfE Sign-in terms and conditions.](#)", another blue hyperlink "Services accessed using DfE Sign-in", and the text "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". It features a large, empty rectangular box with a light gray background and a red border, intended for a user to click. Below this box is a gray button labeled "Cancel". The bottom section of the form, on a light gray background, includes the text "By signing in you accept [DfE Sign-in terms and conditions.](#)", a blue hyperlink "Services accessed using DfE Sign-in", and the text "Department for Education Sign-in".

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

DfE Sign-in terms and conditions. [Services accessed using DfE Sign-in](#) Department for Education Sign-in'."/>

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 school, you will need to select the school whose data you wish to check and click 'Continue'.

GOV.UK **DfE Sign-In**

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[< 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

Actions

[Request access to an organisation](#)

Continue

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

**Check Your Performance Measures Data**

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[Sign out](#)

Your details

Establishment name	England World Cup 2026 Academy
Establishment LAESTAB	123/1966
Establishment URN	1966
Key Stage	KS4

Continue

How to check your school's data

Step 1: On this page you can access your school's pupil data by downloading CSV file/s.

If there is no data to share with your school there will be no CSV file links displayed on the [KS4 Checking Exercise Portal](#). For example, if your school has no 'non-included' pupils, you will only see one CSV file link for the pupils 'included' CSV file.

Please refer to the [2026 KS4 Autumn CSV Guidance](#) documents to help you interpret your pupil and results CSV files.

If you find any issues with your pupil 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 within the [KS4 Checking Exercise Portal](#).

GOV.UK Check Your Performance Measures Data

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

Your pupil details

Important

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

Download your pupil details

[\[England World Cup 2026 Academy, pupil included file\] \(CSV\)](#)

[\[England World Cup 2026 Academy, pupil non-included file\] \(CSV\)](#)

[\[England World Cup 2026 Academy, results included file\] \(CSV\)](#)

[\[England World Cup 2026 Academy, results non-included file\] \(CSV\)](#)

[\[England World Cup 2026 Academy, June decisions\] \(CSV\)](#)

Download your school summary details

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

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

- ▶ [Pupils included in the calculation of key stage 4 data](#)
- ▶ [If a pupil is missing from your list](#)

[Continue](#)

Once you have checked your school's pupil list, if your school does not need to request any pupil amendments, you do not need to take any further action and can sign out of the [KS4 Checking Exercise Portal](#).

GOV.UK Check Your Performance Measures Data

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[Sign out](#)

[Back](#)

Your pupil details

Important

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

Download your pupil details

[\[England World Cup 2026 Academy, pupil included file\] \(CSV\)](#)

[\[England World Cup 2026 Academy, pupil non-included file\] \(CSV\)](#)

[\[England World Cup 2026 Academy, results included file\] \(CSV\)](#)

[\[England World Cup 2026 Academy, results non-included file\] \(CSV\)](#)

[\[England World Cup 2026 Academy, June decisions\] \(CSV\)](#)

Download your school summary details

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

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

- [Pupils included in the calculation of key stage 4 data](#)
- [If a pupil is missing from your list](#)

Continue

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

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

If you think a pupil's results are missing or incorrect, please refer to the [2026 Autumn Results Enquiries Guidance](#) which is available on the [CYPMD Help Centre](#).

Any results enquiries raised from Monday 5 October 2026 will not change KS4 provisional performance measures data that will be published on 15 October 2026.

Requesting the addition of a pupil

Step 1: If after checking your 'pupil included' and pupil 'non-included' CSV files, the pupil is **not** visible in your data, and you would like them included in the calculation of performance measures data this year, you can request to add the pupil, click on 'Raise a new request'.

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Key Stage 4 Autumn Checking Exercise

Important

You must read the 2026 KS4 Autumn checking exercise guidance which is available on the [CYPMD Help Centre \(opens in new window\)](#) before you submit pupil amendment requests. 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 and their results at the end of KS4 study
- check your school or college's summary performance data
- complete all pupil amendment requests
- submit your school or college's full return summary

Deadline for requesting amendments

Submit all requests by 5pm on Friday 16th October 2026.

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 'Add' and then click 'Save and continue'.

GOV.UK Check Your Performance Measures Data

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

Pupil request type details

Is the pupil to be added, included or removed?

☒ Add

☐ Include

☐ Remove

[Save and continue](#)

Step 3: Please provide details about the pupil you wish to add, and the reason for the pupil addition. To note, all information is mandatory, except the UPN. Once you have provided the information, click 'Save and continue'.

**Check Your Performance Measures Data**

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Add pupil

Enter the details of the pupil to be added

Forename

You have 69 characters remaining

Surname

You have 65 characters remaining

Date of birth

Day Month Year

Sex

Unique Pupil Number (UPN)

Admission date

Day Month Year

Special Educational Need (SEN)

☐ SEN Support (K)

☐ Education, Health and Care Plan (E)

☒ No recorded SEN (N)

Year group

Additional comments

Please provide the reason why this pupil should be added

You have 496 characters remaining

Save and continue

Step 4: You will see a summary of the pupil addition request you have just made. Click 'Continue' to proceed.

**Check Your Performance Measures Data**

BETA

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

Summary of amendment for A Pupil

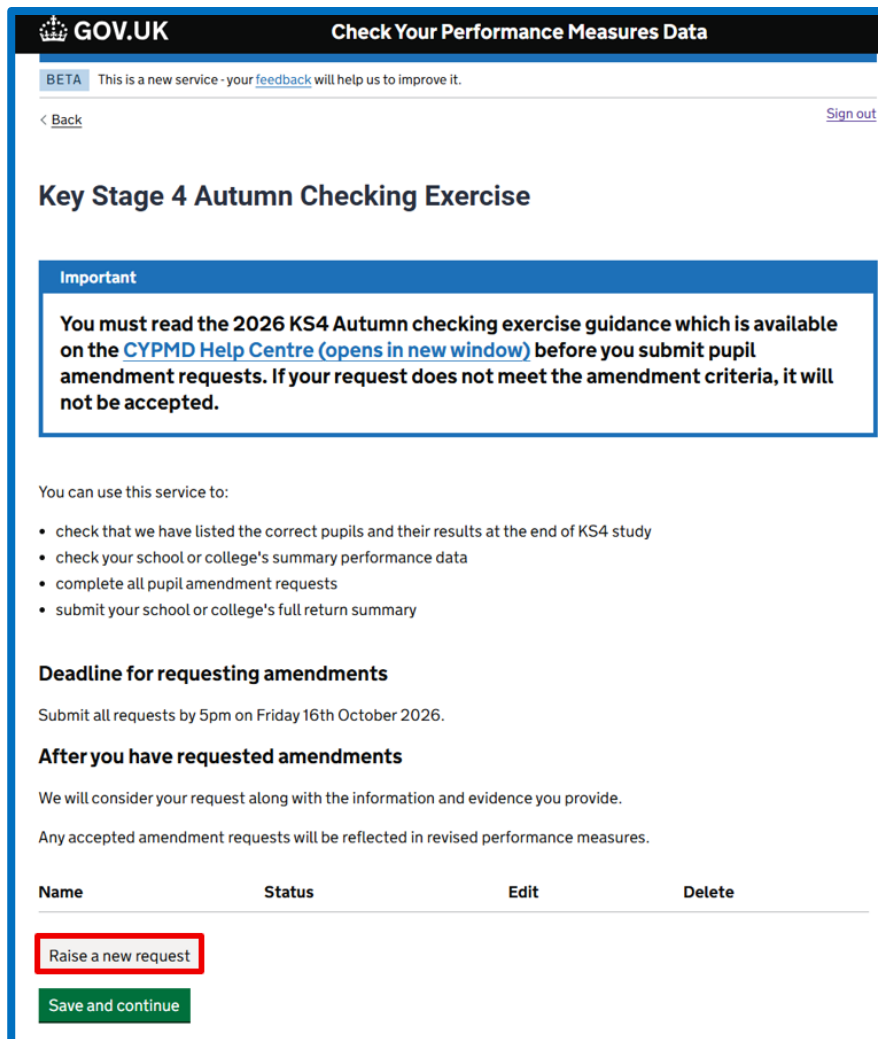
Is the pupil to be added, included or removed?	Add
Forename	A
Surname	Pupil
Date of birth	07/02/2010
Sex	Unknown
Unique Pupil Number (UPN)	Y123456789
Admission date	08/02/2026
Special Educational Need (SEN)	N
Year group	Year 11
Additional comments	

Continue

Repeat steps 1 to 4 if you need to make further pupil addition requests.

Requesting the inclusion of a pupil

Step 1: If after checking your school's 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](#) [Sign out](#)

Key Stage 4 Autumn Checking Exercise

Important

You must read the 2026 KS4 Autumn checking exercise guidance which is available on the [CYPMD Help Centre \(opens in new window\)](#) before you submit pupil amendment requests. 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 and their results at the end of KS4 study
- check your school or college's summary performance data
- complete all pupil amendment requests
- submit your school or college's full return summary

Deadline for requesting amendments

Submit all requests by 5pm on Friday 16th October 2026.

After you have requested amendments

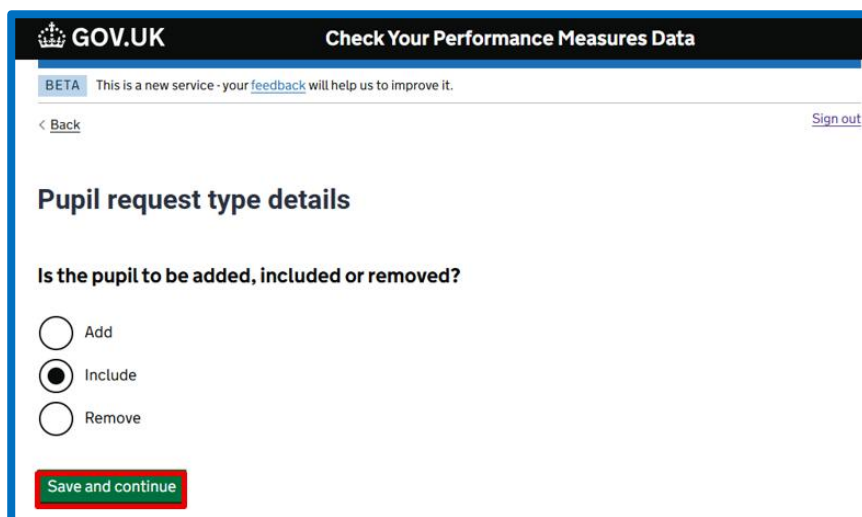
We will consider your request along with the information and evidence you provide.

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

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

Pupil request type details

Is the pupil to be added, included or removed?

☐ Add
 ☒ Include
 ☐ Remove

[Save and continue](#)

Step 3: You will see the list of pupils that are '**not included**' in your school's 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 'Save and continue' to proceed.

**Check Your Performance Measures Data**

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

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.

- ☐ Branthwaite Jarrad (CYPMD ID: 10000022, UPN: 1234561000022, DOB: 02/11/2010)
- ☐ Gallagher Conor (CYPMD ID: 10000020, UPN: 1234561000020, DOB: 02/10/2010)
- ☐ Konsa Ezri (CYPMD ID: 10000019, UPN: 1234561000019, DOB: 01/10/2010)
- ☒ Palmer Cole (CYPMD ID: 10000021, UPN: 1234561000021, DOB: 01/11/2010)
- ☐ Toney Ivan (CYPMD ID: 10000023, UPN: 1234561000023, DOB: 01/12/2010)
- ☐ Watkins Ollie (CYPMD ID: 10000018, UPN: 1234561000018, DOB: 02/09/2010)

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

Save and continue

Step 4: You can upload optional information/evidence to support the pupil 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 pupil 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**

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

Evidence for the inclusion of Cole Palmer

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
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 pupil 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 Cole Palmer

Is the pupil to be added, included or removed?

Include

Summary of uploaded documents

File name	Size	Type
REJECT evidence.pdf	15.1 Kb	pdf

Continue

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

Requesting the removal of a pupil

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

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

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

Check Your Performance Measures Data

BETA

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

Key Stage 4 Autumn Checking Exercise

Important

You must read the 2026 KS4 Autumn checking exercise guidance which is available on the [CYPMD Help Centre \(opens in new window\)](#) before you submit pupil amendment requests. 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 and their results at the end of KS4 study
- check your school or college's summary performance data
- complete all pupil amendment requests
- submit your school or college's full return summary

Deadline for requesting amendments

Submit all requests by 5pm on Friday 16th October 2026.

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
Cole Palmer	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

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

Pupil request type details

Is the pupil to be added, included or removed?

☐ Add
☐ Include
☒ Remove

Save and continue

Step 3: Here you will find the list of your school's pupils. You can search for a pupil by typing the name of the pupil, CYPMD ID, unique pupil number or date of birth.

Once you have identified the pupil you wish to request to remove, click on the radio button next to the pupil's name. Click 'Save and continue' to proceed.

GOV.UK Check Your Performance Measures Data

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

Amendment requests

What is the name of the pupil to be removed?

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 remove, click on the radio button next to the pupil's name. Click 'Continue' to proceed.

☐ Bellingham Jude (CYPMD ID: 10000011, UPN: 1234561000011, DOB: 01/06/2010)
☐ Bowen Jarrod (CYPMD ID: 10000013, UPN: 1234561000013, DOB: 01/07/2010)
☐ Foden Phil (CYPMD ID: 10000012, UPN: 1234561000012, DOB: 02/06/2010)
☐ Grealish Jack (CYPMD ID: 10000015, UPN: 1234561000015, DOB: 01/08/2010)
☐ Henderson Dean (CYPMD ID: 10000002, UPN: 1234561000002, DOB: 02/01/2010)
☐ Kane Harry (CYPMD ID: 10000017, UPN: 1234561000017, DOB: 01/09/2010)
☐ Kieran Trippier (CYPMD ID: 10000004, UPN: 1234561000004, DOB: 02/02/2010)
☒ Maguire Harry (CYPMD ID: 10000006, UPN: 1234561000006, DOB: 02/03/2010)
☐ Mainoo Kobbie (CYPMD ID: 10000009, UPN: 1234561000009, DOB: 01/05/2010)
☐ Pickford Jordan (CYPMD ID: 10000001, UPN: 1234561000001, DOB: 01/01/2010)
☐ Ramsdale Aaron (CYPMD ID: 10000003, UPN: 1234561000003, DOB: 01/02/2010)
☐ Rice Declan (CYPMD ID: 10000010, UPN: 1234561000010, DOB: 02/05/2010)
☐ Saka Bukayo (CYPMD ID: 10000016, UPN: 1234561000016, DOB: 02/08/2010)
☐ Shaw Luke (CYPMD ID: 10000008, UPN: 1234561000008, DOB: 02/04/2010)
☐ Stones John (CYPMD ID: 10000007, UPN: 1234561000007, DOB: 01/04/2010)

[< Previous](#) **1** [2](#) [Next](#) →

Save and continue

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

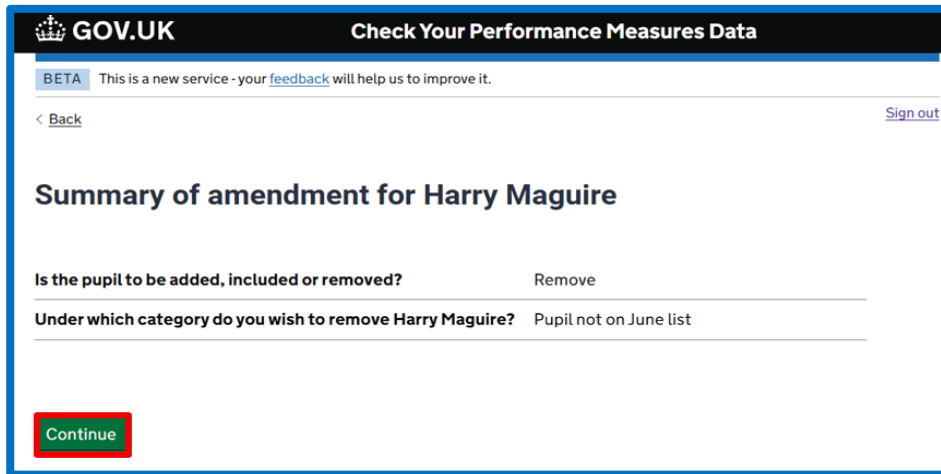
The screenshot shows the 'Reason for removing Harry Maguire' form. At the top, it says 'GOV.UK' and 'Check Your Performance Measures Data'. Below this is a 'BETA' banner with the text 'This is a new service - your feedback will help us to improve it.' There are links for '< Back' and 'Sign out'. The main heading is 'Reason for removing Harry Maguire'. Below this is the question 'Under which category do you wish to remove Harry Maguire?'. There are two radio button options: 'Merge pupils' and 'Pupil not on June list'. The 'Pupil not on June list' option is selected. 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 pupil removal, however, we will check your request against your school's June pupil list.

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 Harry Maguire' form. At the top, it says 'GOV.UK' and 'Check Your Performance Measures Data'. Below this is a 'BETA' banner with the text 'This is a new service - your feedback will help us to improve it.' There are links for '< Back' and 'Sign out'. The main heading is 'Evidence for the removal of Harry Maguire'. Below this is the sub-heading 'Pupil not on June list'. There is a section for 'Please provide any evidence you wish to include with this request (optional)' with a note that all evidence must meet the criteria specified in the Autumn checking exercise guidance. Below this is an 'Upload files' section with a note that supporting information/evidence must be submitted in PDF format. There is a table with columns for 'File name', 'Size', 'Type', and 'Action'. The table contains one row with 'Evidence.pdf', '14.98 Kb', 'pdf', and a 'Delete file' button. Below the table is an 'Add file' button. Below this is a note '1 file selected, 5 files remaining'. There is an 'Additional comments (optional)' section with a text area containing the word 'Test'. Below the text area is a note 'You have 496 characters remaining'. At the bottom, there is a red 'Save and continue' button.

Step 6: You will see a summary of the pupil removal request you have just made. Click 'Continue' to proceed.



The screenshot shows the GOV.UK 'Check Your Performance Measures Data' page. At the top, there is a header with the GOV.UK logo and the title 'Check Your Performance Measures Data'. Below the header, there is a 'BETA' label and a message: 'This is a new service - your [feedback](#) will help us to improve it.' On the left, there is a '< Back' link, and on the right, there is a 'Sign out' link. The main heading is 'Summary of amendment for Harry Maguire'. Below this, there are two rows of information: 'Is the pupil to be added, included or removed?' with the value 'Remove', and 'Under which category do you wish to remove Harry Maguire?' with the value 'Pupil not on June list'. At the bottom left, there is a red 'Continue' button.

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

Submitting your school's 'full return summary'

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

More than one user can request amendments to your school'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 school's 'full return summary'.

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

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

Step 1: Click 'Save and continue' to proceed.

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Key Stage 4 Autumn Checking Exercise

Important

You must read the 2026 KS4 Autumn checking exercise guidance which is available on the [CYPMD Help Centre \(opens in new window\)](#) before you submit pupil amendment requests. 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 and their results at the end of KS4 study
- check your school or college's summary performance data
- complete all pupil amendment requests
- submit your school or college's full return summary

Deadline for requesting amendments

Submit all requests by 5pm on Friday 16th October 2026.

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
Cole Palmer	READY TO SUBMIT	Edit	Delete
Harry Maguire	READY TO SUBMIT	Edit	Delete
A Pupil	READY TO SUBMIT	Edit	Delete

[Raise a new request](#)

[Save and continue](#)

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


Check Your Performance Measures Data

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Full return summary for England World Cup 2026 Academy (URN: 1966)

Request summary for Cole Palmer

Is the pupil to be added, included or removed?

Summary of uploaded documents

File name	Size	Type
evidence.pdf	15.1 Kb	pdf

Request summary for Harry Maguire

Is the pupil to be added, included or removed?

Under which category do you wish to remove Harry Maguire?

Request summary for A Pupil

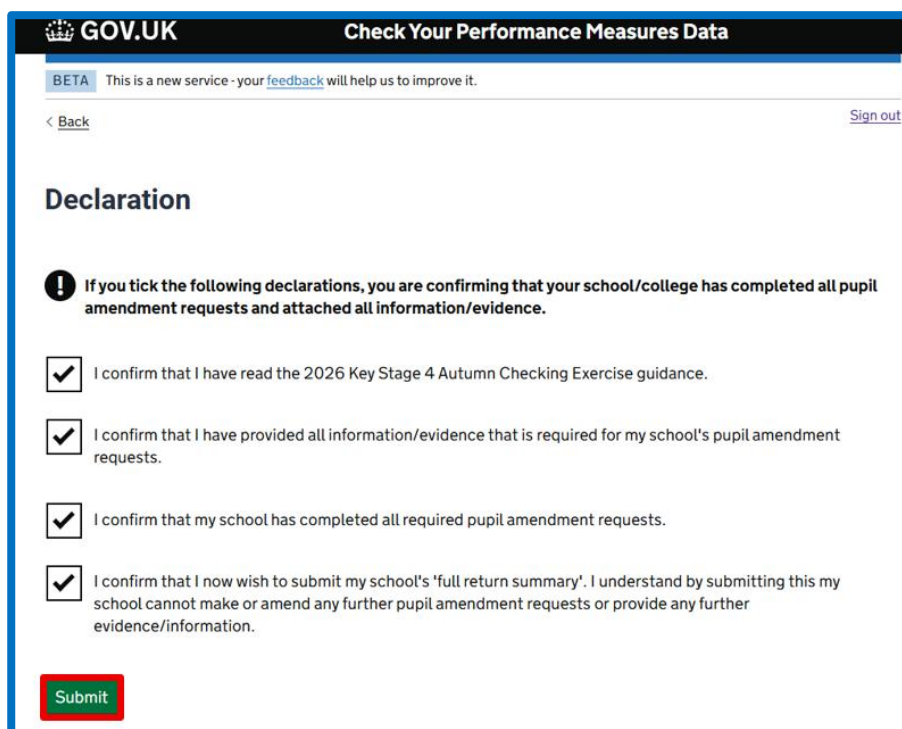
Is the pupil to be added, included or removed?

Forename	A
Surname	Pupil
Date of birth	07/02/2010
Sex	Unknown
Unique Pupil Number (UPN)	Y123456789
Admission date	08/02/2026
Special Educational Need (SEN)	N
Year group	11
Additional comments	Test

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 school's 'full return summary' is submitted **your school cannot** request any further pupil amendments, **no exceptions can be made**.

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



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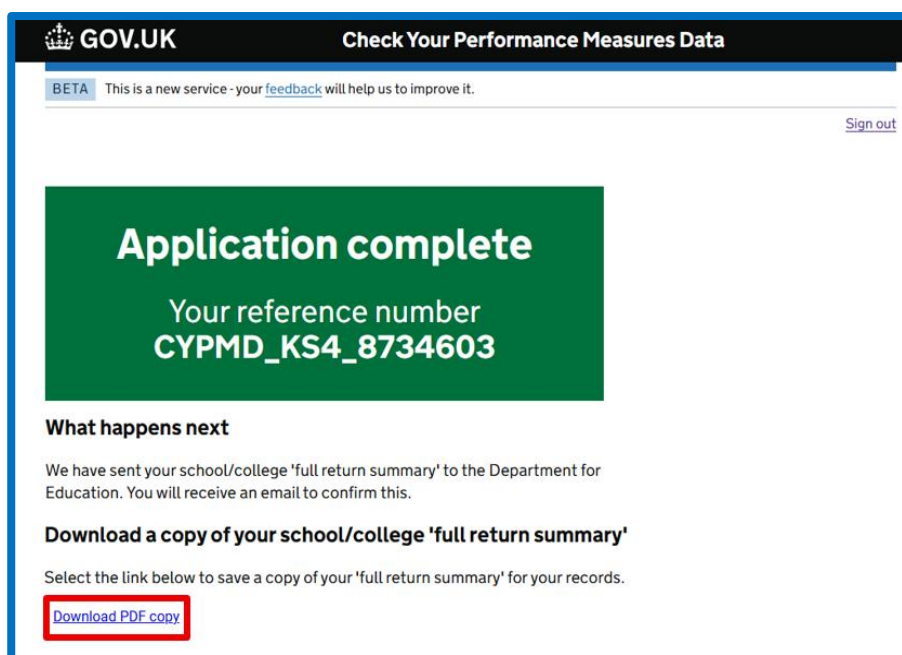
Declaration

! If you tick the following declarations, you are confirming that your school/college has completed all pupil amendment requests and attached all information/evidence.

- ☒ I confirm that I have read the 2026 Key Stage 4 Autumn Checking Exercise guidance.
- ☒ I confirm that I have provided all information/evidence that is required for my school's pupil amendment requests.
- ☒ I confirm that my school has completed all required pupil amendment requests.
- ☒ I confirm that I now wish to submit my school's 'full return summary'. I understand by submitting this my school cannot make or amend any further pupil amendment requests or provide any further evidence/information.

Submit

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



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[Sign out](#)

Application complete

Your reference number
CYPMD_KS4_8734603

What happens next

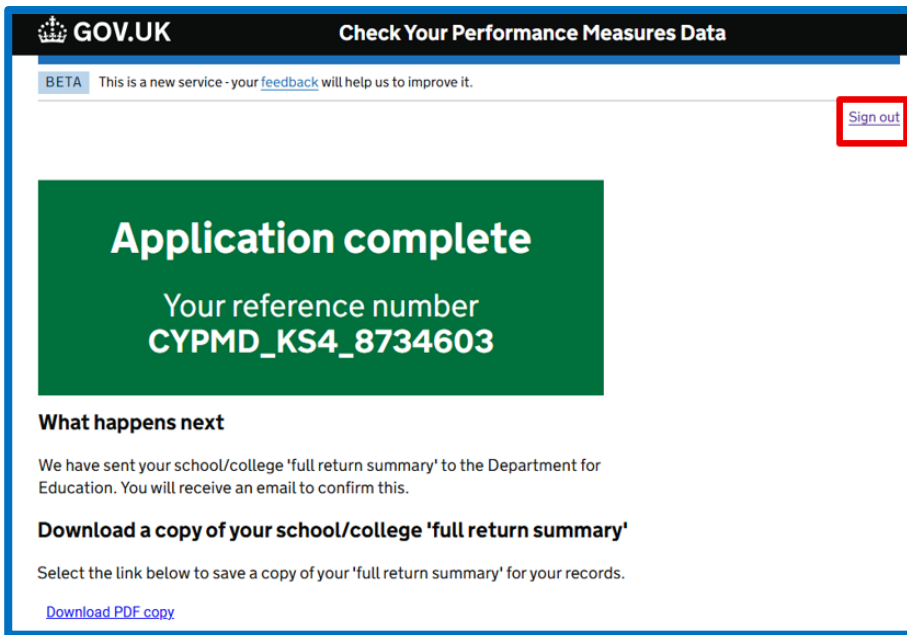
We have sent your school/college 'full return summary' to the Department for Education. You will receive an email to confirm this.

Download a copy of your school/college 'full return summary'

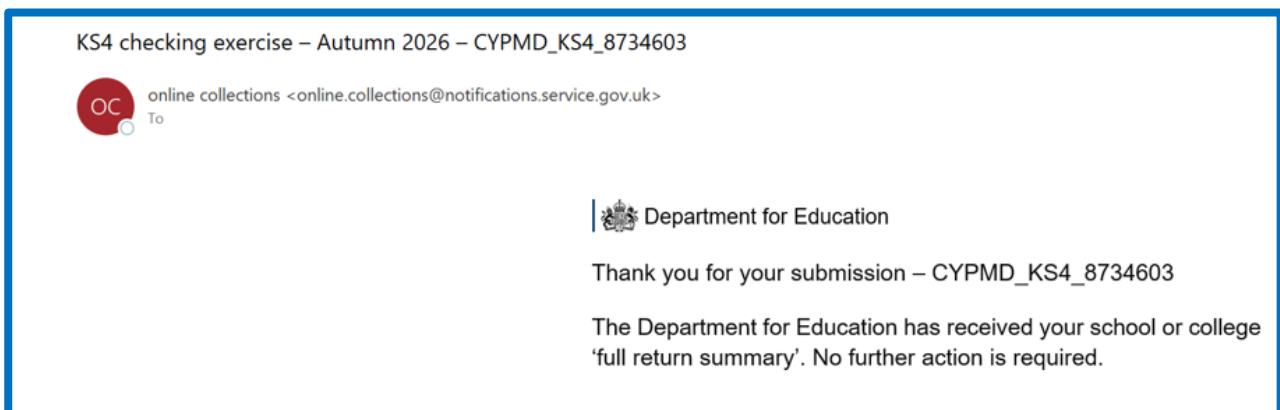
Select the link below to save a copy of your 'full return summary' for your records.

[Download PDF copy](#)

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



Step 6: 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](#).

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 KS4 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 guidance about secondary performance measures and accountability arrangements can be found here: [Secondary accountability measures](#).

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