![Department for Education logo]

Dear Colleague

FOR INFORMATION ONLY: 2023 Key Stage 4 June Checking Exercise

Please see below the information we have sent to schools and colleges within your area regarding the 2023 Key Stage 4 June Checking Exercise.

Action required by 5:00pm 23 June 2023:

Schools and colleges should log in to the Key Stage 4 (KS4) June checking exercise website to check that we have attributed the correct pupils to your school or college for the purposes of calculating 2023 school and college performance measures.

The June checking exercise will be the only opportunity for all state funded schools, registered independent schools and FE colleges with 14 to 16 provision to check that we have attributed the correct pupils to your school or college to calculate performance measures.

You can also submit the following amendment requests, if necessary:

- Add or include pupils
- Remove pupils who are no longer on roll
- Remove pupils that meet certain criteria (even if they remain on roll)
- Limited characteristics amendments
- Key stage 2 results amendments.

We will reflect all accepted June pupil amendments in the provisional performance publication in October 2023.

You can access the secure checking exercise website between **9:30am on Monday 12 June and 5:00pm on Friday 23 June 2023.** You will be able to download guidance on how to check that we have attributed the correct pupils to your school or college and how to submit amendment requests, if necessary.

To help schools and colleges submit appropriate amendment requests during the KS4 June checking exercise we have produced a document which summarises the requests submitted during the 2022 KS4 June checking exercise, alongside common reasons why we were unable to accept some amendment requests.

To increase the likelihood of amendment requests being accepted we strongly suggest you read both the '2023 KS4 June Checking Exercise Guidance' document and the '2022 KS4 June Checking Exercise Requests Summary' document before you make any amendment requests. Both documents can be found on the Guidance/Documents page of the KS4 June checking exercise website.

You must submit all amendment requests and upload any supporting information/evidence by **5:00pm on Friday 23 June 2023.**

Checking school or college details:

We take establishment information, such as the headteacher/principal and the school or college address for the performance measures from Get Information about Schools (GIAS): Get Information about Schools - GOV.UK (get-information-schools.service.gov.uk)

It is important that you check your school or college's information, including your DfE number, in GIAS. Failure to do so may result in incorrect information being published about your school or college.

Website details:

To access the checking exercise, please go to: DfE School and College Tables Information (education.gov.uk)

Select **'2023 KS4 June Checking Exercise'** and log in with your username and password.

- If you have forgotten your username, please use the 'Forgotten Username' link on the website

- If you have forgotten your password, or it has expired, please use the 'Forgotten Password' link on the website.

If you request a username/password reset, you should receive an email automatically. Due to spam filtering, please check your junk/clutter folder if the username/password reset has not arrived within 5 minutes.

If you need further help logging in, please follow the appropriate instructions on the checking exercise website. You can access these instructions using the links at the bottom of the '**2023 KS4 June Checking Exercise'** login page.

Requesting a Headteacher/Principal Account:

It is important that the headteacher/principal has a Headteacher/Principal Account to check the current usernames and accounts held for the school or college.

User Accounts can only be created and deleted by the headteacher/principal.

Please review and, if necessary, update your details on Get Information about Schools: Get Information about Schools - GOV.UK (get-information-schools.service.gov.uk) before requesting a Headteacher/Principal Account.

If you **do not** have a Headteacher/Principal Account, you must complete the following actions here: DfE School and College Tables Information (education.gov.uk)

- Click on the '2023 KS4 June checking exercise' link

- On the top right-hand corner of the 'Login' page click on 'Contact Us' and complete the form, selecting 'New Headteacher/Principal Account' under 'Enquiry type'.

You will then need to:

  - o Confirm your full name
  - o Confirm your school or college's DfE number
  - o Confirm you are the headteacher/principal
  - o Confirm your official headteacher/principal email address
  - o Provide a contact telephone number.

We will action your request, create a new account and email the account details to you.

If you request a new Headteacher/Principal Account, we aim to respond within 2 working days.

Once you have received your Headteacher/Principal Account details you can create and manage login accounts for your chosen staff members. You should ensure that you create adequate user accounts to complete each checking exercise.

Helpline Enquiries:

For enquiries about the KS4 June checking exercise only, please contact the schools helpline by submitting a **'Contact Us'** request at: [DfE School and College Tables Information (education.gov.uk)](education.gov.uk) or by telephone on 0845 3077867.

Yours faithfully

Department for Education