



Department
for Education

September Secondary Checking Exercise – Guidance

Departmental advice for all secondary schools, FE colleges with 14 to 16 provision and local authorities with closed schools

September 2017

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Summary

About this departmental advice

This is departmental advice from the Department for Education. This advice is non-statutory, and has been produced to help schools understand their obligations and duties in relation to the September secondary school checking exercise.

Expiry or review date

This advice will next be reviewed before September 2018.

Who is this advice for?

This guidance is for:

- school leaders, school staff and governing bodies in all secondary schools, FE colleges with 14 to 16 provision and local authorities with closed schools.

Introduction

This document sets out the procedures schools should follow to check, amend and confirm data for publication in the 2017 secondary school (key stage 4) performance tables, published in January 2018. The performance tables will report achievements of pupils who have completed their key stage 4 programme of study.

For schools and colleges with post 16 provision, instructions on how to check 16 to 18 results can be found in the separate document, '2017 16 to 18 performance tables September checking exercise instruction booklet', on the checking website documents page.

Details of any changes to the performance indicators which we intend to publish in the 2017 performance tables can be found in the 2017 annual 'Statement of Intent' at: www.gov.uk/government/publications/school-and-college-performance-tables-statements-of-intent

Date	Activity
19 September 2017	Schools and local authorities sent details of how to log into the checking website along with their user names
20 September 2017	If required, a separate letter with password sent
25 September 2017	Checking website opens at http://tableschecking.education.gov.uk
09 October 2017	Checking website closes for amendments – deadline for submission of evidence is 27 October
12 October 2017	Publish provisional key stage 4 school headline measures, state funded schools only
October 2017 – January 2018	Amendment requests considered and processed; late notified results and re-marks received from awarding organisations; recalculation of performance measures based on amended data; quality assurance of data carried out by Department for Education (DfE) before its publication
Late January 2018	'Early access' to 2017 secondary and 16 to 18 performance tables. Schools can view their tables entries 24 hours ahead of publication – we will contact you with details of how to access this information
Late January 2018	2017 secondary and 16 to 18 performance tables publication at www.compare-school-performance.service.gov.uk

Date	Activity
For 4 weeks after publication of the 2017 tables	Period of errata when schools can submit details of late notified results for later update of 2017 performance tables' entries. The errata process in January 2018 should not be used to make amendments that could have been made in the school and college checking exercise

Reforms affecting 2017

Progress 8 and Attainment 8

The government introduced Progress 8 and Attainment 8 for all state funded schools in 2016 along with other headline measures. These measures remain broadly the same for 2017; however, GCSE reforms, in 2017, 2018 and 2019 will create some changes.

Further information about Progress 8 can be found at:

www.gov.uk/government/publications/progress-8-school-performance-measure

The headline measures are:

- Progress 8
- Attainment 8
- the percentage of pupils achieving a grade 5 or above (strong pass) in English and maths
- the percentage of pupils achieving the English Baccalaureate – at a grade 5 or above (strong pass) in English and maths and a C or above in unreformed qualifications
- the percentage of pupils entering the English Baccalaureate
- the percentage of students staying in education or employment after key stage 4 (destinations)

Accountability changes in 2017

As announced in March, the headline threshold attainment measures in 2017 will use a grade 5 or above (strong pass) for reformed English and maths. This means that the threshold measures will become:

- the proportion of pupils achieving a strong pass in English and maths - grade 5 or above
- the proportion of pupils achieving the EBacc - grade 5 or above in English and maths, and grade C or above in unreformed subjects

For transparency and to help schools understand changes over time, the threshold attainment measures will also be published at grade 4 or above, as additional measures in the provisional publication in October 2017. These additional measures will be:

- the proportion of pupils achieving a standard pass in English and maths – grade 4 or above

- the proportion of pupils achieving the EBacc - grade 4 or above in English and maths, and grade C or above in unreformed subjects

As set out previously in Progress 8 guidance, from 2017 performance tables point scores in reformed qualifications will be allocated to the new GCSEs on a 9 to 1 point scale corresponding to the new 9 to 1 grades. By 2019 this will apply to all subjects. During the transition period (2017 and 2018) where a combination of reformed and unreformed GCSEs can count towards performance measures, point scores from unreformed GCSEs will be mapped onto the 9 to 1 scale with 8.5 being the maximum that can be achieved from an unreformed GCSE. Details can be found at:

www.gov.uk/government/publications/progress-8-school-performance-measure

The grade changes mean it is no longer possible to calculate the previous headline measure, 5+A* to C grades including English and maths, and this measure will therefore not appear in the performance tables. However, data will be made available for an equivalent measure in the downloadable data file. This measure will be the proportion of pupils achieving 5 or more GCSEs at grade 4/C or above including English and maths. Additionally data will remain available for 2015 and 2016 for pupils achieving 5 or more GCSEs at grade A* to C including English and maths.

Publication of provisional results

To help inform secondary school admissions applications, the department will publish provisional key performance measures, in October 2017, for state funded schools.

The data you see in the checking exercise will be the data used for this provisional release; any changes submitted during the checking exercise **will not** be updated for the provisional publication in October, full secondary school performance tables will be published in the amended release in January 2018.

Clear messaging will accompany the provisional results, stating that results are subject to change before the January publication of tables.

The provisional results will show the following headline indicators for all state funded schools:

- Attainment 8
- Progress 8
- the percentage of pupils achieving a strong pass in English and maths (grades 9-5)
- the percentage of pupils achieving a standard pass in English and maths (grade 9-4)
- the percentage of pupils achieving a strong pass in the English Baccalaureate (grade 5 or above in English and maths, and grade C or above in unreformed subjects)
- the percentage of pupils achieving a standard pass in the English Baccalaureate (grade 4 or above in English and maths, and grade C or above in unreformed subjects)

- the percentage of pupils entering the English Baccalaureate
- the percentage of pupils staying in education or employment for at least two terms after key stage 4 (destinations)

Destinations of key stage 4 pupils

Destination measures, which show the proportion of young people that went into education, employment or training destinations after key stage 4, is also one of the headline performance measures from 2016. The provisional data in the October release for the latest destination cohort (based on pupils who completed key stage 4 at the school in 2014-15 and their activity in 2015-16) was shared at pupil level with schools in a separate data sharing exercise in July 2017, this information is still available to view.

The destination measures will be revised in January to include newly available administrative information, for example from independent school examination data, but we are not able to make amendments based on schools' own sources.

Information on the checking exercise website

The website, <http://tablechecking.education.gov.uk> presents the following information:

- **home page** – shows school/college background information, any DfE alerts and late results
- **summary page** – shows the main performance measures that will be published for your school/college if no amendments are received
- **pupils page** – shows information on pupil results and provides a facility to request amendments to these details. **Please note:** that the withdrawal of results will only be considered in exceptional circumstances or if they have been wrongly attributed to a pupil
- **guidance/documents page** – provides access to a number of data files and guidance:

Data files:

- **key stage 4 September pupil level data and result files – CSV download data files.** These provide CSV files containing a list of all published pupils, reporting their name, age, inclusion status, other census information and flags, and results level data. See the ‘*September KS4 CSV File Format*’ document in the guidance listing for further information

Guidance:

- September key stage 4 checking instructions guidance
- Pupil removal – evidence required
- September security questions & answers
- September key stage 4 CSV file formats – pupil and results level
- Progress 8 and Attainment 8 measures
www.gov.uk/government/publications/progress-8-school-performance-measure
- Progress 8 school ready reckoner
- Progress 8 pupil ready reckoner
- Progress 8 2017 key figures
- Country removal list – this provides a list of countries, indicating if a request to remove a pupil who has recently arrived from overseas is likely to be accepted or rejected
- graded exam syllabus codes
- English Baccalaureate qualifications
www.gov.uk/government/publications/english-baccalaureate-eligible-qualifications
- list of approved qualifications and discount codes
www.gov.uk/government/publications/2018-performance-tables-discount-codes

- discounting and early entry guidance
- **confirmation page** – for all schools/colleges to confirm data has been checked (**even if no amendments are required**)
- **June decisions page** - shows details of the DfE decisions on pupil removal requests made in the June checking exercise

Pupils included in the calculation of key stage 4

The 2017 performance tables (to be published in January 2018) will report on the attainment and progress of all pupils at the end of key stage 4 regardless of age.

We will list the pupils attributed to your school for the purpose of calculating performance indicators. If we have shown an incorrect value for the number of pupils at the end of key stage 4, based on the listed pupils, you can amend this figure by requesting changes to the pupil level data.

Where a pupil's age is specified on the checking website, it has been calculated as at 31 August 2016. As the majority of pupils would have been aged 15 at this date, all 15 year old pupils are listed on the website. You can submit an amendment request for any who are shown as in the wrong year group and who are not yet at the end of key stage 4.

If you ask for a pupil aged 15 or over to be recorded as year 10 (so that they are not treated as being at the end of key stage 4 in this year's tables), under the "add-back" rule, they will be reported against your school next year.

This means that, where the school has previously amended the year group for a pupil aged 15 or over, they will be included in your "end of key stage 4" pupil listing and in calculation of 2017 performance indicators even though they may no longer be on roll.

Maintained schools

These should mainly be pupils who were on roll at the time of the January school census as at 19 January 2017 and who have completed key stage 4 in 2017. Fifteen year olds who are in year 10 or year 12 will also be listed for information, but not included in the calculation of indicators. Schools can apply to include these pupils in the 2017 performance indicators, if they have completed key stage 4 studies.

Pupils also listed who may no longer be on your roll are 15 year olds who were recorded as age 15 and year 10 at your school last year.

Independent schools

As the school level annual school census (SLASC) completed by independent schools does not give the department individual pupil level information, we attribute students to schools on the basis of information provided by exam results from awarding organisations and so may include additional pupils.

Totals are usually used as the basis for the school number on roll. An exception is made if the number of pupils listed at your school is greater than the number on roll census total. See the paragraph below for details on how such cases are handled. If you have made an error in the school level annual school census totals reported in January, you can request an amendment to these figures.

Please note these figures should be as on the 19 January 2017, so any changes to pupils' status after this date should not be applied to these school level totals. If a change is requested, please provide written details explaining the reason for the change request.

Without such evidence, the school level number on roll change request **will not be accepted**.

Where our data shows that your school has results for more pupils than were reported in the school level annual school census return for the end of key stage 4 total, then we will amend the school level 'number on roll' figure to a value derived from the number of pupils with results attributed to your school.

These totals can be viewed on the website confirmation page.

FE colleges with 14 to16 provision

Results data is used to attribute pupils to your college. The 'number on roll at end of key stage 4' figure shown on the college's summary page is used as the base for most performance indicator calculations.

Checking Details

The following actions should be undertaken by **09 October 2017**:

Check school/college background details

The background information we publish such as address, age range, headteacher/principal's name is obtained from the data provided by schools/colleges to the system [get information about schools](#), which has replaced EduBase. If any of the information we hold for your school or college is incorrect you should update the information on get information about schools at www.get-information-schools.service.gov.uk. Updates to school or college details notified to this system will appear in the published tables.

Children Looked After (CLA)

Eligibility for pupil premium includes children who have been adopted and those who have been in care for any amount of time. This means that 'post looked after arrangements' (PLAA)¹ information is provided in the September checking exercise and CLA data is now based on children looked after for 1 day during the financial year for example 1st April 2016 to 31st March 2017.

It should be noted that schools are not permitted to change their CLA data and any requests will not be actioned. It is possible to change other census data such as special educational needs (SEN) and pupils who have been eligible for free school meal in the last 6 years (FSM6).

Check results data

The 'Summary' page shows what will be published for your school. These figures have been calculated using the pupil level data. If you do not make any amendments to the information sent to you for checking, then this is what will be published for your school subject to the receipt of late results from awarding organisations.

If your summary results information appears to be incorrect, please follow the guidance in Annex A to help identify any errors you may need to correct.

It is worth noting that if a pupil takes an A level, it overrides their AS result and so will not be counted in the performance tables. However, schools may request the AS result to be counted, with supporting evidence.

Please check the underlying pupil level data for example pupil information under the 'Pupils' link, or the comma separated value (CSV) data files which are available to download from the documents page. These show each pupil's results and personal

¹ PLAA refers to pupils ceased to be looked after through adoption, a guardianship order, child arrangement order or residence order

details.

Annex A provides details of checking and requesting amendments to key stage 4 data.

All changes must be made by logging on to the '2017 key stage 4 September checking site' at <http://tableschecking.education.gov.uk>

Special schools with sixth forms

Although special schools are published in the secondary school performance tables, if you are a special school with a sixth form your 16 to 18 results will not be published unless you opt in to be published. You can do this by indicating on the 'confirmation' page of the website that you wish to be included in the published 16 to 18 performance tables.

Private entries and external candidates

Approved qualifications taken as private entries have been included. If the pupil was on roll at your school on 19 January 2017 then these results will not be removed from your school listing.

The results of external candidates (pupils who sat one or more examination at your centre but were not on roll at your school on 19 January 2017) should be removed from your school's results.

Annex A – How to check and submit amendments

All changes must be made by logging on to the '2017 key stage 4 September checking site' at <http://tableschecking.education.gov.uk>

Checking pupil details

The pupil list can be accessed via the 'Pupils' link.

The screenshot shows the 'Pupils' page interface. At the top is a blue button labeled 'Pupils'. Below it is a search bar with the text 'Search Pupils' and an 'Expand options' dropdown. A green 'Reset All Filters' button is centered below the search bar. A row of letters from A to Z is displayed below the search bar. Below the letters are two tabs: 'Cohort pupils' (selected) and 'Cohort performance', and a green 'Add Pupil' button. The main content is a table with the following columns: Status, Req. ID, Forvus ID, Surname, Forename, DOB, Age, Admission date, Gender, Ethn. code, First lang. code, Year grp, FSM6, CLA, PLAA, SEN, Amend Pupil, and Amend Results. The table contains three rows of data:

Status	Req. ID	Forvus ID	Surname	Forename	DOB	Age	Admission date	Gender	Ethn. code	First lang. code	Year grp	FSM6	CLA	PLAA	SEN	Amend Pupil	Amend Results
		40032			10/08/2001	15	09/11/2016	M	WBRI	ENG	10	No	No	N	N		
		40147			22/01/2000	16		M	NOBT	NOT	11	No	No		N		
		40210			12/03/2001	15	01/09/2012	M	CHNE	ENG	11	No	No	N	N		

This page lists all pupils at the end of key stage 4 or age 15:

- pupil/student fully included in the key stage 4 performance tables are indicated by symbol
- pupil/student excluded from the key stage 4 performance tables are indicated by symbol
- pupils partially included in the key stage 4 performance tables are indicated by symbol . Pupils in this category would include add-backs

Hovering over the symbol will give a fuller explanation on inclusion status. If you take no action, pupils with the symbol) and their results will remain excluded from the tables.

If the number of pupils at the end of key stage 4 (year 11) is incorrect, please check the underlying pupil level data either on the 'pupils' listings or on the pupil level CSV file on the 'guidance/documents' page to identify any pupils that have either been listed twice or do not appear on the listing.

Please follow the instructions for 'Adding a pupil or requesting pupil removals'.

If there are no adjustments required, please go to the 'Confirmation' page to confirm you have checked the data.

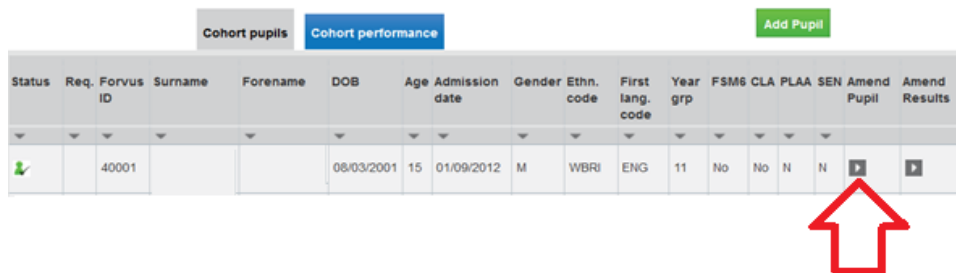
Requesting pupil removals



Requests to remove a pupil will **not** be accepted in the following circumstances:

- where the pupil had been excluded and was on school roll at the time of the January school census (any results obtained elsewhere will be matched back to your school)
- where the pupil left or moved school to another school in England between 19 January 2017 and the commencement of exam (any results obtained elsewhere will be matched back to your school)
- where the pupil suffered short term illness and failed to sit all or some exams
- where the pupil has left to re-sit exams at a FE college (not FE colleges with 14 to 16 provision)
- where a pupil aged 16 or 17, recorded in year 10 last year, has been reported back to your school this year even though the pupil may no longer be on your roll (the website refers to these cases as 'add-backs')

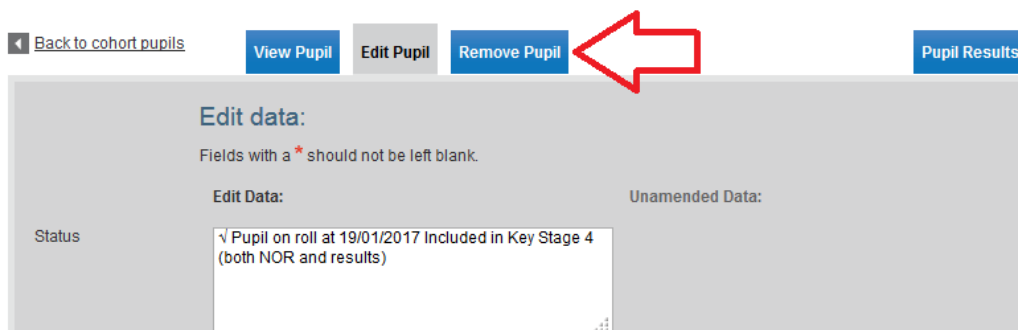
If you wish to apply to remove a pupil from the school/college roll click:

- on the 'Pupils' page, click on the 'Amend Pupil' link by the pupil's name



Status	Req. ID	Forvus ID	Surname	Forename	DOB	Age	Admission date	Gender	Ethn. code	First lang. code	Year grp	FSM6	CLA	PLAA	SEN	Amend Pupil	Amend Results
✓		40001			08/03/2001	15	01/09/2012	M	WBRI	ENG	11	No	No	N	N		

- on the 'Amend Pupil Details' page – click on the 'Remove Pupil' option



[Back to cohort pupils](#) [View Pupil](#) [Edit Pupil](#) [Remove Pupil](#) [Pupil Results](#)

Edit data:
Fields with a * should not be left blank.

Edit Data: **Unamended Data:**

Status

- on the 'Remove Pupil' page – select one of the six reasons given below and provide the additional information as shown below :

Reason	Additional information required
<p>Admitted from abroad with English not first language</p> <p>Where EAL pupils do not meet the date criteria for overseas EAL pupil removals – please see Section K of the Pupil Removal- Required Evidence template</p>	<p>Pupil's first language</p> <p>Pupil's country of origin</p> <p>Pupil's date of arrival in the country</p> <p>Pupil's date of joining school roll</p>
<p>Admitted following permanent exclusion from a maintained school</p> <p>(FE colleges – please use 'other' option – see para 'Removal-other' below)</p>	<p>DfE number⁽¹⁾ of the excluding maintained school</p> <p>Date of exclusion</p>
<p>Permanently left England</p>	<p>Country in which pupil is now residing</p> <p>Date off roll</p>
<p>Deceased</p>	<p>Date off roll</p>
<p>Pupil not at the end of key stage 4</p>	<p>Pupils not at end of key stage 4, change year group from 11 to their current national curriculum year group.</p>
<p>Left school roll before exams⁽²⁾</p>	<p>Date off roll</p> <p>DfE number⁽¹⁾ of new school/college</p>

⁽¹⁾ To help identify the correct seven digit DfE number (ie including the three digit LA number), schools should check the [get information about schools](#) system, which has replaced EduBase, this allows you to search all educational establishments. You can also provide full details on the school in the explanation field. If a pupil has been admitted directly from a Pupil Referral Unit (PRU) but this is not the excluding school, please provide details of the excluding school rather than the PRU.

⁽²⁾ If the date given is before the 19 January 2017 you will be invited to explain why the pupil was still recorded on your census. If the date is after the January census you will be asked to explain why this pupil should be removed and provide evidence as appropriate.

Add-Backs

Where a pupil is in their final year of compulsory schooling (for example they were aged 15 by 31 August 2016), but not yet at the end of key stage 4 (for example they may be completing their GCSE studies in the next year, rather than progressing to sixth form), you should remove the pupil by stating that they are not at the end of key stage 4 and amend the year group to year 10. In these cases, the pupil will automatically be attributed to your school in the next year's tables (the website refers to these cases as 'add-backs').

If you have a 17 year old pupil in year 11 who is showing as an 'add-back' in your pupil listing, but who was actually on roll on 19 January 2017, you will need to remove the pupil from the list using the 'other' option. You must then add them (and their results) as a new pupil so that they are fully included in your number on roll and results.

Removal – other

If none of the categories above are suitable then there is an **'Other'** option at the bottom of the list where you can submit your particular reasons for applying for a pupil's removal. FE colleges will need to use this option for permanent exclusions requests.

Supporting evidence may be required for 'other' removal requests; following feedback from schools, a 'pupil removal – required evidence' pro-forma that details the evidence and summary details required is provided on the 'guidance/documents' page. **Please ensure that the appropriate page is attached to each pupil request.**

Evidence should be in the form of supporting documentation from the local authority/governing body, child welfare officer, police incident number or from a medical professional (as appropriate to the case) and should be limited to 12 pages per pupil.

Please note: we will only consider the first 12 pages of evidence if more than 12 pages are submitted

Please be aware of your responsibilities under the Data Protection Act when forwarding evidence for pupil level data. If sending hard copy evidence to support removal of a pupil from roll, please beware of your obligations under the Data Protection Act 1998.

If evidence is emailed please ensure the files are encrypted and the password supplied in a separate email.

Where evidence is required and documents are being posted, please ensure a covering letter and the 'pupil removal – required evidence' pro-forma for each pupil request is included, detailing the reasons for removal request, please send to the address detailed on the final page. Please do not send original documentation.

To guarantee decisions on requests are made in time for publication in January 2018 all supporting evidence must be received by 27 October 2017.

Adding a pupil

Click on the 'Add Pupil' link for the appropriate pupil list (such as key stage 4) and complete the pupil details.

Add Pupil

[◀ Back to cohort pupils](#)

Add a pupil


Add a pupil Step 1

Pupil Details

Fields with a * should not be left blank.

Forename *

Surname *

Date of Birth * 

ULN

Gender * Male Female

Next ▶ **Cancel**

Once completed the system will automatically check if the pupil is already listed .
Select the appropriate reason for the pupil addition from the options listed and submit the information.

To add results for this new pupil, click on the 'Pupil Results' tab and then on 'Add Results' where you will find links to add prior and current attainment results.

Add result details:

Fields with a * should not be left blank.

Result for: KS2 Priors KS4

Please enter either Qual Number or Syllabus Code and Awarding Organisation.

QAN:

Please ensure correct qualification **syllabus** code is selected when adding a result.

Syllabus Code [Please download Graded Exam codes here](#)

Awarding organisation ▼

Year* ▼

Select the appropriate link, submit new results.

Acceptable evidence (see 'Evidence requirements section below) must be provided when submitting new results. We cannot accept your amendment request without this evidence.

Results - checking, adding and amending

You can add a new result or amend a result for a pupil on the website.

To amend or add a result, click on the 'Amend Results' link for the relevant pupil, this will take you to the 'Pupil Results' page:

[Add result\(s\)](#)

Edit result(s) for

Pupil details

School name:	Sandbach School	DfE no:	8956010
Forename:		Forvus no:	40007
Surname:		Year group:	11
Gender:	M	Date of birth:	30/09/2000

Initial result

Status	Session	Qualification	Exam_Date	Awarding organisation	QAN	Subject	Grade	Fine Grade	Amend Grade (If Incorrect)
✓	S2017	GCSE (9-1)	20170523	AQA	60144476	English Literature	8		Select correct grade
✓	S2017	GCSE (9-1)	20170526	OCR	60146060	Mathematics	5		Select correct grade
✓	S2017	GCSE (9-1)	20170607	WJEC	60145055	English Language	8		Select correct grade
✓	S2017	GCSE	20170517	AQA	60008921	Science (Core)	B		Select correct grade
✓	S2017	GCSE	20170730	EDEXCEL	50045787	Drama & Theat Stds	C		Select correct grade
✓	S2017	GCSE	20170524	AQA	60060670	Geography	A		Select correct grade
✓	S2017	GCSE	20170606	EDEXCEL	60101635	History	A		Select correct grade
✓	S2017	GCSE	20170523	AQA	50045684	Religious Studies	*		Select correct grade
✓	S2017	GCSE	20170610	AQA	60008854	Science: Additional	C		Select correct grade
✓	S2012	KS2	n/a	EMA		Mathematics (KS2)	4		Select correct level
✓	S2012	KS2	n/a	EMA		Reading (KS2)	5		Select correct level

Save & Next

Adding a result

If you are adding a new result, select 'Add Results' at the top of the pupil results page and submit the new results. You will need to input either the Qualification Number (QN) previously known as Qualification Accreditation Number (QAN) or the syllabus code, plus the awarding organisation. Please ensure you enter the correct syllabus code, if you are unsure of a syllabus code please contact the awarding organisation

Amending a result

If you are amending a result, select 'Edit Result' and then select the correct grade for the qualification(s) you want to amend.

If you have multiple result amendments to make, an alternative method to amend a result is to select 'Cohort Performance' in the 'Pupils' page and click on 'Amend Results' next to the result you wish to change.

Cohort performance

Bulk amendments or additions

If you have bulk amendments or additions to make for a particular qualification then go to 'Cohort Performance' on the 'Pupils' page and filter the performance list on the

qualification you wish to amend. This list can then be sorted appropriately (for example by awarding organisation or grade).

KS4 | 16-18

Search Pupils Expand options

Filter performance list [Filter Applied] Find other qualifications

Qualification (for this school)

Apply Reset All Filters

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Cohort pupils Cohort performance Add result(s) Edit result(s)

Status	Forvus no.	Surname	Forename	Session	Exam_Date	Syllabus Code	Awd.Org	Qual Number	Qual	Subject	Grade	Change Status	Amend Results
	40001			S2017	20170301	8700	AQA	60142923	GCSE (9-1)	English Language	5		
	40002			S2017	20170301	8700	AQA	60142923	GCSE (9-1)	English Language	5		
	40003			S2017	20170301	8700	AQA	60142923	GCSE (9-1)	English Language	5		
	40005			S2017	20170301	8700	AQA	60142923	GCSE (9-1)	English Language	4		
	40006			S2017	20170301	8700	AQA	60142923	GCSE (9-1)	English Language	6		
	40007			S2017	20170301	8700	AQA	60142923	GCSE (9-1)	English Language	5		

For all current attainment, including graded exams, you will need to provide evidence. You have three options:

- provide printed evidence - you will need to print off the 'supply evidence for ...' page (which appears when you submit your request) and attach it to the photocopied evidence before posting to the address given on the form (RM Results)
- send the evidence electronically - this option enables you to attach electronic copies of the evidence and load it on to the website
- send evidence later. If you choose this option a message will be posted on the website 'Home' page reminding you that evidence is still outstanding

We cannot accept your request without appropriate supporting evidence

You can track the progress of your request. As data processing is completed, the flag will change on your exam request. You will see an 'Accepted' or 'Rejected' message. If rejected, you can hover over the result rejection flag to see the reason for the decision.

50044369	Sociology	Q (D)	Rejected
50056566	History	* (A)	Accepted

Withdrawal of results is only possible for key stage 4 pupils in exceptional circumstances or if they have been attributed to the wrong pupil.

(Please note amendments made will only be considered once the confirmation page has been completed and any necessary evidence submitted)

Key stage 2 prior results

This data has been taken from previously checked and published data, therefore schools wishing to amend this data will be required to supply supporting information detailing why they believe it to be incorrect. See Annex C on how key stage 2 prior results have been calculated for 2017.

Late results/ re-marks

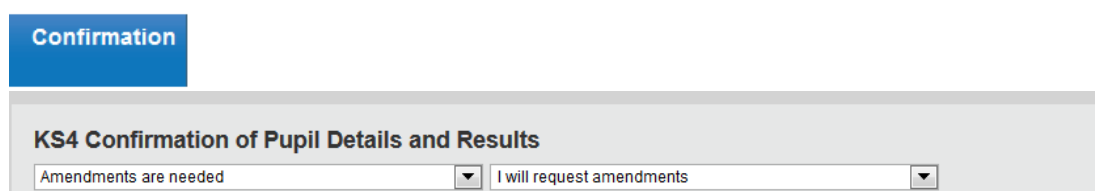
If you are awaiting the outcomes of any marking reviews or late results, these **may** be supplied direct to us by the awarding organisation and will be made available on the results checking website on the 'late results' list accessed via the 'home' page. The e-mail address that you provided when you registered as a user will be used to inform you if outcomes are received directly from an awarding organisation.

Please note: it is the schools responsibility to check and ensure that late results have been received.

We will accept all results received from awarding organisations after the start of the September checking exercise. If you would like to amend a grade, follow the instructions above.

Further amendments to come

If you are expecting re-marks after 9 October 2017, please ensure that you select 'amendments are needed' followed by 'I will request amendments' when completing the online confirmation of data.



Confirmation

KS4 Confirmation of Pupil Details and Results

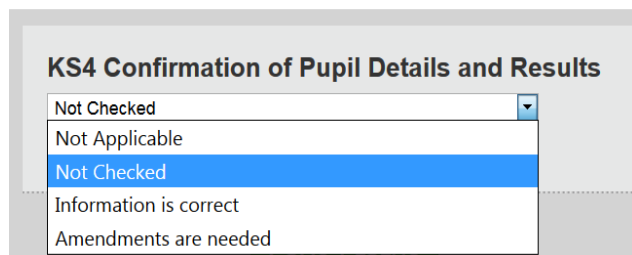
Amendments are needed | I will request amendments

After the 9 October, you will need to send any further evidence by post to RM Results, rather than electronically. While we cannot guarantee that information supplied after 27 October 2017 will be included in time for the January publication, your results will be updated as soon as possible after publication.

Confirmation of checked data

Once you have fully completed checking the pupils and data please go to the confirmation link and complete the data confirmation page by using the dropdown box.

Note this is required even if no amendments are made or requested.



The image shows a screenshot of a web form titled "KS4 Confirmation of Pupil Details and Results". It features a dropdown menu with the following options: "Not Checked", "Not Applicable", "Not Checked" (highlighted in blue), "Information is correct", and "Amendments are needed".

Results evidence requirements

If evidence is required but not received, your request cannot be accepted. The online instructions will indicate whether you should send us evidence.

Evidence must be from the awarding organisation and plainly show the pupil's final grade and not taken from a school's internal records. It is also important that the evidence shows the actual grade achieved for the full award and not the unit marks or unit grades. Where the school does not hold such evidence it should be obtained from the awarding organisation.

Acceptable evidence is one of the following:

- provisional certificate results slip or vocational award slip
- examination or vocational award certificate
- written confirmation from examining board or awarding organisation of revised grade or withdrawal

To avoid delays and inaccuracies, if providing a photocopy, please ensure that all posted evidence is securely stapled to the relevant results amendment form.

Common reasons for us not being able to accept evidence are:

- where the qualification number (QN), syllabus or qualification codes are incorrectly quoted or are missing
- where it relates to results of a pupil who is not listed as being at the end of key stage 4 in the 2016-17 academic year
- where the qualification being added is not approved by the Secretary of State or has not been approved for pupils under 16
- where the evidence relates to units of qualifications and not the full award

Annex B – NOR rules and evidence

Supporting evidence will be required for 'other' removal requests or those requests that cover exceptional circumstances. This should be in the form of supporting documentation from the local authority, child welfare officer, police incident numbers or from a medical professional (as appropriate to the case). To assist schools in collating the required evidence, a pupil removal – required evidence pro-forma is provided on the 'Guidance/Documents page'. **Please ensure this is sent with each pupil request.**

Please ensure that you have supplied all the necessary information to enable a decision to be taken. To assist the decision making process, please ensure your evidence is clear and concise and **no longer than 12 pages**, we will only consider the first 12 pages of evidence.

Please be aware of your responsibilities under the Data Protection Act when forwarding evidence for pupil level data.

If evidence is emailed please ensure the files are encrypted and the password supplied in a separate email.

Documents can be posted, together with a covering letter detailing the reasons for removal request and the evidence pro-forma to the address given on the final page.

Pupils recently arrived from overseas

Pupils can be removed from the calculation of performance measures if:

- they were admitted to a school in England for the first time on, or after, the start of the 2015-2016 school year (considerations can be made where a pupil has been placed at another school for an interim period while awaiting immigration status)
- English is not an official language of the country they came from

While we appreciate that some children may speak a tribal language, if they are from a country that reports that their official language is English, then requests will not be accepted.

For ease of reference a list of countries has been added to the documents page of the checking website, indicating if requests would be accepted or rejected. A 'reject' next to a country indicates that English is an official language and so requests to remove pupils will not be accepted, except in exceptional circumstances.

Dual registered pupils

Dual registered pupils are counted, for the purposes of the school and college performance tables, at the maintained school where they are recorded on roll at the time

of the January pupil module of the schools census.

Pupil referral units (PRU) and hospital schools are not reported separately in the school and college performance tables, so pupils' results will count back to either the maintained mainstream school or the non-hospital special school where they were on roll at the time of the pupil module of the schools spring census.

Dual registered pupils will be counted on the roll of only one school according to the following table:

Mainstream School	PRU	Non-Hospital Special School	Hospital Special School	Assign Pupil to	Reason
✓	✓			Mainstream school	PRUs are not reported separately in the tables
✓		✓		Non-hospital special school	Special schools are reported separately in the tables
✓			✓	Mainstream school	Hospital schools not reported separately in tables
	✓	✓		Non-hospital special school	PRUs not reported separately in tables
		✓	✓	Non-hospital special school	Hospital schools not reported separately in tables

Permanently excluded pupils

Excluding school

If the pupil is permanently excluded before the January census date and is on roll at another school then the pupil and their results are not counted at the excluding school.

If the pupil is permanently excluded before the January census date, has results, but isn't

on roll of any school, the excluding school can ask during the tables data checking exercise for the pupil and their results to be attributed to them.

We will not accept requests to remove a pupil from roll where an appeal is still pending or is upheld. Fixed term exclusions will not be accepted as a reason for removing pupils from the school performance tables.

Importing school

If a pupil has been excluded from another maintained school after the 1st September 2015 (for the 2017 tables, ie in the last 2 academic years) and is recorded on the school's roll in the January (spring) census, then the pupil and their results are not counted in the importing school's data, but are included in local authority and national data.

Schools may request the pupil and their results be attributed to their school.

If the pupil is admitted to the importing school after the January (spring) census, the pupil and their results are not counted at the importing school.

Pupils also studying part-time at college

If a pupil is registered as a full-time pupil at your school but is also studying at a college, all of their results will be included in the school and college performance tables entry for your school.

'Add back' of pupils who leave school

It is important that schools continue to be held accountable for all pupils of compulsory school age so that they continue to strive to achieve the standards expected at key stage 4.

If any pupils are aged 15 and not shown as being at the end of key stage 4 leave a school before being counted in the school and college performance tables (ie to complete a vocational course at an FE college), then we will count that pupil's achievements back to the school at which the pupil was on roll when they were of compulsory school age. This both ensures schools are rewarded for their efforts (ie where a course is embarked upon while in the school) and protects against low expectations for pupils on a slower track.

All pupils aged 15 or over recorded in year 10 this year, will be reported against the school next year. All pupils that were aged 15 or over last year and in year 10 then, have been reported against schools this year under the add-back rule. Schools should not attempt to remove these pupils.

Annex C: Changes to key stage 2 prior attainment calculations from 2017

Following feedback regarding the methodology used to calculate prior attainment scores, we have made small changes to improve the accuracy of the calculation for 2017 data.

From 2017, key stage 2 reading will be used in the calculation of key stage 2 prior attainment fine levels for use in Progress 8 - prior to 2017, key stage 2 prior attainment in English² was used.

Details of the changes are given below, with updates due to be made to the Progress 8 guidance document in time for the publication of provisional results in October.

Example of fine level calculation

If, for example, a pupil reaching the end of key stage 2 in 2012 achieved key stage 2 reading and maths test marks of 40 and 74 respectively, this would be converted to a key stage 2 fine level.

For pupils with key stage 2 test level 3, 4 or 5, test marks are converted to fine grade by the following formula:

$$\left(\text{Basic level} + \frac{\text{actual test mark} - \text{bottom of level threshold}}{\text{top of level threshold} - \text{bottom of level threshold} + 1} \right)$$

where the level and level thresholds are determined by the mark.

For pupils with key stage 2 test level 2, teacher assessment is also taken into account. If a pupil has a teacher assessment of W, 1 or 2, their fine grade is 0.5, 1.5 or 2.5 respectively. If their teacher assessment is higher than 2, test marks are converted to fine grade by the following formula:

$$\left(3 - \frac{\text{bottom of level 3 threshold} - \text{actual test mark}}{\text{top of level 3 threshold} - \text{bottom of level 3 threshold} + 1} \right)$$

An average of the key stage 2 reading and mathematics marks is taken to provide an overall point score. This is then rounded to 1 decimal place to obtain the fine level as used in Progress 8 calculations.

² 'English' key stage 2 prior attainment refers to a combination of reading and writing scores

This calculation differs to 2016 in the following ways:

- key stage 2 reading results are used instead of English²
- in the calculation, when fine grade is calculated, **it is no longer rounded or multiplied by 6 to get fine points**
- once the key stage 2 reading and maths marks have been converted to fine grade, an average of the two is taken to provide an overall point score. **The requirement to divide this number by 6 has been removed** however it should still be rounded to 1 decimal place to obtain the fine level as used in Progress 8 calculations

Further information for how some prior attainment scores are grouped is given below, this should be considered when calculating prior attainment for use in Progress 8:

- scores are grouped at the extreme ends of the prior attainment distribution because without grouping there would only be small numbers of pupils with the scores, so increasing the size of the groups reduces volatility of the estimates
- scores are currently grouped according to the following conditions:
 - 1.5 where prior attainment score is less than or equal to 1.5
 - 2.0 where prior attainment is between 1.6 and 2.0
 - 2.5 where prior attainment is between 2.1 and 2.5
 - 2.8 where prior attainment is between 2.6 and 2.8
 - 5.8 where prior attainment is more than or equal to 5.8

Further information

Approved qualifications

The secondary school performance tables report qualifications approved for use pre-16 at level 2, level 1 and also report achievements in AS levels, level 3 free standing maths, level 3 asset language ladder qualifications taken early and graded music exams (taken within 3 years prior to completing key stage 4), excluding musical theatre. A list of approved qualifications is available at www.gov.uk/government/publications/2018-performance-tables-discount-codes

Qualifications approved for inclusion in the English Baccalaureate can also be found at www.gov.uk/government/publications/english-baccalaureate-eligible-qualifications

Performance Measures

Qualification numbers (QN), previously known as qualification number (QAN) for approved qualifications can be found on the Ofqual Register of Regulated Qualifications website at www.register.ofqual.gov.uk and on the link shown above.

Performance points for qualifications counted at key stage 4 are available at www.gov.uk/government/publications/school-performance-2016-point-scores-for-ks4-qualifications

Statement of Intent

Details of the content of the 2017 school performance tables are set out in the 'Statement of Intent' and can be found at: www.gov.uk/government/publications/school-and-college-performance-tables

RM Results

RM Results is collecting and checking the information that will be used in the 2017 tables, on behalf of the department. A helpline service is available to answer questions about completing the online returns – the telephone number and email address is shown at the foot of each page of this instruction booklet. Evidence should be sent electronically via the website or posted to the address below:

RM Results
KS4/16-18 Checking
11th Floor
The Blue Fin Building
110 Southwark Street
LONDON
SE1 0TA



Department
for Education

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