**The 2023 16 to 18 Autumn Checking Exercise has two separate checking exercise windows:**

* **From 9:30am on Thursday 5 October until 5:00pm on Wednesday 18 October 2023 you can only request student amendments**
* **From 9:30am on Thursday 19 October until 5:00pm on Wednesday 1 November 2023 you can only request result amendments.**

You will be able to download guidance on how to check that we have attributed the correct students and results to your school or college for the purpose of calculating performance measures. The guidance will also explain how to submit amendment requests, if necessary. **It is important that you read** **the guidance.**

To help schools and colleges submit appropriate amendment requests during the 2023 16 to 18 Autumn checking exercise we have produced a document which summarises the requests submitted during the 2022 16 to 18 Autumn 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 16 to 18 Autumn Checking Exercise Guidance’ document and the ‘2022 16 to 18 Autumn Checking Exercise Requests Summary’ document before you make any amendment requests.**

Both documents can be found on the ‘Guidance/Documents’ page of the 2023 16 to 18 Autumn checking exercise website.

Further information on how we calculate performance measures can be found in the 16 to 18 headline measures technical guide. This is available in the ‘Guidance/Documents’ section on the Autumn checking exercise website and here: [**16 to 18 accountability headline measures - GOV.UK (www.gov.uk)**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprotect-eu.mimecast.com%2Fs%2F5XsECVQpWcl3Z06SzTzFi%3Fdomain%3Dgov.uk&data=05%7C01%7Cfrancesca.falcini%40enfield.gov.uk%7C8553c9d67a70431b2d1b08dbc58e0df1%7Ccc18b91d1bb24d9bac767a4447488d49%7C0%7C0%7C638320986154480668%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wXcdavMuNdU3NJRRHcK%2FQwyJlOUwucXptw5UBG6oPjk%3D&reserved=0)

Your school or college should take the following action between 9:30am on Thursday 5 October and 5:00pm on Wednesday 18 October 2023:

* Check school or college performance summary data
* Check that we have listed the correct students
* Check school or college background details.
* **Submit all student amendment requests:**
* Student removal requests, along with the appropriate supporting information/evidence
* Student addition requests, along with the appropriate supporting information/evidence
* Student characteristic amendment requests.

If your request does not meet the criteria of one of the removal categories listed in the 2023 16 to 18 Autumn Checking Exercise Guidance’ document, it will not be accepted.

**All pupil amendment requests must be made by 5:00pm on Wednesday 18 October 2023. There will be no further opportunity to make pupil amendment requests after the 2023 16 to 18 Autumn checking exercise.**

**To Note:** You will be able to view your results data, however, this data cannot be amended until **9:30am on Thursday 19 October 2023.**

Your school or college should take the following action between 9:30am on Thursday 19 October and 5:00pm on Wednesday 1 November 2023:

* Check results data
* Submit 16 to 18 result amendment requests, along with the appropriate supporting information/evidence.

We will have received more data from awarding organisations towards the end of October, which will appear as 'late results' on the 2023 16 to 18 Autumn checking exercise website. The late results link can be accessed from the ‘Home’ page.

These checks are important to ensure the accuracy of your data published in February 2024.

**Checking school or college details:**

We take establishment information, such as the headteacher/principal and the school address for the performance measures from Get Information about Schools (GIAS):  [**Get Information about Schools - GOV.UK (get-information-schools.service.gov.uk)**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprotect-eu.mimecast.com%2Fs%2FpclbCWqO1HjO4zKTKAVXY%3Fdomain%3Dget-information-schools.service.gov.uk%2F&data=05%7C01%7Cfrancesca.falcini%40enfield.gov.uk%7C8553c9d67a70431b2d1b08dbc58e0df1%7Ccc18b91d1bb24d9bac767a4447488d49%7C0%7C0%7C638320986154480668%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vtUobi3obgREUsu7RVNL3C%2Bnw9laNhNF0GZoG64jWpo%3D&reserved=0).

It is important that you check your school or college’s information, including your DfE number and headteacher/principal name, in GIAS. Failure to do so may result in incorrect information being used about your school or college.

**Website details:**

To access the checking exercise, please go to: [**https://tableschecking.education.gov.uk**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprotect-eu.mimecast.com%2Fs%2FKxWmCX5xPfn29BRIkocTu%3Fdomain%3Dtableschecking.education.gov.uk&data=05%7C01%7Cfrancesca.falcini%40enfield.gov.uk%7C8553c9d67a70431b2d1b08dbc58e0df1%7Ccc18b91d1bb24d9bac767a4447488d49%7C0%7C0%7C638320986154636869%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5I0ktnW9GS45WQbLFwsufIaM8KPH6ypqGG5kxmQ%2FJuY%3D&reserved=0)

Select ’2023 16 to 18 Autumn **Checking Exercise’ and l**og 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 passwordor it has expired, pleaseuse the‘Forgotten Password’link on the website.

If you need further help logging in, please follow the appropriate instructions on the 2023 16 to 18 Autumn checking exercise website. You can access these instructions using the links at the bottom of the ‘**2023 16 to 18 Autumn Checking Exercise’ ‘L**og in’ screen.

If you **do not** have a Headteacher/Principal Account, you must complete the following actions here: **[https://tableschecking.education.gov.uk](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprotect-eu.mimecast.com%2Fs%2FKxWmCX5xPfn29BRIkocTu%3Fdomain%3Dtableschecking.education.gov.uk&data=05%7C01%7Cfrancesca.falcini%40enfield.gov.uk%7C8553c9d67a70431b2d1b08dbc58e0df1%7Ccc18b91d1bb24d9bac767a4447488d49%7C0%7C0%7C638320986154636869%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5I0ktnW9GS45WQbLFwsufIaM8KPH6ypqGG5kxmQ%2FJuY%3D&reserved=0)**

* Click the ‘2023 16 to 18 Autumn Checking Exercise’ link
* On the top right-hand corner of the ‘Log in’ page click on ‘Contact Us’ and complete the form, selecting ‘New Headteacher/Principal Account’ under ‘Enquiry type’

You will then need to:

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

We will then 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.**

**Schools and colleges requesting a username/password reset 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.**

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 the checking exercise.**

Please review and, if necessary, update your details on [**Get Information about Schools - GOV.UK (get-information-schools.service.gov.uk)**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprotect-eu.mimecast.com%2Fs%2FpclbCWqO1HjO4zKTKAVXY%3Fdomain%3Dget-information-schools.service.gov.uk%2F&data=05%7C01%7Cfrancesca.falcini%40enfield.gov.uk%7C8553c9d67a70431b2d1b08dbc58e0df1%7Ccc18b91d1bb24d9bac767a4447488d49%7C0%7C0%7C638320986154636869%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Ede4tGBWT%2B%2FrbLOKToZ1mBijMvXHPNmgJrAbBDBWFDI%3D&reserved=0) before requesting a Headteacher/Principal Account.

It is important for the headteacher/principal to log into the 2023 16 to 18 Autumn checking exercise website 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.

**Helpline Enquiries:**

For enquiries about the 2023 16 to 18 Autumn checking exercises, please contact the schools’ helpline by submitting a ‘**Contact Us**’ request or by telephone on 0845 3077867.