



Schools Helpline:  
0845 3077867

Our Reference:  
KS2/September/2023/LA/Email

11 September 2023

Dear Colleague

### FOR INFORMATION ONLY: 2023 Key Stage 2 September Checking Exercise

Please see below the information we have sent to schools within your area regarding the 2023 Key Stage 2 September checking Exercise.

Action required by 5:00pm 22 September 2023:

You should login to the 2023 Key Stage 2 (KS2) September checking exercise website to check that we have attributed the correct pupils to your school for the purposes of calculating your 2023 school performance measures.

The 2023 KS2 September checking exercise will be the only opportunity for you to check that we have attributed the correct pupils to your school to calculate performance measures.

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

- Add pupils
- Remove pupils that meet certain criteria (even if they remain on roll)  Limited characteristics amendments  Key stage 1 results amendments.

If your request does not meet the criteria of one of the removal categories listed in the '2023 KS2 September Checking Exercise Guidance' document, it will not be accepted. The guidance document can be found on the 'Guidance/Documents' page of the KS2 September checking exercise website.

All pupil amendment requests must be made by 5:00pm on Friday 22 September 2023. There will be no further opportunity to make pupil amendment requests after the September checking exercise.

The provisional KS2 results data used in the checking exercise file are based on the information provided to the DfE by the Standards and Testing Agency on 11 July. This data does not include later changes, such as scripts marked after the data was supplied to DfE, or the outcome of marking or clerical reviews.

During the checking exercise we receive updates to results and outcomes of reviews for your pupils' data. These will be uploaded on to the website towards the end of the checking exercise when you will be able to view these on the 'View Late Results' page. While these changes or results will have arrived too late to be included in our calculation of figures presented on the school 'Summary' page, they will be included in provisional 2023 Analyse School Performance (ASP) data release later in the year.

Any outcomes of unplanned reviews or maladministration investigations that are shown on the [Primary Assessment Gateway](#) but not yet shown on the late results page will be automatically sent to us by STA.

All late results, outcomes of reviews or maladministration investigations will be included in the KS2 performance measures publication in December 2023.

Queries relating to the KS2 results of individual pupils (e.g. if you think a pupil has been matched to the wrong test result) should be directed to the national curriculum assessments helpline on 0300 303 3013 or email [assessments@education.gov.uk](mailto:assessments@education.gov.uk).

You can access the secure checking exercise website between 9:30am Monday 11 September and 5pm Friday 22 September 2023. You will be able to download guidance on how to check that we have attributed the correct pupils to your school and how to submit amendment requests, if necessary.

To help schools submit appropriate amendment requests during the 2023 KS2 September checking exercise we have produced a document which summarises the requests submitted during the 2022 KS2 September 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 KS2 September Checking Exercise Guidance' document and the '2022 KS2 September Checking Exercise Requests Summary' document before you make any amendment requests. Both documents can be found on the 'Guidance/Documents' page of the KS2 September checking exercise website.

You must submit all amendment requests and upload any supporting documentation by 5:00pm on Friday 22 September 2023.

Checking school details:

We take establishment information, such as the headteacher 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://get-information-schools.service.gov.uk).

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

Website details:

To access the checking exercise, please go to: <https://tableschecking.education.gov.uk>

Select '2023 KS2 September 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 need further help logging in, please follow the appropriate instructions on the 2023 KS2 September checking exercise website. You can access these instructions using the links at the bottom of the '2023 KS2 September Checking Exercise' 'Log in' page.

If you do not have a Headteacher Account, you must complete the following actions here:

<https://tableschecking.education.gov.uk>

- Click the '2023 Key Stage 2 September 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:

o Confirm your full name o Confirm your school DfE number o Confirm you are the headteacher o Confirm your official headteacher email address o Provide a contact telephone number.

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

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

Once you have received your Headteacher 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.

Helpline Enquiries:

For enquiries about the 2023 KS2 September checking exercise only, please contact the schools' helpline by submitting a 'Contact Us' request or by telephone on 0845 3077867.

If you have a query relating to the KS2 results of individual pupils, please contact the national curriculum assessments helpline on 0300 303 3013 or email [assessments@education.gov.uk](mailto:assessments@education.gov.uk).

Yours faithfully

Department for Education