What is the June checking exercise?

The June checking exercise gives you the chance to view, and in some cases request changes to, the pupil data that will feed into your performance tables for Y11.

The data can be found here: https://tableschecking.education.gov.uk/

There is no June checking exercise for KS5 performance data. You will have the chance to view and chance KS5 students in the September checking exercise.
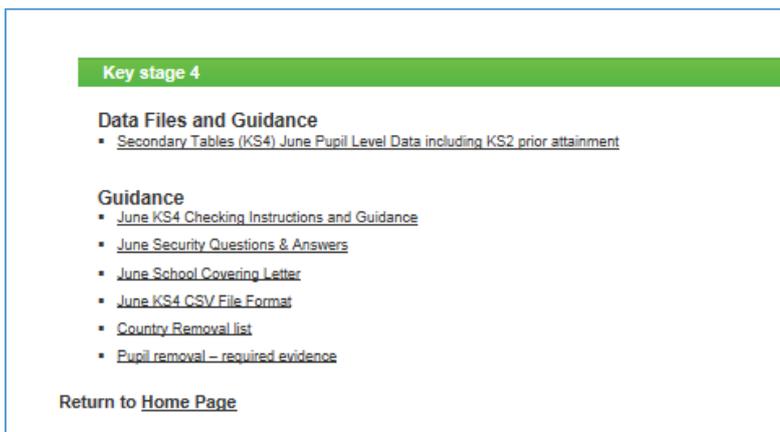
Where does the information come from?

The list of students and their characteristics comes from your January census submission. The KS2 APS comes from the students' KS2 SATS results, and is calculated according to the formula given in the Secondary Accountability Measures guidance here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/696998/Secondary_accountability-measures.pdf (see Annex C)

Preparing to check the data

From the Tables Checking website, you will need to download the pupil level data (KS4Junepup18.csv) from the Downloads tab. You should also download and read the instructions and guidance, and other supporting files.

From 4Matrix, open the Progress 8 tool and click on File -> Export -> Tables Checking References. Do not tick the box to include Progress 8 data.

The data you are checking is not series specific apart from the list of students on roll.

Important Advice Before You Start

There are two stages to the checking process described in this document:

1. Check that the DfE hold the correct data for your school. This is an essential step in ensuring that your performance measures are accurate. You should check the data against either your MIS or census returns, and involve colleagues such as the SENCo, SLT, pastoral leads etc to check that the DfE data is correct to the best of your knowledge.

   Queries relating to the DfE data should be directed to the Tables Checking helpline, who are very helpful and quick to respond to most queries (Please contact the tables checking helpline via email at **examshelp@rm.com** or by phone on **0845 3077867**.)

2. Check that 4Matrix matches the DfE data (or the corrected version of the DfE data if it contains errors). If 4Matrix matches the DfE data, then the reports produced on Results Day will match the DfE performance measures.[1]

A mismatch between the DfE and 4Matrix may point you towards problems with the DfE data but bear in mind that 4Matrix only contains the data that you have uploaded into it.

Our team are here to help with any 4Matrix-related queries during the checking exercise period.

Throughout the checking exercise please remember that it is important to check that the DfE data is correct before you check whether 4Matrix matches with it.

Check 1: Is your cohort correct?

Firstly, check that the DfE cohort is correct by comparing against your MIS or census data. How many students did you have in Y11 in January and do you expect them all to count in your figures? Does the DfE list contain any unexpected add-backs?

Secondly, check whether your DfE cohort has the same number of students as the 4Matrix cohort.

The Progress 8 tool in 4Matrix will tell you how many pupils you have in the cohort, and how many of them will be included in the Progress 8 measure – in the screen shot below there are 121 students in the overall cohort, of whom 117 are included in Progress 8:

Finally, put the two pupil lists side by side and check that they contain the same students. You may wish to paste both lists into a fresh Excel document and use a formula to do this, but it can also be done carefully by eye.

> Points to note:
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> - Only students on the Dfe list with a status of 401, 403 or 421 in column G count towards your figures (see the CSV file format download on the Tables Checking site for me information). You may have some students on your DfE list who were included in the January census but will not count towards your performance figures – for example, a student who joined your school after a permanent exclusion.
> - Students without KS2 data will count towards Attainment measures (so they are included in the overall cohort) but will not count towards Progress measures (so they are not included in Progress 8).

Check 2: Pupil Characteristics

The DfE data gives you information on a variety of student characteristics which will appear in your school performance statistics.

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[1] Bearing in mind, of course, that no-one knows on Results Day what that year's A8 estimates will be, so it is not possible to report Progress 8 until the new A8 estimates are published, usually in October.

The main characteristics to check are:

- SEN status (columns K, M, N)
- Mobility (did they join your roll within the last two years?) (column O)
- EAL (column Q)
- Ethnicity (column R)

Select the top row of the DfE spreadsheet and click on Data -> Filter to apply filter controls to each of the column headings. You can now check the filtered list for each group.

As with the cohort, firstly check that the values in the DfE data match those on your MIS or census return. Once you are happy that the checking data is correct, check it against 4Matrix and update 4Matrix where necessary.

Pupil characteristics can be updated in Admin -> Edit Pupils.

Check 3: KS2 APS

The June Checking Exercise data is the first official notification that schools get of their students' KS2 fine levels.   While schools can access their KS2 raw test scores and overall levels in Key to Success once students join their roll, the DfE do not make available the calculated fine level which is used as the baseline for the Progress 8 measure. Most schools will have used the DfE guidance to calculate these fine levels themselves, and it is important for the accuracy of your in-school calculations that you check that your own calculations match the DfE.

The relevant data is held in columns S to Y of the DfE download.

The 4Matrix Key to Success import uses the DfE calculation (see the link to the guidance on page 1 of this guide) so if you have imported your KS2 data using our import it should match the DfE.

1. Check the Prior attainment score in English and mathematics (Column Y) in the DfE document against the EM Fine Points in the 4Matrix download.

2. If none of the scores match, then follow these steps to re-import the KS2 data: http://help.4matrix.com/knowledgebase.php?article=60 . It is recommended to take a back-up of your markbook and then clear columns before re-importing.

Capped and Rounded Scores:

Please see the following (Secondary Accountability Measures Guide, p42):

- pupils with mean key stage 2 fine grade score of <=1.5 are assigned a key stage 2 score of 1.5
- pupils with mean key stage 2 fine grade score between 1.6 and 2.0 are assigned a key stage 2 score of 2.0
- pupils with mean key stage 2 fine grade score between 2.1 and 2.5 are assigned a key stage 2 score of 2.5
- pupils with mean key stage 2 fine grade score between 2.6 and 2.8 are assigned a key stage 2 score of 2.8
- pupils with mean key stage 2 fine grade score of >=5.8 are assigned a key stage 2 score of 5.8

Scores may appear in unrounded/uncapped versions in 4Matrix. This will not affect calculations – a student, for example, whose fine level appears as 2.7 in 4Matrix will be treated the same as a student with a fine level of 2.8 as per the above guidance.

If the scores still don't match, please contact one of our team for support.

3. If you have just a few scores which don't match, then have a look at the individual English and Maths levels and compare them to the values in the 4Matrix markbook. The values in the Markbook are expressed in points rather than levels, so you will need to export the markbook and divide the columns English: Fine Points and Maths: Fine Points by 6 before doing the comparison. This may help you to work out what is different. You should also compare the TA levels.

4. Please note that the overall EM Fine Points (shown in 4Matrix in the Progress 8 tool) cannot be edited. This figure is the average of the English and Maths fine points, divided by 6. The English and Maths fine points can be edited in the Markbook, and updating these will in turn update the overall EM Fine points. (Please note that for students with a level below 3, including B/N, teacher assessments are also used for calculations – please see the DofE guidance for more details).

If you need help checking KS2 data for individual students, please contact 4Matrix support via email or the online helpdesk, including the following information:

- The student's raw marks and overall levels from Key to Success
- The student's English level, Maths level and overall Fine Level from the DfE checking data
- The information held in the 4Matrix markbook for the student
- The overall EN Fine Points shown in the 4Matrix download for the student

Please do not include student names or other personal data (DOB, UPN etc) in your email.

Changes to KS2 Calculations

The 4Matrix Key to Success import routine matches exactly the calculations published in the DfE guidance. However, in the last two years, it has emerged in the June checking exercise that the DfE have made changes to their published calculations.

If we discover that this has happened this year, we will email all schools who use 4Matrix (using email address that you have given us on our system) and will also publish information via our newsfeed www.4matrix.com/news (or click on Help -> Latest News from within 4Matrix) and our Facebook group.

Check 4: Prior Attainment Bands

If students' KS2 fine levels are correct in 4Matrix, then their Prior Attainment Bands should also be correct and should match the DfE. If you have not previously set Prior Attainment Bands for this cohort, please see http://help.4matrix.com/knowledgebase.php?article=81 for guidance on how to do this.

If you have re-imported KS2 data then you may need to re-run the "Set Prior Attainment Bands" routine:

1. Open the markbook and save a reference copy by clicking on File-> Export and exporting into Excel.
2. Click on "Set Prior Attainment Bands"

If your KS2 data is correct, and you have re-run the setting routine where appropriate, and you still have one or more students whose prior attainment band does not match the DfE, please contact 4Matrix support.

Useful Information Links

1. Tables Checking Site (see guidance documents): https://tableschecking.education.gov.uk/
2. Secondary Accountability Measures Guide (for calculation of KS2 fine level): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/696998/Secondary_accountability-measures.pdf
3. 4Matrix Knowledge Base and Help: http://help.4matrix.com