



Standards  
& Testing  
Agency

# **Multiplication tables check: administration guidance**

**April 2024**

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# 1 Introduction

The multiplication tables check (MTC) is statutory for all year 4 pupils registered at state-funded maintained schools, special schools and academies, including free schools, in England.

This guidance is for schools administering the MTC and expands on section 10 of the [2024 key stage 2 \(KS2\) assessment and reporting arrangements \(ARA\)](#)<sup>1</sup>. It includes information to ensure that schools can:

- access the MTC service
- prepare administrators for check administration
- administer the check
- view and download results
- provide feedback on the MTC service

## 1.1 Background

The MTC is an on-screen assessment designed to determine whether pupils can fluently recall their multiplication tables, up to 12, through a set of timed questions. The [MTC assessment framework](#)<sup>2</sup> gives more detail about the purpose, format, content and cognitive demand of the MTC.

## 1.2 Overview

Schools must administer the check within the 2 week period between Monday 3 June and Friday 14 June. If required, schools can also use the following week from Monday 17 June to Friday 21 June to administer the check to pupils who were absent during the first 2 weeks or in case of any delays due to technical difficulties.

Schools can access the MTC service via [DfE Sign-in](#)<sup>3</sup> from Monday 8 April.

The [official check](#)<sup>4</sup> consists of 25 questions. Pupils will have 6 seconds to answer each question, with 3 seconds pause between questions. Pupils will answer 3 practice questions before the check begins.

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<sup>1</sup> [www.gov.uk/government/publications/2024-key-stage-2-assessment-and-reporting-arrangements-ara](http://www.gov.uk/government/publications/2024-key-stage-2-assessment-and-reporting-arrangements-ara)

<sup>2</sup> [www.gov.uk/government/publications/multiplication-tables-check-assessment-framework](http://www.gov.uk/government/publications/multiplication-tables-check-assessment-framework)

<sup>3</sup> <https://services.signin.education.gov.uk>

<sup>4</sup> <https://pupil.multiplication-tables-check.service.gov.uk>

Pupils can use the ['try it out' check](#)<sup>5</sup> from Monday 8 April to familiarise themselves with the format, including any access arrangements, before taking the official check. The 'try it out' check is consistent with the official check and allows pupils the opportunity to try out answering 25 questions. These questions will be the same if they take the 'try it out' check more than once.

### 1.3 Important dates for 2024

Date	Action
Monday 8 April	Schools can access the MTC service via <a href="#">DfE Sign-in</a> <sup>6</sup> to prepare for check administration
Monday 3 June to Friday 14 June	MTC administration period
Monday 17 June to Friday 21 June	Schools administer the MTC to any pupils absent in the administration period or where administration has been delayed due to technical difficulties
Friday 21 June	Deadline for schools to: <ul style="list-style-type: none"> <li>• ensure pupils have completed the MTC or have been recorded as not taking the check</li> <li>• submit their headteacher's declaration form (HDF) on the MTC service by 5pm</li> </ul>
Monday 24 June to end of summer term	Results (a total score for each pupil) available in the 'View pupil results' section of the MTC service, for schools to view or download

### 1.4 Maladministration

The term 'maladministration' refers to any act that:

- affects the integrity, security or confidentiality of the national curriculum assessments
- could lead to results that do not reflect pupils' unaided work

Your school could be subject to a maladministration investigation if it does not comply with:

- this check administration guidance

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<sup>5</sup> <https://pupil.multiplication-tables-check.service.gov.uk>

<sup>6</sup> <https://services.signin.education.gov.uk>

- the [2024 KS2 ARA](#)<sup>7</sup>

If following an investigation, the Standards and Testing Agency (STA) decides maladministration has occurred, the results for a whole cohort, groups of pupils or individual pupils may be annulled.

You should consider taking steps to protect staff involved in administering the check. Misunderstandings about correct check administration can lead to allegations of maladministration. To avoid this, ensure all staff, participating pupils and their parents understand:

- how the check will be administered
- what assistance is and is not allowed in the check
- how any access arrangements will be used

Anybody with concerns about the administration of the MTC, or any allegations of maladministration, which could include cheating, should report them by contacting [STA.maladministration@education.gov.uk](mailto:STA.maladministration@education.gov.uk) or the national curriculum assessments helpline on 0300 303 3013 or [assessments@education.gov.uk](mailto:assessments@education.gov.uk).

## 1.5 Accessing the MTC service

All schools with year 4 pupils will be able to access the MTC service through [DfE Sign-in](#)<sup>8</sup> from Monday 8 April.

DfE Sign-in approvers can add the 'multiplication tables check' service to their own account or other user accounts. They can do this by selecting 'add services to my account' or, for other users, via the 'manage users' section, when signed in.

If you do not have an account yet:

1. [Create a DfE Sign-in account](#)<sup>9</sup>.
2. Sign in to DfE Sign-in.
3. Select 'organisations' and 'request access to an organisation'.
4. Enter the unique reference number (URN) or name of your school.
5. The request will be sent to the DfE Sign-in approver for your school, to approve your request and assign the 'multiplication tables check' service.

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<sup>7</sup> [www.gov.uk/government/publications/2024-key-stage-2-assessment-and-reporting-arrangements-ara](https://www.gov.uk/government/publications/2024-key-stage-2-assessment-and-reporting-arrangements-ara)

<sup>8</sup> <https://services.signin.education.gov.uk>

<sup>9</sup> <https://profile.signin.education.gov.uk/register>

For information about DfE Sign-in, including managing users, follow [DfE Sign-in 'Help'](#)<sup>10</sup> when signed in to your account. If you are unable to find the answer to your question, you can [contact DfE Sign-in](#)<sup>11</sup> for further support.

## 1.6 Help and support

The following videos demonstrate how to use the MTC service and enable access arrangements:

[Multiplication tables check: administration guidance](#)<sup>12</sup>

[Multiplication tables check: access arrangements](#)<sup>13</sup>

There is separate [MTC IT guidance](#)<sup>14</sup> to support staff who manage the school's ICT network.

For queries about administering the check, contact the national curriculum assessments helpline on 0300 303 3013 or at [assessments@education.gov.uk](mailto:assessments@education.gov.uk).

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<sup>10</sup> <https://help.signin.education.gov.uk>

<sup>11</sup> <https://help.signin.education.gov.uk/contact-us>

<sup>12</sup> <https://www.youtube.com/watch?v=dcFPOVMqMB4>

<sup>13</sup> <https://www.youtube.com/watch?v=S3el-mvqyeo>

<sup>14</sup> [www.gov.uk/guidance/multiplication-tables-check-it-guidance](http://www.gov.uk/guidance/multiplication-tables-check-it-guidance)

## 2 Preparing for the check

From Monday 8 April, schools should access the MTC service via [DfE Sign-in](https://services.signin.education.gov.uk)<sup>15</sup> to:

- check their pupil register and ensure all year 4 pupils are included and their details are correct – this includes pupils who are not taking the check
- generate a school password and pupil identification numbers (PINs) on the days they are administering the ‘try it out’ check
- allow pupils to use the ‘try it out’ check to familiarise themselves with the format
- enable access arrangements for any pupils who need them and allow pupils to use the ‘try it out’ check to ensure access arrangements meet their needs
- record reasons if any pupils will not be taking the check

Schools should also prepare:

- check administrators
- devices for pupils to take the check
- rooms where the check will be administered

### 2.1 Check administrators

The check should be administered by a member of school staff, such as a teacher or teaching assistant, who is:

- familiar with this guidance
- familiar with the digital devices being used
- known to the pupils

### 2.2 Preparing rooms

Schools should administer the check in a room that is quiet and provides a comfortable, well lit space.

To prepare rooms for the check, you should:

- remove or cover any displays or teaching materials that could provide pupils with an advantage, such as times tables posters on walls
- ensure pupils do not have a pen or pencil, paper, calculator, mobile phone, smart watch or other items that may provide them with an advantage during the check
- ensure seating arrangements will allow all pupils to work quietly and independently

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<sup>15</sup> <https://services.signin.education.gov.uk>

- ensure pupils will not be distracted by other pupils or digital devices
- ensure the digital devices used for the check are switched on, charged and in good working order before pupils enter the room
- ensure sufficient space is provided to accommodate access arrangements

Schools may find it helpful to have the ['Sign in' page](#)<sup>16</sup> loaded on devices before pupils enter the room.

## 2.3 Equipment

Schools can use any of the following digital devices to access the check:

- PC
- Mac
- laptop
- tablet

The [MTC IT guidance](#)<sup>17</sup> sets out the essential technical requirements and recommended actions IT staff and check administrators should complete to ensure pupil devices are up to date and prepared for the check to minimise the risk of disruption.

## 2.4 Deciding on devices and input methods

Schools should decide which devices and input methods are best suited to their pupils. This decision should be based on normal classroom practice.

Pupils can input their answers using a keyboard, touchscreen or mouse. Research suggests that, in this type of timed assessment, year 4 pupils may find a small benefit from using a keyboard or a touchscreen rather than a mouse. Schools should decide which input method to use, based on their knowledge of individual pupil needs, but should only consider using a mouse if a pupil regularly uses one as part of normal classroom practice and has the necessary motor skills.

Schools should use the 'try it out' check to confirm which input method is best suited for the pupil.

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<sup>16</sup> <https://pupil.multiplication-tables-check.service.gov.uk>

<sup>17</sup> [www.gov.uk/guidance/multiplication-tables-check-it-guidance](http://www.gov.uk/guidance/multiplication-tables-check-it-guidance)



## 2.5 View, add or edit pupils on your register

All year 4 pupils must be registered for the check, including pupils who do not participate.

Your pupil data will be pre-populated using your school's spring year 4 census data. You can view your pupil data and add new pupils from Monday 8 April until the end of the check period on Friday 21 June. Pupils cannot be added to the service after the check period has ended.

From the MTC homepage, select 'View, edit and add pupils on your register'. You can add pupils by selecting 'Add pupil' or 'Add multiple pupils'.

You should also check your pupil data to ensure each pupil's name, date of birth and unique pupil number (UPN) is accurate, and select 'Edit' to correct the data if required.

You must not remove pupils from the MTC service. If a pupil will not take the check, they should be recorded within the 'provide a reason why a pupil is not taking the check' section.

### Add a pupil's alternative name

When pupils sign in to the 'try it out' check and the official check, they will see their name on screen. If a pupil is known by a name other than their legal name reported on the census, you can add their alternative name so they will see it when they take the check. To do this, select the pupil and add their alternative name into the 'Known as' field.

### Organise pupils into groups

You can organise pupils into classes or smaller groups. This will make administering the check easier as you can select a group when generating PINs, recording pupils as not taking the check, or arranging restarts.

From the homepage, select 'Organise pupils into groups' and then 'Create new group'. Name the group and select the pupils you want to add to it, then select 'Confirm'. You can edit groups until the check period ends on Friday 21 June.

## 2.6 Provide a reason why a pupil is not taking the check

If the headteacher decides a pupil should not take the check, they must record the reason on the MTC service. The headteacher's decision regarding participation is final.

Pupils should not take the check if:

- they are unable to participate, even when using access arrangements

- they are unable to answer the easiest questions or are working below the [national curriculum expectation](#)<sup>18</sup> for year 2 in multiplication tables
- they have just arrived in school during the check period and there is not enough time to establish the pupil's abilities

Schools will be able to provide the 'absent during check window' reason from Monday 3 June. You should only use this reason if the pupil is able to take the check but absent during the entire 3 week window.

Schools can also record a pupil as not taking the check if they:

- are absent and therefore the school is unable to administer the check during the 3 week check window
- have left the school
- appear on the register in error

To record a pupil as not taking the check, select 'Provide a reason why a pupil is not taking the check' on the homepage, then 'Select pupils and reason'. Select the reason and the pupils who will not take the check, then select 'Confirm'.

These pupils will then appear on the 'Provide a reason why a pupil is not taking the check' page. If a pupil has been recorded in error, select 'Remove'.

## 2.7 Access arrangements

Access arrangements may be appropriate for pupils with specific needs who require additional arrangements so they can take part in the MTC. This includes pupils:

- with an education, health and care (EHC) plan
- for whom provision is being made in school using the special educational needs and disability (SEND) support system
- whose learning difficulty or disability significantly affects their ability to access the check
- who have behavioural, emotional or social difficulties
- with English as an additional language (EAL) and limited fluency in English

Schools do not need to request permission to use access arrangements. However, the support given should be based on normal classroom practice and must never advantage pupils.

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<sup>18</sup> [www.gov.uk/government/publications/national-curriculum-in-england-mathematics-programmes-of-study](http://www.gov.uk/government/publications/national-curriculum-in-england-mathematics-programmes-of-study)

Schools could be subject to a maladministration investigation if they do not comply with these requirements.

## **Enable access arrangements**

Check administrators can enable access arrangements for pupils with specific needs. Select 'Enable access arrangements for pupils who need them' from the homepage, then 'View pupils and assign arrangements'. Type the pupil's name into the search bar and select the access arrangements required, then 'Save'. You can assign more than one access arrangement to a pupil, if required.

Pupils should familiarise themselves with access arrangements using the 'try it out' check to ensure the arrangements meet their needs before taking the official check.

If access arrangements have been enabled for a pupil, the arrangements will automatically be available to the pupil in the 'try it out' check and the official check. When the pupil signs in, they will see a list of the access arrangements enabled.

## **Colour contrast**

The standard version of the check includes black text on a white background. If colour contrast is enabled for a pupil, at the start of the 'try it out' and official check they will be able to change the text and background colours to one of the following combinations:

- yellow on black
- black on blue
- black on peach
- blue on cream

## **Font size**

If font size is enabled for a pupil, at the start of the 'try it out' and official check they will be able to increase or decrease the size of the text and number pad on the screen.

## **Pause 'next' button between questions**

The standard version of the check includes 3 seconds pause between questions. If this is not long enough for a specific pupil, or the pace of the check may disadvantage the pupil, a 'Next' button can be enabled. Instead of 3 seconds pause, the pupil can select 'Next' when they are ready to start a new question. The check administrator should be aware the next question will not appear until the pupil selects the 'Next' button and may consider prompting them to select it, if needed. There is a 30-minute time limit to complete the check using this access arrangement.

If the pupil does not complete the check within 30 minutes, the check will time out and have a status of 'checks that require action' within the 'See how many pupils have completed the official check' section of the MTC service - refer to section 4.1.

Please note this access arrangement does not extend the time given to answer each question.

### **Remove on-screen number pad**

Enabling this feature will remove the on-screen number pad. This may be useful to support pupils who are distracted by it or do not plan to use it. Only the question-and-answer box will show on the screen. The pupil will need a keyboard to enter their response.

### **Input assistance**

An input assistant is someone who enters answers dictated by the pupil. An input assistant can be used when a pupil is:

- unable to enter their own answers
- able to input, but inputting causes physical discomfort
- able to input, but inputs very slowly
- able to input, but finds inputting very difficult

The input assistant must enter their name at the start of the official check and then accurately input the answers dictated by the pupil. They must not be another pupil or a relative, carer or guardian of the pupil.

### **Audio version**

If the audio version is enabled, it will read aloud all text displayed on the screen, including the instructions, questions and answer inputted after each key press. Pupils can also use 'Tab' and 'Shift + Tab' to navigate through the elements displayed on screen.

Schools should administer the MTC to pupils who are using the audio version in a separate room, or provide headphones, to avoid the audio version distracting other pupils taking the check at the same time.

The MTC does not support commercial screen readers because they are not compatible with the timed element of the check. We recommend using Google Chrome or Safari web browsers with the audio version. The MTC's audio version will not work with Internet Explorer or Microsoft Edge due to technical limitations.

## Audible time alert

Pupils with a visual impairment may not be able to see the on-screen question timer. If the audible time alert is enabled for a pupil, a beep will sound 2 seconds before the end of each question, then a different beep will sound to signal the end of each question.

## Additional time

Pupils cannot have additional time to complete the MTC questions. The purpose of the check is to determine whether pupils can recall their times tables fluently. Additional time would remove the fluent recall element of the check.

## 2.8 Preview the check

Pupils can use the [‘try it out’ check](#)<sup>19</sup> from Monday 8 April.

Pupils must sign in using their ‘try it out’ PIN and school password.

It contains 3 practice questions, followed by 25 questions.

The ‘try it out’ check is designed to help pupils familiarise themselves with the process and format of the check, including the use of access arrangements. There is only one set of questions, but pupils can take the ‘try it out’ check as many times as they need to.

Pupils will not receive a result for any questions they complete in the ‘try it out’ check.

Pupils should familiarise themselves with the check using the device and input method they will use to take the official check - refer to section 2.4. Access arrangements used in the ‘try it out’ check will automatically be enabled for the pupil when they sign in to the official check.

## 2.9 Generate password and PINs

Pupils will access the official check and ‘try it out’ check using a PIN and school password, generated by the school on the day of administration. Pupils must only sign in to the MTC using the PIN assigned to them.

Your school’s password and pupil PINs will change each day. The printed PIN slips include an expiry date to highlight that they expire at 4pm on the date they were generated.

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<sup>19</sup> <https://pupil.multiplication-tables-check.service.gov.uk>

There are separate PINs for the 'try it out' check and the official check. It is important that school staff do not confuse the different versions during the official check administration window, when both services are available. Schools can print their pupils' PINs on slips, which clearly state if they are for the 'try it out' check or the official check.

## **PINs for the 'try it out' check**

Schools can generate 'try it out' PINs from Monday 8 April until the end of the check period on Friday 21 June.

Pupils can use their PINs for the 'try it out' check multiple times throughout the day. Schools can generate PINs from 6am, but pupils cannot use them until 8am. They will expire at 4pm each day, so schools will have to generate a new school password and pupil PINs if pupils use the 'try it out' check on more than one day.

To generate a school password and PINs:

1. Select 'Generate and view password and PINs for the try it out and official check' from the MTC homepage.
2. Select 'Try it out', then 'Generate password and PINs for the try it out check'.
3. Select the pupils, or group of pupils, and then select 'Confirm' on the green bar to generate PINs for those pupils.

You can print the PINs by selecting the pupils, or groups, then selecting 'Print selected'. You will notice the printed slips have a 'Try it out' watermark.

## **PINs for the official check**

PINs for the official check will only be available within the MTC service when the check period begins on Monday 3 June. Schools can generate PINs from 6am, but pupils cannot use them until 8am.

On the days you administer the official check:

1. Select 'Generate and view password and PINs for the try it out and official check' from the homepage.
2. Select 'Official check', then 'Generate password and PINs for the official check'.
3. Select the pupils, or group of pupils who are scheduled to take the check that day, and then select 'Confirm' on the green bar to generate PINs for those pupils.

PINs for the official check can only be used once on the day they are generated and will expire at 4pm.

If a pupil signs into the check but exits the check before they start the official check questions, the PIN will remain active for 30 minutes to allow the pupil to sign in again. After 30 minutes the pupil will show within the 'See how many pupils have completed the official check' page as 'Overdue – signed in check not started' and a restart will be required.

If you generate PINs for pupils who will not take the check, you will not be able to 'provide a reason for not taking the check' until PINs expire at 4pm.

You can print the PINs by selecting the pupils, or groups, then selecting 'Print selected'. You will notice that the printed slips have 'Official' on them.

## **2.10 Schools affected by disruption**

In line with emergency planning guidance, schools' emergency plans should include contingencies for possible disruption to assessments. This may include alternative venues or arrangements for assessments as appropriate. Schools are encouraged to review contingency plans well in advance of assessments.

It is important to note, when considering alternative venues and arrangements for the MTC, schools will require a secure internet connection and access to the test devices.

Where school facilities are affected by disruption - for example, fire, flood or building closures due to reinforced autoclaved aerated concrete (RAAC) - you may wish to consider using the additional week at the end of the check administration window.

Where schools have concerns that they may still be unable to administer the check, they should contact the national curriculum assessments helpline on 0300 303 3013 or at [assessments@education.gov.uk](mailto:assessments@education.gov.uk).

## 3 Administering the check

### 3.1 Check administration period

Schools must administer the official check between Monday 3 June and Friday 14 June.

If required, schools can also use the following week, from Monday 17 June to Friday 21 June, to administer the check to pupils who were absent during the first 2 weeks or in case of any delays due to technical difficulties.

When planning your timetable to administer the check, you should consider how many pupils will take the check at the same time. You can administer the check to individuals, small groups or a whole class. You should ensure pupils are in a fit mental and physical state to take the check.

You do not need to keep pupils who have taken the check separate from pupils who have not yet taken it.

### 3.2 Pupils who change schools

If a pupil changes school before the check administration window, the receiving school must add the pupil to their pupil register and either administer the check or record the pupil with a reason for not taking the check.

If a pupil changes school during the check administration window, the receiving school should check if the pupil has already taken the check with the previous school. If the pupil has already taken the check, the receiving school does not need to add the pupil to their register or administer the check. If the pupil has not taken the check, the receiving school must add the pupil to their pupil register and either administer the check or record the pupil with a reason for not taking the check.

If a pupil changes school before or during the check administration window and did not participate in the check, the previous school should record them as 'left' within the 'Provide a reason why a pupil is not taking the check' section on the homepage.

If a pupil changes school after the check administration window, the school where the pupil was registered during the check window must ensure the pupil is within their pupil register and has completed the check or been recorded with a reason for not taking the check. The receiving school does not need to take any action.

### 3.3 Overview of the pupils' experience

The first screen pupils will see requires the school password and their PIN. School passwords and PINs have been designed to enable most year 4 pupils to sign in by



themselves, but a check administrator should supervise the process. When administering the official check, you should ensure pupils have PIN slips with 'Official' on them and do not contain the 'Try it out' watermark.

The pupil will then see a screen with their name, date of birth and the school's name. If the details are correct, they can press 'Next' to continue.

If they are incorrect, they should press 'Sign out' to return to the sign in screen and tell the check administrator. The check administrator should confirm that the pupil has entered their details and PIN correctly.

The welcome screen provides instructions.

Pupils should select 'Start now' to begin the practice questions. When they have answered the 3 practice questions, they will see a screen confirming the practice is complete.

When they are ready, the pupil should select 'Next' to move to the start page. They can then select 'Start now' to begin the check.

When pupils have completed the check, they will see a screen advising 'you have finished, please wait, do not close or shut down'.

When pupils see the 'thank you' message, they can select 'Sign out' to exit the check, or 'Feedback' to give feedback about their experience.

### **3.4 Instructions to pupils**

Schools should introduce the MTC as consistently as possible, noting some pupils may require more explanation to understand the instructions.

The following text provides an example of how you could introduce the check:

"In this activity, you are going to be asked 25 times tables questions.

First, there are 3 practice questions. You can use them to practise putting in your answers."

For pupils using a PC or laptop with a touchscreen: "You can use the number pad on your keyboard or the numbers on screen using a touchscreen."

For pupils using a mouse: "You can use the numbers on screen using the mouse."

For pupils using a tablet: "Put in your answer using the numbers on the touchscreen."

“When the questions start, you will have 6 seconds to answer each question. The system will automatically accept your answer after 6 seconds.

You don't need to press the 'Enter' button if you don't want to, but you can bring up the next question sooner by selecting 'Enter'.

There will be 3 seconds pause between each question.

You can't pause (unless the 'Next question' access arrangement has been enabled) or stop the check once you have started.

You must not refresh the page during the check.

When you have completed the check, you will see a message advising 'you have finished, please wait, do not close or shut down'.

You will then see a 'thank you' message and a 'Feedback' button you can select if you want to say how you found the check.

Does anybody have any questions before we begin?

You can now enter your password and PIN to sign in.”

## **3.5 Problems or queries during check administration**

### **Answering pupils' questions**

There is no option for a pupil to pause or stop the check once it has started unless the 'Next question' access arrangement has been enabled for that pupil in advance.

Check administrators should be careful not to say or do anything that might give a pupil an advantage, as this could lead to a maladministration investigation. If a pupil asks you about the answer to a particular question, explain that you will discuss it with them after the check has finished and tell them to continue.

### **Internet connection issues**

If there is no internet connection at the end of the check, pupils will see a screen confirming that the upload was unsuccessful. If this error occurs, select 'Try upload again' when there is a stable internet connection. Where possible, do not switch off the device. If this does not solve the issue, contact the national curriculum assessments helpline on 0300 303 3013.

## IT issues

The [MTC IT guidance](#)<sup>20</sup> contains essential technical requirements and other recommended actions. If you experience technical issues during the check, speak to your local IT support in the first instance. If you need further advice, contact the national curriculum assessments helpline on 0300 303 3013.

### 3.6 Select pupils to restart the check

If a pupil was interrupted during the check, you can allow them to restart it. The pupil will see a different set of questions from their previous attempt. Only the outcome of their final completed attempt will be reported, regardless of which score was higher.

Schools must only allow a pupil to restart the check if they suffered a significant disruption as described in the reasons below. You must not allow the pupil to restart the check simply to have another go. Pupils can only restart the check twice, allowing them a maximum of 3 attempts.

Restarts are allowed for the following reasons:

- prolonged loss of internet connection during the check and the data could not be recovered at the end
- IT issues: there was a problem with the digital device the pupil was using - for example, device failure or power loss
- classroom disruption: the pupil was significantly distracted - for example, a fire alarm or building evacuation, illness during the check, or behavioural disruption in the check room
- did not complete: the pupil did not complete the check - for example, they accidentally closed the check window

You must notify STA of a pupil restarting the check, by selecting 'Restarts' from the MTC homepage, then 'Select pupils to restart'. If you select a pupil for a restart in error, select 'Remove restart'.

You will need to navigate to 'Generate password and PINs for the official check' and generate a new PIN for pupils who are restarting the check, even if they restart the check on the same day as their original attempt.

If the pupil has taken the check but is not showing as complete, you should follow the information provided in the 'What does each status mean?' section on the 'See how many pupils have completed the official check' page before generating a restart.

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<sup>20</sup> [www.gov.uk/guidance/multiplication-tables-check-it-guidance](http://www.gov.uk/guidance/multiplication-tables-check-it-guidance)

If you require further support, you should contact the national curriculum assessments helpline on 0300 303 3013.

## 4 After the check

### 4.1 See how many pupils have completed the official check

It is the headteacher's responsibility to ensure that all pupils have a check status of completed or a reason for not taking the check by Friday 21 June.

The 'See how many pupils have completed the official check' page provides useful information to see the progress of your check completion. We recommend check administrators review this page regularly during the administration window to ensure all pupils that have already taken the check, or been recorded as not taking the check, show as 'Complete'.

These statuses are designed to show you what action has been taken for each pupil and allow you to easily identify if any further action is required. Pupils will be recorded against one of the following statuses:

Status	Sub-status
Checks that require action	<ul style="list-style-type: none"><li>• Overdue – signed in check not started</li><li>• Overdue – check started but not received</li><li>• Error in processing</li></ul>
Pupils not started	<ul style="list-style-type: none"><li>• Not started</li><li>• Restart</li></ul>
Pupils in progress	<ul style="list-style-type: none"><li>• PIN generated</li><li>• Signed in</li><li>• Check in progress</li><li>• Check processing</li></ul>
Pupils completed	<ul style="list-style-type: none"><li>• Complete</li><li>• Reason for not taking the check</li></ul>

The 'What does each status mean?' section on the right side of the 'See how many pupils have completed the official check' page within the MTC service provides further information on each sub-status and next steps for checks that require action. If there are technical issues, such as the data not being returned due to prolonged loss of internet, the pupil may need to restart the check - refer to section 3.6.

Once a pupil has completed the check, we recommend schools wait 30 minutes to ensure the check status has updated before selecting pupils to restart a check - refer to section 3.6.

If you need further advice on resolving pupils with 'checks that require action' after following the information provided in the 'What does each status mean?' section, contact the national curriculum assessments helpline on 0300 303 3013.

## 4.2 The headteacher's declaration form

Headteachers must submit the HDF to confirm this check administration guidance has been followed. The deadline for completing the HDF is 5pm on Friday 21 June.

In the absence of the headteacher, a delegated senior member of staff should submit this declaration.

Headteachers cannot complete the HDF until all pupils have completed the check or have a reason recorded for not taking the check. Failure to complete the HDF by the deadline may result in a maladministration investigation and prevents results from being released.

The HDF confirms that either:

- the school administered the check according to this guidance
- no pupils took the check, but the school has recorded them correctly with a reason for not taking the check
- the school were not able to confirm the statements above, but have reported any issues to STA

Once submitted, you cannot amend the HDF so you should report any mistakes to the national curriculum assessments helpline on 0300 303 3013.

## 4.3 View pupil results

Pupils will not see their individual results when they complete the check. Schools will see results (a total score for each pupil) in the 'View pupil results' section of the MTC service from Monday 24 June, providing:

- all pupils have completed the check or have a reason recorded for not taking the check
- the HDF has been submitted

There is no expected standard threshold for the MTC, but higher scores indicate greater proficiency in fluently recalling multiplication tables.

Schools can download a common transfer file (CTF) containing their MTC results, which they can upload into their management information system. Schools should download any required data by the end of the 2024 summer term.

DfE will not publish school-level results for the MTC to the public, but there will be a statistical publication at national and local authority level. Pupil and school-level results

will be made available in [Analyse School Performance \(ASP\)](#)<sup>21</sup>. Pupil-level data will also be released in [Get Information about Pupils \(GIAP\)](#)<sup>22</sup>.

## 4.4 Feedback

There will be a survey on the MTC service homepage from Monday 3 June, where teachers can provide feedback.

Pupils will also be asked for their feedback once they have completed the official check.

Feedback is optional and we will use responses to help improve the service for future years.

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<sup>21</sup> <https://services.signin.education.gov.uk>

<sup>22</sup> <https://services.signin.education.gov.uk>



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