Multiplication tables check: system guidance

National pilot

April 2019

Contents

1. Summary

This document provides guidance for schools administering the multiplication tables check (MTC) during the pilot from Monday 10 June to Friday 28 June 2019. It includes instructions and screenshots to help administrators use the MTC system, and should be used alongside the multiplication tables check: administration guidance.

The text contained within some screenshots may change slightly before the pilot, based on feedback from schools.

This guidance will be reviewed and updated before the national rollout of the MTC as a statutory assessment in 2020.

2. Before the check

2.1 Accessing the MTC system

On the NCA tools[1] homepage, select **Multiplication tables check** in the top menu bar. By default, only NCA tools super users (usually headteachers) will have this permission, but they can grant it to other nominated users within the school. Guidance is available on GOV.UK[2].

2.2 Registering pupils

From the school homepage, select **Pupil register**.

The register will be pre-populated with the latest year 4 census data for your school. If

needed, you can add pupils to the attendance register by selecting **Add pupil** or **Add multiple pupils**.

Pupil register

This list is taken from your school's census data. Review your list and add pupils, if required. If a pupil is not going to participate, go to Pupils not taking the check.

Add pupil   Add multiple pupils

Pupil ▲	Group ◆	Status ◆
Last name, First name	-	Not started
Last, First	-	Not started
Surname, First Name	-	Not started
Surname, Forename	-	Not started
Example Last, Example First	-	Not started

2.3 Grouping pupils

If you choose to, you can organise pupils into classes or smaller groups to make preparing for, or administering the check, easier. This means you will be able to select a group when generating PINs, marking pupils as not taking the check, or arranging restarts.

To organise pupils, select **Group pupils** and then **Create new group** from your school's homepage.

Group pupils

Organise pupils into groups if you are not planning to administer the check to the whole cohort at the same time.

Create new group

Name the group and select pupils to join it, then select **Confirm**.

Create group

1. Group name
For example, Class 4A

Group 1

2. Select/deselect pupils in group

Pupil	Select all	☐
Last Name, First Name		☐
Last, First		☑
Surname, Forename		☑
Example Last, Example First		☐

Pupils selected: **2**   Confirm   Cancel

You'll see confirmation your group has been created. To create more groups, select **Create new group** and follow the process again.

2.4 Pupils not taking the check

If there are pupils on the register who will not take the check, select **Pupils not taking the check** on the school's homepage, then **Select pupil and reason**.

Pupils not taking the check

All pupils must be considered for the multiplication tables check at the end of year 4. If a pupil is not going to take the check, a reason must be provided.

Select pupil and reason

No pupils added

Choose a reason and the pupil or group of pupils who will not take the check, then select **Confirm**. If you are withdrawing multiple pupils for different reasons, you should repeat the process.

Select pupils not taking the check

1. Select reason

- ○ Incorrect registration
- ○ Left school
- ○ Working below expectation
- ⦿ Absent
- ○ Unable to access
- ○ Just arrived with EAL

▶ What do these reasons mean?

2. Select pupils

Filter by groups	⌄
☐ Group 1 (2 pupils)	

Pupil name ▲	Reason ⬍	Select all ☐
Last Name, First Name	-	☑

Pupils selected: **1**   [Confirm] [Cancel]

These pupils will then appear on the 'Pupils not taking the check' page with their reason. If a pupil has been included in error, select **Remove**.

> **1 reason updated**
>
> # Pupils not taking the check
>
> All pupils must be considered for the multiplication tables check at the end of year 4. If a pupil is not going to take the check, a reason must be provided.
>
> [Select pupil and reason]
>
> | Pupil | Reason | |
> |---|---|---|
> | Last Name, First Name | Absent | Remove |

2.5 'Try it out'

To generate a school password and PIN for the 'try it out' area, select **Try it out – password and PINs** from the MTC homepage, then **Generate PINs**.

Try it out - password and PINs

Pupils will need a personal identification number (PIN) and school password to sign in to the 'Try it out' area

These expire at 4pm daily.

Select access arrangements for pupils who need them before generating PINs

▶ Instructions

Generate PINs

Select a pupil or group of pupils, then **Confirm** to generate PINs for those pupils.

Select pupils to generate PINs - Try it out

Filter by name

🔍 [   ]

Pupil ▲	Select all ☐
Last name, First name	☑
Last, First	☑
Surname, Forename	☐

Pupils selected: **2**   Confirm   Cancel

Schools should **Print PINs** to print copies of the school password and PINs and distribute them to pupils before they sign in to the pupil site. Ensure pupils use a 'try it out' PIN to access the 'try it out' area. If they sign in using a 'start the MTC' PIN, they will access the live MTC instead.

PINs generated for 2 pupils

View and print PINs - Try it out

Personal identification numbers (PINs) have been generated for selected pupils. These expire at 4pm daily.
You can generate additional PINs for pupils you have missed.

Print PINs   View all active PINs

Pupil

Last Name, First Name

School
Password: **dug63pop**   PIN: **3655**

Last, First

School
Password: **dug63pop**   PIN: **5383**

When they sign in to the pupil site, pupils will see the sign-in screen. They should enter the school password and their PIN, then press **Sign in**.

Pupil sign in

School password

PIN

Sign in >

When pupils sign in to the 'try it out' area using their 'try it out' PIN and the school password, they will see the welcome screen showing their details and school name.

Welcome, 1

First name: **1**

Last name: **Pupil**

Date of birth: **1 January 2000**

School: **Guidance School**

⚠ Do not press 'Next' if this is not you, sign out

Next

Pupils should select **Next** if their details are correct. If they are incorrect, they should press **Sign out** to return to the sign-in screen and tell the check administrator.

After the welcome screen, pupils will then see the introduction screen. They should select **Next** to begin the practice questions.

What to expect

- There will be **3 practice questions**.
- Then there will be **25 questions**.
- Each question will show for **6 seconds**.

Next

Pupils should press **Start now** to begin the 3 practice questions.

Practice questions

There will be 3 practice questions.

Start now >

A loading screen will show for 3 seconds before the first question.

PRACTICE   Try it out

Practice question 1…

Pupils will see the first of 3 practice questions. Pupils can use the mouse, touchscreen or keyboard to enter their answers. They will have 6 seconds to answer each question. An on-screen timer will count down the time available. To submit their answer, pupils can select **Enter** on screen via the mouse or touchscreen, or press the **Enter** button. If they do not select or press **Enter**, the system will accept the answer in the box at the end of the 6 seconds.

When they have completed all 3 practice questions, they will see the 'Practice completed' screen. Pupils should select **Next** to start the 'try it out' check.
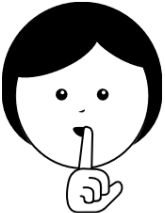

The 'try it out' check follows the format of the practice questions, and consists of 25 questions. When pupils have completed the questions, they will see the uploading screen.

When the 'try it out' check has uploaded, they will see the 'Thank you' screen.

Thank you

You can start again if you would like another go.

Sign out

Pupils can select **start again** to use the 'try it out' check again, or **Sign out** to leave the 'try it out' area.

2.6 Enabling access arrangements for pupils with specific needs

Check administrators can enable access arrangements for pupils with specific needs. Select **Access arrangements** from your school's homepage, then **Select pupil and arrangement**.

Access arrangements

Modify the check for pupils with specific needs. The arrangements that are applied can be previewed and configured by the pupils in the 'Try it out' area.

Select pupil and arrangement

No pupils with access arrangements or modifications selected.

Type the pupil's name into the search bar and select the access arrangements required, then **Save**.

Select access arrangement for pupil

1. Search for pupil name

Last, First

2. Select access arrangement(s)

Audible time alert	☑
Colour contrast	☐
Font size	☐
Input assistance (reason required)	☐
'Next' button between questions	☐
Question reader (reason required)	☐
Remove on-screen number pad	☐

▶ What do these access arrangements mean?

Save   Cancel

Reviewing and testing access arrangements

Pupils should practice with access arrangements in the 'try it out' area before taking the MTC to ensure the arrangements meet their needs.

If access arrangements have been enabled for a pupil, the arrangements will automatically be available to the pupil in the 'try it out' area and the MTC.

When the pupil signs in, they will see a list of the access arrangements enabled:

2.7 Generating PINs – Start the MTC

You can generate PINs in the 'Start the multiplication tables check – password and PINs' section. Select the pupil, or group of pupils, and select **Generate PIN**. This will generate a unique PIN for each pupil selected.

To print a list of the generated PINs, select **Print PINs**.

PINs generated for 2 pupils

View and print PINs - Start the MTC

Personal identification numbers (PINs) have been generated for selected pupils. These expire at 4pm daily.
You can generate additional PINs for pupils you have missed.

[Print PINs] [View all active PINs]

Pupil

Last Name, First Name

School
Password: **dug63pop**   PIN: **9425**
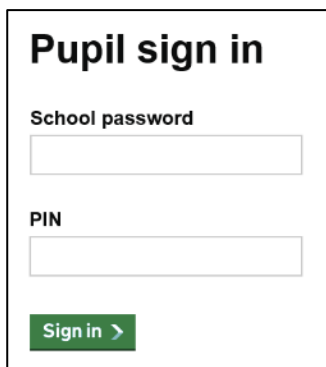
Last, First

School
Password: **dug63pop**   PIN: **8234**

3. Administering the check

3.1 Taking the check

Pupils must use the PINs generated in the 'Start the multiplication tables check' area to access the check itself. They will need the MTC web address[3] to access the check. The first screen pupils will see requires the school password and their PIN.
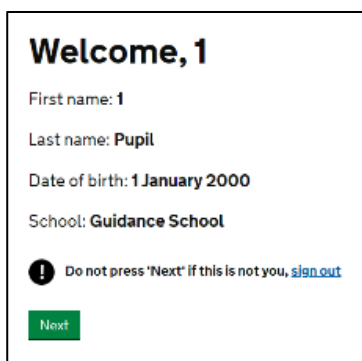
Pupil sign in

School password

PIN

Sign in >

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

Welcome, 1

First name: **1**
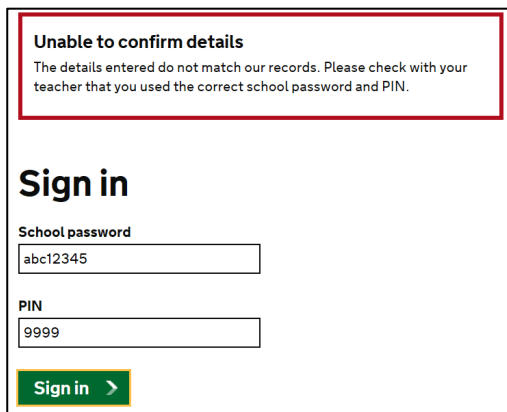
Last name: **Pupil**

Date of birth: **1 January 2000**

School: **Guidance School**

Do not press 'Next' if this is not you, sign out

Next

If a pupil makes an error when entering their PIN, they will see the following message:

Unable to confirm details
The details entered do not match our records. Please check with your teacher that you used the correct school password and PIN.

Sign in

School password
abc12345

PIN
9999

Sign in >

---

[3] https://multiplication-tables-check-trial.service.gov.uk

If this occurs, the check administrator should confirm they have the correct details. When the pupil has entered their PIN correctly, and selected **Next** on the welcome screen, they will see the instructions screen. Allow pupils time to read the instructions.

What to expect

- There will be **3 practice questions**.
- Then there will be **25 questions**.
- Each question will show for **6 seconds**.

Next

The practice questions screen is shown below. Pupils must select **Start now** to begin the practice questions.

Practice questions

There will be 3 practice questions.

Start now >

The pupil will see the first of 3 practice questions.

PRACTICE   Time left: **6**

$2 \times 6 =$

1	2	3
4	5	6
7	8	9
⌫	0	Enter

When they have completed the 3 practice questions, they will see the following screen.

Practice completed

Next

When they are ready, the pupil should select **Next** to move to the MTC start page.

They can then select **Start now** to begin the check.

Multiplication tables check questions

There will be 25 questions.

Start now >

When pupils have completed the check, they will see the following screen while the check uploads.

You have finished

❋ Please wait, do not close or shut down

When the check results have uploaded, pupils can select **Sign out** to exit the check, or **feedback** to give feedback about their experience.

Thank you

Please leave feedback.

Sign out

If pupils choose to give feedback, they will see the feedback screen.

Give feedback

How did you enter your answers today?
○ Touchscreen
○ Mouse
○ Keyboard
○ Mix of the above

How easy or difficult was it to enter your answers today?
○ Very easy
○ Easy
○ Neither easy or difficult
○ Difficult
○ Very difficult

What would make it better?

(Limit is 1200 characters)

Send feedback

They can then **Sign out** to exit the check.

> ## Thanks for your feedback
>
> Sign out

3.2 Upload error

If there is no internet connection at the end of the check, pupils will see the following screen.

> # Not able to upload
>
> ❗ **Please tell your teacher**
>
> ▼ Instructions for teacher
>
> 1. Press the 'Try upload again' button
>
> 2. If that still doesn't work please contact the helpline for advice on how to upload the check.
>
> > **National curriculum assessments helpline**
> > Telephone: 0300 303 3013
> > Monday to Friday, 9am to 5pm
>
> Try upload again

If this error occurs, select **Try upload again** when there is a stable internet connection. If possible, do not switch off the device. If this does not solve the issue, contact the national curriculum assessments helpline on 0300 303 3013.

3.3 Restarts

To notify STA of a pupil restarting the check, select **Restarts** from your school's MTC homepage, then **Select pupils to restart**.

> # Restarts
>
> If a pupil was significantly interrupted during the check, use this page to tell us that they will restart the check. The pupil will take a different set of questions from their previous attempt and the final completed attempt will be reported.
>
> Select pupils to restart
>
> No pupils selected to restart the check.

Select the reason the restart is necessary and which pupils were affected, then **Confirm**. You may be asked to provide further information about the reason for the restart.

Select pupils for restart

1. Select reason for restart

○ Loss of internet

○ IT issues

○ Classroom disruption

○ Did not complete

If necessary, please provide further information:

▶ What do these reasons mean?

2. Select pupils

No pupils found.

If a pupil has been selected for a restart in error, select **Remove restart**.

Restart made for 1 pupil

Restarts

If a pupil was significantly interrupted during the check, use this page to tell us that they will restart the check. The pupil will take a different check form from their previous attempt and the final completed attempt will be reported.

Select pupils to restart

Restarts recorded

Pupil	Reason	Status
Last Name, First Name	Loss of internet	Remove restart

4. After the check

4.1 Completing the headteacher's declaration form

When all pupils have completed the check or have a reason for not taking the check in the pupil register, headteachers should submit the headteacher's declaration form (HDF). The form confirms that you have administered the check according to the published guidance. The HDF must be completed before the end of the check window on Friday 28 June.

Headteacher's declaration form

Confirm all pupils taking the check completed it according to MTC guidance. In the absence of the headteacher, a delegated senior member of staff should submit this declaration.

First name

Last name

Are you the headteacher?

- ◉ Yes
- ◯ No

Continue

4.2 Results

Results will be available on Monday 1 July. Schools must ensure all pupils have completed the check or have been marked as 'not taking the check' and submit the HDF in order to access their results. Schools participating in the MTC pilot will receive overall scores for each pupil, their school's average score and the national average.

Provisional results

Until verified, results are subject to review. All results are out of 25.

School average score	National average score
15.2	17.7

Filter by groups

- ☑ Class 4A (13)
- ☐ Class 4B (16)
- ☐ Class 4C (15)

Pupil ▼	Score (25) ▾
01 Pupil, 01 Pupil Date of birth: 11 Jan 2007	17
01 Pupil, 01 Pupil Date of birth: 27 May 2007	15
02 Pupil, 02 Pupil	23
03 Pupil, 03 Pupil	19
04 Pupil, 04 Pupil	7
05 Pupil, 05 Pupil	12

Annex A: IT specifications

IT checklist

Before administering the check, schools should ensure all devices are in good working order and charged. The recommended browsers are:

- on Windows: Google Chrome
- on Mac/IOS: Safari/Google Chrome
- on Android tablets: Google Chrome
- on Apple tablets: Safari

Task	Y/N
Ensure MTC site is 'unblocked' from devices/schools network	
Ensure the devices intended for use are PC, Mac, laptop or tablet	
Ensure all devices are fully charged	
Test devices for any issues (for example, slow running)	
If the device requires a mouse, ensure the mouse has sufficient battery life and is fully functioning with the device	
Ensure the device operating system is up to date and has no updates scheduled	
Ensure the latest browser version is downloaded, where possible	
Ensure all devices are safe to use	
Ensure internet connectivity is stable– if you are using a wireless connection, consider using a location or room closer to the router for a more stable connection	
Disable standby/hibernate mode	
Check the website compatibility with devices	
Ensure devices are kept out of direct sunlight to avoid overheating	
Disable privacy (incognito) mode on internet browsers	
Ensure all other tabs and applications are closed (except MTC)	
Ensure cookies are enabled	
Engage the number lock on the keyboard number pad	
If using Safari, allow pop-ups	

Access arrangements: compatible browsers

The table below shows which access arrangements are compatible with each device:

Access Arrangement	Recommended Browser/Device
Audible time alert	Not compatible with Internet Explorer or Edge
Colour contrast	Any browser/device
Font size	Any browser/device
Input assistance	Any browser/device
'Next' button between questions	Any browser/device
Question reader	Not recommended for IOS 9.3 Not compatible with Internet Explorer or Edge
Remove on-screen number pad	External keyboard required for tablets

Accessibility settings

In order to update the accessibility settings on your device, follow the appropriate instructions below:

- Ipad[4]
- Mac[5]
- Windows 10[6]
- Android[7]

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[4] https://help.apple.com/ipad/12/#/iPad9a2465f9

[5] https://support.apple.com/en-gb/accessibility/mac

[6] www.microsoft.com/en-us/accessibility/windows?activetab=pivot_1%3aprimaryr2

[7] https://support.google.com/accessibility/android/answer/6006564?hl=en-GB

Standards
& Testing
Agency

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