



ONE IT
SERVICES & SOLUTIONS

Arbor - Multiplication Tables Check

How to import your Multiplication Tables Check Results



Contents

01 Introduction.....	1
02 Getting started & importing the results.....	2
03 Seeing the results.....	5
04 Editing Results.....	7
05 Analyse your data.....	8
06 End of Year Report.....	9

01 | Introduction

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

Schools must administer the [multiplication tables check](#) within the 2-week period from Monday 2 June 2026.

Schools can use the following week, Monday 16 June to Friday 20 June, to administer the check to any pupils who were absent during the first 2 weeks or in case of any delays to the administration of the check due to technical difficulties.

Schools must provide a reason within the MTC service for any pupils who are not able to participate in the check.

This document is a step-by-step guide on importing your Multiplication Tables Check (MTC) results using a CTF.

Please do not hesitate to contact the MIS team with any problems or questions.

02| Getting started & importing the results

Getting started

You won't be able to select or set up a template to input marks into for the MTC, as this process should be completed outside of Arbor. Once the results become available from the Primary Assessment Gateway you just need to import them via CTF following the instructions below.

Importing the results

Once you have your results file for your Year 4s as a CTF, go to **School > Data > Import > CTF Import**.

Once on the CTF **All Imports** page, click **+Add** to start the process of importing your CTF. A slide over will appear. Click on **Browse** and select the file from your computer. **Do not input a Default intake season, leave this box blank.**

Import CTF

Information

This page lets you upload a CTF file to import students into or update students already in the system. Once the file is uploaded you will be presented with further options as to which student or students you would like to import (or update if already in the system), as well as which parts of the CTF you would like to import or update.

CTF file (.xml)*

Default intake season ▼

Once uploaded, return to the **CTF Imports** dashboard and you will see the CTF File you have just uploaded. Hover over this box and it will become blue.

Click on this and a slide over will appear. Click **More**. You will be taken to the **CTF Import Overview** page. Click the **Update / Import All Students** button.

CTF Import Overview	
Uploaded date	27 Jun 2019, 12:18
Imported date	Not yet imported
From	The Sunnyville School of Magic (207/0000)
To	NAA/LLLL
Intake Season	Not set
Status	Awaiting import

Students	
Anderson Andrew (update existing Student: Anderson Andrew)	✘
Bennett Selina (update existing Student: Bennett Selina)	✘
Brown Carrie (update existing Student: Brown Carrie)	✘
Carter Carmen (update existing Student: Carter Carmen)	✘

Download CTF

Bulk Set Import Sections


Update / Import All Students

Click **Ok** and the CTF will start to import. The imports will then show as 'Processing'.


CTF Import Overview	
Uploaded date	27 Jun 2019, 12:18
Imported date	Not yet imported
From	The Sunnyville School of Magic (207/0000)
To	NAA/LLLL
Intake Season	Not set
Status	Queued for importing

Students	
Anderson Andrew (update existing Student: Anderson Andrew)	⌚
Bennett Selina (update existing Student: Bennett Selina)	⌚
Brown Carrie (update existing Student: Brown Carrie)	⌚

You will get a notification when the CTF has been imported. You can then refresh your page.

Arbor Admin [Sign out](#)  0

Notifications

 **CTF import complete** less than a minute ago
Your all student CTF import has be...

CTF Import Overview	
Uploaded date	27 Jun 2019, 12:18
Imported date	27 Jun 2019, 12:20
From	The Sunnyville School of Magic (207/0000)
To	NAA/LLLL
Intake Season	Not set
Status	Some students imported

Students	
Anderson Andrew (imported to Anderson Andrew)	✓
Bennett Selina (imported to Bennett Selina)	⚠
Brown Carrie (imported to Brown Carrie)	✓
Carter Carmen (imported to Carter Carmen)	✓
Chakrabarti Aastha (imported to Chakrabarti Aastha)	✓

How do we import results for only certain students?

If you only want to import CTF data for some of the students included in the CTF, you won't be able to use the bulk button. You'll need to click into each student you want to import data for.

03| Seeing the results

Once you have imported the CTF, results will then appear in **Students > Assessments > DfE Assessments > View Marks**.

Standardised Assessments

- + EYF
- + End of Key Stage 1
- End of Key Stage 2

Multiplication Tables Check (2019 - ongoing) MT ▶

« Back **KS2: Multiplication Tables Check: MT: Task/Test**

Bulk action ▲
↶ ↷
Hide columns ▼
🔍 Search this table
⬇️ Download ▼
📧
⚙️
🔔
✕

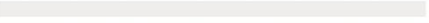
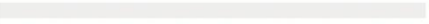

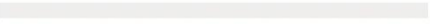
	Mark	Date
	24	01 Jun 2022
	24	01 Jun 2022
	13	01 Jun 2022
	25	01 Jun 2022
	14	01 Jun 2022
	19	01 Jun 2022
	21	01 Jun 2022

Note: A dropdown menu is open on the left side of the table, listing various actions such as 'Create New Intervention', 'Add to Existing Intervention Group', 'Send Email to Students', etc.

You can also view them from the individual student's **Student Profile > Attainment**.

Assessment	Mark	Date
KS2: Multiplication Tables Check	24	01 Jun 2022
KS1: Phonics Screening Check Mark	36	21 Jun 2019

You can see an overview in **Students > Assessments > DfE Assessments > Analysis > Key Stage 2**. Click into this to see a comparison and year on year data.

Multiplication Check	
Mean Average Score (out of 25) 2022/2023 N/A This Year  N/A Last Year  N/A	% of students who scored 25 2022/2023 N/A This Year  N/A Last Year  N/A

04| Editing Results

To edit a result, click the result and click **Edit** in the slide over. You can then change the mark.

Assessment	KS2: Multiplication Tables Check
Assessment date	01 Jun 2021
Note	This mark was not recorded through Arbor, but has been added to the system via import.
Grade	<input type="text" value="10"/> ✖ ▼

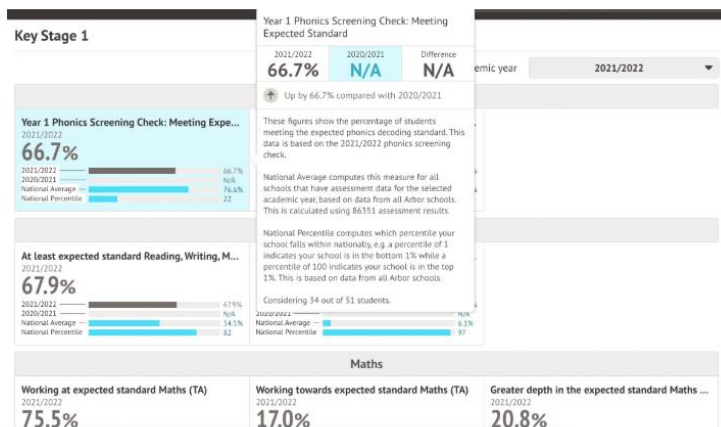
Cancel

Save Changes

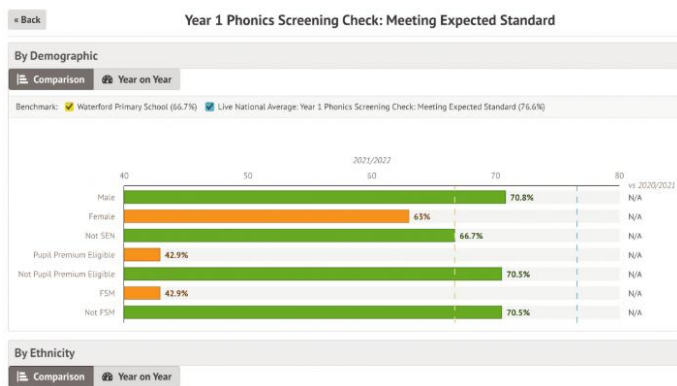
05| Analyse your data

In the DfE assessments area, you can see your KPIs by going to **Students > Assessments > DfE Assessments > Analysis**. From the left-hand menu, select either:

- **EYFS**
- **Key Stage 1** - this includes Phonics with the % meeting and not meeting the expected standard.
- **Key Stage 2** - this includes the Multiplication Tables Check with measures of Mean Average Score (out of 25) and % of student who scored 25.



Click on a measure to drill down into your data.



06| End of Year Report

Once all of the End of Key Stage or Early Years Foundation Stage Profile results have been entered and your KS2 and MTC results imported, you can create reports for parents.

In the DfE assessments area, you can see the export results by going to **Students > Assessments > DfE Assessments > Export Results**. From the left-hand menu, select End of Year Reports. You also have the option here to download for single students.

End of Year Reports

Information

Generate PDF reports of results for a single student or in bulk for a chosen year group, with relevant assessment results, depending on Key Stage and Year Group. The single student report will download immediately – the bulk generation happens in the background and may take a little while. When the bulk report is ready for download you will receive a notification.

Please Note!

Reports for this academic year will not be available until the Key Stage 2 reports are released by the Department for Education. After this date, you will be able to download the CTF files from the NCA tools website, upload them into Arbor and download the PDF reports.

Bulk generate reports

Academic year*

Year group*

Report type*

Cancel Bulk Generate Reports

Download report for single student

Academic year*

Year group*

Student*

Report type*

Cancel Download