



SIMS Multiplication Tables: Key Stage 2

How to enter and export Multiplication Check
Key Stage 2 - Y4

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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.

The purpose of the MTC is to determine whether pupils can recall their times tables fluently, which is essential for future success in mathematics. It will help schools to identify pupils who have not yet mastered their times tables, so that additional support can be provided. The Department for Education also publishes statistics on [MTC attainment](#).

In 2025, schools must administer the MTC to all eligible year 4 pupils between Monday 2 June and Friday 13 June.

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 entering and submitting your end of KS2 data and fulfil the requirements of the DfE in relation to Key Stage 2 Multiplication arrangements.

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

(Please note that screenshots are for illustration purposes only)

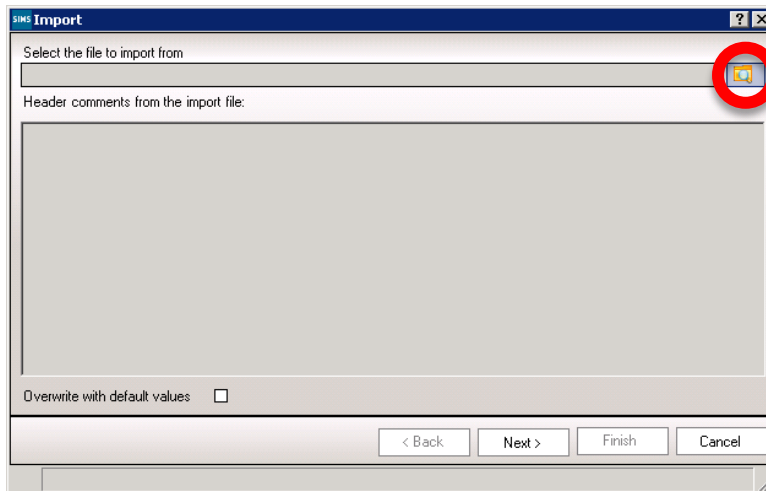
01642 635570

helpdesk@oneitss.org.uk

02 | Importing the Wizards

You will need to import the wizards and marksheet templates before you can enter any data into SIMS. The below instructions are a step-by-step guide on how to import all resources needed to enter your KS2 Multiplication tables Check data.

1. Go to **Routines | Data In | Assessment | Import**
2. Press the browse button to browse for the wizard



3. The browser window should automatically take you to a folder called “Assessment Manager”
If you find the browser doesn’t default to this location, please browse to

C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

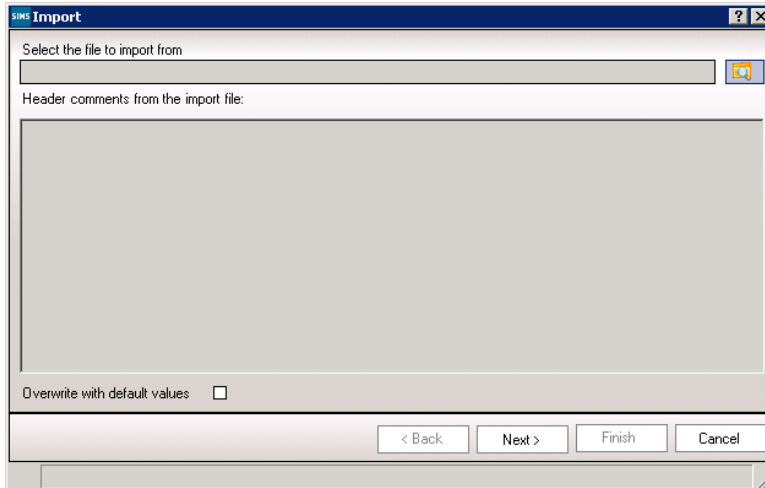
OR

C:\Program Files (x86)\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

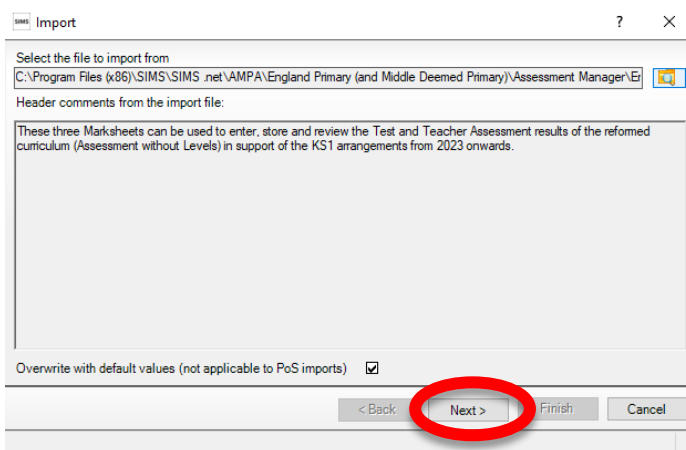
4. Select the file named “Key Stage 2 Multiplication Tables Check Wizard 2026” and click “Open”
5. Click “Finish”

Your wizard has now been imported. We now need to import the marksheet templates so that you can input your data.

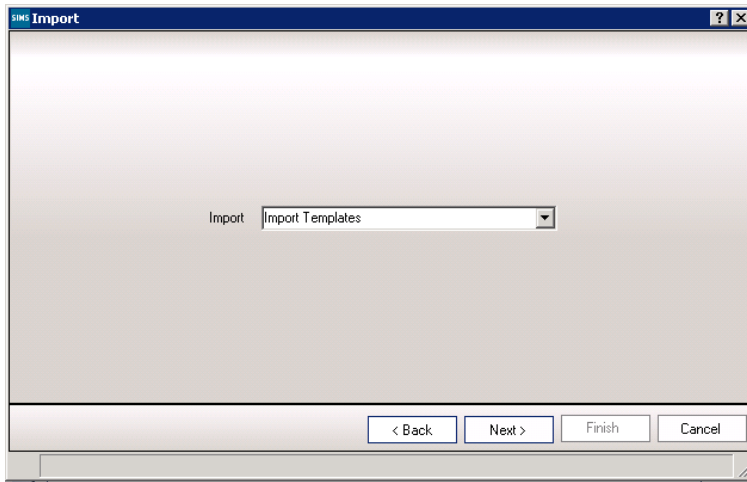
1. Go to **Routines | Data In | Assessment | Import**
2. Press the browse button to browse for the marksheet template



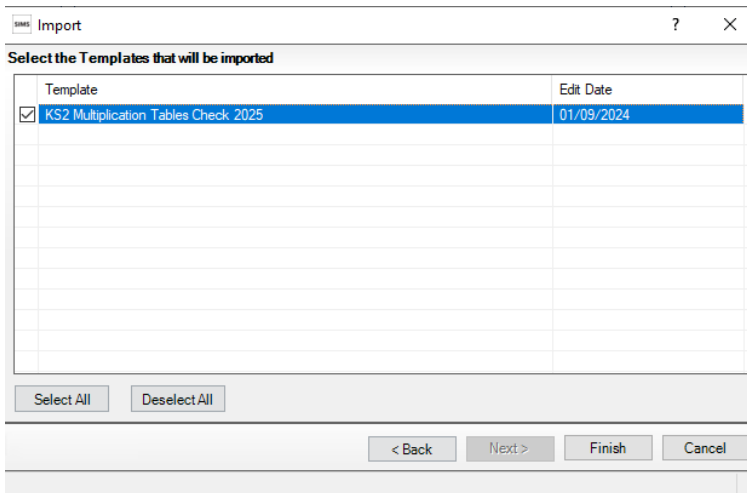
3. You should be directed to the Assessment Manager folder again. If you aren't, browse to the file path mentioned previously.
4. Select the file named "KS2 Multiplication Tables Check Templates 2026" and click "Open"
5. Click "Next"



6. Select "Import Templates" from the drop-down box



7. Click "Next"
8. Tick the box next to the template name



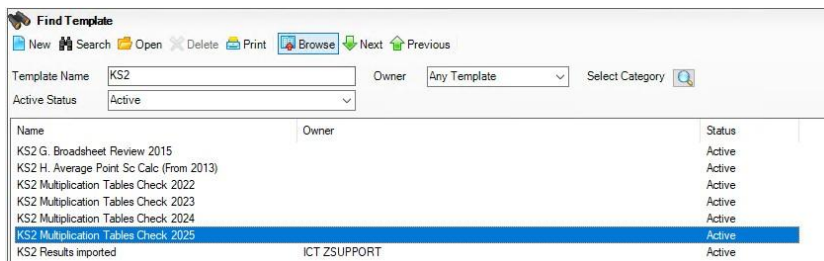
9. Click "Finish"

03 | Activating the Marksheets

Now that the wizard and marksheet template have been imported, we need to activate the marksheet to allow us to view it and enter data.

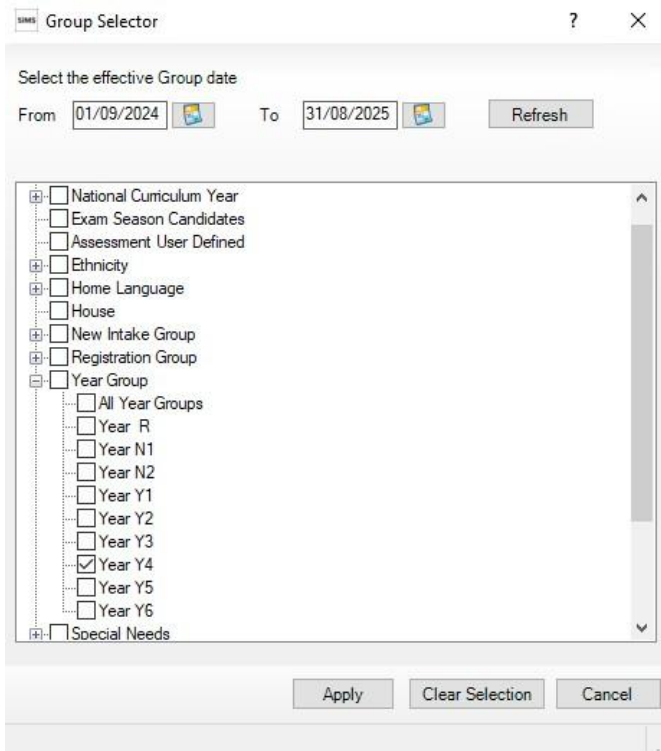
Go to **Focus | Assessment | Template**

1. Search for “KS2”



2. Select “KS2 Multiplication Check table 2026”
3. In section 3 (Marksheets), click “New”

4. Expand “Year Group” by clicking on the “+” and select Year 4

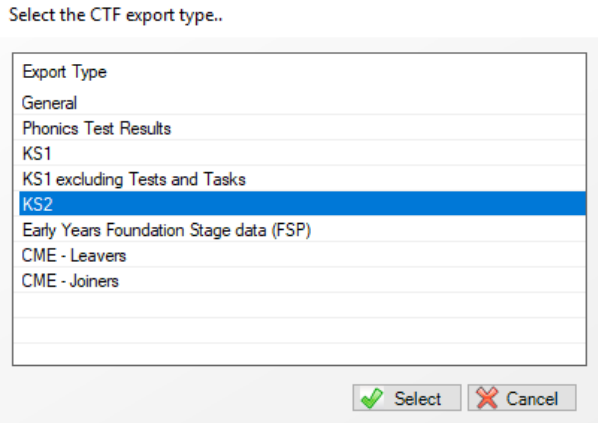


5. Click “Apply” then click “Save” in the top left-hand corner of the screen.

Your marksheets have now been activated.

4 | Exporting the Results to a CTF

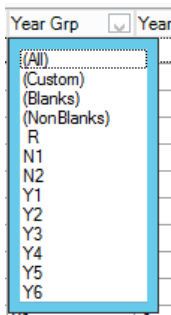
1. Click **Routines | Data Out | CTF | Export CTF**
2. Select the export type '**KS2**'



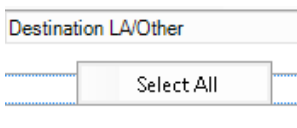
3. Set the view to "Current and Leavers this year"



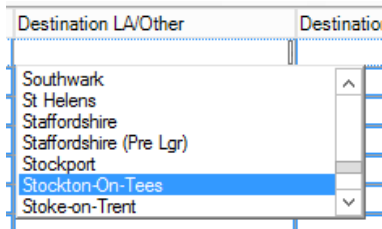
4. Select Year 4 in the 'Year Grp' column and check that all relevant pupils are listed.



5. Right click in the white area under 'Destination LA/Other' and click 'Select All'

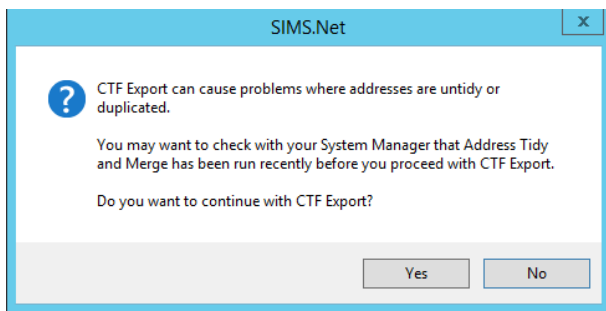


6. Left click in the 'Destination LA/Other' cell for the first pupil and scroll down until you find your Local Authority.



7. Click 'Export CTF'  Export CTF

8. Click 'Yes' when you receive the below message relating to address tidy.



9. Make a note of the filename that appears on the screen.
10. Your file is now ready to send via your LA's preferred method of secure transfer.