



Standards
& Testing
Agency

Multiplication tables check

Trial administration guidance

June 2017

Contents

| | |
|---|----|
| 1. Introduction | 3 |
| 1.1 Background | 3 |
| 1.2 Overview of the multiplication tables check trial | 3 |
| 1.3 Summary of requirements for schools | 4 |
| 1.4 Help and support | 4 |
| 2. Preparing for the check | 5 |
| 2.1 Preparing rooms | 5 |
| 2.2 Equipment required | 5 |
| 2.3 Accessing the system | 5 |
| 2.4 Check administrators | 6 |
| 2.5 Registering pupils for the trial | 6 |
| 2.6 SEND pupils | 7 |
| 3. Administering the check | 8 |
| 3.1 Generating pupil PINs | 8 |
| 3.2 Attendance codes | 9 |
| 3.3 Instructions to pupils | 9 |
| 3.4 Problems or queries during check administration | 12 |
| Answering pupils' questions | 12 |
| IT issues | 12 |
| 4. After the check | 13 |
| 4.1 Attendance register | 13 |
| 4.2 Headteacher's declaration form | 13 |
| 4.3 Results | 14 |
| 4.4 Feedback | 14 |

1. Introduction

This guidance is for schools participating in the trial of the multiplication tables check during the week beginning 26 June 2017. It includes information for check administrators to:

- understand the requirements of the trial
- plan for the trial
- access the multiplication tables check system
- administer the check
- provide feedback on trial administration

1.1 Background

In January 2016 the Conservative government signalled its intention to introduce a multiplication tables check during key stage 2. The current [public consultation exercise](#)¹ on the future of primary assessment in England invites views on how and when the check should be administered, trialling this summer will also help inform this. This consultation closes on 22 June 2017. Following the general election on 8 June 2017, we anticipate the new government will make a final decision about whether to introduce the check. If the check goes ahead, it will not be introduced before the 2018 to 2019 academic year.

1.2 Overview of the multiplication tables check trial

As currently envisaged, schools would administer an on-screen check to assess whether pupils are able to recall their multiplication tables up to 12, through a set of timed questions. Pupils will answer 3 warm-up questions before the check begins.

During this trial of a prototype system, the check will consist of 30 questions. Pupils will have 5 seconds to answer each question. During the trial, schools can administer the check to pupils from years 4 to 6.

The purpose of the trial is to:

- help us understand how the check can be administered with minimal additional burden on schools
- gather feedback from schools on how the prototype and draft administration guidance can be improved
- give us a better understanding of school ICT and internet connectivity

¹ <https://consult.education.gov.uk/assessment-policy-and-development/primary-assessment/>

1.3 Summary of requirements for schools

As part of the trial in June 2017, we require your school to do the following:

- select pupils to take the check and register them on [NCA tools](#)²
- generate the school's password
- generate pupil PINs
- administer the check
- complete the headteacher's declaration form
- provide feedback on the trial to the development team

1.4 Help and support

For queries regarding the multiplication tables check, including this trial, please contact the national curriculum assessments helpline on 0300 303 3013 or email assessments@education.gov.uk.

² <https://ncatools.education.gov.uk>

2. Preparing for the check

2.1 Preparing rooms

Schools should administer the check in a room that is quiet and provides a comfortable, well-lit space. When planning your schedule for pupils to take the check, you should consider how many pupils you will administer the check to at the same time. You may consider administering the check to a whole class, small groups or individuals depending on the equipment and check administrators you have available. Pupils who have taken the check do not need to be kept separate from pupils who haven't yet taken it.

In order to prepare rooms for the check, you should:

- remove or cover any displays or materials that could help pupils
- ensure seating arrangements will allow all pupils to work quietly and independently
- make sure pupils will not be distracted by other pupils or their equipment
- ensure equipment is turned on and in good working order before pupils are admitted to the room

2.2 Equipment required

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

- PC
- Mac
- laptop
- tablet

2.3 Accessing the system

During the trial, your pupils will access the check through one of two methods, depending on the prototype we have asked your school to test.

Schools that have been asked to run the Electron application need to download the application to the devices that pupils will use in the check.

Schools that have been given a weblink need to ask pupils to enter the website address into their browser address bar.

2.4 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 and will be able to provide feedback on the process.

2.5 Registering pupils for the trial

In this trial, schools can administer the check to any pupils from years 4 to 6. No pupil data will be stored in the prototype system so the attendance register will be pre-populated with 30 numbered pupils (Pupil 1, Pupil 2, Pupil 3 and so on). Your school must keep a record of which pupil number you assign to each pupil taking part. This can be done on the day of the check, when you generate PINs for each pupil taking part. After the check, schools will see how their pupils performed, but this data will not be used to analyse the school's performance. Please be aware that the text of some screens may change slightly before the trial, based on feedback from a usability study.

To administer the check to more than 30 pupils in the trial, you may add additional pupils using the following instructions:

- Log into NCA tools. On the NCA tools homepage, you will see a link to the MTC section:

The screenshot shows the NCA tools homepage with a navigation bar containing links: Home, Test orders, Access arrangements, Pupil registration, Teacher assessment, Pupil results, Test materials, Headteacher's declaration forms, and Multiplication tables check. Below the navigation bar, there is a news section stating 'Access arrangements opens Monday 30 January' and a login status 'Signed in as Mr Test Account of Pelham Primary School (3032012). Your Account. Sign out.' The main heading is 'Multiplication tables check'. On the left, there is a sidebar with a link 'Launch Multiplication tables check site'. The main content area explains that schools can use this section to administer the trial, which will take place during the week beginning 26 June 2017. It includes instructions on how to allow pop-ups in Google Chrome and Firefox. On the right, there are two sections: 'Welcome Test' with a link 'Change your password' and 'Guidance and support' with links 'Guidance on using the NCA tools website' and 'Terms and Conditions'.

NCA tools

Home Test orders Access arrangements Pupil registration Teacher assessment Pupil results Test materials Headteacher's declaration forms **Multiplication tables check**

News : Access arrangements opens Monday 30 January

Signed in as Mr Test Account of Pelham Primary School (3032012). [Your Account](#). [Sign out](#).

[NCA tools](#) >

Multiplication tables check

Multiplication tables check

► Launch Multiplication tables check site


Schools can use this section to administer the multiplication tables check trial. The trial check will take place during the week beginning 26 June 2017. Only schools that have agreed to take part in the trial need to administer the check.

Allow pop-ups

The multiplication tables check page will load in a new browser window. Depending on your web browser's pop-up blocker settings, this page might not appear by default.


If the multiplication tables check window has been blocked, your web browser will give you the appropriate indication or warning.

Google Chrome will display an image of a window with a cross through it, on the right hand side of the address bar:



Clicking this image will give you the option to allow the pop-up browser window, giving you access to the multiplication tables check section.

Firefox will display a yellow banner beneath the address bar:



- Click 'Multiplication tables check' and you will see your school's MTC home page:

[Sign out](#)

Brantwood Primary School

To start the check you will need to generate PINs for each individual pupil

Manage multiplication tables check
Amend pupil attendance codes and generate PINs to initiate multiplication tables check

Accessibility requests
Make accessibility requests for individual pupils

Submit attendance register
Review and sign the headteacher declaration form

Results
View detailed pupil results

Before you start

[Guidance](#)

[User account setup](#)

- From there, click 'Manage multiplication tables check'.
- You can then add pupils to the attendance register by clicking 'Add pupils':

Manage pupils

Use this section to add and edit pupils and generate PINs for pupils.

[Add pupils](#)

School password for Monday, 26 June:

m2374h83

2.6 SEND pupils

Accessibility will be an important factor in the development of the check. However, we aren't ready to test modifications for pupils with special educational needs and/or disabilities (SEND) yet. Therefore, we would advise you not to include any pupils that may need additional support in this trial. If you have decided not to enter pupils for the trial, they do not have to be registered on NCA tools.

If you would like to volunteer for a future trial that focuses on how access arrangements may be incorporated into the check, please email mtc.sta@education.gov.uk.

3. Administering the check

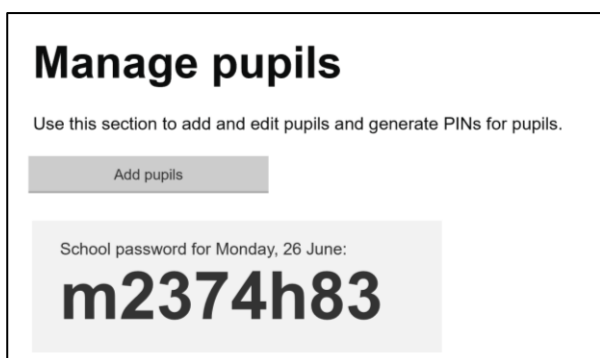
Headteachers and check administrators should agree their own schedule for trialling the check. The check can be administered on any day(s) during the week beginning 26 June 2017. The check may be administered to individuals, small groups, or a whole class in one day, or over multiple days. Pupils must only be allowed to take the check once.

3.1 Generating pupil PINs

Follow the instructions provided separately to access the system. These will be emailed to schools before the check. Pupils must log in to the MTC system by entering the school password along with their individual pupil PIN. This is to ensure each pupil only takes the check using the PIN assigned to them.

The system will generate your school's daily password, which will change each day. You will need to generate a new school password each day before administering the check. You will see the school password for the day when you open the 'Manage multiplication tables check' section of the MTC system.

The screen schools will see when accessing their school password for the day is shown below.



Manage pupils

Use this section to add and edit pupils and generate PINs for pupils.

Add pupils

School password for Monday, 26 June:

m2374h83


Pupils will need the school password along with their own PIN to log in and take the check. PINs will become invalid once the school day has ended, so pupil PINs must be generated each day before administering the check.

You can generate pupil PINs in the 'Manage pupils' section. Select the pupil, or group of pupils, and click 'Generate PIN' (see image below). This will generate a unique PIN for each pupil selected, which is valid until the end of the school day. To print a list of the pupil PINs you have generated, click 'Print PINs'.

The page schools will see when generating pupil PINs is shown below.

Pupil to take check

Generate PIN

 [Print PINs](#)

| <input type="checkbox"/> | Name | Pupil PIN |
|--------------------------|---|-----------|
| <input type="checkbox"/> | Pupil, One Date of birth: 11/2/06 | |
| <input type="checkbox"/> | Pupil, Two Date of birth: 11/2/06 | |
| <input type="checkbox"/> | Pupil, Three Date of birth: 11/2/06 | |

3.2 Attendance codes

If a pupil takes the check, the 'Attendance' column will automatically update their status to 'Check completed' and show their individual result in the attendance register, as shown below.


Manage pupils

Use this section to add and edit pupils and generate PINs for pupils.

Add pupils

Pupils to take check

Generate PIN

 [Print PINs](#)

| <input type="checkbox"/> | Pupil | Pupil PIN |
|--------------------------|---|-----------|
| <input type="checkbox"/> | Pupil, Seven Date of birth: 11/2/06 | |
| <input type="checkbox"/> | Pupil, Eight Date of birth: 11/2/06 | |

Check completed

| Pupil | Results/ Attendance code |
|---|-----------------------------|
| Pupil, One Date of birth: 11/2/06 | 90% |
| Pupil, Two Date of birth: 11/2/06 | 45% |
| Pupil, Three Date of birth: 11/2/06 | 24% |

If you decide to administer the check to fewer than the 30 pupils who are pre-loaded on this page, then simply leave the unused pupil numbers unchecked.

3.3 Instructions to pupils

Pupils must only attempt the check once during the check window. Each pupil must have their PIN and the school password before they can take the check. You should introduce the check as consistently as possible, bearing in mind 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 30 multiplication tables questions.

First, there are 3 practice or warm-up questions. Have a go at these to familiarise yourself with the system.

You can use these to practise putting in your answers.

(For pupils using a PC) You can use the number pad on your keyboard, the numbers onscreen using the mouse, or the numbers onscreen using a touchscreen.

(For pupils using a tablet) Put in your answer using the numbers on the touchscreen.

When the check starts, you will have 5 seconds to answer each question. The system will automatically accept your answer after 5 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 pressing or clicking 'Enter' to save your answer.

There will be a 2-second pause between each question.

You cannot pause or stop the check once you have started.

Does anybody have any questions before we begin?

You can now enter your details to log in.

The first screen pupils will see requires their PIN and the school password:

Multiplication tables check
To start your multiplication tables check, enter the school password and pupil PIN provided by your teacher, then click 'Sign in'.

School password

Pupil PIN

Sign in >

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

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 pupil PIN.
[Try again](#)

If this occurs, please check they have the correct PIN. When the pupil has entered their PIN correctly, they will see the instructions screen. Allow pupils time to read the instructions.

Instructions

- This check has **30 questions**.
- Each question will show for **5 seconds**.
- There will be a **2 second** pause between each question.
- You can answer the questions using:
 - 1) your computer keyboard
 - 2) on-screen numbers using a mouse
 - 3) on-screen numbers using a touch screen
- You can press 'Enter' on the keyboard, number pad or on screen with your mouse.
- After 5 seconds, the answer in the answer box will be accepted, even if you haven't pressed 'Enter'.
- There will be 3 warm-up questions before you start the check

Start warm-up questions

The warm-up questions screen is shown below:

Warm-up questions

You will be given 3 warm-up questions. Use them to familiarise yourself with the check format.

Start now >

Pupils must click 'Start now' to begin the warm-up questions.

They will then see the first of 3 warm-up questions.

Warm-up questions

$5 \times 2 =$

| | | |
|----------------------------------|---|-------|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| <input type="button" value="X"/> | 0 | Enter |

When they have completed the warm-up questions, they will see the following screen.

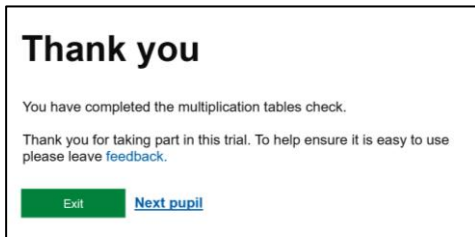
Warm-up completed

You have completed the warm-up questions. Press 'Start now' when you are ready to start the real check.

Start now >

When they are ready, the pupil should click 'Start now' to start the real check.

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



Pupils can then click 'Exit' to close down their web browser, 'feedback' to give feedback, or 'Next pupil' to return to the start screen.

3.4 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. So we can get the best data from the trial, please don't do anything that might advantage a pupil. If a pupil asks you how to answer a particular question, explain that you will discuss it with them after the check has finished and ask them to continue.

IT issues

If you have IT issues during the check, please speak to your local IT support in the first instance. If you need additional advice, please contact the national curriculum assessments helpline on 0300 303 3013.

4. After the check

4.1 Attendance register

When all pupils have completed the check, leave any unused pupil records blank, and 'Submit' the attendance register shown below. All pupil data is completely anonymous and will not be used to judge schools in any way.

Attendance register

Use this page to confirm the attendance and scores for each pupil after the check. You will then be able to sign the headteacher declaration form.

Select all pupils in attendance and submit.

| <input type="checkbox"/> | Name | Score |
|--------------------------|--------------|-------|
| <input type="checkbox"/> | Pupil, One | 75% |
| <input type="checkbox"/> | Pupil, Two | 90% |
| <input type="checkbox"/> | Pupil, Three | 95% |

4.2 Headteacher's declaration form

You should then complete the headteacher's declaration form, detailed below. You won't be able to see the headteacher's declaration form until the attendance register has been submitted.

Headteacher's declaration form

☐ I **confirm** that my school administered the multiplication tables check according to the arrangements set out in the guidance, and in particular:

- [Attendance register](#) details are correct
- Each pupil took the check using the PIN generated for them
- All staff involved in the administration of the check were appropriately trained

☐ I am **unable to confirm** the statements above and have reported the incident to the Standards and Testing Agency (STA)

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

Job title

Signature

4.3 Results

Pupils will not see their individual result. Schools will see individual pupils' results in the attendance register in the 'Manage pupils' section as pupils complete the check, and can decide when best to provide results to pupils. As this is a trial of the MTC system, pupils may experience issues, for example because they are unfamiliar with the technology. Therefore results from this trial should not be taken as an accurate picture of a pupil's knowledge of the multiplication tables.

Once you have completed the attendance register and the headteacher's declaration form, you will then see your pupils' results on the MTC system as a percentage score and the school's average (see image below). You will also be able to see the percentage of pupils who answered questions from each set of the multiplication tables correctly and download individual pupil results.

| Multiplication tables breakdown | | | | | | | | | | | |
|--|-----------------|-----|------------|-----|-----------------------|-----------------------|-----|-----------------------|------|------|---|
| Percentage of pupil within educational establishment who answered each multiplication tables correctly | | | | | | | | | | | |
| x 1 | x 2 | x 3 | x 4 | x 5 | most difficult x 6 | most difficult x 7 | x 8 | most difficult x 9 | x 10 | x 11 | x 12 |
| 99% | 82% | 63% | 55% | 73% | 38% | 45% | 68% | 32% | 93% | 73% | 58% |
| Individual pupil results | | | | | | | | | | | |
| | | | | | | | | | | | Download breakdown of pupil results |
| Pupil name | Date of birth | | Total mark | | Percentage | | | | | | |
| Antonisen, Vilis Arthur | 5 May 2007 | | 19/20 | | 95% | | | | | | |
| Baek, Tim | 1 November 2007 | | 17/20 | | 85% | | | | | | |
| Bain, Ulrika Alba | 7 October 2007 | | 18/20 | | 90% | | | | | | |

4.4 Feedback

There will be a questionnaire on the homepage where teachers can provide feedback after the check. They will be asked how satisfied they feel about the service, and how we can improve the service.

Pupils will also be asked for their feedback after they have completed the check. They can do this by clicking 'feedback' on the 'Thank you' screen. They will be asked how they feel about the multiplication tables check, and given the option to suggest how it could be improved. The feedback screen pupils will see after the 'Thank you' screen is detailed below.

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](#)



Standards
& Testing
Agency

© Crown copyright 2017

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: 978-1-78644-828-6 STA/17/7944/e



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk