

Submission of the Y4 Multiplication tables check results (XML) – Detailed guidance 2025 – by Wednesday 25th June.

Deadline - Wednesday 25th June	<p>Multiplication tables check results</p> <ul style="list-style-type: none"> ➤ For the second year the LA is collecting the MTC results which can be downloaded as an XML by schools via the MTC Service from Monday 23rd June. ➤ <u>That XML as downloaded</u> should be sent to the Education Achievement Service Data Team via Perspective File Request.
Testing Period	<ul style="list-style-type: none"> ➤ Monday 2nd June to Friday 13th June - MTC administration period. ➤ Monday 16th June to Friday 20th June - Schools administer the MTC to any pupils absent in the administration period or where administration has been delayed due to technical difficulties.
How to access the results	<ul style="list-style-type: none"> ➤ Results (a total score for each pupil) available in the 'View pupil results' section of the MTC service, for schools to view or download.
What to send to the LA	<ul style="list-style-type: none"> ➤ The XML file which schools can collect from the MTC service from Monday 23rd June.
<p>How to send the CTF to the LA</p> <p>We just need the file in the same format (CTF) as downloaded from the MTC Service on 23rd June.</p>	<ul style="list-style-type: none"> ➤ Upload the file to Norfolk LA – using Perspective “File Request” ➤ Check emails for the “File Request” titled “MTC 2025 Results Service File Collection” and follow the instructions. An email should have been received by the HT or Lead/Y4 Perspective user if not the HT. ➤ Further guidance on Perspective Lite File Request can be found via the link below... https://www.schools.norfolk.gov.uk/article/68021/Perspective-File-Request
What happens next	<ul style="list-style-type: none"> ➤ In the unlikely event of an issue/problem with the data file, then you will receive a “file rejection” email from Perspective File request, or from directly from the Data Team. ➤ There is no need to contact the Data Team just to check receipt of your data file
Head Teachers Declaration Form	<ul style="list-style-type: none"> ➤ Friday 20th June - Deadline for schools to submit their headteacher's declaration form (HDF) within the MTC service by 5pm.
DfE Guidance	<ul style="list-style-type: none"> ➤ Multiplication tables check administration guidance: https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance ➤ DfE video (6 ½ mins) designed to support schools to administer the multiplication tables check (MTC): https://youtu.be/dcFPOVMqMB4?si=7fP2hft3WxVAacfb