

Year 4 Multiplication Table Check

SIMS Approved
Support
Unit

Summer 2025



www.capita.com
www.entrust-ed.co.uk

Capita

entrust
Inspiring Futures

Year 4 Multiplication Table Check 2025 SIMS Assessment

Completing and returning your Year 4 Multiplication Table Check 2025

Contents

Stage 1 Checking the Wizard is available	3
Stage 2 Importing the CTF from MTC Service website	4
Stage 3 Setting up the Wizard and Printing the Reports	5

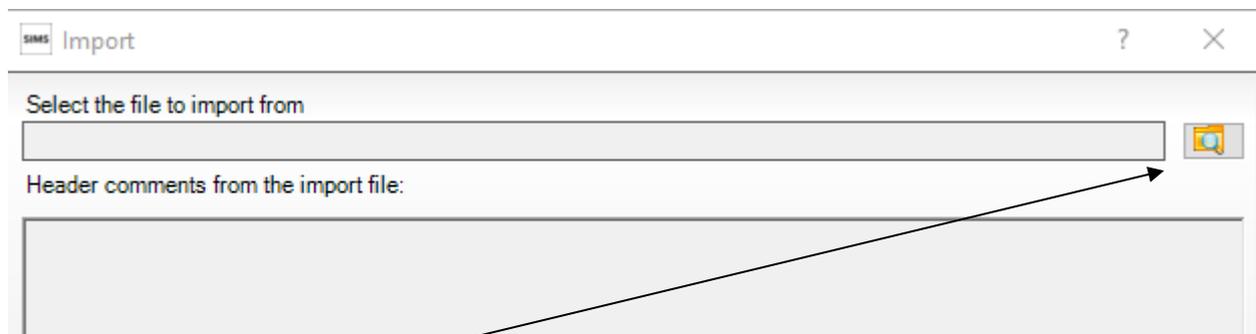
PLEASE NOTE: You will need to ensure that you have at least SIMS version **7.222** before the wizard will be available.

Copyright © 2025 Entrust Education Technologies. All rights reserved.
Any unauthorised reproduction, distribution or use will constitute an infringement of copyright.

Stage 1 Checking the Wizard is available

Following the upgrade to **SIMS 7.222** the appropriate Multiplication Table Check wizard should be available to use, however, in some schools it may be missing. Use the notes below to check that the wizard is there and if not, follow the guidance to import it.

1. Login to SIMS.
2. Select **Tools | Performance | Assessment | Wizard Manager**.
3. The list of wizards will appear. If the wizard **Key Stage 2 MTC Wizard 2025** is displayed in the list, then move to **Stage 2 Importing the CTF**. If the wizard is **not** in the list, then continue with the notes below which will guide you through importing the wizard.
4. Select **Routines | Data In | Assessment | Import**.



5. Click on the browse button and navigate to the folder **C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager**.

NOTE: - At school it may read **Program Files (x86)** instead of **Program Files**. Some schools may not have access to the C Drive to be able to find the files, if this is the case then please raise a call for your **Technical** support team.

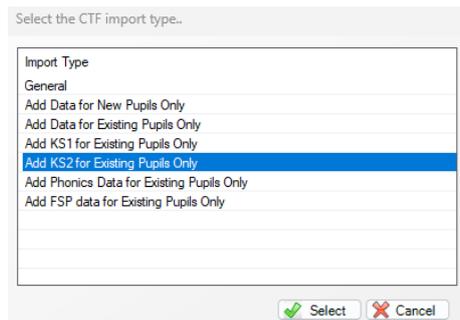
NOTE: - **SIMS Connected schools** can import the Assessment Wizards from **S:\SIMS\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager**.

6. Highlight the file **KS2 Multiplication Tables Check Wizard 2025.xml** and click on **'Open'**.
7. Click **Finish** and confirm that you wish to proceed.
8. Once the import is complete an activity log will appear, click **'Close'**.
9. The wizard should now be imported.

Stage 2 Importing the CTF from MTC Service website

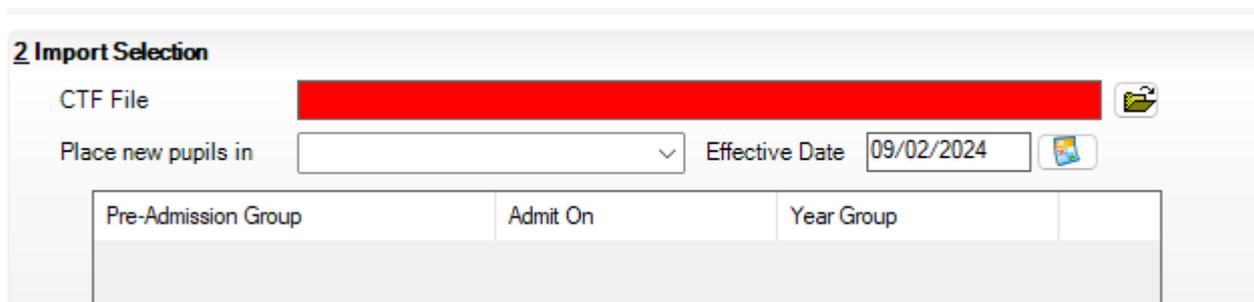
Schools can access provisional results on the MTC service, from **Monday 23rd June 2025**, providing all pupils have completed the check and the Headteacher's Declaration Form has been submitted. Download the CTF and save to your computer in a place that you will be able to locate it to import. The file name will be in the format XXXXXXXX_KS2_XXXXXX.001.xml (where X denotes your LA and DfE No.)

Import the file via **Routines | Data In | CTF | Import CTF**, select **Add KS2 for Existing Pupils Only**,

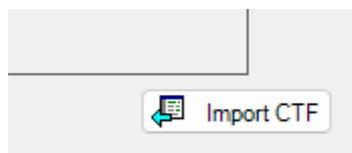


Click **Select**.

Click on the folder to the right of CTF File and navigate to where you saved the CTF file. Highlight the file and click **Open**.



Click Import CTF

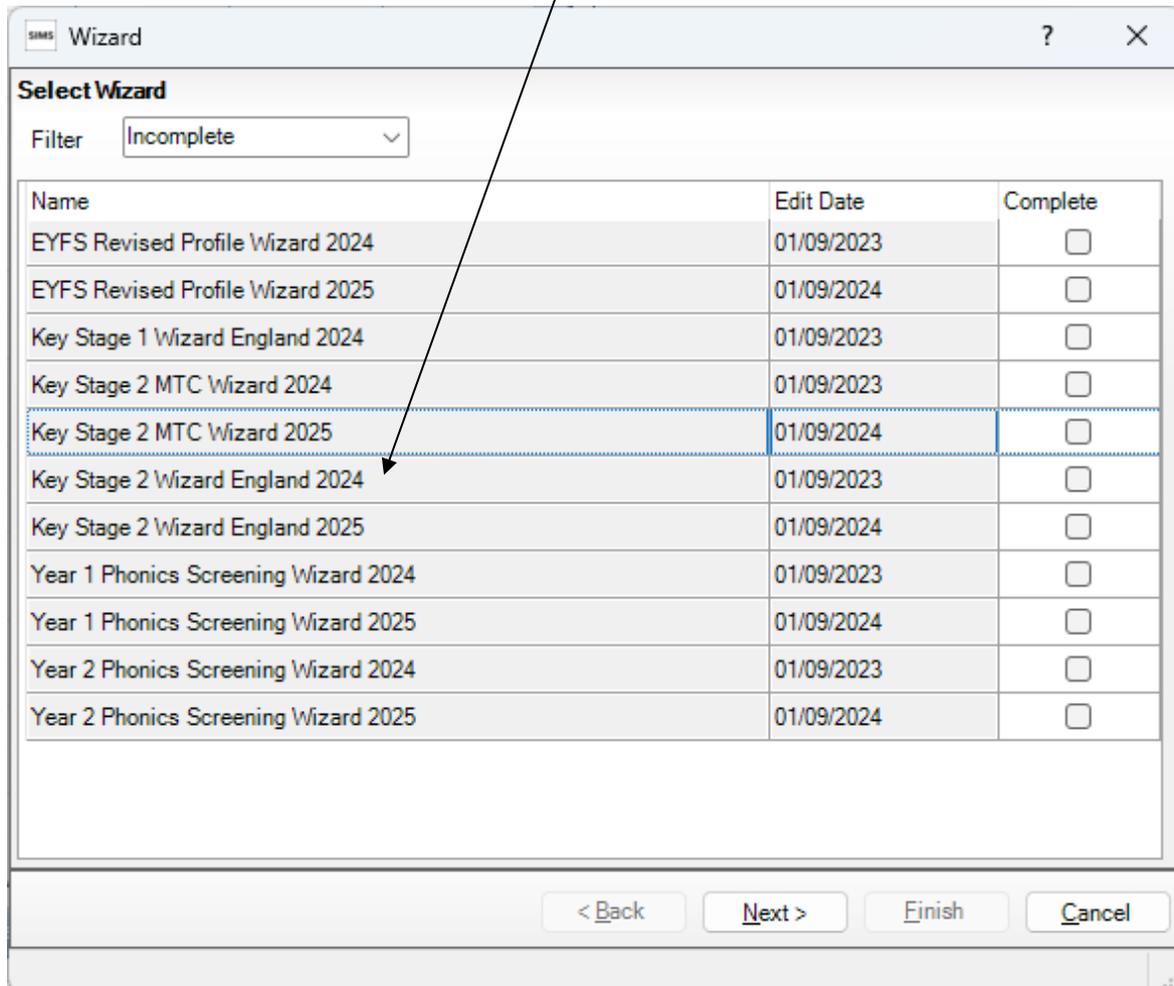


Important:

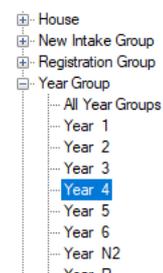
For schools in Worcestershire, the CTF will need to be shared with WCC via Secure Email.

Stage 3 Setting up the Wizard and Printing the Reports

1. Select **Tools | Performance | Assessment | Wizard Manager** from the menu bar within SIMS.
2. Highlight the **Key Stage 2 MTC Wizard 2025** so that it has a faint blue line around it (**don't click the Complete box**) and click 'Next'.



3. Click '**Next**' on the wizard.
4. Click  to browse for the group, choose Year Group and the Year 4.



5. Click '**Apply**' and then choose '**Next**' on the wizard.
6. Highlight the marksheet '**KS2 Multiplication Tabl...**' and click on the green pencil icon to the right.
7. If the CTF has been imported correctly then the marks should show, close the marksheet.
8. Click '**Next**' on the wizard.

Wizard - Key Stage 2 MTC Wizard 2025

Individual Report Format

Name	Edit Date
KS2 Multiplication Table Check 2025	01/09/2024
KS2 Multiplication Table Check Comp 2025	01/09/2024

Membership Dates for Group : Year 4

From: 02/04/2025 To: 02/04/2025 Refresh

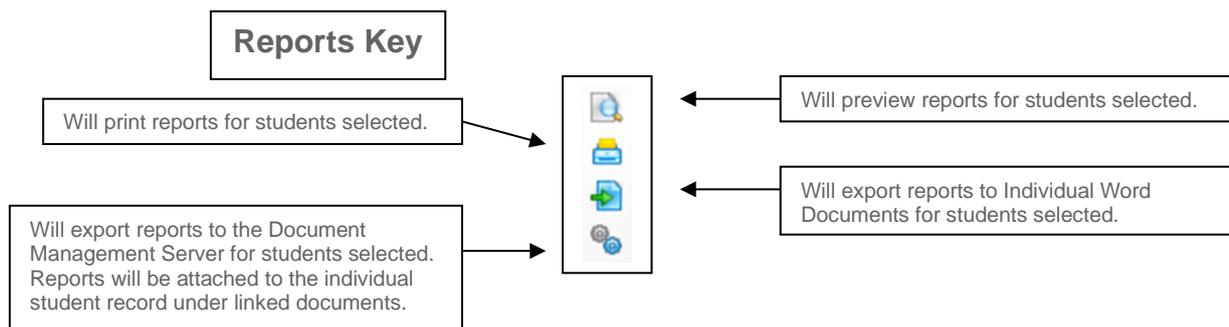
Group Filter

Students

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Aditya	Zayan	20/05/2016	4SL
<input type="checkbox"/>	Andrews	Izabel	10/10/2015	4ES
<input type="checkbox"/>	Armitage	Elise	04/06/2016	4SL
<input type="checkbox"/>	Atkins	Austin	22/05/2016	4SL
<input type="checkbox"/>	Basir	Saeed	17/01/2016	4ES
<input type="checkbox"/>	Blackwell	Meghan	09/12/2015	4SI

Select All Deselect All

< Back Next > Finish Cancel



1. Ensure that the **KS2 Multiplication Table Check 2025** is highlighted.
2. In order to view the report for an individual student ensure that all the students are deselected and then highlight the student of your choice before clicking the **'Preview'**  button. Enable macros if asked to do so.

If you get the following error when accessing an individual report **'Cannot Locate Base Template'** or **'Cannot Download the Base Template File'**, it is likely that you have Word open. Close all Word documents. Open **Task Manager** on the affected workstation and locate **'Winword.exe'**. End this process and then navigate to the route of the individual report in SIMS.

3. Close Word and choose **'No'** to save any changes.
4. To print all reports, click on **'Select All'** so that all the students in the chosen group are selected and then click on the **Print Report** icon .

Year 4 Multiplication Tables Check 2025	
PUPIL'S RESULTS	
Zayan Aditya	4SL
Test Result	
Year 4 Multiplication Tables Check Mark	24

Score	Description
0-25	The permissible scores as defined by the test, for more information please visit: https://www.gov.uk/guidance/multiplication-tables-check-development-process
Grade	Description
J	Just arrived in the school
X	Check not taken and no reason for not taking the check given
A	Absent
B	Working below expectation
L	Left
U	Unable to access test
Q	Maladministration
H	Pupil cheating
NAA	Not able to administer

Uploading the Report to the Document Server

5. It is possible to upload a copy of the individual student report to the student's record in SIMS. This means that anyone with access to SIMS would be able to view the KS2 report after it is generated. I would advise schools to do this because if someone wishes to view a copy of an individual student's report in the future, it will save having to go back into the wizard to generate and print the report again.
6. To upload the reports, ensure that the **KS2 Multiplication Table Check 2025** report is highlighted and that you have selected all the students. Now click on the cog icon .

You can also run the **KS2 Multiplication Table Check Comp 2025** report.

The comparative report shows current school data compared with last year's national data

1. Highlight the report **KS2 Multiplication Table Check Comp 2025**.

The report is the same for every student so you may want to print one and then photocopy it to send to parents.

2. Ensure that there is a tick against at least one of the pupils and then click on **'Print Report'** icon. 

Year 4 Multiplication Tables Check 2025	
Pupil / School / National Comparison Report	
Zayan Aditya	4SL
Test Result	
Pupil's Year 4 Multiplication Tables Check Mark	24
School Average Multiplication Tables Check Mark	24.0
National Average Multiplication Tables Check Mark	20.8

School and national average check marks are based only on those pupils who took the test, including all results from 0 – 25. The national average is based on data from November 2024.

Score	Description
0-25	The permissible scores as defined by the test, for more information please visit: https://www.gov.uk/guidance/multiplication-tables-check-development-process
Grade	Description
J	Just arrived in the school
X	Check not taken and no reason for not taking the check given
A	Absent
B	Working below expectation
L	Left
U	Unable to access test
Q	Maladministration
H	Pupil cheating
NAA	Not able to administer

Contacting us

Stafford office

Entrust Riverway Centre, Riverway, Stafford, ST16 3TH
Tel: 0333 300 1900
Email: edtech@entrust-ed.co.uk

Birmingham office

Tel: 0333 003 7071
Email: edtech@entrust-ed.co.uk

Worcester office

Tel: 0333 003 7399
Email: edtech@entrust-ed.co.uk

