

To be undertaken by the Integris Administrator

MTC Results can be downloaded as a CTF from the MTC Service from Monday 23rd June 2025.

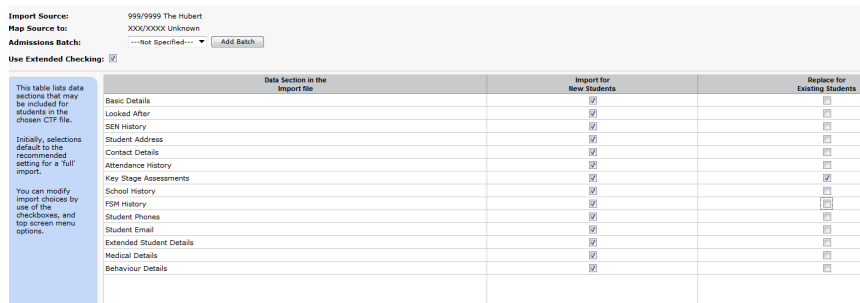
Before proceeding:

Download your MTC CTF file and check the filename is correct. *It should be named in the following format*
AAALLL_CTF_AAAdddd_001.xml (where AAA= LA number and dddd= school DfE number eg:
 823LLLL_CTF_8239999_001.xml or 822LLLL_CTF_8229999_001.xml)

1. Import the CTF into Integris

1. In Integris, go to **Administration > Import & Export > CTF Import** > click **Browse** > navigate and select your **CTF** file and click **Open** (folder path and the filename appears in the text box) > click **Next**

A validation message appears – **if a warning message appears, select the option to continue** - an **Import Options** screen appears



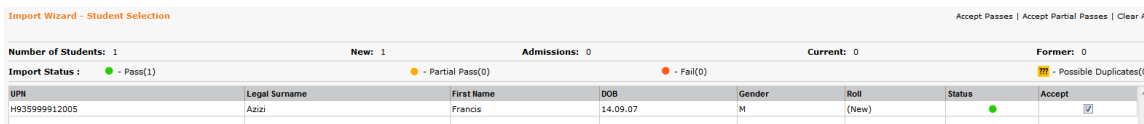
All the boxes are ticked in the **Import for New Students** column - this is ok as there should not be any new pupil records in your CTF file that are not already held in your Integris

In the **Replace for Existing Students** column, only some boxes are ticked and it is this column that needs editing.

2. **IMPORTANT!!!** In the **Replace for existing Students** column remove all the ticks except for **Key Stage Assessments** - this will allow just your MTC results to import into Integris
3. Now click **Next** > click **Yes** at the next prompt about Admission batches

When validation is complete, the next screen lists all the pupils in the CTF file.

All pupils with a green circle in **Status** column indicate a Pass with ticks in the **Accepted** column.



Note: check for any records showing as a **Partial Pass** (amber dot) or **Fail** (red dot) and remove the tick in the **Accepted** column for them if you do not want the record imported at this stage without investigating further why Integris has rejected the record.

4. Click **Next** and wait until all the MTC results are imported.
 An **Import Results Summary** confirms the pupil records that have been imported and the MTC data will have been added to their pupil record in Integris

Pass (Green) 6
Partial Pass (Amber) 0
Fail (Red) 0

Students (Detail)

UPN	Surname	First Name	Gender	DOB	Status	Roll	Imported?
Z823211709029	Adnitt	Oliver	M	20.10.05	Green	C	Updated
U823211709045	Allison	Jennifer	F	30.12.05	Green	C	Updated
L823300009006	Archibald	Liam	M	21.05.06	Green	C	Updated
P823211709079	Archibald	Liam	M	21.05.06	Green	C	Updated

Click the tick box for **Show full validation and extraction detail:** ☒ to see a more detailed account of the import routine

5. Now click **Finish**.

What can you do with the MTC results:

1. **Create MTC Reports** - Run individual pupil reports for parents and also view list of pupils and their MTC results (in a report)

AND/OR

2. **Set up MTC 2025 markbook** – to view MTC results in a markbook for further analysis (by pupil groups etc.) – see separate '[Set Up MTC 2025 markbook](#)' instructions

AND/OR

3. **Check MTC results included in Y4 Data_Transfers markbook** if also transferring data to destination (middle) schools.

Follow **Y4 Data_Transfers 2025 markbook instructions** to set up the markbook – then to check for MTC data, click + at the top of Y4 MTC 2025 unit to check that the MTC data appears in the MTC column.

Contact admin@cbict.org.uk if no data appears!