



# **caspa**

## **Comparison and Analysis of Special Pupil Attainment**

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### **Basic data maintenance in CASPA**

This document gives an overview of the data maintenance requirements for CASPA, including the entering and importing of assessment results, tips and tricks to assist with maintaining of data, and the rules CASPA applies to ensure data remains valid.

#### **Introduction:**

There are two stages to populating CASPA with assessment results and targets for your pupils:

1. create pupil records in CASPA for each of your pupils; then
2. record assessment results and targets for these pupils for both the current year and historic years

Information on the creation of pupil records in CASPA for each of your pupils, either by import of data from your school MIS, or by direct manual entry where your school does not use a MIS, is described in the 'installation and first use' notes for CASPA that relate to your school MIS type.

Having created pupil records in CASPA, there are now two ways to populate CASPA with assessment data for your pupils, for both the current year and historic years, as follows:

- Direct entry of assessment data into CASPA – please refer to 'Data entry in CASPA' below
- Import of existing assessment data in electronic form

To allow schools to make use of existing assessment data held in electronic form, CASPA supports a number of electronic import channels; for further details, please refer the following document listed below, each of which is available via the **Help | Guidance notes** menu in CASPA and the **Help** menu in the CASPA Historic Data Utility:

- Import assessment results from B Squared
- Import assessment results from PIVATS
- Import assessment results from Common Transfer File
- Import results or targets from SIMS .net Assessment Manager 7 results file
- Import results or targets from Excel spreadsheet or CSV file

All import channels allow for the import of current assessment data into CASPA and import of historic assessment data into the CASPA Historic Data Utility; for more information regarding the preparation of historic data for use with CASPA please refer to the document '*Historic data for CASPA*'.

#### **Validation in CASPA:**

CASPA goes to great length to ensure that only valid data can be recorded in CASPA and exported from CASPA. All imports of data into CASPA are fully validated and error reports will advise you if mandatory data is missing or if invalid data is found.

Prior to export, there are two types of messages that CASPA may display during validation:

- where mandatory data is missing or invalid data is found, CASPA will display an error message, prefixed 'ERROR - '; if errors of such type are found, the export will be aborted
- CASPA will also check if any of your pupils have incomplete assessment or target data; if so, a warning message prefixed 'INFO - ' will be displayed. Messages of this type are for information only, as CASPA allows you to enter as much or as little assessment data for each of your pupils as you see fit. If warnings are reported, but no errors, you will have the option to continue with your export

Prior to export of data for transfer to your LA, every pupil in CASPA must be assigned a Degree of Learning Difficulty from the selection PMLD, SLD, MLD or None.

#### **Data entry in CASPA:**

Assessment results in CASPA can be entered either by selecting from the drop-down list for each aspect result or target, or by direct entry from the keyboard; as you start to type a result, CASPA will match the text you have entered against the list of valid values. Once a value has been entered or selected, it can be modified by using the Up and Down arrow keys to scroll through the list of valid values. For experienced typists who prefer to use the keyboard to a mouse, CASPA supports all the standard Windows keyboard short-cuts, e.g. SpaceBar to toggle a check-box on and off.

When entering results in CASPA, please be aware of the following:

- Changes to field values do not take effect until you move out of a field; so if you change a result for an aspect, the average for the relevant subject will not update until you tab out of the field you have changed
- To cancel a change for the current field, press the 'Esc' key; to cancel all changes to the current record, click the 'Cancel' button
- All changes you have made to a pupil record are automatically saved when you move to a new pupil record, or explicitly saved when you click the 'Save' button

CASPA also has specific features designed to help speed up the manual entry of data, as described below.

### **Generation of automatic target suggestions in CASPA:**

CASPA now has a feature for the automatic setting of expected outcome levels for pupils, based on the amount of progress that statistically would be expected for a pupil of the same age, category of need and level of prior attainment; whilst the aim of this is to streamline the target setting process, please note that these expected outcomes reflect no degree of challenge and also cannot take account of the circumstances of individual pupils, and therefore targets are considered suggestions only until they have been reviewed and verified in CASPA as being appropriate. CASPA's feature for automatic target suggestions will only be enabled if your Local Authority or equivalent has requested the option to be available to you.

Target setting requires that a target level that reflects an appropriate degree of challenge be set in each subject for each pupil; determining the appropriate degree of challenge requires a judgement to be made by teachers based on their knowledge of the circumstances of each individual pupil.

When making use of CASPA's automatic target suggestions, setting of appropriate targets requires three stages:

1. **Generation automatic target suggestions reflecting the expected outcome levels for pupils with the same age, category of need and level of prior attainment:** this is achieved by running the menu option Data | Generate automatic target suggestions, which is restricted to users with the System Manager role.
2. **Review automatic target suggestions and adjust them to reflect a degree of challenge appropriate to the pupil in each subject, based on professional judgement and knowledge of the pupil:** reviewing of targets and entering of modified targets can be accomplished via the Main CASPA data entry screen; until targets have been verified as being correct, targets will appear on-screen and in reports in a red font.
3. **Verify that the targets that have been set for the pupil in all subjects are appropriate for the pupil:** when CASPA's feature for the automatic setting of expected outcome levels is enabled, a check-box will appear next to the year indicator on the Results 2009 and Targets 2010 page of the CASPA main data entry screen to allow you to indicate that the targets set for a pupil are verified as being appropriate; once targets have been verified as being correct, targets will appear on-screen and in reports in a green font.

For further details, please refer to the CASPA Help system