



# **caspa 2009**

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

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### **Preparation of historic data files for use with CASPA 2009**

In order to be able to measure actual progress over time for pupils and to then compare that against the levels of progress that might have been expected for pupils of similar ages, categories of need and levels of prior attainment, CASPA needs access to historic assessment data for pupils. This document gives brief details of the procedure for preparing historic assessment data files for use with CASPA 2009.

#### **Introduction:**

The purpose of CASPA is to allow the analysis and bench-marking of pupil progress, by comparing measured progress between sets of annual summative assessments of pupil attainment against comparative data for pupils of similar age, category of need and level of prior attainment. Comparative data in CASPA is based on the analysis of data submitted to us by all users of CASPA. In order to be able to measure actual progress, users need to be able to enter assessment data for previous years, and the CASPA Historic Data Utility provides two means for this:

- For new users of CASPA, who will not hold data for previous years in CASPA format, the CASPA Historic Data Utility allows historic data recorded elsewhere to be entered or imported in a format that can be used in CASPA as the basis for comparison against previous years.
- For previous users of CASPA who will have upgraded to CASPA 2009 from CASPA 2008, existing historic data will be available immediately within CASPA 2009 and can be edited, if required, within the CASPA Historic Data Utility prior to refreshing historic data in CASPA.

#### **Creation of historic records for use with CASPA:**

CASPA 2009 can only display historic data for pupils who have a pupil record in CASPA 2009. Therefore, the historic data utility restricts historic data records to those pupils for whom there are records in CASPA 2009.

Before attempting to create historic data records in the CASPA Historic Data Utility, you must first have either created pupil records in CASPA by the import of data exported from your school MIS or, if your school does not use a MIS, by the manual creation of pupil records in CASPA; please refer to the relevant version of the *'Install CASPA 2009 for...'* notes relevant to your school MIS type.

#### **Import of data from CASPA 2008 into the CASPA 2009 Historic Data Utility:**

For users who have upgraded from CASPA 2008 to CASPA 2009, all existing historic data will be made available to CASPA and the CASPA Historic Data Utility as part of the upgrade process; there is no separate import of historic data required.

#### **Creating and maintaining historic assessment data:**

To enter or edit historic results, click the menu option **Data | Edit a historic data set**, and choose the appropriate year from the dialog displayed. You can enter historic data for all years back to 2001 and you can also maintain any targets for summer 2009 set for your pupils in summer 2008.

The historic dataset data entry screen is similar the main CASPA data entry screen, and supports the same right-click options for the first aspect in each subject group to allow results to be copied to other aspects. For other tips on how to enter data as easily as possible, please refer to the 'Tips and tricks' section of the CASPA Help system and the document *'Basic data maintenance in CASPA'*.

#### **Import of historic data from B Squared or PIVATS:**

If you hold assessment results for previous years in electronic form in one of the formats listed below, you can import these into the CASPA Historic Data Utility:

- B Squared
- PIVATS
- Common Transfer File
- SIMS Assessment Manager 7
- Excel spreadsheet or CSV file

For details of the process for import of historic data from each of the different sources, please refer to the appropriate guidance notes, available in Adobe Acrobat PDF format via the Help menu of the CASPA Historic Data Utility, and the Help | Guidance notes menu of CASPA. Please note that these guidance notes are common to both imports of data into CASPA and the CASPA Historic Data Utility; where there are differences in procedures for the import of historic data, these are clearly identified.

Please note that imports of historic data will over-write existing historic data, including any manual changes you may have made in the CASPA Historic Data Utility, and should thus be used carefully. Warning dialogs will ask you to confirm your intention to over-write existing data before allowing the import to occur. It is therefore recommended that import of historic data from external sources is completed before commencing manual editing of results in the Historic Data Utility.

### **Refreshing historic data in CASPA:**

To make any additions or changes that you have made to historic data in the CASPA Historic Data Utility visible within CASPA, you must run the menu option File | Refresh historic data in CASPA.

Enabling the display of historic data in CASPA:

In order to keep CASPA as uncluttered as possible, features for the display of historic data are only enabled as required. To enable historic data features for the main data entry screen and for all analysis, display, reporting and graphing of data, please run the menu option **Admin | Options** and on the 'Basic configuration options' tab select an appropriate value for the 'Number of years for which display of historic data is to be enabled', then click OK.

Whilst CASPA is capable of displaying historic data back to the year 2001, it is usually safe to say that the older the historic data, the less reliable and well-moderated it tends to be. Schools are therefore advised to consider the number of years of data for which they have confidence in their historic data, and to restrict CASPA to using just data for those years; otherwise, the use of unreliable historic data will result in unreliable analysis and bench-marking.