



caspa 2009

Comparison and Analysis of Special Pupil Attainment

Import results from B Squared

This document gives brief details of how assessment data from B Squared can be imported into CASPA, thereby allowing access to all of the analysis and reporting functionality in CASPA.

Introduction:

In order to prevent the need for re-keying of data, schools which hold assessment results in B Squared in electronic form are able to import these results into CASPA. Assessment results for the current year can be imported into CASPA 2009, whilst historic results for previous years can be imported into the Historic Data Utility as part of the process of preparing historic data files for use with CASPA.

Conversion of B Squared levels to CASPA levels:

B Squared uses a scheme where results are given as percentages of progress towards a level, whereas CASPA uses a scheme where decimal sub-divisions are used to represent degrees of progress beyond a level. A table showing the corresponding B Squared level for each CASPA level can be found in the document BSquaredToCaspaXRef.pdf in your CASPA directory; conversion of levels is also described in the CASPA help system. Please note that when importing assessment data from B Squared, CASPA will take account of the Completion Percentage threshold that you have set in your B Squared system.

Export of data from B Squared:

A utility has been developed by B Squared in order to allow schools to export data from B Squared to an XML file for subsequent import into CASPA. The B Squared export utility appropriate to your version of Connecting Steps can be down-loaded from:

<http://www.bsquared.co.uk/caspa>

- If you are running version 1.56, 1.57 or 1.58 of Connecting Steps, the appropriate export utility is:
BSquaredAchievementExport1.0.msi
- If you are running version 3.1 or 3.2 of Connecting Steps, you **MUST** update to version 3.2.1 or later of Connecting Steps before attempting to use the B Squared export utility; the export utility appropriate for version 3.2.1 or later of Connecting Steps is:
BsquaredAchievementExport1.2.3.msi

Please note that the export utilities are supplied as Microsoft Installer (MSI) packages and that to install the utilities you will require appropriate privileges; please contact your network administrator for guidance. For support with the installation and use of the B Squared export utilities, please refer directly to B Squared.

NOTE: In order to match data exported from B Squared against pupil records in CASPA, your B Squared pupil data must include a Unique Pupil Number (UPN) for each pupil. Should you need to record UPNs for your pupils, as manual data entry of 13-character UPNs is prone to data entry errors, we suggest you export pupil names and UPNs from your school MIS in Excel (XLS) format and cut and paste UPNs into B Squared from there.

NOTE: When exporting results, the B Squared export utility exports the first non-completed level found in B Squared for each subject for each pupil. Therefore, if a pupil has been flagged in B Squared as having completed levels P5 and P6, but level P4 is not flagged as completed, the result B Squared will export is the completion percentage for level P4. Please therefore ensure that:

- **all levels lower than the level at which the pupil is currently working are flagged as completed**
- **all P Levels are flagged as completed for pupils working at National Curriculum levels**

Enabling the import of assessment results for the current year from B Squared into CASPA:

Before you can import assessment results for the current year into CASPA, you must enable this feature. If you did not opt to enable this feature when CASPA was first started, you can enable the import of results from B Squared by running the menu option **Admin | Options**, selecting the 'External data sources (B Squared and PIVATS)' tab on the system configuration dialog box and then clicking the option to import data from B Squared. You must then select the aspects for which you wish to import assessment data from B Squared.

Select aspects for which to import results from B Squared into CASPA:

Once import from B Squared has been enabled, you will be prompted to select the aspects for which you wish to import B Squared results; the import of Modern Foreign Language results from B Squared will be enabled in due course. As your school may not have subscribed to all of the available B Squared modules, this gives you the opportunity to, for example, import results for Maths and English from B Squared, but to maintain Science and ICT results by direct entry of data into CASPA. **NOTE: Whilst the import of results from B Squared is enabled, results in CASPA for the aspects you have selected to import from B Squared will be read-only; see 'Modes of operation' below.**

Import of B Squared results for the current assessment year into CASPA:

To import B Squared results for the current assessment year from a B Squared XML export file into CASPA, click the appropriate option on the **File** menu. If import from B Squared is enabled, you will be prompted for the location of your B Squared XML data export file. If validation checks on this file are successful and it contains assessment results for the current year, a report will display on screen to show you the data that is about to be imported. Results will only be shown for those aspects selected for import into CASPA, as described in the previous step. Please review this data carefully before proceeding.

Once you confirm that you wish to proceed, the import of results will take place. Import of B Squared results is based on matching pupils by UPN. If B Squared assessment results do not import for an individual pupil, please ensure that the UPN in B Squared matches the UPN in CASPA, and correct as necessary.

Modes of operation in CASPA:

Having completed a first import of data from B Squared, you now have a choice:

- if you will be keeping your B Squared system up-to-date, you can leave the 'Import from B Squared' option enabled so that CASPA will treat B Squared as the definitive source of data for the aspects selected for import from B Squared, and then periodically refresh results in CASPA for these aspects by importing from an updated B Squared XML export file as and when necessary; or
- if the import of results from B Squared is intended as a one-off operation, disabling the 'Import from B Squared' option will allow results for all aspects to be manually edited with CASPA.

NOTE: Please be aware that if you use the latter option and subsequently enable the 'Import from B Squared' option to import updated B Squared results, any manual changes you have made in CASPA for those aspects for which you have selected to import results will be over-written.

Import of B Squared results for previous years into the Historic Data Utility:

Assessment results for previous years can also be imported into the Historic Data Utility during the process of preparing historic data for use with CASPA. Because assessment results for historic years in B Squared should be static, the import process is less sophisticated and is intended as a 'one-off' process that can be completed by any manual editing of results within the Historic Data Utility that may be necessary. The procedure for importing B Squared data into the Historic Data Utility is exactly as described above.

The option to import results from B Squared into the Historic Data Utility will only be enabled once pupil records have been created in the Historic Data Utility. For further details on the process of preparing historic data for use with CASPA, please refer to the document '*Historic data for CASPA*'.

NOTE: Please note that, once you have made manual changes to results using the Historic Data Utility, any subsequent import of results from a B Squared XML export file into the Historic Data Utility may result in these changes being over-written.