



caspa 2009

Comparison and Analysis of Special Pupil Attainment

Import assessment data from Common Transfer File

This document gives brief details of how assessment data recorded in a Common Transfer File can be imported into CASPA, thereby allowing access to the analysis and reporting capabilities of CASPA without the need to re-enter data.

Introduction:

In order to prevent the need for re-keying of data, schools holding assessment data in any system that can create export files conforming to the Common Transfer File (CTF) specification are able to import appropriate assessment data into CASPA from such files. Assessment results for the current year can be imported directly into CASPA 2009, whilst historic results can be imported into the CASPA 2009 Historic Data Utility as part of the process of preparing historic data for use with CASPA 2009. Creation of historic data for use with CASPA is described in the PDF document 'Historic data for CASPA 2009' which can be accessed via the **Help | Guidance notes** menu in CASPA.

CASPA is designed to record results and targets based on Teacher Assessment for the Core and Foundation subjects, plus a number of specified additional subjects, including the Personal and Social Development subjects included in the original P Scale definitions and used by PIVATS. CASPA cannot record results or targets for subjects it is not designed to include, nor can it record task or test results or predicted exam grades. For more details on the types of information that can be imported into CASPA from Common Transfer Files, please see the section 'Common Transfer Files and assessment data', below.

CASPA allows a wider range of Teacher Assessments and outcomes to be recorded than those included in the Assessment Components specification, discussed in the following section, which defines the items of data appropriate for a Common Transfer File. Due to wider range of assessments and outcomes that can be recorded in CASPA, it is envisaged the import of existing assessment data into CASPA via Common Transfer File will be a 'one-off' process, with data then being maintained using CASPA.

Common Transfer Files and assessment data:

The items of assessment data and the allowable outcomes for such assessments that can appear in a Common Transfer File are defined by the Assessment Components Specification published annually by DCSF; each year's Assessment Components specification defines the set of standard assessment requirements for that academic year and their possible outcomes. Common Transfer Files can also contain additional supplier-specific items of assessment data, but CASPA's features for import from CTF cover just those items defined in the Assessment Components specification for the appropriate year.

As noted above, CASPA is designed to record results and targets based on Teacher Assessments; CASPA therefore will import from Common Transfer File only those items of data that relate to Teacher Assessments and will not import data relating to task or test scores, nor to actual or predicted examination grades.

Conversion of assessment outcomes to CASPA scores:

The range of assessments and their allowable outcomes that can appear in a Common Transfer File, as defined in the annual Assessment Components specifications described above, has expanded year on year; when importing assessment results, CASPA makes reference to the allowable outcomes specified for the academic year to which each assessment recorded in the CTF relates. Other than for assessments at sub-levels of National Curriculum levels, all Teacher Assessment outcomes defined in the Assessment Component specifications are for 'whole' P Levels or National Curriculum levels only.

CASPA is designed to record results and targets using a specific scoring scheme that covers the full range of outcomes from the bottom of the P Scales to the top of the National Curriculum levels. CASPA's scoring scheme also includes sub-divisions for many outcome levels to allow small amounts of progress within a level to be recorded, with the sub-division representing a degree of progress beyond a given level; when importing from Common Transfer File, each item of data will be converted to the CASPA score equating to the complete level recorded in the Common Transfer File, so all results imported into CASPA from Common Transfer File will show a sub-division of '.0'. Should you wish to refine your assessments, values imported from Common Transfer File can be edited, via either CASPA or the CASPA Historic Data Utility, to allow you to record appropriate sub-divisions of levels.

Import of data for the current assessment year from CTF into CASPA:

To import assessment data for the current assessment year from Common Transfer File into CASPA, click the appropriate option on the File menu in CASPA; you will then be prompted for the location of the Common Transfer File from which you wish to import data. 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. Please review this data carefully before proceeding.

Once you confirm that you wish to proceed, the import of results will take place. Import of assessment data from Common Transfer File is based on matching pupils by UPN. If assessment data does not import correctly from Common Transfer File for an individual pupil, please ensure that the UPN recorded in the system used to create the Common Transfer File matches the UPN in CASPA, correct as necessary and, if required, generate a new Common Transfer File to reflect any change in UPN before running the import again.

NOTE: Please note that, once you have made manual changes to results using CASPA, any subsequent import of results from Common Transfer File into CASPA may result in these manual changes being over-written with values from your Common Transfer File.

Import of data for previous years into the CASPA 2009 Historic Data Utility:

Assessment data for previous years can be imported into the CASPA 2009 Historic Data Utility during the process of preparing historic data for use with CASPA. Because assessment data for historic years included in a Common Transfer File should be static, the import process is 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 assessment data from Common Transfer File into the CASPA Historic Data Utility is exactly as described above.

For further details on the process of preparing historic data for use with CASPA, please refer to the document 'Historic data for CASPA 2009', accessible via the menu option **Help | Guidance notes** in CASPA.

NOTE: Please note that, once you have made manual changes to results using the CASPA Historic Data Utility, any subsequent import of results from Common Transfer File into the CASPA Historic Data Utility may result in these changes being over-written.