



caspa 2009

Comparison and Analysis of Special Pupil Attainment

Import assessment results from PIVATS

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

Introduction:

In order to prevent the need for re-keying of data, schools which hold assessment results in PIVATS 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 for use with CASPA.

Conversion of PIVATS levels to CASPA levels:

PIVATS uses a scheme where the alphabetical sub-divisions of levels represent degrees of progress towards a level, whereas the decimal sub-divisions used in CASPA represent degrees of progress beyond a level. A table showing the corresponding CASPA level for each PIVATS level for both National Curriculum and PSD subjects can be found in the document PivatsToCaspaxRef.pdf in your CASPA directory; conversion of levels is also described in the CASPA help system. In the future, CASPA will allow results to be displayed either as CASPA levels or PIVATS levels to allow users to select the format that best suits their needs.

Export of data from PIVATS:

Assessment results can be exported from PIVATS in CSV format. For further information, please refer to your PIVATS documentation. If your data exports in a format other than CSV, for example as an Excel spreadsheet (XLS), please open this file in Excel, select **File | Save As** and, from the 'Save as type' drop-down list, select 'CSV (Comma delimited) (*.csv)'. Please also ensure that any blank lines in your PIVATS export file before the first line containing data are deleted.

In order to match data exported from PIVATS against pupil records in CASPA, your PIVATS 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 then cut and paste UPNs into PIVATS from there.

Enabling the import of assessment results for the current year from PIVATS 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 PIVATS 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 PIVATS. You must then select the aspects for which you wish to import assessment results from PIVATS.

Select aspects for which to import results from PIVATS into CASPA:

Once import from PIVATS has been enabled, you will be prompted to select the aspects for which you wish to import results from PIVATS. This gives you the opportunity to, for example, import results for Maths and English from PIVATS, but to maintain Science and ICT results by direct data entry into CASPA. **NOTE: Whilst the import of results from PIVATS is enabled, results for those aspects for which you have selected to import from PIVATS will be read-only in CASPA; see 'Modes of operation' below.**

Import of PIVATS results for the current assessment year from PIVATS CSV export file into CASPA:

To import PIVATS results for the current assessment year from a PIVATS CSV export file into CASPA, click the appropriate option on the **File** menu in CASPA. If the import of results from PIVATS has been enabled, you will be prompted for the location of your PIVATS CSV 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.

Please note that as PIVATS uses three aspects to record results for ICT whereas CASPA, and all national Teacher Assessments at all Key Stages, use just a single result for ICT, the three PIVATS aspect results for ICT are averaged on import to create a single ICT result for use in CASPA.

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

Modes of operation in CASPA:

Having completed a first import of data from PIVATS into CASPA, you now have a choice:

- if you will be keeping your PIVATS system up-to-date, you can leave the 'Import from PIVATS' option enabled so that CASPA will treat PIVATS as the definitive source of assessment data, and then periodically refresh results in CASPA for those aspects selected for import from PIVATS from an updated PIVATS CSV export file to reflect any changes made in PIVATS; or
- if the import of results from PIVATS is intended as a 'one-off' operation, disabling the option to 'Import from PIVATS' will allow results for all aspects to be manually edited within CASPA

NOTE: Please be aware that if you use the latter option and subsequently re-enable the 'Import from PIVATS' option to import updated PIVATS 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 PIVATS 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 files for use with CASPA. Because assessment results for historic years in PIVATS 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 PIVATS data into the Historic Data Utility is exactly as described above.

The option to import results from PIVATS 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 be aware that, once you have made manual changes to results using the Historic Data Utility, any subsequent import of results from a PIVATS CSV export file into the Historic Data Utility may result in these changes being over-written.