



# **caspa 2010**

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

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### **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 both the current year and historic years can be imported directly into CASPA.

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 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.

#### **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.

When exporting data from B Squared, you will be able to select how many years of data you wish to include in the export. CASPA is able to import data from summer 2000 through to current assessments. Please note that any data imported into CASPA will over-write any data previously held in CASPA for relevant pupils. It is therefore most likely that importing historical data will be carried out only once unless errors have been corrected in B Squared data that you wish to reflect in CASPA. Thereafter, if you import only current assessments, not only will you remove any possibility of making unwanted changes in CASPA, the import process will be faster.

**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

#### **Enable the import of assessment results from B Squared into CASPA:**

Before you can import assessment results 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 via the menu option **Options | CASPA configuration options**, selecting the 'External data sources (B Squared, PIVATS and BAREonline)' 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 using the button that has become available below the options just selected.

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

Once import from B Squared has been enabled, a button will be visible allowing you 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 into CASPA:**

To import B Squared results from a B Squared XML export file into CASPA, select the menu option **File | Imports assessment data | Import assessment results from B Squared data export file**. If import from B Squared is enabled, you will be prompted to select which years you wish to import data from the B Squared XML data export file. Check the boxes for each relevant year(s). If you have created a single export file with a number of years of data, you can import all of the years in a single import if you select all of the years required at this stage.

Next, you will be prompted for the location of your B Squared XML data export file. If validation checks identify anomalies, CASPA will identify the data in the B Squared export file that does not match data in CASPA for you to ensure that the correct data will be imported for a pupil. Please compare the differences highlighted in a red font to satisfy yourself that the pupils are in fact a correct match. Differences may be as simple as the surname spelled differently but it is also possible that where a UPN has been mistyped, that it could match another pupil's and results would be imported against the wrong pupil. Close the report to continue at which point you are offered the choice of continuing or canceling.

If validation checks on the file are successful or you continue after reviewing a report displaying anomalies as described above, 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.

### **Viewing source data:**

When importing results or targets into CASPA from B Squared, queries can arise that can be resolved if the user was able to view the data that was included in the export file. A tool is available via the menu option **Tools | B Squared export file viewer**.

You can browse to select the file to be viewed and can select each pupil in turn to view the data that has been exported from B Squared. Additionally, for each pupil, multiple years of data can be included in the export file and therefore, where this is the case, you can select the year in question to view the data for that year.

### **Annual snapshots and current assessments:**

In addition to capturing the annual snapshots representing the end of year summer term assessments for each pupil, CASPA allows schools to capture updates to results during the current academic year. For example, where schools assess termly, the 'Current result' field can be updated each term to identify the most recent result for each subject. There is no restriction on the frequency or number of updates so schools can update this field as often as they wish.

To review the changes made to the 'Current assessment' field, an audit history is maintained that identifies key information about the changes. This audit history can be viewed by right-clicking the appropriate result field.

### **Enable 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 **Options | CASPA configuration options** and on the 'Basic configuration options' tab select an appropriate year for the 'Earliest year for which assessment data is available for use in CASPA', then click OK.

Whilst CASPA is capable of displaying historic data back to the summer term 2000, 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.

### **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.**