



# **caspa 2010**

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

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### **Import assessment results from BARE Online**

This document gives brief details of how assessment data from BAREonline 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 BAREonline 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 BAREonline levels to CASPA levels:**

BAREonline creates an export that describes a pupils' assessment results in CASPA scores and as a result, no conversion is required as part of the import into CASPA.

#### **Export of data from BAREonline:**

A utility has been developed within BAREonline in order to allow schools to export data from BAREonline to an XML file for subsequent import into CASPA.

In order to match data exported from BAREonline against pupil records in CASPA, your BAREonline 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 BAREonline from there.

#### **Enable the import of assessment results from BAREonline 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 BAREonline 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 BAREonline. You must then select the aspects for which you wish to import assessment data from BAREonline using the button that has become available below the options just selected.

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

Once import from BAREonline has been enabled, a button will be visible allowing you to select the aspects for which you wish to import BAREonline results. **NOTE: Whilst the import of results from BAREonline is enabled, results in CASPA for the aspects you have selected to import from BAREonline will be read-only; see 'Modes of operation' below.**

### **Import of BAREonline results into CASPA:**

To import BAREonline results from a BAREonline XML export file into CASPA, select the menu option **File | Imports assessment data | Import assessment results from BAREonline data export file**. If import from BAREonline is enabled, you will be prompted to select which years you wish to import data from the BAREonline 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 BAREonline XML data export file. If validation checks identify anomalies, CASPA will identify the data in the BAREonline 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 BAREonline, 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 | BAREonline 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 BAREonline. 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 BAREonline, you now have a choice:

if you will be keeping your BAREonline system up-to-date, you can leave the 'Import from BAREonline' option enabled so that CASPA will treat BAREonline as the definitive source of data for the aspects selected for import from BAREonline, and then periodically refresh results in CASPA for these aspects by importing from an updated BAREonline XML export file as and when necessary; or

if the import of results from BAREonline is intended as a one-off operation, disabling the 'Import from BAREonline' 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 BAREonline' option to import updated BAREonline results, any manual changes you have made in CASPA for those aspects for which you have selected to import results will be over-written.**