



# **caspa 2010**

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

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### **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 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 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.

#### **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.

#### **Enable 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 **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 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 into CASPA:**

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

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.

### **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. View this audit history via the right-click menu in the appropriate 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 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.**