



caspa 2010

Comparison and Analysis of Special Pupil Attainment

README

Please refer to the following notes before making use of CASPA.

Before you start...

In order to get the most from CASPA, we strongly recommend that users review the following documents, in addition to any installation notes that may have been provided by their Local Authority; a few minutes invested now in understanding the features in CASPA to streamline data entry could pay a significant dividend:

- *Data maintenance in CASPA*
- *Assessment and moderation in CASPA*
- *Analysis and bench-marking in CASPA*

Users who hold current or historic assessment data in electronic form and who wish to import this data into CASPA should refer to the appropriate document listed below:

- *Import assessment results from B Squared*
- *Import assessment results from PIVATS*
- *Import assessment results from BAREonline*
- *Import assessment results from Common Transfer File*
- *Import results or targets from SIMS Assessment Manager 7*
- *Import results or targets from Excel spreadsheet or CSV file*

All of the documents listed above are available in Adobe Acrobat PDF format from the **Help | Guidance notes** menu in CASPA.

Further detailed information can be found in CASPA's context-sensitive Help system; simply press the F1 key to be taken to an appropriate Help page.

Display of historic data in CASPA

In order to keep the main data entry screen as simple as possible, and to improve the appearance of graphs, CASPA allows users to select the number of years for which they wish to display historic data in CASPA. For previous users, an appropriate number of historic years will automatically be set, but for new users, the default setting will be that the display of historic data is disabled until set by the user.

To enable the display of historic data, please run the menu option **Options | CASPA configuration options**, select the 'Basic configuration options' tab and set an appropriate value for the 'Earliest year for which assessment data is available for use in CASPA'. Once set, the main data entry screen will display a separate tab for each historic year, and the display of historic data on reports and graphs will be enabled.

GCSE Grades D-U and A*-C

For all National Curriculum subjects, the range of available outcomes includes two entries corresponding to GCSE grades, namely 'D-U' and 'A*-C'. Whilst these have had to be retained for legacy reasons, we would strongly recommend against their use. The way these outcome levels were originally implemented means that a pupil at KS4 given a outcome level D-U on the basis of an expected GCSE grade of G, say, will be

awarded a higher CASPA points score than would be awarded for Level 8 of the National Curriculum, which is clearly inappropriate.

A review of how best to deal with assessments at Key Stage 4 in a way that will accommodate outcome levels from the lowest P Level to A* at GCSE is on-going.

Multi-user access to a network installation of CASPA

When CASPA is installed, it will automatically create shortcuts on the desktop of the machine from which it was installed. To access a network installation of CASPA from another machine, you can either:

- browse to the installation directory and run the file Caspa.exe or
- create shortcuts on the desktop of other machines.

No other workstation installation tasks are required.

Operation of CASPA 2010 under Windows Vista

The current release of CASPA 2010 will operate under Windows Vista, though UAC constraints mean it must be run in Administrator mode. To set CASPA 2010 to run in Administrator mode by default when started from the desktop icon, please proceed as follows:

- Right-click the CASPA 2010 icon on your desktop
- Select Properties
- Select the Compatibility tab
- Click the checkbox marked 'Run this program as an administrator'
- Click OK
- Double-click the CASPA 2010 icon on your desktop
- Enter the administrator password when prompted