caspa
Comparison and Analysis of Special Pupil Attainment

Import assessment results from BAREonline

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.

Please be aware that when importing BAREonline assessment data into CASPA, the results recorded in CASPA, including any results entered manually or imported from other sources of data, will be over-written by the results exported from BAREonline for every subject for which you have specified that results should be imported from BAREonline.

Modes of operation in CASPA:

When CASPA is being used in conjunction with an external assessment management system, such as B Squared, PIVATS or BAREonline/SOLAR, you can select between two modes of operation in CASPA:

- **Using an external system as your definitive source of assessment data**: if your external system will be the definitive record of attainment for your pupils in specific subjects, you can opt for CASPA to treat the data imported for these subjects as 'read-only'. Results in CASPA for these subjects can periodically be refreshed by importing updated data from your external assessment system
- **Performing a one-off import of data from an external assessment system**: this option is appropriate where you have existing data in an external assessment system that you wish to import into CASPA, and where subsequent updating of that data will be done via CASPA

If you wish to perform a one-off import of data into CASPA, we advise that this is carried out as soon as possible in your use of CASPA, to avoid the risk of sound data in CASPA being over-written by potentially less sound data recorded elsewhere.

For more information on selecting the mode of operation in CASPA, see the sections below on 'Selecting the mode of operation in CASPA' and 'Selecting the aspects to be imported into CASPA from BAREonline'.

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.

NOTE: 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.

Selecting the mode of operation in CASPA:

If you selected BAREonline as your definitive source of assessment data during the installation of CASPA, or have specified BAREonline as your definitive source of assessment data via the 'External data sources' tab of the 'Options' dialog displayed via the menu option **Options | CASPA configuration options**, BAREonline will already be selected as your definitive source of assessment data. Otherwise, a dialog will be presented at the start of the process of importing data from BAREonline that will allow you to select between carrying out a one-off import of data from BAREonline, or selecting to make BAREonline your definitive source of assessment data. For more information, please refer to the section 'Modes of operation in CASPA', above.

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

Once the mode of operation has been specified, a dialog will ask you to confirm the aspects for which results exported from BAREonline should be imported into CASPA. If you wish to make any changes to the subjects selected for import, please click the button provided; the import of Modern Foreign Language results from BAREonline will be enabled in due course. As your school may not have subscribed to all of the available BAREonline modules, this gives you the opportunity to, for example, import results for Maths and English from BAREonline, but to maintain Science and ICT results by direct entry of data into CASPA. **NOTE: if BAREonline is selected as your definitive source of assessment data, then results in CASPA for those aspects you have selected to be maintained by import from BAREonline will be read-only in CASPA; for more information, refer to 'Modes of operation in CASPA', above.**

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.

Baseline Assessments:

Many schools record baseline assessments for pupils shortly after they are admitted to the school. These baseline assessments can be recorded in CASPA as the results fields for the current academic year are designed to capture the most recent assessment result for a pupil.

Where a baseline assessment is imported into CASPA in the spring or summer terms, these are used as the current result only since they cannot be compared to an end of year assessment for year-on-year comparison purposes.

Where a baseline assessment is imported into CASPA during the autumn term, CASPA will also copy the result back to the tab page for the previous academic year, since these assessments are usually reasonably regarded as the starting point for the academic year and as such need to be available for year-on-year comparison. This means that at the end of the current academic year, the baseline assessment is effectively used as the previous year's assessment result and compared against the following summer term assessment result to consider progress over the year. It is therefore important that, to support this requirement, a baseline assessment captured in the autumn term can also be assumed to be the preceding summer term assessment.

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.

Changing the mode of operation in CASPA:

You can change the mode of operation in CASPA at any time by running the menu option **Options | CASPA configuration options**, selecting the 'External data sources' tab and making the appropriate selection.