caspa
Comparison and Analysis of Special Pupil Attainment

Import results or targets from SIMS Assessment Manager 7

This document gives brief details of how appropriate assessment and target data recorded in SIMS Assessment Manager 7 can be imported into CASPA, thereby allowing access to the analysis and reporting capabilities of CASPA without the need to re-enter data.

Introduction

In order to prevent the need for re-keying of data, schools holding appropriate assessment results or targets in SIMS Assessment Manager 7 (AM7) are able to import these results and targets into CASPA. Assessment results for both the current year and historic years can be imported directly into CASPA.

In order to simplify the import process, CASPA's import wizard has been designed so that each time it is run it will allow you to import a single type of data, e.g. results, for a single point in time; if you have many types of data to import, e.g. results and targets for one and two years ahead, or many years for which you wish to import data, CASPA's import wizard will prompt you to import each of these in turn.

CASPA is designed to record results or targets based on Teacher Assessment for the Core and Foundation subjects, plus a number of specified additional subjects, including the Personal and Social Development subjects included in the original P Scale definitions and used by PIVATS. CASPA cannot record results or targets for subjects it is not designed to include, nor can it record task or test results or predicted exam grades. For more details on the types of information that can be imported into CASPA from Assessment Manager 7, please see the section 'What kinds of data can be imported into CASPA?', below.

How SIMS Assessment Manager 7 stores data

In order to understand what CASPA needs to do in order to import data from SIMS Assessment Manager 7 (AM7), an appreciation of how AM7 records data is required, plus some familiarity with the terminology we will be using throughout this document. For more detailed information regarding SIMS Assessment Manager, please refer to the SIMS.net Help system or the SIMS.net Assessment Manager 7 manual, available in PDF format via the SIMS.net menu option **Help | Manuals**.

Each individual result or target recorded in AM7 for a pupil is recorded against a specific *aspect*; the aspect defines what subject the result or target relates to, as well as the type of data that can be recorded. If the aspect is one that records grades, allowable values for the aspect are defined by the *gradeset* to which the aspect is linked.

SIMS.net is supplied with a standard set of aspects and gradesets published by Capita. Local Authorities and other agencies also publish aspect and gradeset definitions, and schools can supplement these by creating their own aspects and gradesets to meet their own needs.

Where a result or target is recorded against an aspect, the value can either be associated with a *result set*, or simply be a dated value for the result or target being recorded. Result sets are used where there should be a single definitive value for a result or target, e.g. an End of Key Stage assessment result for a subject; if no result set is used, then multiple dated values can be recorded for the subject, e.g. a series of results recording the outcomes of a weekly or termly assessment for a subject.

In order to import results or targets recorded in AM7 into CASPA, CASPA needs to know which subject the AM7 aspect holding the result or target relates to in CASPA and also how the values recorded in AM7 relate to the scores that are used by CASPA. This process for the mapping of results and scores from AM7 to CASPA is discussed at length below.

How to export data from SIMS Assessment Manager 7

CASPA's import routine is designed to import results exported from AM7 to an XML file. The export of data from Assessment Manager 7 to an XML file uses standard SIMS.net functionality and is handled by an export wizard in SIMS.net. To start the export wizard, start SIMS.net then run the menu option **Routines | Data out | Assessment | Export.**

A detailed description of the use of the SIMS.net export wizard is beyond the scope of this document, other than stating that, at the initial screen giving options as to the type of data to be exported, users should select the option to export 'Results'.

When creating your export file, we recommend you select a meaningful name for your export file to assist you with identifying the contents of files in future. We also strongly suggest that when the SIMS.net export wizard gives you the option to enter a description for your export file that you do so; the description you enter will be visible within the CASPA import wizard at the stage where you are choosing the file from which to import data, so we suggest that you record the type of data that is being exported, e.g. results or targets or both, the year or years to which the data relates, and possibly a summary of the subjects for which results or targets are being exported.

For further details on the export of data from Assessment Manager to an XML file, please refer to the SIMS.net Help system, where guidance can be found by selecting the following chapter from the Help contents tree: **Assessment and analysis | Importing and Exporting Assessment Data | Importing and Exporting Data | Exporting results to an XML file.** Alternatively, guidance can be found via the topic of the same name in the Assessment Manager 7 manual, available in PDF format via the SIMS.net menu option **Help | Manuals**.

Hint: as noted in the introduction, and expanded on in the following section, CASPA can only record specific types of data for specific subjects. When exporting data from AM7, please bear these restrictions in mind so that you only export from AM7 items of data that can successfully be imported into CASPA; doing so will reduce the size of your AM7 export file and also make it easier to identify how results and targets in AM7 are to be linked to results and targets in CASPA.

Hint: during the import into CASPA, CASPA will present you with a preview of the results and targets it is about to import. If you make a note of some sample values for particular pupils whilst you are exporting data from SIMS.net, you can use this information to verify that the subject and value mappings you have created appear correct and that the data on CASPA's import preview is as expected.

What kinds of data can be imported into CASPA?

While we have attempted to make the transfer of existing assessment results and targets from Assessment Manager 7 to CASPA as simple and straight-forward as possible, CASPA can only import the types of information that it has been designed to record. The following covers the key points that will have an impact on the types of data that can be imported into CASPA and any conversions that will take place during the import process:

- CASPA is designed to record multiple assessment results for each pupil in each subject in the current academic year, with the end of year assessment result representing a 'snapshot' of pupil attainment in the Summer term of that academic year; CASPA can also record single targets for one and two years ahead for each subject for each pupil.

- CASPA is designed to record results and targets based on Teacher Assessments only; CASPA is not designed to record results or targets based on task or test scores, nor to record actual or predicted examination results.

- CASPA is designed to record results and targets for a specific set of subjects. As part of the import

process, CASPA needs to be told to which CASPA subjects the results and targets in AM7 aspects relate. For further details, please see the section 'Mapping Assessment Manager 7 aspects to CASPA subjects' below

- CASPA is designed to record results and targets using a specific scoring scheme that covers the full range of outcomes from the bottom of the P Scales to the top of the National Curriculum levels. As part of the import process, CASPA needs to be told to which CASPA scores the result and target values recorded in AM7 relate. For further details, please see the section 'Mapping Assessment Manager 7 values to CASPA scores' below

Mapping Assessment Manager 7 aspects to CASPA subjects

As noted above, CASPA is designed to record results and targets for a specific set of subjects. As part of the import process, CASPA needs to be told to which CASPA subjects the results and targets in AM7 aspects relate. This process is referred to in this document as 'subject mapping'; once you have mapped a set of AM7 aspects to CASPA subjects, you can save this information for future use, as described below in the section 'Saving subject mappings for re-use'.

CASPA subject mappings

As described in the section 'How SIMS Assessment Manager 7 stores data', above, results and targets for pupils are recorded against aspects defined in AM7; as AM7 aspects can be given any name the creator chooses, there is no way that CASPA can reliably deduce to which CASPA subject an AM7 aspect relates simply from the name of the aspect. To ensure results and targets for AM7 aspects are applied to the appropriate CASPA subjects during the import process, the 'source' and 'target' for each item of data must be explicitly linked via the subject mapping page of the CASPA AM7 import wizard.

During the import of data from an AM7 results file, CASPA will create a list of the aspects included in the data exported from AM7. In order to be able to import the value associated with each of these aspects, the 'source' aspect must be linked to a 'target' subject in CASPA; as noted above, data cannot be imported for aspects that do not correlate to a CASPA subject.

The set of 'target' subjects in CASPA is given in the table below. The subjects for which CASPA allows results or targets to be directly maintained in CASPA are shown in red; for AM7 aspects that are mapped to CASPA subjects shown in green or blue, CASPA will carry out some processing during the import process to allow the AM7 data to be recorded against CASPA subjects. The processing rules for each of the subjects shown in green or blue are described in detail below.

Please note that it is not necessary to link every aspect in your AM7 import file to a CASPA subject, though data will only be imported into CASPA for those AM7 aspects where a link to a CASPA subject has been created. Until you have mapped at least one AM7 aspect to a CASPA subject, you will not be able to proceed with the import.

Core subjects	Foundation subjects	Other subjects

English (Subject)
  Reading
  Writing
  Speaking & Listening (Subject)
    Speaking
    Listening
 	
Maths (Subject)
  Number
  Using
  Shape
  Handling Data
 	
Science (Subject)
  Scientific Enquiry
  Life Processes
  Materials
  Physical Processes
	Art
	Citizenship
	Design
	Geography
	History
	ICT
	MFL (Subject Average)
	  Listen & Respond (Average)
	  Speaking (Average)
	  Read & Respond (Average)
	  Writing (Average)
	Music
	PE
		Personal & Social (Subject)
		  Interaction
		  Independent
		  Attention
		
		PSHE
		
		Religious Education (Subject)
		  Learning about religion
		  Learning from religion

For subjects shown in Red

The subjects for which results can be directly recorded in CASPA are shown in the table above in red. Where an AM7 aspect is mapped to one of the CASPA subjects shown in red above, the value recorded for the AM7 aspect will be applied to a single CASPA subject.

For subject-level assessments shown in Green

Where a subject-level assessment is recorded in AM7, this can be linked to one of the CASPA subject-level 'targets' shown in the table above in green; because CASPA records values for individual strands, rather than subject-level assessments, the subject-level value recorded in AM7 will be applied to each of the CASPA strands shown in red for children of that particular subject-level assessment. For example, a subject-level assessment for Science will be applied to each of the four strands Scientific Enquiry, Life Processes, Materials and Physical Processes; if there are specific assessments for any of these 'child' strands, the strand-specific assessment will take precedence over the subject-level assessment.

For subjects shown in Blue

The processing that occurs during import for each of the subjects shown in blue is specific to that subject, as detailed below:

- **Modern Foreign Language:** CASPA records a single assessment result or target for Modern Foreign Languages, so information from AM7 aspects will be processed during import as follows;

  - where there is a single assessment for MFL recorded in AM7, e.g. for a teacher assessment against the P Scales, the single assessment or target for MFL will be imported directly into CASPA

  - where there are separate assessments recorded in AM7 for the components AT1, AT2, AT3 and AT4 for a single Modern Foreign Language, e.g. for a teacher assessment at KS2 for a pupil working at National Curriculum levels, the component scores will be averaged to create a single subject-level assessment for import into CASPA

  - where there are assessments recorded in AM7 for multiple Modern Foreign Languages, e.g. for a teacher assessment at KS3 for a pupil working at National Curriculum levels in multiple Modern Foreign Languages, the assessments for all of the components scores for each of the recorded Modern Foreign Languages will be average to create a single subject-level assessment for import into CASPA

- **Religious Education:** CASPA records a single assessment result or target for Religious Eduction; where there are separate assessments recorded in AM7 for the 'Learning about religion' and

'Learning from religion' strands, these will be averaged to create a single subject-level assessment for import into CASPA

Saving subject mappings for reuse

Once you have created a set of subject mappings to relate a set of AM7 aspects to their corresponding CASPA subjects, you can save these subject mappings for future re-use. When you save a set of subject mappings, you must give the subject mapping set a unique name; you can also record a description of the subject mapping set to assist in identifying the mapping set for future re-use.

Once you have saved one or more subject mapping sets, if you start a new import from AM7 you will be asked whether you wish to make use of one of your existing subject mapping sets for your new import; you could use an existing subject mapping set in one of two ways:

- if you are importing data from an AM7 export file that uses exactly the same set of AM7 aspects as a previous import, you can use the previous subject mapping set unchanged

- if you are importing data from an AM7 export file that uses a similar set of aspects as a previous import, you can use a previous subject mapping set as a starting point; where there are subject mappings for AM7 aspects that do not exist in your new AM7 export file, the mappings for those subjects will be cleared and you will be able to select new AM7 aspects to link to these CASPA subjects.

As noted in the Introduction, CASPA's import wizard can only import one type of data for one year at a time. If you are carrying out multiple imports from the same AM7 export file for different years, your subject mappings will, by default, persist for each cycle through the CASPA import wizard.

Mapping Assessment Manager 7 values to CASPA scores

As noted above, CASPA is designed to record results and targets using a specific scoring scheme that covers the full range of outcomes from the bottom of the P Scales to the top of the National Curriculum levels.   As part of the import process, CASPA needs to be told to which CASPA scores the result and target values recorded in AM7 relate. This process is referred to in this document as 'value mapping'; once you have mapped a set of AM7 values to CASPA scores, you can save this information for future use, as described below in the section 'Saving value mappings for re-use'.

CASPA value mappings

As described in the section 'How SIMS Assessment Manager 7 records data', above, results and targets for pupils are recorded against aspects defined in AM7, and each aspect specifies the set of valid values that can be recorded for the type of aspect; where an aspect records grade-type assessments, the set of valid grades will be defined by a gradeset definition. To ensure that the values recorded for results and targets in AM7 aspects are correctly interpreted by CASPA during the import process, each unique value recorded in AM7 for the results or targets selected for import into CASPA must be explicitly linked to a unique CASPA score via the value mapping page of the CASPA AM7 import wizard; where gradesets are used by the AM7 aspects for which data is to be imported, CASPA will make use of the gradeset definition to create a set of gradeset entries to be mapped to CASPA scores.

CASPA is designed to record results and targets using a specific scoring scheme that covers the full range of outcomes from the bottom of the P Scales to the top of the National Curriculum levels. CASPA's scoring scheme also includes sub-divisions for many outcome levels to allow small amounts of progress within a level to be recorded. To ensure that an appropriate set of CASPA scores is presented for mapping, an option on the value mappings page of the CASPA import wizard allows you to identify the type of values recorded in your AM7 export file, as follows:

- if the data that is being imported includes sub-divisions of outcome levels, e.g. if PIVATS assessments recorded in AM7 are being imported into CASPA, then each of the sub-divided outcome levels used in AM7 can be mapped to an appropriate sub-divided outcome level in CASPA.

- if the data that is being imported does not include sub-divisions, then values in AM7 can be mapped to 'whole' outcome levels in CASPA.

Saving value mappings for re-use

Once you have created a set of value mappings to relate a set of AM7 values to their corresponding CASPA scores, you can save these value mappings for future re-use. When you save a set of value mappings, you must give the value mapping set a unique name; you can also record a description of the value mapping set to assist in identifying it when it comes to re-use.

Once you have saved one or more value mapping sets, you will be asked during any subsequent imports of data from an AM7 export file whether you wish to make use of one of your existing value mapping sets for your new import; you could use an existing value mapping set in one of two ways:

- if you are importing data from an AM7 export file that uses exactly the same set of AM7 aspects and possible outcome levels as a previous import, you can use the previous value mapping set unchanged

- if you are importing data from an AM7 export file that uses a similar set of aspects and possible values as a previous import, you can use a previous value mapping set as a starting point; where there are value mappings for AM7 values and/or aspects that do not exist in your new AM7 export file, these value mappings will be cleared and you will be able to select new AM7 values for both new and existing aspects to link to appropriate CASPA outcome levels.

As noted in the Introduction, CASPA's import wizard can only import one type of data for one year at a time. If you are carrying out multiple imports from the same AM7 export file for different years or for different types of data, your value mappings will, by default, persist for each cycle through the CASPA import wizard; however, we strongly recommend that you save your value mapping sets to ensure their future availability.

A summary of the process of importing AM7 data into CASPA

CASPA makes use of a wizard to assist you in the process of importing data exported from AM7 XML files into CASPA. The import wizard allows the import of assessment results for the current year and targets for one and two years ahead into CASPA.

Whilst an Assessment Manager 7 results file can contain all sorts of data, e.g. a mixture of results and targets for a number of academic years, the CASPA import wizard, as noted previously, can import only one type of data for one academic year at a time. However, the import wizard can be run many times for the same AM7 export file, allowing you to specify, in turn, for import into CASPA, each of the different types of data and years to which they relate that have been exported from AM7.

The import of results or targets from an AM7 export into CASPA involves a number of processes; each Stage number below relates to a specific page of the CASPA import wizard, each of which may involve a number of steps. Full details for each Stage and step can be found below:

Stage 1 - Select file for import
- Step 1 - Select and apply a previously-saved subject mapping set (optional)
- Step 2 - Select the AM7 export file from which you wish to import data

Stage 2 - Select import options
- Step 1 - Select the academic year to which data relates
- Step 2 - Select the AM7 result set or date range for which data is to be imported
- Step 3 - Specify the type of data to be imported

Stage 3 - Map Assessment Manager 7 aspects to CASPA subjects
- Step 1 - Map Assessment Manager 7 aspects to CASPA subjects
- Step 2 - Save your subject mapping set for re-use (optional)

Stage 4 - Map Assessment Manager 7 values to CASPA scores

- Step 1 - Specify whether your AM7 values include sub-divisions of levels
- Step 2 - Select and apply a previously-saved value mapping set (optional)
- Step 3 - Map Assessment Manager 7 values to CASPA scores
- Step 4 - Save your value mapping set for re-use (optional)

Stage 5 - Preview the data to be imported

Stage 6 - Complete the import of data

Stage 1: Select file for import

Stage 1 involves selecting the Assessment Manager 7 export file from which data is to be imported, and includes an option to load a previously-saved set of subject mappings to simplify the import process.

Step 1: Select and apply a previously-saved subject mapping set (optional)

If you have already imported data from an Assessment Manager 7 export file containing the same, or a similar, set of aspects, you may have already saved a set of CASPA subject mappings that can be reused to speed up the import process. To select a previously-saved set of CASPA subject mappings, use the drop-down list; as you scroll through the list of CASPA subject mappings, clicking a CASPA mapping set will display the description you recorded when the mapping set was saved.

Step 2: Select file to import

Click on the 'Select file to import' button to bring up the file selection dialog box. Use the standard Windows file selection functionality to navigate to the directory containing the file to be imported and then click on the required file to select it. Click on the 'Open' button to submit your selection to the import utility and to close the file selection dialog box. Any description you saved during the export of your data from Assessment Manager 7 will be displayed in the 'Import file header' box; please refer to the 'Hints' section of 'How to export data from SIMS Assessment Manager 7' above for further details.

Stage 2: Select import options

Stage 2 involves specifying the type of data to be imported, the academic year to which it relates, and whether the data is either a set of dated values or is associated with an Assessment Manager 7 result set. For further details, please refer to the section 'How SIMS Assessment Manager 7 stores data', above.

Step 1: Select the academic year for which data relates

When using the Assessment Manager 7 import wizard, it is necessary to specify the academic year to which the data to be imported relates:

- when importing results, use the drop-down list to select the year to whose summer term the results relate
- when importing targets, use the drop-down list to select the year in whose summer term the targets were set; you can specify whether the target is a target for one year ahead or a target for two years ahead in Step 3 of this stage, below.

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Step 2: Select result set or date range for import

When exporting data from SIMS Assessment Manager 7, you can specify to export data associated with a result set, or to export data associated with a range of dates for a chosen set of aspects; please refer to the section 'How SIMS Assessment Manager 7 stores data', above.

- if you exported your data from AM7 using result sets, the CASPA AM7 import wizard will automatically identify any result sets included in the export file. The CASPA AM7 import wizard can import data for a single AM7 result set at a time; to specify the result set for which you wish to import data, please select the appropriate result set from the drop-down list. Once you have selected a result set, the CASPA AM7 import wizard will display the number of results found for the result set.

- if no results sets are available, or you wish to use a date range for import, click the 'Date range' radio-button. The two drop drop-down lists will allow you to specify the start and end of the date range you require.

The 'Next' button will not be enabled until either a result set with records to import has been selected, or a valid date range has been specified.

Step 3: Specify type of data to be imported

The CASPA Assessment Manager 7 import wizard allows the import of assessment results, targets for one year ahead and targets for two years ahead. Select the type of data to be imported by clicking on the appropriate radio-button.

Before clicking the 'Next' button to move to Stage 3, please ensure that the options you have selected on this page are correct for the set of data to be imported into CASPA.

Stage 3: Map Assessment Manager 7 aspects to CASPA subjects

As part of the import process, CASPA needs to be told to which CASPA subjects the AM7 aspects holding the data to be imported relate. This process is referred to in this document as 'subject mapping'; once you have mapped a set of AM7 aspects to CASPA subjects, you can save this information for future use. For further details, please refer to the section 'Mapping Assessment Manager 7 aspects to CASPA subjects', above.

When mapping Assessment Manager 7 aspects to CASPA subjects, please bear the following points in mind:

- not every AM7 aspect in your import file needs to be mapped to a CASPA subject, though at least one AM7 aspect must be mapped to a CASPA subject for the import to be able to proceed.

- assessment Manager 7 aspects can only be mapped to a single CASPA subject.

- data will only be imported into CASPA for subjects in CASPA that have an AM7 aspect mapped to them

Step 1: Map Assessment Manager 7 aspects to CASPA subjects

As noted above, CASPA is designed to record results and targets for a specific set of subjects. The set of subjects in CASPA to which Assessment Manager 7 aspects can be mapped is described in detail in the section 'CASPA subject mappings', above.

CASPA's AM7 import wizard automatically creates a list of the aspects included in the AM7 export file from which data is to be imported. In order to be able to import the value associated with each of these aspects, the 'source' AM7 aspect must be linked to a 'target' subject in CASPA; as noted above, data cannot be imported for aspects that do not correlate to a CASPA subject.

The process of linking AM7 aspects to CASPA subjects is handled via the CASPA subject mappings list. The left-hand column of this list includes all of the possible 'target' subjects in CASPA; for further information on these, and how results for subjects are processed during import into CASPA, please refer to the section 'Mapping Assessment Manager 7 aspects to CASPA subjects', above. The list of potential 'source' aspects found in the Assessment Manager 7 export file can be found in the 'Available aspects from import file' list to the right of the screen.

Linking an AM7 'source' aspect to a 'target' subject in CASPA is handled as follows:

- **To add a new link between an AM7 'source' aspect and a 'target' subject in CASPA:**
  - click an entry in the 'Available aspects from import file' list and drag it into the 'Assessment Manager 7 source aspect' column of the 'CASPA subject mappings' list so that it appears on the same row as the CASPA subject to which you wish to link it
  - click the empty cell in the 'Assessment Manager 7 source aspect' column of the 'CASPA subject mapping list' to the right of your chosen 'target' subject in CASPA to highlight the cell, then double-click the Assessment Manager 7 aspect to be linked to this CASPA subject in the 'Available aspects from import file' list.

  Once an Assessment Manager 7 'source' aspect has been mapped to a CASPA subject, it will no longer appear in the list of 'Available aspects from import file'.

- **To change a link between an AM7 'source' aspect and a 'target' subject in CASPA:**
  - click an entry in the 'Available aspects from import file' list and drag it into the 'Assessment Manager 7 source aspect' column of the 'CASPA subject mappings' list to replace the existing 'source' aspect for the appropriate 'target' subject in CASPA
  - click the entry in the 'Assessment Manager 7 source aspect' column of the 'CASPA subject mapping list' to the right of the target subject in CASPA for which you wish to replace the 'source' aspect to highlight the cell, then double-click the Assessment Manager 7 aspect to be linked to this subject in the 'Available aspects from import file' list.

  When you replace an existing Assessment Manager 7 'source' aspect for a CASPA subject, your previous 'source' aspect will be returned to the list of 'Available aspects from import file', and your new 'source' aspect selection will no longer appear in the list of 'Available aspects from import file'.

- **To remove a link between an AM7 'source' aspect and a 'target' subject in CASPA:**
  - double-click the entry in the 'Assessment Manager 7 source aspect' column of the 'CASPA subject mapping list' to the right of the target subject in CASPA for which you wish to remove the existing link; the 'source' aspect for which you are removing the link will be returned to the list of 'Available aspects from import file'.

Once your subject mappings are complete, you can either save the set of CASPA subject mappings for re-use via the optional step below, or you can click the 'Next' button to move to Stage 4 of the CASPA AM7 import wizard.

Step 2: Save the subject mappings as a CASPA subject mapping set for re-use (optional)

If you will be importing data from additional AM7 exports that will include either the same or a similar set of AM7 aspects, you can save your set of CASPA subject mappings to speed up future imports; for further details, please refer to the section 'Saving subject mappings for re-use' above.

To save your set of CASPA subject mappings, click the 'Save subject mappings' button:

- if you wish to save the mappings as a new set, enter a new name for this set and a description that will help you identify it in future.
- if your mappings represent a modification to an existing mapping set, then click on the 'Save modifications to mapping set' radio-button and, if appropriate, enter an updated description to take into account the changes you have made.

Stage 4: Map Assessment Manager 7 values to CASPA scores

As part of the import process, CASPA needs to be told how the result or target values found in the data exported from Assessment Manager 7 relate to the set of scores used by CASPA; once you have mapped as set of AM7 values to CASPA scores, you can save this information for future use. For further details, please refer to the section 'Mapping Assessment Manager 7 values to CASPA scores, above.

When mapping Assessment Manager 7 values to CASPA scores, please bear the following points in mind:

- not every AM7 value in your import file needs to be mapped to a CASPA score, though at least one AM7 value must be mapped to a CASPA score for the import to be able to proceed.

- only AM7 values that have been mapped to a CASPA score will be imported; if you have not mapped all possible AM7 values to CASPA scores, an incomplete import of data may result.

Step 1: Specify whether your AM7 values include sub-divisions of levels

CASPA is designed to record results and targets using a specific scoring scheme that covers the full range of outcomes from the bottom of the P Scales to the top of the National Curriculum levels. CASPA's scoring scheme also includes sub-divisions for many outcome levels to allow small amounts of progress within a level to be recorded. To ensure that an appropriate set of CASPA scores is presented for mapping to AM7 values, the radio-buttons in the 'Select type of values exported from AM7' section allow you to specify whether your data exported from AM7 includes sub-divisions or whole levels only, as follows:

- if the data that is being imported includes sub-divisions of outcome levels, e.g. if PIVATS assessments recorded in AM7 are being imported into CASPA, select the 'Sub-divided levels' radio button; each of the sub-divided outcome levels used in AM7 can then be mapped to an appropriate sub-divided outcome level in CASPA.

- if the data that is being imported does not include sub-divisions, select the 'Full levels only' radio button; each of the outcome levels used in AM7 can then be mapped to 'whole' outcome levels only in CASPA, resulting in a much-abbreviated list of CASPA score options.

Step 2: Select and apply a previously-saved set of CASPA value mappings (optional)

If you have imported data from an Assessment Manager 7 export file containing the same or a similar set of aspects and values, you may have already saved a set of CASPA value mappings that can be reused to speed up the import process. To select a previously-saved set of CASPA value mappings, use the drop-down list; as you scroll through the list of CASPA value mappings, clicking a CASPA value mapping set will display the description you recorded when the mapping set was saved.

To apply a previously-saved set of CASPA value mappings to your current import, click the 'Apply value mapping set' button; please be aware that manual value mappings you have created may be over-written with your previously-saved mappings when you apply your saved value mapping set.

Step 3: Map Assessment Manager 7 values to CASPA scores

As described in the section 'How SIMS Assessment Manager 7 records data', above, results and targets for pupils are recorded against aspects defined in AM7, and each aspect specifies the set of valid values that can be recorded for the type of aspect; where an aspect records grade-type assessments, the set of valid grades will be defined by a gradeset definition. To ensure that the values recorded for results and targets in AM7 aspects are correctly interpreted by CASPA during the import process, each unique value recorded in AM7 for the results or targets selected for import into CASPA must be explicitly linked to a unique CASPA score via the value mappings page of the CASPA AM7 import wizard; where gradesets are used by the AM7 aspects for which data is to be imported, CASPA will make use of the gradeset definition to create a set of gradeset entries to be mapped to CASPA scores.

The process of linking AM7 values or gradeset entries to CASPA scores is handled via the 'CASPA value mappings' list. The left-hand column of this list includes each of the unique values found in the AM7 export file for the aspects selected for import. The list of CASPA scores that can be linked to these AM7 values appears in the 'CASPA scores' list to the right of the screen.

Linking a CASPA score to a value found in AM7 is handled as follows:

- **To add a new link between an AM7 value and a CASPA score:**
  - click an entry in the 'CASPA scores' list and drag it into the 'CASPA score' column of the 'CASPA value mappings' list so that it appears on the same row as the AM7 value to which you wish to link it
  - click the empty cell in the 'CASPA score' column of the 'CASPA value mappings' list to the right of your chosen AM7 value to highlight the cell, then double-click the CASPA score to be linked to this AM7 value in the 'CASPA scores' list.

  Please note that there is no limit on the number of AM7 values that may map to the same CASPA score.

- **To change a link between an AM7 value and a CASPA score:**
  - click an entry in the 'CASPA scores' list and drag it into the 'CASPA score' column of the 'CASPA value mappings' list to replace the existing link for the selected AM7 value
  - click the entry in the 'CASPA score' column of the 'CASPA value mappings' list to the right of the selected AM7 value to highlight the cell, then double-click the CASPA score to be linked to this value in the 'CASPA scores' list.

  Please note that there is no limit on the number of AM7 values that may map to the same CASPA score.

- **To remove a link between an AM7 value and a CASPA score:**
  - double-click the entry in the 'CASPA score' column of the 'CASPA value mappings' list to the right of the selected AM7 value for which you wish to remove the link.

Once your value mappings are complete, you can either save the set of CASPA value mappings for re-use via the optional step below, or you can click the 'Next' button to move to Stage 5 of the CASPA AM7 import wizard.

Step 4: Save the value mappings as a CASPA value mapping set for re-use (optional)

If you will be importing data from additional AM7 exports that will include either the same or a similar set of AM7 aspects and values, you can save your set of CASPA value mappings to speed up future imports; for further details, please refer to the section 'Saving value mappings for re-use' above.

To save your set of CASPA value mappings, click the 'Save value mappings' button:

- if you wish to save the mappings as a new set, enter a new name for this set and a description that will help you identify it in future.
- if your mappings represent a modification to an existing mapping set, then click on the 'Save modifications to mapping set' radio button and, if appropriate, enter an updated description to take into account the changes you have made.

Stage 5: Preview the data to be imported from Assessment Manager 7 XML file

Once you have specified your subject mappings and value mappings, If validation checks identify anomalies, CASPA will identify the data in the AM7 XML 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 UPNs have been amended in SIMS and CASPA's pupil data has not been refreshed. 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.

It is essential that you use this report as an opportunity to check that the values that are about to be imported from the AM7 export file are exactly as expected; this is best achieved by checking the report against data recorded in Assessment Manager 7 for a number of pupils. To assist with this, the preview report can be printed or exported to a number of electronic formats.

Once you have completed your review of the data on this report, click the 'Close' button; if you have found errors in your subject or value mappings, you can use the 'Back' button to return to the appropriate stage to review and correct your subject and/or value mappings.

Stage 6: Complete the import of data into CASPA

If the preview of data at the previous stage identified problems with the mappings of either scores or values, these can be reviewed and corrected by clicking the 'Back' button to return to the appropriate stage of the import process.

If the preview of data at the previous stage correctly displayed the data to be imported, the import process can be completed by clicking the 'Finish' button; existing data in CASPA will be overwritten with the data to be imported.

Importing additional data from the same Assessment Manager 7 export file

Once the import process has completed, you will be given the option to import additional data from the same import file; this option might apply if your import file contains both results and targets or, if you are using the import wizard for historic data, your import file contains results or targets for similar aspects for a number of years. When entering your choice at the confirmation dialog:

- if you select 'No', the CASPA AM7 import wizard will close

- if you select 'Yes' to import additional data, you will be taken back to Stage 2 of the import process; if you need to load a new set of CASPA subject mappings, you can click the 'Back' button to return to Stage 1 where the new CASPA subject mapping set can be selected; the import process will then continue as detailed previously.

Additional guidance

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.