



# **caspa**

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

### **Transferring basic pupil data from SIMS .net into CASPA**

This document provides guidance for the procedure for transferring basic pupil data into CASPA for schools who are using SIMS .net.

#### **Introduction:**

For schools who use SIMS .net, pupil records can be created and refreshed in CASPA by the import of data exported from SIMS .net via a report that can be run within SIMS .net. In this way, CASPA can be kept up to date to reflect changes to pupil data, new admissions, leavers and will also automatically detect the roll-forward of SIMS .net to the new academic year.

For users of CASPA 2017 who update to CASPA 2018, CASPA will roll forward as a direct result of the import of pupil data for the academic year 2017/2018. All pupil data will be updated such as year groups and classes, and leavers and new admissions are accounted for. Also, as part of rolling forward, functionality in CASPA updates, providing, for example, a new tab on the main data entry pages (menu option **Data | CASPA assessment data**) for the 2017/2018 academic year and relevant data from summer term 2017, such as 2017 assessment results and targets for 2018, are brought forward as the starting point for the new academic year.

### **1. Transferring basic pupil data from SIMS .net into CASPA**

To avoid the need to re-key pupil data recorded in SIMS .net, and to ensure that SIMS .net is the definitive record of pupil data in your school, basic pupil data in CASPA is maintained by the import or refresh of records based on data exported from SIMS .net. Preparing an export of pupil data from SIMS .net for import into CASPA requires two steps:

1. Import the supplied Report Definition file into SIMS .net
2. Run the supplied report in SIMS .net to export data to intermediate file

#### **Importing CASPA's Report Definition file into SIMS .net:**

For new users of CASPA 2018 (including installations that were updated from CASPA 2017 or earlier), CASPA's supplied report definition file for CASPA 2018 must first be imported into SIMS .net. This results in a new report being available within SIMS .net that will be run to export the required basic pupil data for CASPA.

If CASPA 2018 is installed in a location from which SIMS .net is accessible, you can proceed immediately with the import of the supplied SIMS .net report definition file into SIMS .net; otherwise, please copy the SIMS .net report definition file **Caspa Pupil Data 2018.RptDef** to removable media from which it can be imported into SIMS .net. The report definition file is located in the directory to which the CASPA application was installed (contains the Caspa.exe file and is also the directory that a CASPA shortcut points to).

To import the supplied SIMS .net report definition file into SIMS .net, please proceed as follows. Start SIMS .net, and select **Reports|Import**. At the 'Import report(s)' dialog, click the Open button, which will display a standard Windows 'Open file' dialog. Browse to either the CASPA application directory (as described in the previous paragraph) or the removable media to which the report definition file was copied, and select the file **Caspa Pupil Data 2018.RptDef**. Click Open to return to the 'Import report(s)' dialog, which will now list the selected file as awaiting import. To complete the import, click the Import button.

#### **Transfer of basic pupil data to CASPA from a centrally-hosted installation of SIMS .net**

If your SIMS system is centrally-hosted, please refer to the relevant section in the Post-installation guidance via the following url:

### Exporting pupil data from SIMS .net:

**IMPORTANT!! To ensure the data exported from SIMS.net is saved in its default location, SIMS .net must be shut down and restarted immediately before exporting data from SIMS .net.** This is because the default behaviour of the SIMS .net report generator is to attempt to create the export file in the directory last used for any file-based operation. Restarting SIMS .net ensures that the export file will be created in the default location in which CASPA expects to find it.

**IMPORTANT!! Data exported from SIMS .net is saved to a file on the workstation where the SIMS .net report is run; if you can access both SIMS .net and CASPA on more than one workstation, then the export of data from SIMS .net and the import or refresh of pupil data in CASPA must be carried out on the same workstation, otherwise the data file exported from SIMS .net will not be visible to CASPA.**

To export pupil data from SIMS .net, select **Reports|Run Report** and browse to select the report 'Caspa Pupil Data 2018' (under Focus | Student). Having selected the required report, click 'Run'; the relevant pupil data will be exported to a file in XML format.

### Importing pupil records into CASPA:

To create pupil records for a new installation using the pupil data exported from SIMS .net, select **File | Create pupil records from SIMS .net export file**. If you updated from CASPA 2017 or have previously imported pupil data from SIMS .net, the menu option changes and you should therefore select **File | Refresh pupil records from SIMS .net export file**.

- If the workstation from which you access CASPA can also access SIMS .net, the file containing data exported from SIMS .net will be located automatically, and a series of dialog prompts will guide you through the import process. If you are warned that the file cannot be found, please refer to the important note above (in red) regarding export of data from SIMS .net as this indicates that SIMS .net was not closed and reopened prior to exporting data from SIMS .net and the export file has been saved to an unexpected location. Re-running the export as described in the note above will result in the export file saving to the correct location.
- If the workstation from which you access CASPA cannot also access SIMS .net, you will be prompted for the location from which the file exported from SIMS .net is to be imported. CASPA cannot automatically locate the export file so the export file will need to be located and copied to a location that can be accessed from the workstation that you are using to access CASPA. A series of dialog prompts will guide you through the import process.

Before importing data into CASPA from this file, checks are made to ensure that the data in the file that has been exported from SIMS .net is complete and valid. If the system finds pupil records with invalid data or which are missing mandatory data then the import process will be aborted, and an error window showing each of the types of errors found will be displayed. If the import process was aborted because errors were found, please make any necessary corrections via SIMS .net, close and re-open SIMS .net and re-run the SIMS .net report used to export pupil data for use by CASPA.

**SIMS pupil data UPN matching report:** For users who have updated from CASPA 2017, and for all users when refreshing pupil data from SIMS .net, validation will check for differences between the data being imported and the data already held in CASPA. Where differences exist, a **UPN matching report** will be displayed. The purpose of this report is to ensure that the data in CASPA is correctly updated.

The report displays each type of match scenario in one of 7 sections. Only if pupils are listed in Section 1 during a normal refresh will the import not be able to proceed; for all other sections, the information is displayed for you to confirm that the details being imported are definitely for the correct pupil. On completion of the import, the data in CASPA will be updated to reflect the data imported from SIMS .net. The following summarises the purpose of each section of the report; for further details, please read the introductory text about that section and actions required or suggested for each:

**Section 1 – During a normal refresh of basic pupil data:**

Pupils in CASPA with no match in your school MIS. The import cannot proceed if pupils are listed in this section. Please refer to the introductory text at the top of the page for likely reasons and actions.

**During roll-forward from 2016/2017 academic year after updating to CASPA 2018:**

Again, please refer to the introductory text at the top of the page for likely reasons and actions. As part of the roll forward, an additional reason for pupils not being found in the export file at this point could be that each was a leaver at the end of the 2016/2017 academic year and is therefore no longer on roll. For this reason, the import during roll-forward is allowed to proceed, even with pupils displayed in Section 1. You need to check carefully to confirm that each pupil was in fact a leaver last year.

- Section 2** - Pupils in your school MIS with no match in CASPA. Normally, these pupils will be new admissions to your school. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 3** – Pupils in your school MIS not on roll during the 2016/2017 academic year but whose UPN or Former UPN matches a pupil previously on roll in CASPA. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA. If not correct, please use the introductory text at the top of the page for actions required.
- Section 4** - Pupils in your school MIS whose Former UPN matches a pupil in CASPA but where there is only a partial match of other key data. Normally, the UPN and other details will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 5** - Pupils in your school MIS whose Former UPN matches a pupil in CASPA and with a complete match of other key data. Normally, only the UPN will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 6** - Pupils in your school MIS whose UPN matches a UPN in CASPA but where there is only a partial match of other key data. Normally, some details other than UPN will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 7** - Pupils in your school MIS whose UPN matches a UPN in CASPA and with a complete match of other key data. No action is required for pupils in this section.

**SIMS .net exported data report:** Once matching has been confirmed, a report displays the data found in the export file. This report provides you with an opportunity to check that the data exported from SIMS .net is as you expected. Close the report to proceed.

**Basic pupil data report:** On completion of your import, a report will display the updated information now in CASPA to allow you to verify that the data has been imported correctly. Most of the columns displayed will be identical to the SIMS .net exported data report; however, the last three columns display the categories of need that will be used in CASPA in all analysis. When a pupil's record is first created in CASPA, the CASPA needs will default to those imported from SIMS .net. Since schools often need to make changes to the needs used in CASPA for analysis, all refreshes of pupil data will not overwrite the CASPA needs. Close the report to proceed.

**Select pupils for CASPA assessment:** A dialog will then allow you to select the pupils for whom you wish to maintain assessment data within CASPA. This option allows a school to exclude one or more pupils from being used in CASPA by deselecting the required pupils. For example, Foundation Stage pupils and, in mainstream schools, all pupils without a Statement or Education Health and Care Plan, or are not SEN Support or School Action+ pupils, will be deselected by default. Schools can choose to deselect other pupils or re-select pupils who are already deselected. A series of dialog prompts will guide you through this.

**Data recording and checking sheet:** You will then be asked if you wish to view or print data recording sheets, which may be a useful means of gathering the assessment results to be entered into CASPA or to

confirm that the results and targets within CASPA are as teachers expected. If you choose to view or print data recording sheets, you must then select the pupils for whom they are to be generated; you can apply a condition to filter your pupils, and can then either use the buttons below the grid to select/deselect all matching pupils, or click on pupils individually to select them - press F1 for guidance. Once you have selected the required pupils, click the Report button; when you close the report, you will return to the pupil selection dialog to allow you to change your selection criteria should you wish to do so. When you are finished, click Close.

All features of CASPA will now be enabled. For any further guidance, please refer to the Help file and the PDF topics available via **Help | Guidance notes**.

## 2. Pupil Premium:

For users running CASPA 2018 Pupil Premium indicators can also be recorded and reported upon for the current and relevant previous academic years. These are recorded manually.

To record, or amend, Pupil Premium eligibility for a pupil:

- For current year eligibility, go to **Data | CASPA assessment data** and select the 'Basic pupil data' tab. The premium types relevant to the academic year are displayed to the bottom right of the page
- For eligibility in previous academic years, first go to **Options | Set CASPA effective year** and then follow the same steps described above

## 3. Next Steps:

You can refresh basic pupil data in CASPA from SIMS .net at any time by repeating the steps of section 1 from 'Exporting pupil data from SIMS .net'. This will ensure that all changes made in SIMS .net to the data required by CASPA will be reflected in CASPA.

All features of CASPA will now be enabled and CASPA is ready for you to populate pupil records with assessments and targets and to make full use of the analysis and CASPA's comparative data.

For guidance on a wide variety of topics, please refer to the Help file, accessible at any time using the F1 key or via **Help | Contents** and the PDF guidance topics available via **Help | Guidance notes**.

There are a number of options for inputting or importing results or targets into CASPA:

- Manual entry (refer to the guidance document 'Data maintenance in CASPA')
- Import from (refer to specific guidance note for each import type):
  - B Squared
  - PIVATS
  - Common Transfer File (CTF)
  - SIMS Assessment Manager 7
  - Excel spreadsheet or CSV file
  - BARE Online

For an overview describing using CASPA from installation to use of analysis, please refer to the guidance note 'Getting started with CASPA'.