



caspa

Comparison and Analysis of Special Pupil Attainment

Import results from B Squared

This document gives brief details of how assessment data from B Squared 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 B Squared 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 B Squared 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 B Squared for every subject for which you have specified that results should be imported from B Squared.

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 B Squared'.

Conversion of B Squared levels to CASPA levels:

B Squared uses a scheme where results are given as percentages of progress towards a level, whereas CASPA uses a scheme where decimal sub-divisions are used to represent degrees of progress beyond a level. A table showing the corresponding B Squared level for each CASPA level can be found in the document 'Converting B Squared levels to CASPA levels' accessed from within CASPA via **Help | Reference**. Please note that when importing assessment data from B Squared, CASPA will take account of the Completion Percentage threshold that you have set in your B Squared system.

As B Squared outcome levels are not limited to a discrete set of possible values, it is likely that the appropriate CASPA level will have to be selected by choosing the best match to the B Squared level; for example the closest match in CASPA to a B Squared level of '55% of P6' would be '60% of P6', which converts to a CASPA level of P5.6. Equivalences are based on information supplied by B Squared.

A completion threshold set in B Squared is also used when importing B Squared values so that where a pupil is regarded as having completed a level in B Squared, this is also reflected in CASPA. However, it is possible, due to rounding, that a level could be displayed in CASPA that may appear at first sight to indicate that the level should be regarded as completed. To illustrate this with an example, if the B Squared completion threshold is set to 80%, a level in CASPA of P5.8 is still possible since a B Squared level of 75% of P6 would round to 80% of P6 during conversion and will therefore be displayed in CASPA as P5.8.

NOTE: B Squared are developing updates to Connecting Steps that will result in changes in how schools can record assessments under the new National Curriculum. It is possible that there may be periods where some new assessment data cannot be converted automatically during import whilst exact conversions are agreed between B Squared and SGA Systems to ensure accuracy. Since the situation will remain fluid whilst B Squared make these changes, please refer to our CASPA newsletters for further guidance.

If you have not already subscribed for CASPA Newsletters, go to the following url:
<http://www.caspaonline.co.uk/subscribe/>

If you wish to view the CASPA Newsletter archive, go to the following url:
<http://www.caspaonline.co.uk/resource-centre/articles/>

Export of data from B Squared:

Dependant upon the version of Connecting Steps you are using, you will either install a utility developed by B Squared or, in more recent versions, use the built-in Achievement Export menu option in order to generate the export file. For up-to-date advice, please contact B Squared directly.

Export utility

For all but the most recent versions of Connecting Steps, a utility is provided by B Squared in order to allow schools to export data from B Squared to an XML file for subsequent import into CASPA. The export utility installer you should download is dependent upon the version of Connecting Steps; please contact B Squared to help you identify and install the correct utility.

Built-in export option

If you use new National Curriculum features in Connecting Steps, please contact B Squared to ensure all export features are fully enabled (eg, the CASPA 'book') to maximise your transfer of data to CASPA.

If your export file is generated as a zip file, please extract the XML contained within the zip file for import into CASPA

When exporting data from B Squared, you will be able to select how many years of data you wish to include in the export. CASPA is able to import data from summer 2000 through to current assessments. Please note that any data imported into CASPA will over-write any data previously held in CASPA for relevant pupils. It is therefore most likely that importing historical data will be carried out only once unless errors have been corrected in B Squared data that you wish to reflect in CASPA. Thereafter, if you import only current assessments, not only will you remove any possibility of making unwanted changes in CASPA, the import process will be faster.

NOTE: In order to match data exported from B Squared against pupil records in CASPA, your B Squared 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 cut and paste UPNs into B Squared from there.

NOTE: When exporting results, the B Squared export utility exports the first non-completed level found in B Squared for each subject for each pupil. Please refer to B Squared for guidance on base-lining pupils' levels.

Selecting the mode of operation in CASPA:

If you selected B Squared as your definitive source of assessment data during the installation of CASPA, or have specified B Squared 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**, B Squared 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 B Squared that will allow you to select between carrying out a one-off import of data from B Squared, or selecting to make B Squared 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 B Squared into CASPA:

Once the mode of operation has been specified, a dialog will ask you to confirm the aspects for which results exported from B Squared 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 B Squared will be enabled in due course. As your school may not have subscribed to all of the available B Squared modules, this gives you the opportunity to, for example, import results for Maths and English from B Squared, but to maintain Science and ICT results by direct entry of data into CASPA. **NOTE: if B Squared 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 B Squared will be read-only in CASPA; for more information, refer to 'Modes of operation in CASPA', above.**

Import of B Squared results into CASPA:

To import B Squared results from a B Squared XML export file into CASPA, select the menu option **File | Imports assessment data | Import assessment results from B Squared data export file**.

If import from B Squared is not already enabled, you will be asked whether you wish to proceed as a one-off import from B Squared, or whether you wish to make B Squared your normal source of data and you will be able to select which aspects you wish CASPA to search for in the B Squared export file. Select or deselect aspects according to which you explicitly assess in B Squared as discussed in the section above.

You will then be prompted to select which years you wish to import data from the B Squared XML data export file. 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 B Squared XML data export file. Once selected, CASPA will carry out validation checks. If errors are identified, CASPA will display an error report and will abort the import process. Please view the error report and correct the identified issue in B Squared before re-exporting your data.

If no errors are found but anomalies are discovered, CASPA will display a 'UPN matching report', identifying any data in the B Squared export file that does not match data in CASPA for you to ensure that the correct data will be imported for a pupil. Please review sections 1 and 2 carefully:

- Section 1 highlights pupils who do not have a record in CASPA with the UPN recorded in B Squared. If the pupil(s) is/are on roll, it is most likely that the UPN has been incorrectly recorded
- Section 2 compares the differences found for records whose UPNs match. Differences are highlighted in a red font. Please 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 UPN and results would be imported against the wrong pupil. Note that there is no requirement for you to correct inaccuracies – simply to ensure that the pupil in B Squared is in fact the same pupil as the one with the same UPN in CASPA. Only results are imported from B Squared so, for example, spelling mistakes in a pupil's name in B Squared will not change the spelling of the pupil's name in CASPA.
- Section 3 identifies the pupils whose records match. No action is required.

Close the report to continue, at which point you are offered the choice of continuing or cancelling. If you continue after reviewing the UPN matching report as described above, a pre-import data report will display on screen to show you the assessment data that is about to be imported, now converted from B Squared levels into CASPA levels. If no errors or anomalies had been found during validation, you will go directly to this step. Results will only be shown for those aspects selected for import into CASPA, as described in the previous section. Please review this data carefully before proceeding and, if satisfied, close the report to proceed.

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 B Squared, 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 | B Squared 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 B Squared. 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 end of year 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.