



caspa

Comparison and Analysis of Special Pupil Attainment

Import assessment results from PIVATS

This document gives brief details of how assessment data from PIVATS can be imported into CASPA, thereby allowing you to access all of the analysis and reporting functionality of CASPA.

Introduction:

In order to prevent the need for re-keying of data, schools which hold assessment results in PIVATS 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 PIVATS 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 PIVATS for every subject for which you have specified that results should be imported from PIVATS.

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 PIVATS'.

Conversion of PIVATS levels to CASPA levels:

PIVATS uses a scheme where the alphabetical sub-divisions of levels represent degrees of progress towards a level, whereas the decimal sub-divisions used in CASPA represent degrees of progress beyond a level. Tables for PIVATS 4 and PIVATS 5 showing the corresponding CASPA level for each PIVATS level for both National Curriculum and PSD subjects can be accessed from within CASPA via **Help | Reference**.

Export of data from PIVATS:

Assessment results can be exported from PIVATS in CSV format. For further information, please refer to your PIVATS documentation. If your data exports in a format other than CSV, for example as an Excel spreadsheet (XLS), please open this file in Excel, select **File | Save As** and, from the 'Save as type' drop-down list, select 'CSV (Comma delimited) (*.csv)'. Please also ensure that any blank lines in your PIVATS export file before the first line containing data are deleted.

NOTE: In order to match data exported from PIVATS against pupil records in CASPA, your PIVATS 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 PIVATS from there.

Selecting the mode of operation in CASPA:

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

Once the mode of operation has been specified, a dialog will ask you to confirm the aspects for which results exported from PIVATS should be imported into CASPA.

If you wish to make any changes to the subjects selected for import, please click the button provided. As your school may not have subscribed to all of the available PIVATS modules, this gives you the opportunity to, for example, import results for Maths and English from PIVATS, but to maintain Science and ICT results by direct entry of data into CASPA.

CASPA automatically detects whether the PIVATS export file is PIVATS 5 or an earlier version. It is therefore important that you select the aspects for which you wish CASPA to import for the version(s) of PIVATS you are using. Selecting the aspects will present two columns of tick boxes, one for PIVATS 4 and one for PIVATS 5, which ensures CASPA will import results for aspects available in both versions from the relevant export file.

NOTES:

If PIVATS 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 PIVATS will be read-only in CASPA; for more information, refer to 'Modes of operation in CASPA', above.

The aspects for PSED were created by the PIVATS development team and comparisons with data from other assessment systems cannot be made, nor is there sufficient data available from PIVATS on its own to provide benchmarking. As a result, PSED results cannot be imported into CASPA.

Import of PIVATS results into CASPA:

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

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

You will then be prompted to select which years you wish to import data from the PIVATS CSV 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 PIVATS CSV 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 PIVATS 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 PIVATS 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 PIVATS. 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 PIVATS is in fact the same pupil as the one with the same UPN in CASPA. Only results are imported from PIVATS so, for example, spelling mistakes in a pupil's name in PIVATS 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 PIVATS 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.

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. View this audit history via the right-click menu in the appropriate 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.