caspa
Comparison and Analysis of Special Pupil Attainment

README

Please refer to the following notes before making use of CASPA.

Before you start…

In order to get the most from CASPA, we strongly recommend that users review the following documents, in addition to any installation notes that may have been provided by their Local Authority; a few minutes invested now in understanding the features in CASPA to streamline data entry will pay a significant dividend:

- *Data maintenance in CASPA*
- *Assessment and moderation in CASPA*
- *Analysis and bench-marking in CASPA*
- *Getting started with CASPA*

Users who hold current or historic assessment data in electronic form and who wish to import this data into CASPA should refer to the appropriate document listed below:

- *Import assessment results from B Squared*
- *Import assessment results from PIVATS*
- *Import assessment results from BAREonline*
- *Import assessment results from Common Transfer File*
- *Import results or targets from SIMS Assessment Manager 7*
- *Import results or targets from Excel spreadsheet or CSV file*

All of the documents listed above are available in Adobe Acrobat PDF format from the **Help | Guidance notes** menu in CASPA.

Further detailed information can be found in CASPA's context-sensitive Help system; simply press the F1 key to be taken to an appropriate Help page.

Exporting pupil data from SIMS .net:

To ensure that the XML export file created when 'Caspa Pupil Data 2017' report is run in SIMS .net is created in the location where CASPA expects to find it, SIMS .net must be shut down and restarted prior to running the report. 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. For further details, please refer to the guidance note 'Transferring basic pupil data for SIMS users', available in Adobe Acrobat PDF format via the **Help | Guidance notes** menu in CASPA.

Display of historic data in CASPA

In order to keep the main data entry screen as simple as possible, and to improve the appearance of graphs, CASPA allows users to select the number of years for which they wish to display historic data in CASPA. For previous users, an appropriate number of historic years will automatically be set, but for new users, the default setting will be that the display of historic data is disabled until set by the user.

To enable the display of historic data, please run the menu option **Options | CASPA configuration options**, select the 'Basic configuration options' tab and set an appropriate value for the 'Earliest year for which assessment data is available for use in CASPA'. Once set, the main data entry screen will display a separate tab for each historic year, and the display of historic data on reports and graphs will be enabled.

GCSE Grades D-U and A*-C

For all National Curriculum subjects, the range of available outcomes includes two entries corresponding to GCSE grades, namely 'D-U' and 'A*-C'. Whilst these have had to be retained for legacy reasons, we would strongly recommend against their use. The way these outcome levels were originally implemented means that a pupil at KS4 given an outcome level D-U on the basis of an expected GCSE grade of G, say, will be awarded a higher CASPA points score than would be awarded for Level 8 of the National Curriculum, which is clearly inappropriate.

A review of how best to deal with assessments at Key Stage 4 in a way that will accommodate outcome levels from the lowest P Level to A* at GCSE is on-going.

Multi-user access to a network installation of CASPA

When CASPA is installed, it will automatically create shortcuts on the desktop of the machine from which it was installed. To access a network installation of CASPA from another machine, you can either:
- browse to the installation directory and run the file Caspa.exe or
- create shortcuts to Caspa.exe on the desktop of other machines.

No other workstation installation tasks are required.

Operation of CASPA under Windows Vista or Windows 7/8/10

CASPA is compatible with both Windows Vista and Windows 7/8/10, provided it is installed to a location that is not subject to Windows UAC constraints. To avoid Windows UAC constraints, CASPA must be installed to a directory that is not beneath either the 'Program files' or 'Program files (x86)' directory.