caspa
Comparison and Analysis of Special Pupil Attainment

Exporting Results and Targets from CASPA

This document gives brief details of how data captured within CASPA can be exported in forms that allow it to be used for different purposes. This document covers all types of export from CASPA, some of which are specific to the type of school MIS used and as a result, these export types are annotated to make it clear that they will be relevant only to users where CASPA has been configured for that MIS type. Menu options within CASPA are customised according to configuration options so that only the menu options appropriate to the user are displayed.

Introduction:

To avoid, where possible, the re-keying of data from one system to another CASPA supports the transfer of data from CASPA to other systems (exporting data) as well as importing data from various systems. To explain why this might be necessary is perhaps most easily illustrated by use of an example.

The lifecycle of assessment data through school IT systems varies greatly between schools. For example, a school may use an assessment tool such as B Squared or PIVATS to assist in the task of identifying the level a pupil is assessed to have achieved. This assessment data may then be used in CASPA to analyse the progress that these pupils have made and to consider targets. And perhaps finally, assessments are one element of statutory data returns to the Local Authority, usually via a school MIS. In this scenario, this assessment data would be entered into the assessment tool, transferred to CASPA for analysis and at the appropriate point(s) in the year, transferred to the school MIS for statutory, or other, returns to the LA.

In another scenario, particularly where a separate assessment tool is not used, assessments may be entered into the school MIS first and then transferred to CASPA for analysis.

What we therefore find is that there is a need to transfer assessments from or to a school MIS dependent upon the way in which different IT systems are employed in any school. There are also other tools for which exports from CASPA are sometimes required.

Export Options:

To support the different requirements, CASPA is supplied with the ability to export for the following purposes via the menu option **File | Export assessment data**:

> **For SIMS.net users:**
> - Export full historic data to SIMS.net Assessment Manager 7 (where CASPA is configured for use with SIMS.net)
> - Export 'End of Key Stage results' to SIMS.net Assessment Manager 7 (where CASPA is configured for use with SIMS.net)
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> **For users of an MIS other than SIMS.net:**
> - Export 'End of Key Stage results' to Common Transfer File for MIS (where CASPA is configured for use with an MIS other than SIMS.net)
>
> **For users who do not use a school MIS**
> - Export 'End of Key Stage results' to Common Transfer File for MIS (where CASPA is configured for manual entry of basic pupil data)
>
> **For all users:**
> - Export CASPA data for transfer to LA
> - Export anonymised CASPA data for analysis:
> - Export full historic CASPA data to Excel for your own analysis
> - Export CASPA data for a pupil transferring to another school
> - Export CASPA data files for transfer to a Guest or Classroom installation

Export full historic CASPA data to Assessment Manager XML file:

Once you have entered CASPA assessment data for your pupils, you can export the current and historic CASPA assessment results for your pupils, to an Assessment Manager XML results file for import into Assessment Manager 7. This option will only be available to users who have indicated that SIMS is their school MIS.

Data exported via this routine will include all results recorded in CASPA; data will be exported for all subjects and will include sub-divisions of outcome levels. These items of data will be recorded in Assessment Manager 7 using a set of aspect and gradeset definitions that are specific to CASPA. If you wish to export just End of Key Stage assessment data for transfer to Assessment Manager 7 for the purpose of assisting with gathering information for statutory data returns, please refer to the next section 'Export End of Key Stage results to Assessment Manager 7 results file'.

The export of data from CASPA to Assessment Manager 7 does not make use of result sets; results are exported as dated results, based on the date of export, and therefore subsequent exports from CASPA and imports into Assessment Manager 7 will allow a series of dated snapshots of attainment to be built up in Assessment Manager 7 to facilitate tracking within an academic year.

Prior to exporting data, a full validation of all the data held in CASPA will be carried out. If any errors are found, the export process will be aborted, and an error window showing each of the types of error found will be displayed. If incomplete CASPA data is found, a warning will be given. As long as no other errors are found, you will still be able to continue with the export process. To preview an error or warning report, either highlight the report you require in the list of errors and then press the View selected report button, or double-click the report you require. Once your data is complete and correct, please try exporting again.

CASPA assessment data will be exported to a file named RES_Caspa_Data_2018_dd-mm-yyyy_hh-mm-ss.XML, which will be created in the 'Saved reports' sub-directory below the CASPA installation directory. The name and location of the XML export file will be confirmed on completion of the export.

Export End of Key Stage results to Assessment Manager 7 results file:

To assist you with the gathering of the information required to complete your statutory return of End of Key Stage Teacher Assessments, and to avoid the need to key similar data into both CASPA and the Assessment Manager Key Stage Wizards, assessment data that you have entered into CASPA for pupils in NC Years 2, 6 and 9 can be exported from CASPA to an Assessment Manager XML results file for subsequent import into Assessment Manager 7. This option will only be available to users who have indicated that SIMS is their school MIS.

During the export process, CASPA will convert the assessment results recorded in CASPA into the format required for import into the Assessment Manager Key Stage Wizards and will, as far as possible, ensure that the cross-validation requirements between assessments at National Curriculum levels and P Scales are complied with.

Please note that the reason End of Key Stage data has to be imported into Assessment Manager 7 is that the provision of statutory data returns is the responsibility of your school MIS and not of CASPA; only your school MIS can be guaranteed to have information on all pupils on roll and to have the full assessment data for such pupils required to ensure a complete return of data..

Prior to exporting data, a full validation of all the data held in CASPA will be carried out. If any errors are found, the export process will be aborted, and an error window showing each of the types of error found will be displayed. If incomplete CASPA data is found, a warning will be given. As long as no other errors are found, you will still be able to continue with the export process. To preview an error or warning report, either highlight the report you require in the list of errors and then press the View selected report button, or double-click the report you require. Once your data is complete and correct, please try exporting again.

On completion of validation, a report listing the CASPA assessment data for all pupils in Years 2, 6 and 9 who are selected for CASPA assessment, together with the End of Key Stage P Scale and National Curriculum levels that these equate to, will be displayed. Please check this report carefully to ensure that the data you wish to transfer to Assessment Manager 7 is correct and complete.

End of Key Stage assessment data will be exported to a file named RES_EndOfKeyStageResults2018_dd-mm-yyyy_hh-mm-ss.XML, which will be created in the 'Saved reports' sub-directory below CASPA installation directory. The name and location of the XML export file will be confirmed on completion of the export.

In order to import this file into Assessment Manager 7, please run the SIMS .net menu option **Routines | Data in | Assessment | Import**. For further information on importing results from XML results file into Assessment Manager 7, please refer to the SIMS .net Help file.

NOTE: the End of Key Stage results recorded in Assessment Manager 7 are based on result sets, meaning that there is only ever one result for each aspect for each pupil. Therefore, the results you import from XML results file will overwrite any results already recorded in Assessment Manager 7. It is therefore recommended that you compare the items of data listed on the CASPA export report against any data already recorded via the Assessment Manager 7 Key Stage Wizards prior to import from XML results file.

HINT: if you wish to export End of Key Stage results from CASPA for a subset of your pupils in Years 2, 6 and 9, you can use the Select pupils for CASPA assessment dialog box to temporarily de-select pupils for whom you do not wish to export End of Key Stage results. In this way, you can create an XML results file containing data for only those pupils for whom you wish to transfer data to the Assessment Manager Key Stage Wizards.

Export End of Key Stage results to Common Transfer File for MIS:

To assist you with gathering of the information required to complete your statutory return of End of Key Stage Teacher Assessments, and to avoid the need to key similar data into both CASPA and the your school MIS, assessment data that you have entered into CASPA for pupils in NC Years 2, 6 and 9 can be exported from CASPA to Common Transfer File for import into your school MIS. This option will only be available to users who have indicated that they use a school MIS other than SIMS .net.

During the export process, CASPA will convert the assessment results recorded in CASPA into the format required for the End of Key Stage data returns and will, as far as possible, ensure that the cross-validation requirements between assessments at National Curriculum levels and P Scales are complied with.

Please note that the reason End of Key Stage data has to be imported into your school MIS is that the provision of statutory data returns is the responsibility of your school MIS and not of CASPA; only your school MIS can be guaranteed to have information on all pupils on roll and to have the full assessment data for such pupils required to ensure a complete return of data.

Prior to exporting data, a full validation of all the data held in CASPA will be carried out. If any errors are found, the export process will be aborted, and an error window showing each of the types of error found will be displayed. If incomplete CASPA data is found, a warning will be given. As long as no other errors are found, you will still be able to continue with the export process. To preview an error or warning report, either highlight the report you require in the list of errors and then press the View selected report button, or double-click the report you require. Once your data is complete and correct, please try exporting again.

On completion of validation, a report listing the CASPA assessment data for all pupils in Years 2, 6 and 9 who are selected for CASPA assessment, together with the End of Key Stage P Scale and National Curriculum levels that these equate to, will be displayed. Please check this report carefully to ensure that the data you wish to transfer to your school MIS is correct and complete.

End of Key Stage assessment data will be exported to a file meeting the standard CTF naming conventions for a CTF intended to facilitate the transfer of data between systems within a school using the filename LEASSSS_OTH_LEASSSS_NNN.XML where LEA is the 3 digit LA number, SSSS is the 4 digit school DFE number and NNN is a CASPA-generated number. Please note that this is a partial CTF including Assessment Data only. The Common Transfer File will be created in the 'Saved reports' sub-directory below CASPA installation directory. The name and location of the CTF export file will be confirmed on completion of the export.

In order to import this file into your school MIS, please refer to the Help system for your school MIS.

NOTE: please note that it is possible that the results you import from CTF will overwrite any End of Key Stage results already recorded in your school MIS. It is therefore recommended that you compare the items of data listed on the CASPA export report against any data already recorded in your school MIS prior to import of results from CTF.

HINT: if you wish to export End of Key Stage results from CASPA for a subset of your pupils in Years 2, 6 and

9, you can use the Select pupils for CASPA assessment dialog box to temporarily de-select pupils for whom you do not wish to export End of Key Stage results. In this way, you can create an XML results file containing data for only those pupils for whom you wish to transfer data to your school MIS.

Export CASPA data for transfer to LA:

Note: this menu option is only available to schools running CASPA under a Local Authority or Group licence.

Two exports are created by this process:
- Anonymised data export which should be immediately emailed to SGA Systems for inclusion in CASPA's comparative data set update
- Export to LA for analysis by your LA/Group. Your LA/Group should also export anonymised data to SGA Systems to a) include any additional progress data that may be entered directly into the LA Module, and b) to ensure that, should any export emailed from a school be blocked, the chances that the school's data will, by one means or the other, be included in CASPA's comparative data set update are increased.

CASPA first asks you to confirm that you expect to send data to your LA/Group team. It is expected that most users will click 'Yes', in which case both anonymised and LA exports will be created. If you click 'No', only the anonymised export will be created to be sent directly to SGA Systems.

CASPA identifies which email system your PC is setup to use by default and asks you to confirm that this is the case, after which CASPA carries out database integrity checks and data validation. If any errors are found, the export process will be aborted, and an error window showing each of the types of error found will be displayed. To preview a warning or error report, either highlight the report you require in the list of warnings or errors and then press the 'View selected error report' button, or double-click the report you require. If you need to correct any data, please run the export process again after corrections have been made.

CASPA now creates two emails:

- An email with no attachment which notifies SGA Systems that you have attempted to send anonymised data
- A separate email with the anonymised data export file attached

Both emails should be sent. In the event that your email system blocks the sending of the anonymised export, SGA Systems is likely to receive the first email notifying of your attempt and can contact you if the email with attached data return is not received.

If you confirmed in the first step that you are exporting data to your LA/Group, CASPA now creates the LA/Group export. If you used the 'Generate expected outcome levels' feature as part of your target setting and any CASPA-generated levels remain unverified (displayed in a red font) these will not be included in the export – all genuine targets will be included in the export. If any unverified CASPA-generated levels are found, CASPA will display a dialog advising you of this and enabling you to review these levels. Unless you wish to change these targets, you can continue with the export.

The export file will either be named in accordance with the specific file naming requirements specified to us by your Local Authority, or will use the default name of the form LEASSSS_LEALLLL_CASPADATA2018.ZIP, where LEA represents your three-digit LA number and SSSS represents your 4-digit DFE number. Where specified to us, LLLL will be replaced by XXXX or SSSS, in this case being the 4 digit DFE school number of the school to which the file will be sent.

In all cases, the export file will be created in the directory specified for export of data to your LA via the **Options | CASPA configuration options** menu option. On completion of the export, a dialog box will confirm the name and location of the export file created.

Export anonymised CASPA data for transfer to SGA Systems Ltd :

Note: this menu option is only available for:
- Schools Modules using CASPA under a single-school licence
- LA Modules

As soon as a School Module has summer term assessment results recorded, or an LA Module has school data returns imported (via File | Import CASPA data return from school) plus any data recorded directly in the LA Module, you are ready to export anonymised data to SGA Systems for inclusion in CASPA's comparative data set update.

CASPA starts by identifying which email system your PC is setup to use by default and asks you to confirm that this is the case, after which CASPA carries out database integrity checks and data validation. If any errors are found, the export process will be aborted, and an error window showing each of the types of error found will be displayed. To preview a warning or error report, either highlight the report you require in the list of warnings or errors and then press the 'View selected error report' button, or double-click the report you require. If you need to correct any data, please run the export process again after corrections have been made.

CASPA now creates two emails:

- An email with no attachment which notifies SGA Systems that you have attempted to send anonymised data
- A separate email with the anonymised data export file attached

Both emails should be sent immediately. In the event that your email system blocks the sending of the anonymised export, SGA Systems is likely to receive the first email notifying of your attempt and can contact you if the email with attached data return is not received.

Export full historic CASPA data to Excel for your own analysis:

In order to allow you to carry out your own analysis of CASPA data for your pupils, you can export current and historic CASPA data for each of your pupils who have been on roll during the current year via the menu option **File | Export assessment data | Export full historic CASPA data to Excel for your own analysis.**

This option exports pupil data, results and targets as selected for each year onto a separate tab worksheet within a single spreadsheet.

When selecting this option, a window will enable you to select which years you wish to export plus options about data that you can include/exclude from the file:
- Include averages
- Include current year's targets
- Include year-ahead targets
- Include scores as P levels
- Include scores as CASPA levels

After choosing the name and location of the file to be created, full validation of all the data selected will be carried out. If any errors are found, the export process will be aborted, and an error window showing each of the types of error found will be displayed. If incomplete data is found, a warning will be given, referred to with 'INFO' at the start of each row. As long as no other errors are found, you will still be able to continue with the export process.
Please note that if you have enabled CASPA's feature for the automatic generation of suggested targets, you will not be able to export target data until all targets have been verified as being appropriate for your pupils; for further information, please refer to either CASPA's help system or to the guidance notes regarding generating automatic target suggestions. If you are not in a position to complete verification of your targets, you can exclude target values from your return of data to your LA by running the menu option **Options | CASPA configuration options** and temporarily de-selecting the option to 'Maintain and display target data for ...' each year available.

Export CASPA data for a pupil transferring to another school:

When a pupil at your school transfers to another school within your LA, you can export CASPA assessment data and transfer this to the pupil's new school. Because CASPA includes assessment data that is additional to statutory requirements, CASPA data is not automatically included in the assessment section of the Common Transfer File. Due to the different scoring schemes in use in some LAs, CASPA pupil data cannot be transferred to another LA that is known to use CASPA.

When exporting CASPA data for transfer to another school, the Export CASPA data for transfer to a new

school dialog will ask you to identify the pupil for whom you wish to export assessment results and targets, and also any notes recorded for the pupil. CASPA data can only be exported for a single pupil at a time.

Once you have selected a pupil for whom to export data, a series of dialog prompts will guide you through the export process. Data is validated prior to export, and you will be advised if any errors are found, as well as the location of the exported data file for transmission to the new school. The contents of the CASPA export file for the pupil are encrypted. Currently the DCSF requires any personal data is transferred using a secure transfer mechanism such as S2S.

Export CASPA data files for transfer to GUEST or CLASSROOM installations:

In order to fully meet the requirements of schools using CASPA three possible types of installation are available:

- Main Installation
- Classroom Installation
- Guest Installation

Please refer to the guidance note 'Managing multiple CASPA installations' for further details about each of these types of installation.

For all types of system installation other than the Main installation, CASPA assessment results and targets must be read-only to ensure that there is one definitive source of data.

To allow CASPA assessment results and targets maintained by the Main installation to be viewed and reported on in a Classroom installation or Guest installation, data must be transferred from the Main installation to the Classroom or Guest installation. To do this, data must first be exported from the Main installation using the menu option **File | Export assessment data | Export CASPA data files for transfer to a GUEST of CLASSROOM installation**.

To export data files for transfer to other installations, you must identify the location to which these files are to be copied using the directory selection dialog displayed and use an appropriate media for transfer between installations.

If all of the required files for the transfer can be found, they will be copied to the directory you have selected, otherwise you will be advised of any required files that cannot be found.

To complete the transfer of this data to a Classroom or Guest installation, please run the menu option **File | Import data files transferred from main installation**.