caspa
Comparison and Analysis of Special Pupil Attainment

Import results or targets from XLS or CSV files

This document gives brief details of how appropriate assessment and target data recorded in either an Excel spreadsheet (xls file) or a Comma Separated Variable (csv) file can be imported into CASPA, thereby allowing access to the analysis and reporting capabilities of CASPA without the need to re-enter data.

Introduction

In order to prevent the need for re-keying of data, schools holding appropriate assessment results or targets in either an Excel spreadsheet (xls file) or a Comma Separated Variable file are able to import these results and targets into CASPA. Assessment results for both the current year and historic years can be imported directly into CASPA.

In order to simplify the import process, CASPA's import wizard has been designed so that each time it is run it will allow you to import a single type of data, e.g. results, for a single point in time; if you have many types of data to import, e.g. results and targets for one and two years ahead, or many years for which you wish to import data, CASPA's import wizard will prompt you to allow you to import each of these in turn.

CASPA is designed to record results or targets based on Teacher Assessment for the Core and Foundation subjects, plus a number of specified additional subjects, including the Personal and Social Development subjects included in the original P Scale definitions and used by PIVATS. CASPA cannot record results or targets for subjects it is not designed to include, nor can it record task or test results or import predicted exam grades (GSCE predicted and actual grades can be recorded manually for some subjects). For more details on the types of information that can be imported into CASPA from Excel spreadsheets or CSV files, please see the section 'What kinds of data can be imported into CASPA', below.

What kinds of data can be imported into CASPA?

While we have attempted to make the transfer of existing assessment results and targets from an Excel spreadsheet or CSV file to CASPA as simple and straight-forward as possible, CASPA can only import the types of information that it has been designed to record. The following covers the key points that will have an impact on the types of data that can be imported into CASPA and any conversions that will take place during the import process:

- CASPA is designed to record multiple assessment results for each pupil in each subject in the current academic year, with the end of year assessment result representing a 'snapshot' of pupil attainment in the Summer term of that academic year; CASPA can also record single targets for one and two years ahead for each subject for each pupil.

- CASPA is designed to record results and targets based on Teacher Assessments only; CASPA is not designed to record results or targets based on task or test scores, nor to record actual or predicted examination results.

- CASPA is designed to record results and targets for a specific set of subjects. As part of the import process, CASPA needs to be told to which CASPA subjects the results and targets in your Excel spreadsheet or CSV file relate. For further details, please see the section 'Mapping columns in your Excel spreadsheet or CSV file to CASPA subjects' below

- CASPA is designed to record results and targets using a specific scoring scheme that covers the full range of outcomes from the bottom of the P Scales to the top of the National Curriculum levels. As part of the import process, CASPA needs to be told to which CASPA scores the result and target values recorded in your Excel spreadsheet or CSV file relate. For further details, please see the section 'Mapping Excel spreadsheet or CSV file values to CASPA scores' below

How Excel spreadsheets and Comma Separated Variable files record data

Both Excel spreadsheets and Comma Separated Variable files offer you what is effectively a blank sheet of paper on which to record your data; there are no restrictions on the types of information you can record, nor on the way in which you record items of data. Whilst such flexibility has many advantages, it can be problematic when it comes to transferring data from one system to another. As described above, CASPA is designed to store specific items of data for pupils and to record attainments or targets in a specific form. A major part of the import process therefore involves giving CASPA the information it requires in order to be able to interpret the contents of your Excel spreadsheet or CSV file.

Both Excel spreadsheets and Comma Separated Variable files use a tabular format to record data, where each column represents a different item of data, and each row represents a separate record; Excel spreadsheets can additionally include a number of separate tab sheets, each of which can record data in a different format. In order to import data from an Excel spreadsheet or CSV file, CASPA needs to be told what each column in your spreadsheet or CSV file represents, how the values recorded in your spreadsheet or CSV file should be interpreted, the type of assessment information that is being imported, and the academic year to which it relates.

The input to the CASPA import wizard is a range of columns and rows. As noted earlier, CASPA is only designed to record certain types of information; CASPA's import wizard also has a number of limitations as to how data can be imported. There is therefore a set of requirements that the Excel spreadsheet or CSV file from which you wish to import data must comply with; additionally, there are a number of recommendations that may significantly simplify the import of data.

Before making any changes to your source Excel spreadsheets or CSV files, please ensure you make a backup copy of your original file for security. Your data is valuable!

Requirements for your Excel spreadsheet or CSV file

As noted in the Introduction, CASPA's import wizard has been designed so that each time it is run it will allow you to import a single type of data, e.g. a set of results, for a single point in time; if your Excel spreadsheet or CSV file contains many types of data for many different years, some preparation of your file may be required to ensure that you can present to the CASPA import wizard one type of data for one year at a time.

The input to the CASPA import wizard is a set of cells defined by a range of rows and columns; the import wizard allows you to specify the row containing your column headings and the first row containing the data to be imported.

Requirements for your columns of data:
- there must be a single row containing the column headings which will be used to identify the items of data you wish to import into CASPA and how they are associated with the subjects for which CASPA can record data; if your column headings are split across multiple rows, you will need to edit your Excel spreadsheet or CSV file. Column headings must also be unique to allow the columns in your Excel spreadsheet or CSV file to be unambiguously identified and linked to subjects in CASPA. For further details on how columns in your spreadsheet or CSV file are linked to subjects in CASPA, please see the section 'Mapping columns in your Excel spreadsheet or CSV file to CASPA subjects', below.
- there must be no blank columns to the left of the first column containing a column heading

Requirements for your rows of data:
- each row must relate to data for a single pupil
- each row must include the Unique Pupil Number (UPN) of the pupil to whom the data relates; CASPA uses the pupil's UPN to match the data to be imported to pupil records in CASPA.

Requirements for the range of cells to be imported:
- there must be no blank columns in the range of columns for which you wish to import data; as soon as the CASPA import wizard encounters a blank column in your Excel spreadsheet, it will presume it has found the end of the data to be imported.

- there must be no blank rows in the range of rows from which you wish to import data; as soon as the CASPA import wizard encounters a blank row in your Excel spreadsheet or CSV file, it will presume it has found the end of the data to be imported.

- as noted above, CASPA's import wizard is designed to import a single type of data for a single point in time for each run of the import wizard. If your Excel spreadsheet or CSV file contains multiple results for different points in time for the same pupil in the same columns but over multiple rows, e.g. you have a column that records assessment results for Reading and multiple rows for the same pupil containing their results for different years, you will need to modify your Excel spreadsheet or CSV file as follows:

  - if you are importing from an Excel spreadsheet, we would recommend creating a new Excel spreadsheet file with a separate tab sheet for each academic year. If you then copy the full 'source' spreadsheet to each tab, you can then filter the information on each separate tab so that it relates to a single set of results or targets; we recommend that you name your tab sheets to clearly identify the year to which the data relates.

  - if you are importing from a CSV file, you will need to create separate copies of your CSV file for each academic year for which you wish to record data and then filter the contents of your CSV files so that each one contains data for a single academic year only.

Recommendations to simplify the import of data

Whilst the points listed above specify the minimum requirements to make the import of your data possible, there are a number of additional steps that you can take that may significantly simplify the process of importing your data, as follows:

Limiting the columns in your Excel spreadsheet or CSV file

- as noted above, CASPA is only designed to import results or targets based on Teacher Assessments; if your spreadsheet contains lots of columns of data that are not suitable for import into CASPA, you can simplify the process of mapping your Excel spreadsheet or CSV file columns to CASPA subjects by deleting any columns containing items of data that either cannot be imported or which you do not wish to import.

- as noted previously, CASPA's import wizard is designed to import a single type of data for a single point in time for each run of the import wizard. If your Excel spreadsheet or CSV file contains multiple types of data for the same point in time, e.g. a set of columns containing assessment results and additional columns containing targets for one year ahead or two years ahead, you can simplify the import process by making a separate copy of your source file for each type of data or year to be imported and then deleting from each of the files in turn all of the columns except those relating to a single set of data for a single year; the same applies if your file contains multiple sets of columns for the same type of data for different years

Improving the clarity of your column headings

- the process of mapping the columns in your Excel spreadsheet or CSV file to CASPA subjects can be simplified by ensuring that your columns are clearly and unambiguously named so that you can easily identify the data recorded in the column; for more details see 'Mapping columns in your Excel spreadsheet or CSV file to CASPA subjects', below.

Improving the consistency of your scores

- as part of the import process, CASPA's import wizard needs to be told how to interpret the results or targets to be imported into CASPA; CASPA will identify every unique value it finds for every column in Excel spreadsheet or CSV file from which you wish to import data, and will ask you to map each of the values found in these columns to a score in CASPA. Therefore, if your Excel spreadsheet contains inconsistent descriptions for the same value, e.g. P3i is variously recorded as P3i, P3(i), p3(i), P3(I), P3.1, etc., each of these values will be treated as a unique value that will have to be mapped separately to a CASPA score. Improving the consistency of your data will reduce the amount of value mapping required. For further details, see 'Mapping Excel spreadsheet or CSV file values to CASPA scores', below.

Modern Foreign Languages

- CASPA is designed to record a single assessment result or target for Modern Foreign Language, in line with the assessment criteria defined for the P Scales; for pupils working at National Curriculum levels, CASPA is able to import separate assessment results or targets for each of the four strands AT1 to AT4 within MFL. Where pupils in Key Stage 3 are following multiple Modern Foreign Languages and data for separate strands are recorded for each subject in your Excel spreadsheet or CSV file, it will be necessary to either create a new column to contain an overall average assessment for MFL, or to create new columns to contain average assessments for each of the strands AT1 to AT4 for all Modern Foreign Languages. Further information on the handling of Modern Foreign Language during import into CASPA can be found in the section ' Mapping columns in your Excel spreadsheet or CSV file to CASPA subjects'

Mapping columns in your Excel spreadsheet or CSV file to CASPA subjects

As noted above, CASPA is designed to record results and targets for a specific set of subjects. As part of the import process, CASPA needs to be told to which CASPA subjects the results and targets recorded in the columns of your Excel spreadsheet or CSV file relate. This process is referred to in this document as 'subject mapping'; once you have mapped a set of Excel spreadsheet or CSV file columns to CASPA subjects, you can save this information for future use, as described below in the section 'Saving subject mappings for re-use'.

CASPA subject mappings

As described in the section 'How Excel spreadsheets and CSV files record data', above, results and targets for pupils are recorded in columns in your Excel spreadsheet or CSV file; as you can give your columns any name you choose, there is no way that CASPA can reliably deduce to which CASPA subject a column in an Excel spreadsheet or CSV file relates simply from the name of the column. To ensure the results and targets recorded in your Excel spreadsheet or CSV file are applied to the appropriate CASPA subjects during the import process, the source and target for each item of data must be explicitly linked via the subject mapping page of the CASPA import wizard.

During the import of data from an Excel spreadsheet or CSV file, CASPA will create a list of each of the columns found in the range of data to be imported. In order to be able to import the values recorded in each of these columns, the 'source' column must be linked to a 'target' subject in CASPA; as noted above, data cannot be imported for results or targets that do not correlate to a CASPA subject.

The set of 'target' subjects in CASPA is given in the table below. The subjects for which CASPA allows results or targets to be directly maintained in CASPA are shown in red in the lists below; where columns in your Excel spreadsheet or CSV file are mapped to CASPA subjects shown in either green or blue, CASPA will carry out some processing of the source data during the import to allow the values in the source column to be recorded against the appropriate CASPA subjects. The processing rules for each of the subjects shown in green or blue are described in detail below.

Please note that it is not necessary to link every column in your Excel spreadsheet or CSV file to a CASPA subject, though data will only be imported into CASPA for those Excel spreadsheet or CSV file columns where a link to a CASPA subject has been created. Until you have mapped at least one Excel spreadsheet or CSV file column to a CASPA subject, you will not be able to proceed with the import.

Core subjects	Foundation subjects	Other subjects

English (Subject)
  Reading
  Writing
  Speaking & Listening (Subject)
    Speaking
    Listening
 	
Maths (Subject)
  Number
  Using
  Shape
  Handling Data
 	
Science (Subject)
  Scientific Enquiry
  Life Processes
  Materials
  Physical Processes
	Art
	Citizenship
	Design
	Geography
	History
	ICT
	MFL (Subject Average)
	  Listen & Respond (Average)
	  Speaking (Average)
	  Read & Respond (Average)
	  Writing (Average)
	Music
	PE
		Personal & Social (Subject)
		  Interaction
		  Independent
		  Attention
		
		PSHE
		
		Religious Education (Subject)
		  Learning about religion
		  Learning from religion

For subjects shown in Red

The subjects for which results can be directly recorded in CASPA are shown in the table above in red. Where an Excel spreadsheet or CSV file column is mapped to one of the CASPA subjects shown in red above, the value recorded for the Excel spreadsheet or CSV file column will be applied to a single CASPA subject.

For subject-level assessments shown in Green

Where a subject-level assessment is recorded in your Excel spreadsheet or CSV file, this can be linked to one of the CASPA subject-level 'targets' shown in the table above in green; because CASPA records values for individual strands rather than subject-level assessments, the subject-level value recorded in your Excel spreadsheet or CSV file will be applied to each of the CASPA strands shown in red for children of that particular subject-level assessment. For example, a subject-level assessment for Science will be applied to each of the four strands Scientific Enquiry, Life Processes, Materials and Physical Processes; if there are specific assessments for any of these 'child' strands, the strand-specific assessment will take precedence over the subject-level assessment.

For subjects shown in Blue

The processing that occurs during import for each of the subjects shown in blue is specific to that subject, as detailed below:

- **Modern Foreign Language:** CASPA records a single assessment result or target of Modern Foreign Languages, so information from source columns will be processed during import as follows;

  - where there is a single assessment for MFL recorded in your Excel spreadsheet or CSV file, e.g. for a teacher assessment against the P Scales, the single assessment or target for MFL will be imported directly into CASPA

  - where there are separate assessments recorded in your Excel spreadsheet or CSV file for the components AT1, AT2, AT3 and AT4 for a single Modern Foreign Language, e.g. for a teacher assessment at KS2 for a pupil working at National Curriculum levels, the component scores will be averaged to create a single subject-level assessment for import into CASPA

  - where there are assessments recorded in your Excel spreadsheet or CSV file for multiple Modern Foreign Languages, e.g. for a teacher assessment at KS3 for a pupil working at

National Curriculum levels in multiple Modern Foreign Languages, it will be necessary to either create a new column to contain an overall average assessment for MFL, or to create new columns to contain average assessments for each of the strands AT1 to AT4 for all Modern Foreign Languages.

- **Religious Education:** CASPA records a single assessment result or target for Religious Eduction; where there are separate assessments recorded in your Excel spreadsheet or CSV file for the 'Learning about religion' and 'Learning from religion' strands, these will be averaged to create a single subject-level assessment for import into CASPA

Saving subject mappings for reuse

Once you have created a set of subject mappings to relate a set of Excel spreadsheet or CSV file columns to their corresponding CASPA subjects, you can save these subject mappings for future re-use. When you save a set of subject mappings, you must give the subject mapping set a unique name; you can also record a description of the subject mapping set to assist in identifying the mapping set for future re-use.

Once you have saved one or more subject mapping sets, if you start a new import from Excel spreadsheet or CSV file you will be asked whether you wish to make use of one of your existing subject mapping sets for your new import; you could use an existing subject mapping set in one of two ways:

- if you are importing data from an Excel spreadsheet or CSV file that uses exactly the same set of columns as a previous import, you can use the previous subject mapping set unchanged

- if you are importing data from an Excel spreadsheet or CSV file that uses a similar set of columns as a previous import, you can use a previous subject mapping set as a starting point; where there are subject mappings for columns that do not exist in your new Excel spreadsheet or CSV file, the mappings will be cleared for these subjects and you will be able to select new Excel spreadsheet or CSV file columns to link to these CASPA subjects.

As noted in the Introduction, CASPA's import wizard can only import one type of data for one year at a time. If you are carrying out multiple imports from the same Excel spreadsheet or CSV file for different years, your subject mappings will, by default, persist for each cycle through the CASPA import wizard.

Mapping Excel spreadsheet or CSV file values to CASPA scores

As noted above, CASPA is designed to record results and targets using a specific scoring scheme that covers the full range of outcomes from the bottom of the P Scales to the top of the National Curriculum levels. As part of the import process, CASPA needs to be told to which CASPA scores the result and target values recorded in your Excel spreadsheet or CSV file relate. This process is referred to in this document as 'value mapping'; once you have mapped a set of Excel spreadsheet or CSV file values to CASPA scores, you can save this information for future use, as described below in the section 'Saving value mappings for re-use'.

CASPA value mappings

As described in the section 'How Excel spreadsheets and Comma Separated Variable files record data', above, data is recorded in a tabular format where each column represents a different item of data and each row represents a separate record. In their default form, there are no restrictions on the type of data that can be recorded in any cell within the tabular structure. To ensure that the values recorded for results and targets in Excel spreadsheet or CSV file columns are correctly interpreted by CASPA during the import process, each unique value recorded in the columns of your Excel spreadsheet or CSV file that you have mapped to a CASPA subject must be explicitly linked to a unique CASPA score via the value mappings page of the CASPA import wizard.

CASPA is designed to record results and targets using a specific scoring scheme that covers the full range of outcomes from the bottom of the P Scales to the top of the National Curriculum levels. CASPA's scoring scheme also includes sub-divisions for many outcome levels to allow small amounts of progress within a level to be recorded. To ensure that an appropriate set of CASPA scores is presented for mapping, an option on the scores mappings page of the CASPA import wizard allows you to identify the type of values recorded in your Excel spreadsheet or CSV file export file, as follows:

- if the data that is being imported includes sub-divisions of outcome levels, e.g. if PIVATS assessments recorded in your Excel spreadsheet or CSV file are being imported into CASPA, then each of the sub-divided outcome levels used in that Excel spreadsheet or CSV file can be mapped to an appropriate sub-divided outcome level in CASPA.
- if the data that is being imported does not include sub-divisions, then values in your Excel spreadsheet or CSV file can be mapped to 'whole' outcome levels in CASPA.

Please note that the CASPA import wizard will identify every unique value it finds for every column in your Excel spreadsheet or CSV file that has has been mapped to a CASPA subject, and will ask you to map each of the unique values found in your Excel spreadsheet or CSV file to a score in CASPA. Therefore, if your Excel spreadsheet contains inconsistent descriptions for the same value, e.g. P3i is variously recorded as P3i, P3(i), p3(i), P3(I), P3.1, etc., each of these values will be treated as a unique value that will have to be mapped separately to a CASPA score.

Saving value mappings for re-use

Once you have created a set of value mappings to relate a set of Excel spreadsheet or CSV file values to their corresponding CASPA scores, you can save these value mappings for future re-use. When you save a set of value mappings, you must give the value mapping set a unique name; you can also record a description of the value mapping set to assist in identifying it when it comes to re-use.

Once you have saved one or more value mapping sets, you will be asked during any subsequent imports of data from an Excel spreadsheet or CSV file whether you wish to make use of one of your existing value mapping sets for your new import; you could use an existing value mapping set in one of two ways:

- if you are importing data from an Excel spreadsheet or CSV file that uses exactly the same set of columns and possible values as a previous import, you can use the previous value mapping set unchanged

- if you are importing data from an Excel spreadsheet or CSV file that uses a similar set of columns and possible values as a previous import, you can use a previous value mapping set as a starting point; where there are value mappings for Excel spreadsheet or CSV file values and/or columns that do not exist in your new Excel spreadsheet or CSV file export file, these value mappings will be cleared and you will be able to select new Excel spreadsheet or CSV file values for both new and existing columns to link to appropriate CASPA outcome levels.

As noted in the Introduction, CASPA's import wizard can only import one type of data for one year at a time. If you are carrying out multiple imports from the same Excel spreadsheet or CSV file for different years or for different types of data, your value mappings will, by default, persist for each cycle through the CASPA import wizard; however, we strongly recommend that you save your value mapping sets to ensure their future availability.

A summary of the process of importing Excel spreadsheet or CSV file data into CASPA

CASPA makes use of a wizard to assist you in the process of importing data from Excel spreadsheet or CSV file into CASPA. The import wizard allows the import of assessment results for the current year and targets for one and two years ahead into CASPA.

Whilst an Excel spreadsheet or CSV file can contain all sorts of data, e.g. a mixture of results and targets for a number of academic years, the CASPA import wizard, as noted previously, can import only one type of data for one academic year at a time. However, the import wizard can be run many times for the same Excel spreadsheet or CSV file, allowing you to specify, in turn, for import into CASPA, each of the different types of data and years to which they relate that are recorded in your Excel spreadsheet or CSV file.

The import of results or targets from Excel spreadsheet or CSV file into CASPA involves a number of processes; each Stage number below relates to a specific page of the CASPA import wizard, each of which may involve a number of steps.

Full details for each stage and step are given below:

Stage 1 - Select file for import

- Step 1 - Select the Excel spreadsheet or CSV file from which data is to be imported
- Step 2 - Select and apply a previously-saved subject mapping set (optional)

Stage 2 - Select import options

- Step 1 - Select the academic year to which data relates
- Step 2 - Specify the type of data to be imported
- Step 3 - Select the tab-sheet from which to import data (Excel spreadsheets only)
- Step 4 - Select the row containing your column headings

Stage 3 - Select the first row containing data to be imported

Stage 4 - Map columns in your Excel spreadsheet or CSV file to CASPA subjects

- Step 1 - Map columns in your Excel spreadsheet or CSV file to CASPA subjects
- Step 2 - Save your subject mapping set for re-use (optional)

Stage 5 - Map your Excel spreadsheet or CSV file values to CASPA scores

- Step 1 - Specify whether your Excel spreadsheet or CSV file includes sub-divisions of levels
- Step 2 - Select and apply a previously-saved value mapping set (optional)
- Step 3 - Map Excel spreadsheet or CSV file values to CASPA scores
- Step 4 - Save your value mapping set for re-use (optional)

Stage 6 - Preview the data to be imported

Stage 7 - Complete the import of data

Stage 1: Select file for import

Stage 1 involves selecting the Excel spreadsheet or CSV file from which data is to be imported, and includes an option to load a previously-saved set of subject mappings to simplify the import process.

Step 1: Select and apply a previously-saved subject mapping set (optional)

If you have already imported data from an Excel spreadsheet or CSV file containing the same, or a similar, set of columns, you may have already saved a set of CASPA subject mappings that can be reused to speed up the import process. To select a previously-saved set of CASPA subject mappings, use the drop-down list; as you scroll through the list of CASPA subject mappings, clicking a CASPA mapping set will display the description you recorded when the mapping set was saved.

Step 2: Select file to import

Click on the 'Select file to import' button to bring up the file selection dialog box. Use the standard Windows file selection functionality to navigate to the directory containing the file to be imported and then click on the required file to select it. Click on the 'Open' button to submit your selection to the import utility and to close the file selection dialog box.

Stage 2: Select import options

Stage 2 involves specifying the type of data to be imported, the academic year to which it relates, and selecting the row in your Excel spreadsheet or CSV file that contains your column headings.

Step 1: Select the academic year for which data relates

When using the Excel spreadsheet or CSV file import wizard, it is necessary to specify the academic year to which the data to be imported relates:

- when importing results, use the drop-down list to select the year to whose summer term the results relate
- when importing targets, use the drop-down list to select the year in whose summer term the targets were set; you can specify whether the target is a target for one year ahead or a target for two years ahead in Step 3 of this stage, below.

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Step 2: Specify type of data to be imported

The Excel spreadsheet or CSV file import wizard allows the import of assessment results, targets for one year ahead and targets for two years ahead. Select the type of data to be imported by clicking on the appropriate radio-button.

Step 3: Select the tab-sheet from which to import data (Excel spreadsheets only)

If you are importing from an Excel spreadsheet, your file may contain multiple tab-sheets. If that is the case, select the tab-sheet from which you wish to import data by clicking the relevant tab; the data for that tab-sheet will then be displayed.

Step 4: Select the row containing your column headings

As noted in the section 'How Excel spreadsheets and CSV files record data', above, results and targets for pupils are recorded in columns in your Excel spreadsheet or CSV file. To ensure the results and targets recorded in your Excel spreadsheet or CSV file are applied to the appropriate CASPA subjects during the import process, the columns in your Excel spreadsheet or CSV file must be mapped to subjects in CASPA. The first stage of this is to identify the row containing your column headings so that CASPA can build a list of columns to be mapped to CASPA subjects.

As noted in the section 'Requirements for your Excel spreadsheet or CSV file', above:

- there must be a single row containing the column headings which will be used to identify the items of data you wish to import into CASPA
- column headings must be unique
- there must be no blank columns to the left of the first column containing a column heading

To select the row containing your column headings, simply use the mouse to click on the corresponding row in the table.

- if the row containing your column headings fails to meet the requirements listed above, an error message will explain the problem and you will not be able to proceed with your import; if this occurs, it will be necessary to exit the import wizard and to edit the import file before retrying.
- if the selected row contains a valid set of column headings that meet the requirements listed above, the word 'HEADINGS' will appear in the first column of the selected row and the 'Next' button will be enabled; click this button to move to Stage 3 of the CASPA import wizard.

Note: there must be no blank columns in the range of data you wish to import; as soon as the CASPA import wizard encounters a blank column in your Excel spreadsheet or CSV file, it will presume it has found the end of the data to be imported.

Stage 3: Select the first row containing data to be imported

Stage 3 involves identifying the first row containing data that is to be imported into CASPA.

To select the first data row, simply use the mouse to click on the corresponding row in the table. The first data row cannot be the same row as the row containing column headings. Once you have selected a valid row, the 'Next' button will be enabled; click this button to move to Stage 4 of the CASPA import wizard.

Stage 4: Map columns in your Excel spreadsheet or CSV file to CASPA subjects

In order to be able to import data into CASPA, it is essential that the data held in your Excel spreadsheet or CSV file can be matched to pupil records in CASPA. CASPA identifies pupils by matching on Unique Pupil Number (UPN); to allow the UPNs in your Excel spreadsheet or CSV file to be matched against the UPNs in CASPA, you must identify the column in your Excel spreadsheet or CSV file that contains UPNs for your pupils. As noted in the section 'Requirements for your Excel spreadsheet or CSV file', data cannot be imported into CASPA from an Excel spreadsheet or CSV file that does not contain a UPN value for every row of data to be imported. Until you have identified the column in your Excel spreadsheet or CSV file containing UPNs, you will not be able to proceed with the import.

In addition to the need to identify the column in your Excel spreadsheet or CSV file containing UPNs for your pupils, CASPA needs to be told to which CASPA subjects the columns in your Excel spreadsheet or CSV file holding the data to be imported relate. This process is referred to in this document as 'subject mapping'; once you have mapped a set of Excel spreadsheet or CSV file columns to CASPA subjects, you can save this information for future use. For further details, please refer to the section 'Mapping columns in your Excel spreadsheet or CSV file to CASPA subjects', above.

When mapping columns in your Excel spreadsheet or CSV file to CASPA subjects, please bear the following points in mind:

- not every column in your Excel spreadsheet or CSV file needs to be mapped to a CASPA subject, though at least one column in your Excel spreadsheet or CSV file must be mapped to a CASPA subject for the import to be able to proceed.

- columns in your Excel spreadsheet or CSV file can only be mapped to a single CASPA subject.

- data will only be imported into CASPA for CASPA subjects that are mapped to a column in your Excel spreadsheet or CSV file

Step 1: Map columns in your Excel spreadsheet or CSV file to CASPA subjects

As noted above, CASPA is designed to record results and targets for a specific set of subjects. The set of subjects in CASPA to which your Excel spreadsheet or CSV file columns can be mapped is described in detail in the section 'CASPA subject mappings' above; in addition, CASPA requires a column in your Excel spreadsheet or CSV file to be identified as recording UPNs, and also allows you to identify the column or columns in your Excel spreadsheet or CSV file that record the surname and forename of pupils.

CASPA's Excel spreadsheet or CSV file import wizard automatically creates a list of the columns included in the Excel spreadsheet or CSV file from which data is to be imported. In order to be able to import the value associated with each of these columns, the 'source' Excel spreadsheet or CSV file column must be linked to a 'target' subject or other item of data in CASPA; as noted above, results and targets cannot be imported for columns that do not correlate to a CASPA subject.

The process of linking columns in your Excel spreadsheet or CSV file to CASPA subjects is handled via the CASPA subject mappings list. The left-hand column of this list includes all of the possible target fields and subjects in CASPA; for further information on these, and how results for subjects are processed during import into CASPA, please refer to the section 'Mapping columns in your Excel spreadsheet or CSV file to CASPA subjects' above. The list of potential 'source' columns found in the Excel spreadsheet or CSV file can be found in the 'Available columns from import file' list to the right of the screen. Linking a 'source' Excel spreadsheet or CSV file column to a 'target' subject in CASPA is handled as follows:

- **To add a new link between an Excel spreadsheet or CSV file 'source' column and a 'target' subject in CASPA:**

  - click an entry in the 'Available columns from import file' list and drag it into the 'Excel spreadsheet or CSV file source column' column of the 'CASPA subject mappings' list so that it appears on the same row as the CASPA subject to which you wish to link it

  - click the empty cell in the 'Excel spreadsheet or CSV file source column' column of the 'CASPA subject mapping list' to the right of your chosen 'target' subject in CASPA to highlight the cell, then double-click the Excel spreadsheet or CSV file column to be linked to this CASPA subject in the 'Available columns from import file' list.

Once an Excel spreadsheet or CSV file 'source' column has been mapped to a CASPA subject, it will no longer appear in the list of 'Available columns from import file'.

- **To change a link between an Excel spreadsheet or CSV file 'source' column and a 'target' subject in CASPA:**

  - click an entry in the 'Available columns from import file' list and drag it into the 'Excel spreadsheet or CSV file source column' column of the 'CASPA subject mappings' list to replace the existing 'source' column for the appropriate 'target' subject in CASPA

  - click the entry in the 'Excel spreadsheet or CSV file source column' column of the 'CASPA subject mapping list' to the right of the target subject in CASPA for which you wish to replace the 'source' column to highlight the cell, then double-click the Excel spreadsheet or CSV file column to be linked to this subject in the 'Available columns from import file' list.

  When you replace an existing Excel spreadsheet or CSV file 'source' column for a CASPA subject, your previous 'source' column will be returned to the list of 'Available columns from import file', and your new 'source' column selection will no longer appear in the list of 'Available columns from import file'.

- **To remove a link between an Excel spreadsheet or CSV file 'source' column and a 'target' subject in CASPA:**

  double-click the entry in the 'Excel spreadsheet or CSV file source column' column of the 'CASPA subject mapping list' to the right of the target subject in CASPA for which you wish to remove the existing link; the 'source' column for which you are removing the link will be returned to the list of 'Available columns from import file'.

Once your subject mappings are complete, you can either save the set of CASPA subject mappings for re-use via the optional step below, or you can click the 'Next' button to move to Stage 5 of the CASPA import wizard.

Step 2: Save the subject mappings as a CASPA subject mapping set (optional)

If you will be importing data from additional Excel spreadsheets or CSV files that will include either the same, or a similar, set of columns, you can save your set of CASPA subject mappings to speed up future imports; for further details, please refer to the section 'Saving subject mappings for re-use' above.

To save your set of CASPA subject mappings, click the 'Save subject mappings' button:

- if you wish to save the mappings as a new set, enter a new name for this set and a description that will help you identify it in future.

- if your mappings represent a modification to an existing mapping set, then click on the 'Save modifications to mapping set' radio button and, if appropriate, enter an updated description to take into account the changes you have made.

Stage 5: Map Excel spreadsheet or CSV file values to CASPA scores

As part of the import process, CASPA needs to be told how the result or target values found in your Excel spreadsheet or CSV file relate to the set of scores used by CASPA; once you have mapped a set of Excel spreadsheet or CSV file values to CASPA scores, you can save this information for future use. For further details, please refer to the section 'Mapping Excel spreadsheet or CSV file values to CASPA scores', above.

When mapping Excel spreadsheet or CSV file values to CASPA scores, please bear the following points in mind:

- not every Excel spreadsheet or CSV file value in your import file needs to be mapped to a CASPA score, though at least one Excel spreadsheet or CSV file value must be mapped to a CASPA score for the import to be able to proceed.

- only Excel spreadsheet or CSV file values that have been mapped to a CASPA score will be imported; if you have not mapped all possible Excel spreadsheet or CSV file values to CASPA scores, an incomplete import of data may result.

Step 1: Specify whether your Excel spreadsheet or CSV file values include sub-divisions of levels

CASPA is designed to record results and targets using a specific scoring scheme that covers the full range of outcomes from the bottom of the P Scales to the top of the National Curriculum levels. CASPA's scoring scheme also includes sub-divisions for many outcome levels to allow small amounts of progress within a level to be recorded. To ensure that an appropriate set of CASPA scores is presented for mapping to the values in your Excel spreadsheet or CSV file, the radio-buttons in the 'Select type of values to be imported' section allow you to specify whether the data in your Excel spreadsheet or CSV file includes sub-divisions or whole levels only, as follows:

-   if the data that is being imported includes sub-divisions of outcome levels, e.g. if PIVATS assessments recorded in an Excel spreadsheet or CSV file are being imported into CASPA, select the 'Sub-divided levels' radio button; each of the sub-divided outcome levels used in your Excel spreadsheet or CSV file can then be mapped to an appropriate sub-divided outcome level in CASPA.

-   if the data that is being imported does not include sub-divisions, select the 'Full levels only' radio button; each of the outcome levels used in your Excel spreadsheet or CSV file can then be mapped to 'whole' outcome levels only in CASPA, resulting in a much abbreviated list of CASPA score options.

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Step 2: Select and apply a previously-saved set of CASPA value mappings (optional)

If you have imported data from an Excel spreadsheet or CSV file containing the same or a similar set of columns and values, you may have already saved a set of CASPA value mappings that can be reused to speed up the import process. To select a previously-saved set of CASPA value mappings, use the drop-down list; as you scroll through the list of CASPA subject mappings, clicking a CASPA mapping set will display the description you recorded when the mapping set was saved.

To apply a previously-saved set of CASPA value mappings to your current import, click the 'Apply value mapping set' button; please be aware that manual value mappings you have created may be over-written with your previously-saved mappings when you apply your saved value mapping set.

Step 3: Map Excel spreadsheet or CSV file values to CASPA scores

As described in the section 'How Excel spreadsheets and CSV files record data', above, results and targets for pupils are recorded in the columns of your Excel spreadsheet or CSV file. To ensure that the values recorded for results and targets in your Excel spreadsheet or CSV file are correctly interpreted by CASPA during the import process, each unique value recorded in those columns of your Excel spreadsheet or CSV file that you have mapped to subjects in CASPA must be explicitly linked to a unique CASPA score via the value mappings page of the CASPA import wizard. As noted previously, if there is any inconsistency in the values recorded for a particular outcome level, e.g. if P3i is variously recorded as P3i, P3(i), p3(i), P3(I), P3.1, etc., each of these values will be treated as a unique value that will have to be mapped separately to a CASPA score.

The process of mapping the values found in the columns of your Excel spreadsheet or CSV file to CASPA scores is handled via the 'CASPA value mappings' list. The left-hand column of this list includes each of the unique values found in the columns of your Excel spreadsheet or CSV file that have been selected for import. The list of CASPA scores that can be linked to these Excel spreadsheet or CSV file values appears in the 'CASPA scores' list to the right of the screen. Linking a CASPA score to a value found in a column in your Excel spreadsheet or CSV file is handled as follows:

-   **To add a new link between an Excel spreadsheet or CSV file value and a CASPA score:**

    -   click an entry in the 'CASPA scores' list and drag it into the 'CASPA score' column of the 'CASPA value mappings' list so that it appears on the same row as the Excel spreadsheet or CSV file value to which you wish to link it

    -   click the empty cell in the 'CASPA score' column of the 'CASPA value mappings' list to the right of your chosen Excel spreadsheet or CSV file value to highlight the cell, then double-click the CASPA score to be linked to this Excel spreadsheet or CSV file value in the 'CASPA scores' list.

    Please note that there is no limit on the number of Excel spreadsheet or CSV file values that may map to the same CASPA score.

- **To change a link between an Excel spreadsheet or CSV file value and a CASPA score:**
  - click an entry in the 'CASPA scores' list and drag it into the 'CASPA score' column of the 'CASPA value mappings' list to replace the existing link for the selected Excel spreadsheet or CSV file value
  - click the entry in the 'CASPA score' column of the 'CASPA value mappings' list to the right of the selected Excel spreadsheet or CSV file value to highlight the cell, then double-click the CASPA score to be linked to this value in the 'CASPA scores' list.

  Please note that there is no limit on the number of Excel spreadsheet or CSV file values that may map to the same CASPA score.

- **To remove a link between an Excel spreadsheet or CSV file value and a CASPA score:**
  - double-click the entry in the 'CASPA score' column of the 'CASPA value mappings' list to the right of the selected Excel spreadsheet or CSV file value for which you wish to remove the link.

Once your value mappings are complete, you can either save the set of CASPA value mappings for re-use via the optional step below, or you can click the 'Next' button to move to Stage 6 of the CASPA import wizard.

Step 4: Save the value mappings as a CASPA value mapping set (optional)

If you will be importing data from additional Excel spreadsheets or CSV files that will include either the same or a similar set of columns and values, you can save your set of CASPA value mappings to speed up future imports; for further details, please refer to the section 'Saving value mappings for re-use', above.

To save your set of CASPA value mappings, click the 'Save value mappings' button:

- if you wish to save the mappings as a new set, enter a new name for this set and a description that will help you identify it in future.
- if your mappings represent a modification to an existing mapping set, then click on the 'Save modifications to mapping set' radio button and, if appropriate, enter an updated description to take into account the changes you have made.

Stage 6: Preview the data to be imported

Once you have specified your subject mappings and value mappings, If validation checks identify anomalies, CASPA will identify the data in the Excel or CSV export file that does not match data in CASPA for you to ensure that the correct data will be imported for a pupil. Please compare the differences highlighted in a red font to 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 and results would be imported against the wrong pupil. Close the report to continue at which point you are offered the choice of continuing or cancelling.

If validation checks on the file are successful or you continue after reviewing a report displaying anomalies as described above, a report will display on screen to show you the data that is about to be imported. Results will only be shown for those aspects selected for import into CASPA, as described in the previous step.

It is essential that you use this report as an opportunity to check that the values that are about to be imported from your Excel spreadsheet or CSV file file are exactly as expected; this is best achieved by checking the report against the data recorded in your source Excel spreadsheet or CSV file for a number of pupils. To assist with this, the preview report can be printed or exported to a number of electronic formats.

Once you have completed your review of the data on this report, click the 'Close' button; if you have found errors in your subject or value mappings, you can use the 'Back' button to return to the appropriate stage to review and correct your subject and/or value mappings.

Stage 7: Complete the import of data

If the preview of data at the previous stage identified problems with the mappings of either scores or values, these can be reviewed and corrected by clicking the 'Back' button to return to the appropriate stage of the import process.

If the preview of data at the previous stage correctly displayed the data to be imported, the import process can be completed by clicking the 'Finish' button; existing data in CASPA will be overwritten with the data to be imported.

Importing additional data from the same Excel spreadsheet

Once the import process has completed, you will be given the option to import additional data from the same import file; examples might include an Excel spreadsheet that has separate tabs for results and targets or separate tabs containing results or targets for a number of years. When asked if you have additional data to import:

- if you select 'No', the CASPA import wizard will close

- if you select 'Yes' to import additional data, you will be taken back to Stage 2 of the import process, where you can select a different tab of your Excel spreadsheet from which to import data; if you need to load a new set of CASPA subject mappings, you can click the 'Back' button to return to Stage 1 where the new CASPA subject mapping set can be selected; the import process will then continue and previously described.

Additional guidance

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 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.