caspa
Comparison and Analysis of Special Pupil Attainment

Transferring basic pupil data into CASPA for schools with no MIS

This document provides guidance for the procedure for transferring basic pupil data into CASPA for schools who do not use a MIS.

Introduction:

Schools which do not use a MIS are able to import pupil data via CSV file or will need to manually create pupil records in CASPA and manually administer the CASPA system to trigger actions such as the roll-forward to the new academic year of pupil records in CASPA. For further information, please refer to the topic 'Essential information for schools with no school Management Information System' in the Essential Information section of the CASPA Help system.

Creating and updating pupil records in CASPA:

Where a school has identified that they do not use SIMS .net or an alternative school MIS capable of producing an appropriate Common Transfer File, two options are available for creating and updating pupil records in CASPA:
- Import pupil details via a Comma Separated Variable (CSV) file;
- Maintain pupil details manually.

For users who updated from CASPA 2017, please first refer to the sub-section below regarding rolling forward before then referring to subsequent relevant sub-section appropriate to your circumstances.

Rolling forward from 2016/2017 academic year:

For users of CASPA 2017, pupils need to be rolled forward to the new academic year in order that their year groups are promoted, classes changed and any other relevant details amended as well as taking into account leavers and new admissions. For users who import pupil details using a CSV file, importing the CSV file which contains the updated details will cause CASPA to roll forward to the new academic year. Users who update pupil details manually need to roll forward manually using the menu option **Data | Advanced tasks | Roll data forward to academic year 2017/2018**.

1. Maintaining pupil records in CASPA manually:

To create or amend pupil records in CASPA, select **Data | Basic pupil data** to display the pupil browser and then click the 'Add' button to create new pupil records or highlight a pupil and click the 'Edit' button to amend details. When you attempt to save a pupil record, CASPA will warn you if any mandatory data is missing for the pupil.

Once at least one pupil record has been created, all features of CASPA will be enabled and CASPA will be ready for you to populate pupil records with assessment results and targets and to make full use of the analysis and CASPA's comparative data.

2. Importing pupil records into CASPA:

For creating pupil records in CASPA using pupil data from a CSV, please first refer to the details of the items of data and formats for data required in the CSV file in the document *CSV pupil data specification for CASPA*. This document can be selected via the menu option **Help | Reference**. For schools with no Management Information System, the CSV file should include items specified in Table 1; for virtual schools the CSV file should include items specified in both Table 1 and Table 2 of the specification document.

The CSV file should contain details for all pupils for whom you wish to create records in CASPA.

IMPORTANT: When refreshing pupil data in CASPA, the CSV file from which data is to be refreshed must include a record for EVERY pupil who has existed in CASPA during the current academic year.

To create pupil records using the pupil data exported to a CSV file, select **File | Create pupil records from Comma Separated Variable file**. If you previously imported pupil data from a CSV file, the menu option changes and you then select **File | Refresh pupil records from Comma Separated Variable file**.
Please take note of the important information above (in red) regarding the pupils for whom records must exist in your import file. A file selection dialog will allow you to select the file from which you wish to import pupil data. A series of dialog prompts will guide you through the import process.

Before importing data from a CSV file into CASPA from this file, checks are made to ensure that the data in your CSV file is complete and valid; these checks will test both the structure of your CSV file itself and the validity of the data items to be imported. If the system finds any errors in the structure of the CSV file itself, or items of data that are either invalid or missing, the import process will be aborted and an error window showing each of the types of errors found will be displayed.

If the import process was aborted because errors were found, please make any necessary corrections to your CSV file and try the import process again.

CSV pupil data UPN matching report: For users who have updated from CASPA 2017, and for all users when refreshing pupil data from CSV file, validation will check for differences between the data being imported and the data already held in CASPA. Where differences exist, a **UPN matching report** will be displayed. The purpose of this report is to ensure that the data in CASPA is correctly updated.

The report displays each type of match scenario in one of 7 sections. Only if pupils are listed in Section 1 will the import not be able to proceed; for all other sections, the information is displayed for you to confirm that the details being imported are definitely for the correct pupil. On completion of the import, the data in CASPA will be updated to reflect the data imported from your CSV file. The following summarises the purpose of each section of the report; for further details, please read the introductory text about that section and actions required or suggested for each:

> **Section 1 – During a normal refresh of basic pupil data:**
>> Pupils in CASPA with no match in your school CSV file. The import cannot proceed if pupils are listed in this section. Please refer to the introductory text at the top of the page for likely reasons and actions.
>> **During roll-forward from 2016/2017 academic year after updating to CASPA 2018:**
>> Again, please refer to the introductory text at the top of the page for likely reasons and actions. As part of the roll forward, an additional reason for pupils not being found in the export file at this point could be that each was a leaver at the end of the 2016/2017 academic year and is therefore no longer on roll. For this reason, the import during roll-forward is allowed to proceed, even with pupils displayed in Section 1. You need to check carefully to confirm that each pupil was in fact a leaver last year.
> **Section 2 -** Pupils in your CSV file with no match in CASPA. Normally, these pupils will be new admissions to your school. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
> **Section 3 –** Pupils in your CSV file not on roll during the 2016/2017 academic year but whose UPN or Former UPN matches a pupil previously on roll in CASPA. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA. If not correct, please use the introductory text at the top of the page for actions required.
> **Section 4 -** Pupils in your CSV file whose Former UPN matches a pupil in CASPA but where there is only a partial match of other key data.   Normally, the UPN and other details will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
> **Section 5 -** Pupils in your CSV file whose Former UPN matches a pupil in CASPA and with a complete match of other key data. Normally, only the UPN will have changed for these

pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.

Section 6 - Pupils in your CSV file whose UPN matches a UPN in CASPA but where there is only a partial match of other key data. Normally, some details other than UPN will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.

Section 7 - Pupils in your CSV file whose UPN matches a UPN in CASPA and with a complete match of other key data. No action is required for pupils in this section.

CSV file exported data report: Once matching has been confirmed, a report displays the data found in the export file. This report provides you with an opportunity to check that the data exported from your CSV file is as you expected. Close the report to proceed.

Basic pupil data report: On completion of your import, a report will display the updated information now in CASPA to allow you to verify that the data has been imported correctly. Most of the columns displayed will be identical to the CSV file exported data report; however, the last three columns display the categories of need that will be used in CASPA in all analysis. When a pupil's record is first created in CASPA, the CASPA needs will default to those imported from your CSV file. Since schools often need to make changes to the needs used in CASPA for analysis, all refreshes of pupil data will not overwrite the CASPA needs. Close the report to proceed.

Select pupils for CASPA assessment: A dialog will then allow you to select the pupils for whom you wish to maintain assessment data within CASPA. This option allows a school to exclude one or more pupils from being used in CASPA by deselecting the required pupils. For example, Foundation Stage pupils and, in mainstream schools, all pupils without a Statement or Education Health and Care Plan, or are not SEN Support or School Action+ pupils, will be deselected by default. Schools can choose to deselect other pupils or re-select pupils who are already deselected. A series of dialog prompts will guide you through this.

Data recording and checking sheet: You will be asked if you wish to view or print data recording sheets, which may be a useful means of gathering the assessment results to be entered into CASPA or to confirm that the results and targets within CASPA are as teachers expected. If you choose to view or print data recording sheets, you must then select the pupils for whom they are to be generated; you can apply a condition to filter your pupils, and can then either use the buttons below the grid to select/deselect all matching pupils, or click on pupils individually to select them - press F1 for guidance. Once you have selected the required pupils, click the Report button; when you close the report, you will return to the pupil selection dialog to allow you to change your selection criteria should you wish to do so. When you are finished, click Close.

All features of CASPA will now be enabled. For any further guidance, please refer to the Help file and the PDF topics available via **Help | Guidance notes**.

Pupil Premium

For users running CASPA 2018, Pupil Premium indicators can also be recorded manually and reported upon for the current and relevant previous academic years.

To record, or amend, Pupil Premium eligibility for a pupil:
- For current year eligibility, go to **Data | CASPA assessment data** and select the 'Basic pupil data' tab. The premium types relevant to the academic year are displayed to the bottom right of the page
- For eligibility in previous academic years, first go to **Options | Set CASPA effective year** and then follow the same steps described above

3. Next Steps

You can refresh basic pupil data in CASPA via CSV file at any time by repeating the steps of section 1 from 'Importing pupil records into CASPA'. This will ensure that all changes made to the data required by CASPA will be reflected in CASPA.

For guidance on a wide variety of topics, please refer to the Help file, accessible at any time using the F1 key or via **Help | Contents** and the PDF guidance topics available via **Help | Guidance notes**.

There are a number of options for inputting or importing results or targets into CASPA:
- Manual entry (refer to the guidance document 'Data maintenance in CASPA')
- Import from (refer to specific guidance note for each import type):
    - B Squared
    - PIVATS
    - Common Transfer File (CTF)
    - SIMS Assessment Manager 7
    - Excel spreadsheet or CSV file
    - BARE Online

For an overview describing using CASPA from installation to use of analysis, please refer to the guidance note 'Getting started with CASPA'.