

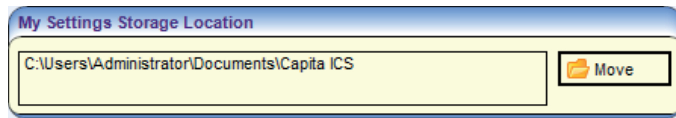


# Data Collection

## EYFSP Assessment Project

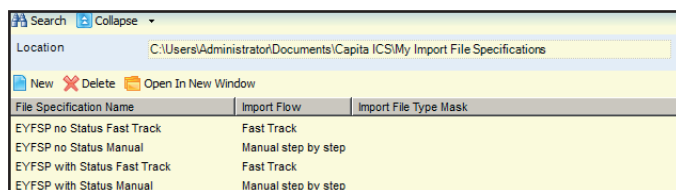
### Data Preparation

#### 1. Check My Settings Storage Location



File specifications are deployed to the path set in the v4 Client via **Help | My Settings | My Settings Storage Location**. If required, use the **Move** function to select a new path.

#### 2. Check File Specifications

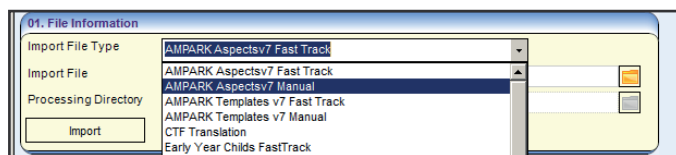


In the v4 Client, select **Focus | Data Management | Import | Import File Specifications** and check that the configured file specifications are correct.

If required, click the **New** button to add a new specification. New specifications must be downloaded to other users. For more information on managing file specifications, see the *Import File Specifications* reference guide, available from [www.onepublications.com](http://www.onepublications.com) and My Account.

#### 3. Download and Import Files

1. Download the latest AMPARK Aspects and Templates files and One Translation Table file from <https://myaccount.capita-cs.co.uk/hot-topics/assessment-sims/>.
2. In the v4 Client, select **Focus | Data Management | Import | Import Data** to display the **Import Data** page.



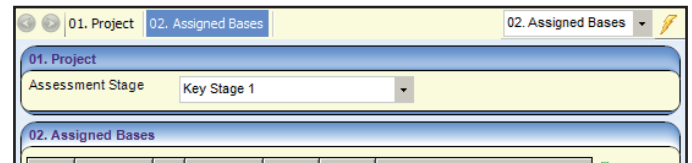
3. In the **File Information** panel, import the AMPARK Aspects file:
  - a. Select either **Aspectsv7 Fast Track** or **Aspectsv7 Manual** from the **Import File Type** drop-down menu.

**NOTE:** One enables you to select either Fast Track or Manual import for the Aspects, Templates and SIMS Results v7 files. The manual import enables you to select a processing directory and provides a **Suggest Directory** button, while the Fast Track option always imports to the default directory.

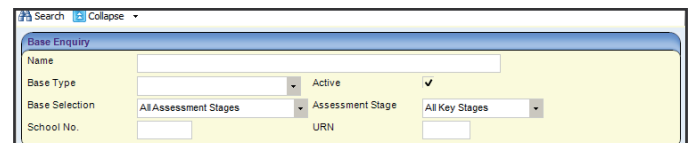
- b. Select the Aspects file from the **Import File** dialog.
  - c. If you selected the manual import, either enter a directory into the **Processing Directory** field or click the **Suggest Directory** button.
4. Import the AMPARK Templates, CTF Translation Table and SIMS Results v7 files using the process detailed in Step 3.
  5. Optionally, select **Tools | Activity Log** to confirm that the files are uploading as expected.

#### 4. Assign Bases

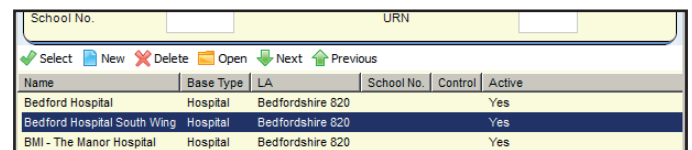
1. In the v4 Client, select **Focus | Analysis Reporting | Data Collection | Assign Bases** to display the **Assign Bases** page.



2. Select **EYFSP** from the **Assessment Stage** drop-down menu.
3. Assign bases to the assessment stage:
  - a. Click the **Add** button to display the **Base Enquiry** dialog.



- b. Enter search criteria into the fields and then click the **Search** button to display a list of matching bases.

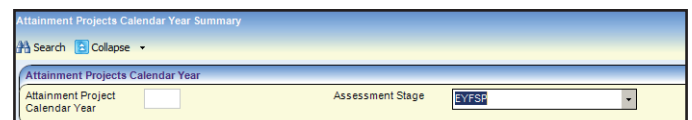


- c. Highlight a base and then click the **Select** button to add that base to the **Assigned Bases** list.
- d. Repeat the process for each required base.

#### 5. Update Tables

If a given One release includes no changes to EYFSP other than yearly changes, then you should use the **Attainment Projects Calendar Year Summary** function to update the EYFSP tables without upgrading the whole system. To do so:

1. Ensure that the latest AMPARK and CTF translation files have been imported.
2. In the v4 Client, select **Tools | Administration | Attainment Projects Calendar Year Update** to display the **Attainment Projects Calendar Year Summary** panel.



3. Click the **New** button to display editable fields.
4. Select **EYFSP** from the **Assessment Stage** menu and then click the **Run** button to perform the update. One displays a confirmation message once the update is complete.

**IMPORTANT NOTE:** Do not run **Attainment Projects Calendar Year Summary** if the corresponding One release includes changes to the EYFSP tables themselves. Any table changes are updated by SQL scripts in the release.

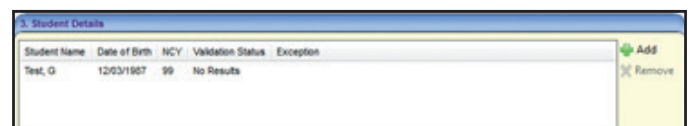
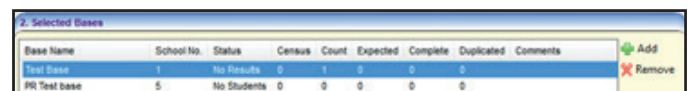
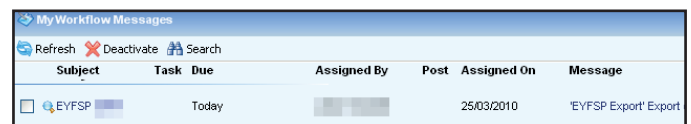
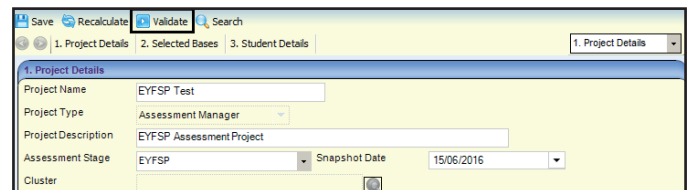
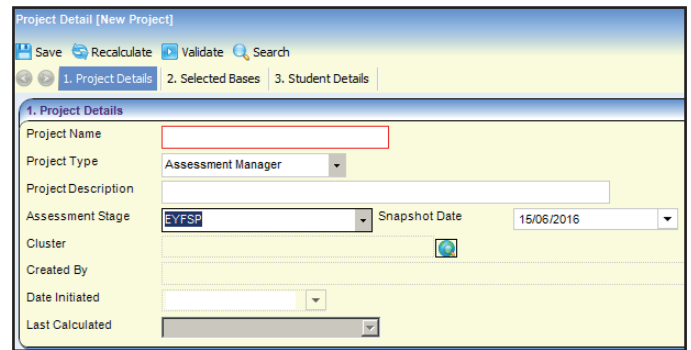
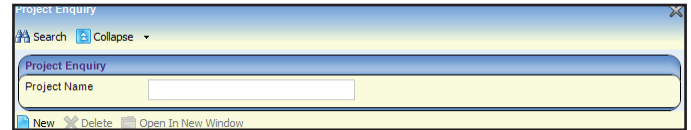


# Data Collection

## EYFSP Assessment Project

### Processing Assessment Project

- In the v4 Client, select **Focus | Analysis Reporting | Data Collection | Projects** to display the **Project Enquiry** page.
- If you wish to use an existing project, select the required project from the list. The **Project Details** page is displayed.
- If you wish to create a new project, click the **New** button to display editable fields relating to project details. Enter the following details and then click the **Save** button:
  - Project Name:** Mandatory, free text field
  - Project Type:** Assessment Manager
  - Project Description:** Free text field
  - Assessment Stage:** EYFSP
  - Snapshot Date:** Auto generated, can change
  - Cluster:** Select if required. For more information on setting up clusters, see the *Analysis Reporting - Clusters* reference guide, available from [www.onepublications.com](http://www.onepublications.com) and My Account.
  - Created By, Date Initiated and Last Calculated:** Populated automatically
- Click the **Validate** button. One does the following:
  - Adds all bases associated with EYFSP (extracted from the BASE\_KEYSTAGE table) to the project.
  - Adds students who have school history for any of the added bases, including those who have an NCY for EYFSP and have not got a full set of completed results.
- Open the v4 Client homepage and click the **Refresh** button on the **My Workflow Messages** panel. One updates the validation status of the project.
- Once the project is showing a status of **Assessment Project Validation Succeeded** in the **Message** field of **My Workflow Messages** (this may take some time - click **Refresh** periodically), click on the message text to return to the project's **Project Details** page.
- If required, edit the selected bases and students using the **Selected Bases** and **Selected Students** panels. You can **Add** or **Remove** bases and **View Results, Validate** or (for bases only) add **Expected Numbers** by right-clicking on a particular base or student.
- Click the **Save** button to save the project.
- Click the **Recalculate** button to validate the student result data. The **Validation Status** fields of the **Student Details** and **Base Details** panels are updated as follows:



#### Project Bases Status Meanings:

- No Results:** None of the students at this base have any results.
- Missing Results:** Some of the students at this base are missing results.
- No Students:** There are no students at this base.
- Not Validated:** Some of the students at this base have results that have not been validated yet.
- Validated:** All of the students at this base have been validated.

#### Student Validation Status Meanings:

- No Results:** The student does not have any results.
- Not Validated:** The student has some missing results.
- Results Validated:** The student has a full set of valid results for aspects.



# Data Collection

## EYFSP Assessment Project

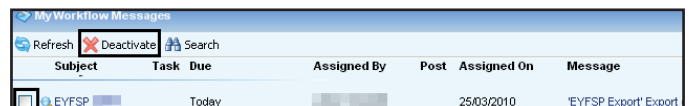
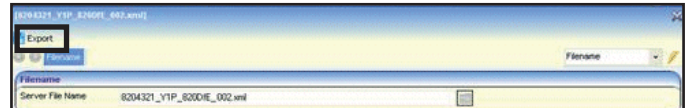
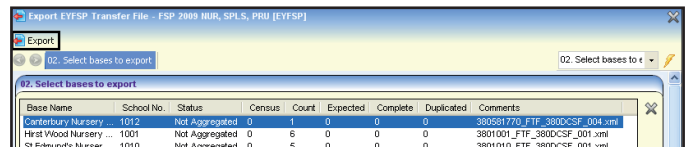
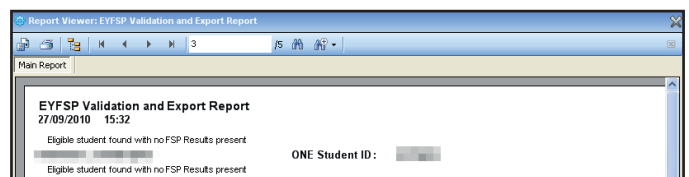
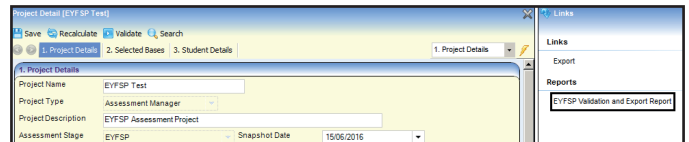
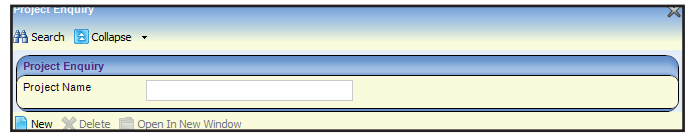
### Exporting

#### 1. Correct Validation Errors

1. In the v4 Client, select **Focus | Analysis Reporting | Data Collection | Projects** to display the **Project Enquiry** page.
2. Enter a **Project Name** and then click the **Search** button to display a list of matching projects.
3. Double-click the project that you wish to export from the list to select it.
4. Click the **EYFSP Validation and Export Report** hyperlink (located in the **Links** panel) to display the **Invalid or Missing Results Report**. This report lists all validation errors generated against the EYFSP data.
5. Use the information in the report to correct the data manually.

#### 2. Export the EYFSP File

1. Ensure that any validation errors in the project have been corrected, as detailed in the previous step.
2. Open the project and then click the **Export** hyperlink (located in the **Links** panel). The **Export KSM Transfer File** panel is displayed.
3. Select a base and then click the **Export** button to begin the export process.
4. Select the v4 Client home page and click the **Refresh** button on the **My Workflow Messages** panel. The project appears in the workflow messages list.
5. Click the contents of the **Message** field to open details of the export file and then click the **Export** button to display the Windows **Save** dialog.
6. Select a filename and location for the export file and then click the **Save** button to export the file. After the file has been exported, One displays a prompt asking whether you want to delete the file from the server.
7. Select either **Yes** or **No**, depending on whether you want to delete the file or not.
8. Return to the **My Workflow Messages** panel, select the project's check box and then click the **Deactivate** button to remove the project from the list.



#### Related Reference Guides:

- Data Management\_Import File Specifications
- Data Collection\_KS1 Assessment Project