Working with the Foundation Skills Assessment (FSA) extract from Data BC

Understanding the FSA data extract	Read the following documents: • *FSA_field_definitions* • Ministry of Education data masking policy
How can I work with this data set in Microsoft Excel?	The following tutorials may be helpful: • Importing text (.txt or .csv) files into Excel • Auto-filtering in Excel • Keeping leading zeros and large numbers in Excel

Conventions in this document

BOLDED_WITH_UNDERSCORES	Indicates a column name (for example, **SUB_POPULATION**)
'Text within single quotation marks'	Indicates a column value (for example, 'FEMALE')

Instructions

1. Open your local copy of the file.

2. Apply auto-filtering to the heading row. (This is not essential, but it makes it easier to work with the data when you have more than a screen's worth of rows.)

3. Use the auto-filter on the **DATA_LEVEL** column to select either 'DISTRICT LEVEL', 'PROVINCE LEVEL', or 'SCHOOL LEVEL'.

4. The next column to work with depends on which value you just selected:

   - If you selected 'PROVINCE LEVEL', use **PUBLIC_OR_INDEPENDENT** to set which schools to include in your FSA results (public, independent, or province total).

   - If you selected 'DISTRICT LEVEL', use either **DISTRICT_NUMBER** or **DISTRICT_NAME** to select the district whose FSA results you want to see. (Note that independent schools do not have school districts.)

   - If you selected 'SCHOOL LEVEL', use either **SCHOOL_NUMBER** or **SCHOOL_NAME** to select the school whose FSA results you want to see.

5. Use **SUB_POPULATION** to select the grouping of interest (for example, 'ALL STUDENTS').

6. To remove all masked data ('Msk'), use the auto-filter to deselect 'Msk' from the following columns:

   - **NUMBER_EXPECTED_WRTIERS**
   - **NUMBER_WRITERS**

- o **NUMBER_UNKNOWN**
- o **NUMBER_BELOW**
- o **NUMBER_MEETING**
- o **NUMBER_EXCEEDING**
- o **SCORE**

7. Use the auto-filter on **SCHOOL_YEAR** to select data from a specific school year (e.g. '2007/2008').

8. Use **FSA_SKILL_CODE** to select a subject of the FSA test ('WRITING', 'READING', 'NUMERACY').

Sample Questions

Question:
How many female, grade 4 students in school district 036 (Surrey) wrote the FSA for Numeracy in 2009/2010?

Path to answer:
1. Filter **DATA_LEVEL** to 'DISTRICT LEVEL'
2. Filter **DISTRICT_NUMBER** to '036'
3. Filter **SCHOOL_YEAR** to '2009/2010'
4. Filter **SUB_POPULATION** to 'FEMALE'
5. Filter **FSA_SKILL_CODE** to 'Numeracy'
6. Filter **GRADE** to '04'
7. Column L (**NUMBER_WRITERS**) = 2,012

Question:
How many grade 7 students in BC (in both Public and Independent schools) exceeded expectations on the FSA for Reading in 2015/2016?

Path to answer:
1. Filter **DATA_LEVEL** to 'PROVINCE LEVEL'
2. Filter **PUBLIC_OR_INDEPENDENT** to 'PROVINCE - Total'
3. Filter **SCHOOL_YEAR** to '2015/2016'
4. Filter **SUB_POPULATION** to 'ALL STUDENTS'
5. Filter **FSA_SKILL_CODE** to 'Reading'
6. Filter **GRADE** to '07'
7. Column P (**NUMBER_EXCEEDING**) = 4,623