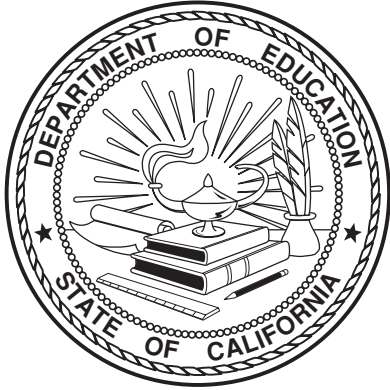

2013–14 California Physical Fitness Test



Coordinator Manual

- 2013–14 Highlights
- Program Overview
- Administering the Test
- Submitting Data
- Correcting and Reporting Data
- Student Data File Layout
- Student Data Collection Form

November 2013

Updated March 2014

Prepared by the
California Department of Education

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Introduction

As a Physical Fitness Test (PFT) Coordinator, you play an important role in the success of the PFT by managing the testing activities in your local educational agency (LEA)¹. These activities include preparing staff to correctly administer the PFT and carrying out all the steps involved in collecting and reporting the PFT data. This *PFT Coordinator Manual* provides the information and resources needed by new and experienced PFT coordinators to prepare for, coordinate, and carry out the 2013–14 administration of the PFT. This manual highlights updates for the 2013–14 testing cycle, provides essential background information, details responsibilities, includes data collection requirements, and describes the processes for the collection and submission of test data to the current state PFT contractor, the San Joaquin County Office of Education (SJCOE). It also addresses the data correction process. PFT coordinators, especially those who are new or from independent charter schools, are strongly encouraged to read the entire manual, paying close attention to the requirements for compiling and submitting the PFT data. Further information about the PFT can be obtained by accessing the Web sites, Web pages, and contacts provided throughout this manual.

The California Department of Education (CDE) maintains a PFT Web page (<http://www.cde.ca.gov/ta/tg/pfi/>) containing links to the following information and resources:

- Program Overview
- PFT Testing Schedule
- Physical Education (PE) Exemptions
- PFT Results
- Administrative Documents (including PFT regulations and *FITNESSGRAM* Healthy Fitness Zones² charts)
- Program Resources (including materials to assist PFT coordinators and access to reports)

¹ Throughout this manual, LEAs include school districts, county offices of education, and charter schools that are independent for assessment purposes (i.e., independent charter schools).

² The *FITNESSGRAM* and Healthy Fitness Zones (HFZ) are registered trademarks of The Cooper Institute.

Additional Resources

- Human Kinetics (ordering *FITNESSGRAM* resources)
- The Cooper Institute (detailing information about the development and background of the *FITNESSGRAM*)
- San Joaquin County Office of Education (providing a secure District Portal for data submission and access to individual student reports)

The assistance packets and resources found under the Program Resources link on the CDE PFT Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp> are updated yearly and provide comprehensive information about the PFT. These resources also address the latest information about the *FITNESSGRAM*. The *FITNESSGRAM* Test Administration Manual³, available from Human Kinetics, provides detailed descriptions of all of the test protocols. More information about this manual can be found on the Human Kinetics *FITNESSGRAM* Web page at <http://www.fitnessgram.net/>.

PFT coordinators should also visit the California PFT Web site at <http://www.pftdata.org/>, which provides resources and videos designed for familiarizing and training LEA staff in the administration of the *FITNESSGRAM*.

³ The complete title of this manual is *FITNESSGRAM & ACTIVITYGRAM* Test Administration Manual (Reprinted Updated Fourth Edition).

PFT Coordinator Manual

Section 1 **2013–14 Highlights**

PFT Coordinator
Designation

Key Dates and Activities

BMI Healthy Fitness
Zones Updated

Progressive Aerobic
Cardiovascular Endurance
Run VO_2 max Formula
Revised

Common Errors and
Warnings

FITNESSGRAM

Data Correction

Batched Individual
Student Reports

Section 1. 2013–14 Highlights

This section summarizes key information for the spring 2014 administration of the PFT that is new or that should be reviewed to ensure adherence to the PFT administration, data collection, and reporting procedures.

PFT Coordinator Designation

In order to receive PFT notifications and messages, enter or upload data, and access, view, and correct individual student data via the secure District Portal of the California PFT Web site at <http://www.pftdata.org/>, every LEA must designate a PFT Coordinator and obtain a current year password. This password is reset each year. The PFT Coordinator Designation Form must be completed by November 1, even if the information has not changed from the previous year. If the PFT Coordinator contact information changes at any point during the year, the form should also be updated and resubmitted.

The PFT Coordinator Designation form is completed entirely online (Figure 1). This online form is available from the California PFT Web site at <http://www.pftdata.org/>.

Figure 1. PFT Coordinator Designation Form

California Physical Fitness Test

PFT Coordinator Designation Form

Search

The designation of a PFT Coordinator is required annually by November 1, even if the information has not changed from the previous year. We recommend you bookmark this page. If the PFT Coordinator contact information changes at any point during the year, login and update this form.

To begin the process of designating the PFT Coordinator, enter your local educational agency 2-digit County Code, 5-digit District Code, and 4-digit Charter Number and select the Search button. Use Charter Number 0000 for dependent charters and school districts.

Mandatory fields are designated with an asterisk (*).

* **County Code:**

* **District Code:**

* **Charter Number:**

If you are unsure of your codes, you can look up this information by searching the [California Department of Education California School Directory](#).

Site maintained by the San Joaquin County Office of Education for the California Department of Education.

San Joaquin County Office of Education
Mick Founts, Superintendent of Schools

Immediately following the submission of the online form, the LEA Superintendent or Charter School Administrator will receive an automated e-mail from PFT Support (pftdata@sjcoe.net) with a hyperlink or URL to review the information submitted on the designation form. Upon completing this review, the Superintendent or Charter School Administrator approves or denies the form with the following results:

- If the form is approved, PFT Support sends an automated confirmation e-mail with the password to the PFT Coordinator, Superintendent or Charter School Administrator, and, if provided, the Alternate PFT Coordinator. This password is required to log on to the secure District Portal of the California PFT Web site at <http://www.pftdata.org/>, along with the LEA county code, district code, and charter number. (For an LEA that is a school district or county office of education, enter 0000 for the charter number.)
- The Superintendent or Charter School Administrator signs the printed copy and files the approved form in the LEA records.
- If the form is denied, PFT Support sends an automated e-mail to the applying PFT Coordinator informing him or her of the denial and the need to reapply.

To ensure the automated approval request e-mail that is sent to the Superintendent or Charter School Administrator is delivered, the LEA Spam (junk e-mail) filter may need to be checked to remove any blocks and white list the PFT Support e-mail account (pftdata@sjcoe.net).

For questions about the online designation process, contact the PFT Help Desk by e-mail at pftdata@sjcoe.net. The e-mail should include the following information: LEA name, county code, district code (taken from County, District, School [CDS] code), and charter number, if applicable.

Note: The SJCOE will verify that the Superintendent or Charter School Administrator provided on the online PFT Coordinator designation form matches the Superintendent or Charter School Administrator for the LEA, as identified on the CDE California School Directory Web page at <http://www.cde.ca.gov/re/sd/>. If the information does not match, the LEA will be contacted and the password will be deactivated until this matter is resolved.

Key Dates and Activities

All LEAs must submit 2013–14 PFT data to the CDE, via the SJCOE, by June 30, 2014. Key timeline requirements are outlined in Table 1 and in the PFT Calendar, which is found on the PFT Resources page of the California PFT Web site at <http://www.pftdata.org/>.

This timeline reflects a single data correction window beyond June 30, which opens on July 7 and closes on August 31, 2014. All 2013–14 PFT data must be submitted and corrected by the August 31, 2014 deadline. During the month of August, LEAs will be able to review summary reports and make final corrections prior to the public release of the PFT Results.

Table 1. Key Dates and Activities

Date	Activity
February 1, 2014	PFT administration window opens. California PFT Web site secure District Portal at http://www.pftdata.org/ open for PFT data submissions. PFT data corrections open for an LEA as soon as the data is submitted.
May 31, 2014	PFT administration window closes.
June 30, 2014	California PFT Web site secure District Portal closes for data submissions and corrections.
July 7, 2014	California PFT Web site secure District Portal reopens for PFT data corrections and preliminary student scored data file available for download.
July 31, 2014	Preview site opens to summary DataQuest reports.
August 31, 2014	Preview site closes to summary DataQuest reports. California PFT Web site secure District Portal closes for data corrections.
September 2, 2014	2013–14 password deactivated. 2014–15 PFT Coordinator Designation Form available.
Early Fall	PFT annual release. (Date to be determined.) Final summary reports, individual student score reports, and student scored data file available for download.

BMI Healthy Fitness Zones Updated

For 2013–14, the Healthy Fitness Zone (HFZ) performance standards for the Body Mass Index (BMI), one of the three Body Composition test options, have been updated to better coincide with the well-established, health-related body fat standards from the Centers for Disease Control and Prevention (CDC). This will ensure students, parents and guardians, and teachers receive more consistent information about body composition. The performance standards for BMI continue to be classified into three general areas: HFZ, Needs Improvement (NI), and NI-Health Risk.

The 2013–14 HFZ charts are posted on the CDE PFT *FITNESSGRAM*: Healthy Fitness Zone Charts Web page at <http://www.cde.ca.gov/ta/tg/pf/healthfitzones.asp>.

Progressive Aerobic Cardiovascular Endurance Run VO₂max Formula Revised

The PACER, one of the Aerobic Capacity test options, will continue to be reported in terms of VO₂max⁴, which is a measure of maximum oxygen consumption during exercise. For 2013–14, *FITNESSGRAM* is offering additional flexibility for teachers and schools in calculating VO₂max for the PACER that does not require the use of height and weight. Therefore, the only scores required for each student will be the number of 20-meter (20m) PACER laps, age, and gender. Body Mass Index (calculated from height and weight) is **no** longer required for the PACER. Similarly, the requirement to convert 20m PACER laps to One-Mile Run time is **no** longer necessary.

The formula for scoring the PACER using laps, age, and gender is proprietary to Human Kinetics and The Cooper Institute. To assist LEAs with local scoring, the CDE has included the new PACER calculation in an updated Excel spreadsheet, which is available from the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>. In addition, the PACER Look-Up and Goal Setting Table is also posted on the CDE PFT Program Resources Web page and includes the gender, age, and number of laps needed to meet the PACER Healthy Fitness Zones. All of the other procedures and formulas used to score the *FITNESSGRAM* test options can be found in the *PFT Reference Guide* on the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx>.

The new *FITNESSGRAM* 10 (FG10) software utilizes this updated PACER formula. Users of *FITNESSGRAM* 8 (FG8) or 9 (FG9) should take note that FG8 or FG9 will continue to calculate VO₂max from the PACER using the previous formula, which requires height and weight.

Changes to Student Data File Layout

The Participation Level and Reason for Participation Level fields are no longer required. Participation Level and Reason for Participation Level have been renamed “Filler” in the layout and should be left blank in order to maintain the same file layout. The Participation Level will be calculated during scoring and reported in the scored file. The Reason for Participation Level is no longer collected nor reported. If data for these two fields are included in the file submitted, it will not be used by the system. All other fields, types, lengths, or acceptable values remain unchanged for 2013–14.

⁴ VO₂max refers to the maximum oxygen consumption of an individual during exercise. The acronym is derived from V = volume per time; O₂ = oxygen; and max = maximum.

Common Errors and Warnings

The following list highlights the common errors and warnings that occurred in the PFT data submitted in past years. This list is provided to assist PFT coordinators with reviewing and avoiding the same errors or warnings in the current year data. Errors indicate data that must be corrected otherwise the student record with errors will not be scored nor reported.

Common Errors:

- Date of Birth, PFT Start Date, or School Code data were missing or invalid.
- Push-Up, Curl-Up, PACER, One-Mile Run (minutes), Height (inches), Bioelectric Impedance Analyzer, and Trunk Lift data were not within the valid ranges.

Common Warnings:

- Aerobic Capacity and BMI data were insufficient or incomplete. Typically these data were missing height (feet and inches) or weight.
- Flexibility data were insufficient or incomplete. The Flexibility area includes the Back-Saver Sit and Reach and the Shoulder Stretch. The data submitted for these two tests included one side only and both left and right sides are needed to score these tests.
- Hispanic/Latino field had missing (i.e., blank) or invalid data. Invalid data resulted because the codes provided were not Y (Yes) or N (No). Student records with warnings due to missing or invalid Hispanic/Latino data are reported in the “Two or More Races” category on the PFT summary reports.
- National School Lunch Program (NSLP) eligibility and Parent/Guardian Highest Education Level codes were missing (i.e., blank) or invalid. Student records with warnings due to missing or invalid NSLP eligibility and Parent/Guardian Highest Education Level codes are reported in the “Unknown, insufficient information to determine” economically disadvantaged status category on the PFT summary reports.

FITNESSGRAM

In addition to new FG10 as described under the Progressive Aerobic Cardiovascular Endurance Run VO_2 max Formula Revised subhead on page 10, *FITNESSGRAM* is no longer selling FG8 software and is encouraging FG8 and FG9 users to upgrade to the Web-based FG10 software. More information on this change is found on the Human Kinetics *FITNESSGRAM* Web site at <http://www.fitnessgram.net/>.

Data Correction

After submission of the PFT data, PFT coordinators have opportunities to review errors in the Student List (which is accessed through the secure District Portal) and correct errors in their PFT data. “Section 5. Correcting and Scoring Data and Reporting Results” describes the data correction process.

- Errors indicate data that must be corrected otherwise the student record will not be scored nor reported. Errors include unrecognized or missing school codes; invalid or missing date of birth (DOB), invalid or missing gender, PFT Start Date, or grade; and score data that is not within the valid ranges.
- Insufficient, incomplete, or missing test data will flag as warnings (i.e., one side only provided for the Back-Saver Sit and Reach). Warnings do not keep student records from being scored. If not corrected, however, warnings may result in incorrectly scoring and reporting student data. Data with warning flags should be reviewed and corrected, if possible, to ensure the integrity of the reports provided to the LEA.

To assist with correcting errors and warnings, several tools are available to PFT coordinators from the Student List. These tools include a warning and error report; a report of student records which were removed as duplicates; a feature to search for students by name (first or last), Statewide Student Identification (SSID) number, or school code; and a filter to view only student records with errors or student records with warnings.

Batched Individual Student Reports

Beginning with reports from 2012–13, PFT coordinators who are logged in to the secure District Portal of the California PFT Web site at <http://www.pftdata.org/> and submitted data for 2012–13 are able to download individual student reports as Portable Document Format (PDF) files, by school, and in batches of up to 250 reports. In addition, this batched report feature allows the downloading of reports going back four years. The current feature of accessing reports one-by-one for individual students continues to remain available as an alternative option for viewing and downloading reports.

PFT Coordinator Manual

Section 2 **Program Overview**

FITNESSGRAM

Charter Schools

Test Administration Costs

Equipment and Materials

Training Resources

Vendors

Section 2. Program Overview

This section provides new and experienced PFT coordinators with essential background information needed to prepare for, understand, and carry out the activities associated with the PFT. The PFT Calendar, which is found on the PFT Resources page of the California PFT Web site at <http://www.pftdata.org/>, provides a timeline for scheduling all of the activities described throughout this manual. Section 2 also addresses the different resources available to support the PFT administration activities and includes important information for charter schools.

FITNESSGRAM

By law (California *Education Code* [EC] Section 60800), all LEAs in California are required to administer the PFT annually, February 1 through May 31, to students in grades five, seven, and nine unless the LEA has a State Board of Education (SBE) waiver to administer the PFT outside the designated testing window. The SBE designated the *FITNESSGRAM* as the PFT for students in California public schools. The primary goal of the *FITNESSGRAM* is to assist students in establishing lifetime habits of regular physical activity.

Students in grades five, seven, and nine are required to take the PFT, whether or not they are enrolled in a physical education class or participate in a block schedule. LEAs should also test all grade five, seven, and nine students in alternate programs, including, but not limited to, continuation schools, independent study, community day schools, county community schools, and nonpublic, nonsectarian schools (NPS) as well as students enrolled in virtual or online programs. Students who are physically unable to take the entire test battery are to be given as much of the test as students' conditions permit (California *EC* Section 60800 and *California Code of Regulations*, Title 5, Section 1041).

The *FITNESSGRAM* is composed of the following six fitness areas, with a number of test options provided for most areas:

Aerobic Capacity

- One-Mile Run
- PACER (Progressive Aerobic Cardiovascular Endurance Run)
- Walk Test (only for ages 13 or older)

Body Composition

- Skinfold Measurements
- Body Mass Index (BMI)
- Bioelectric Impedance Analyzer

Abdominal Strength and Endurance

- Curl-Up

Trunk Extensor Strength and Flexibility

- Trunk Lift

Upper Body Strength and Endurance

- Push-Up
- Modified Pull-Up
- Flexed-Arm Hang

Flexibility

- Back-Saver Sit and Reach
- Shoulder Stretch

Charter Schools

Charter schools that are independent for assessment purposes (i.e., independent charter schools) are required along with all other LEAs to designate a PFT Coordinator by November 1 (see “Section 1. 2013–14 Highlights”); administer the PFT to students enrolled in grades five, seven, and nine; and collect and submit to the state contractor, SJCOE, the PFT results by June 30. The PFT summary results for independent charter schools are reported separately from those of the authorizing educational agency and can be accessed under the name of the charter school on the school or district level reports of the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/>. Being an independent charter school for assessment may be different from being fiscally independent. It is important for charter schools to evaluate their PFT reporting status and adhere to the requirements and guidelines in this manual if they are operating independently for assessment purposes.

Test Administration Costs

The administration of the PFT is not directly funded through state apportionments. Most costs associated with the test administration are the responsibility of the LEA. These costs include purchasing equipment and materials, training teachers, and processing and analyzing the PFT data. These costs are no longer recoverable as “state-mandated costs” operated through California’s State Controller’s office. They are now covered under the Mandate Block Grant. Information on this grant, including the timeline and online application process, is available on the CDE Mandate Block Grant Web page at <http://www.cde.ca.gov/fg/aa/ca/mandatebg.asp>.

Equipment and Materials

The proper administration of the *FITNESSGRAM* requires specific testing equipment and data collection materials. For a quick overview of the PFT and help in determining which equipment and data collection materials might need to be ordered, we recommend reviewing the graphic organizer entitled “*FITNESSGRAM*: Fitness Areas, Test Options, and Equipment” and the “2013–14 PFT Resources.” This graphic organizer and “2013–14 PFT Resources” are located under PFT Assistance for Local Educational Agencies on the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>.

If schools in the LEA administered the PFT in previous years, it may not be necessary to order any testing equipment or data collection materials. We recommend that PFT coordinators check with the physical education teachers early in the school year regarding existing and needed equipment and materials.

Test Administration Manual

At a minimum, each LEA should purchase one copy of the *FITNESSGRAM* Test Administration Manual for each school that administers the PFT. To order the manual, go to the “Training” menu of the Human Kinetics *FITNESSGRAM* Web site at <http://www.fitnessgram.net/>, or contact Human Kinetics by phone at 800-747-4457, extension 2423.

The reprinted updated fourth edition of the *FITNESSGRAM* Test Administration Manual is designed to make the *FITNESSGRAM* easier to understand and use in physical education classes. The manual describes in detail how each test is administered, what is measured, and the score limits indicated for the tests (e.g., one [1] is the lowest possible score on the PACER, Curl-Up, Push-Up, and Modified Pull-Up). The third and all fourth editions (i.e., fourth, updated fourth, and reprinted updated fourth editions) of the manual include an instructional DVD with video clips. All fourth editions also include a CD for the 15-meter and 20-meter PACER, as well as cadences for the Curl-Up and Push-Up tests. Cadences help students with pacing their movements for these tests. They also assist teachers with identifying breaks in form that result when students are not able to maintain the cadence. Furthermore, all fourth editions of the manual include a conversion table for converting the 15-meter PACER laps to 20-meter laps. (The 15-meter conversion table can also be viewed and downloaded from the Human Kinetics *FITNESSGRAM* PACER Conversion Web document at <http://www.cooperinstitute.org/lookup-tables>.) Previous editions of the *FITNESSGRAM* Test Administration Manual may continue to be used for the PFT administration but should not be used for scoring purposes.

Note: Human Kinetics should be contacted for information about *FITNESSGRAM* materials only. They are not prepared to respond to questions about PFT administration policies, data collection, or electronic data transmittal. If you have questions regarding PFT administration policies, contact the High School and Physical Fitness Office by phone at 916-445-9449 or by e-mail at pft@cde.ca.gov. If you have questions about data collection or submission, contact the PFT Help Desk by e-mail at pftdata@sjcoe.net (preferred) or by phone at 888-852-9681.

Options for Measuring Body Composition

The two tests for measuring Body Composition discussed in the *FITNESSGRAM* Test Administration Manual are Skinfold Measurements and the calculation of Body Mass Index or BMI. In addition, automated skinfold calipers and bioelectric impedance analyzers are permitted for the measurement of body composition (i.e., percent body fat). A number of portable bioelectric impedance analyzers are available, which are inexpensive, easy to use, and produce accurate results. One device resembles a bathroom scale and produces an estimate of body composition when the participant stands on the device barefooted. Another handheld device estimates body composition when the participant grasps its two handles while extending the arms. It is important to note that a student's hydration status and prior exercise can influence the accuracy of individual estimates from bioelectric impedance analyzers; therefore, manufacturer guidelines should be closely followed when using these devices.

While Skinfold Measurements and percent body fat obtained from the devices described above provide acceptable Body Composition scores, height (feet and inches) and weight (pounds) should also be collected for students who participate in the One-Mile Run, as this information is required to calculate the VO_2 max for this test option.

Note: The Cooper Institute recommends the Omron handheld bioelectric impedance analyzer since it yields the most accurate comparisons with skinfold measurements. Bioelectric impedance analyzers based on infrared interactance methodology (e.g., Futrex) have not been shown to provide accurate estimates of body composition in children; therefore, these types of devices cannot be used as part of the PFT.

Bioelectric Impedance Analyzer and BMI

Close attention should be paid to the distinction between the percent body fat obtained from a Bioelectric Impedance Analyzer and the calculated BMI (Body Mass Index), as these scores are often treated as if they were interchangeable. The bioelectric impedance analyzer score is an estimate of the percent of body fat obtained using this device. The BMI is a calculated value derived during the scoring process and involves a comparison of the student's weight relative to

height. Only the BMI derived from the student’s weight and height can be used in the calculations of VO_2 max for the One-Mile Run. The percent body fat cannot be used in the *FITNESSGRAM* equations used to calculate the VO_2 max for the One-Mile Run. (Percent body fat results, calculated from Skinfold Measurements, also cannot be used in the *FITNESSGRAM* equation used to calculate the VO_2 max for the One-Mile Run.)

Training Resources

Free online videos for each of the *FITNESSGRAM* test options are available on the California PFT Modules, Videos, and Training Web page at <http://www.pftdata.org/training.aspx/>. PFT coordinators, teachers, and other LEA staff responsible for the PFT administration would benefit from viewing the protocols demonstrated in these videos. In addition to the videos, the California PFT Modules, Videos, and Training Web page includes free Webinars and modules designed to familiarize PFT coordinators with essential PFT requirements and the data submission and correction processes.

To better understand the background, content, philosophy, and requirements of the *FITNESSGRAM*, PFT coordinators may also consider participating in face-to-face *FITNESSGRAM* trainings, which may be available locally or by completing the free online training course offered by Human Kinetics. PFT coordinators and teachers can access this online training by going to the Human Kinetics *FITNESSGRAM* Training Options Web page at <http://www.fitnessgram.net/training/>.

Note: The Human Kinetics online training and the *FITNESSGRAM* Test Administration Manual show students administering the *FITNESSGRAM* to other students. This aspect of the online training and the manual **does not** comply with *California Code of Regulations*, Title 5, Section 1043 requiring the PFT to be administered and scored by employees of the LEA. Note that LEA employees must be the ones who administer the PFT (i.e., *FITNESSGRAM*) to the students.

Vendors

Pre-ID and scannable data collection materials are not required for the administration of the PFT; however, LEAs may purchase these materials and related services from vendors. For more information regarding the use of vendors, contact the High School and Physical Fitness Assessment Office by phone at 916-445-9449 or by e-mail at pft@cde.ca.gov. The “2013–14 PFT Resources” includes a list of vendors and is located on the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>.

PFT Coordinator Manual

Section 3 **Administering the Test**

Student Participation

Student Data Collection

Section 3. Administering the Test

This section explains the student participation requirements for the PFT and details the data collection requirements, which need to be taken into consideration during local PFT administration procedures. All of the data collection requirements are reflected in the “2013–14 PFT Student Data File Layout” found in the Resources section of this manual. For test administration descriptions, refer to the *FITNESSGRAM* Test Administration Manual and the *PFT Reference Guide* available on the Resources page of the California PFT Web site at <http://www.pftdata.org/>.

Student Participation

All students in grades five, seven, and nine must be administered the PFT during the designated administration window of February 1 through May 31. The information in this manual applies to the PFT for students in these three grades only. It does not apply to students who may be tested in grades ten or higher to determine exemption eligibility. (Answers to frequently asked questions and other information on the topic of exemptions are posted on the CDE PFT Physical Education [PE] Exemptions Web page at <http://www.cde.ca.gov/ta/tg/pf/pftexemptions.asp>.) The PFT results should reflect the extent to which the students were able to participate in any fitness area of the PFT.

Students with Disabilities

All students with disabilities who are unable to take the entire PFT should be given as much of the test as each student’s physical condition permits. The individualized education program (IEP) or Section 504 plan team is responsible for deciding how students with disabilities will participate in the PFT. *Matrix 2. Matrix of Variations, Accommodations, and Modifications for Administration of the California High School Exit Examination, California English Language Development Test and the Physical Fitness Test* provides a list of the types of variations and accommodations available for the PFT. This matrix is posted on the CDE Student Testing Web page at <http://www.cde.ca.gov/ta/tg/ai/>. PFT results should be reported for all grade five, seven, and nine students with disabilities who participate in the PFT, and the results should reflect the extent to which the students with disabilities were able to participate in any fitness area of the PFT.

Students on a Block Schedule

The requirement to administer the PFT includes schools whose students are on a block schedule; therefore, these students may not be enrolled in physical education classes during the PFT administration window (i.e., February 1 through May 31). LEAs must request a waiver from the SBE to administer the PFT outside the testing window.

More importantly, if schools in the LEA are on a block, quarter, or alternative schedule in which students do not receive physical education instruction every ten school days, the LEA must submit a waiver to the SBE, or it is in violation of the California *EC* sections 51210 and 51222. The SBE adopted the waiver policy to allow LEAs to seek flexibility in these requirements in order to accommodate block schedules, when necessary. The SBE Policy #99-03 created criteria for the consideration and granting of waiver requests of the physical education requirements. One of the criteria requires that “Students are prepared for and participate in the physical performance testing as specified in the California *Education Code*.” The “Waiver Policies: Physical Education Requirements for Block Schedules” can be obtained from the CDE Waivers Web page at <http://www.cde.ca.gov/re/lr/wr/>.

Student Data Collection

Race and Ethnicity

PFT coordinators should review the reporting requirements for race and ethnicity reflected in the “2013–14 PFT Student Data File Layout” found in the Resources section of this manual. The PFT reporting requirements for race and ethnicity align with federal requirements and those of other California standardized assessments. More information about the federal standards for collecting and reporting race and ethnicity categories can be found under the Frequently Asked Questions section on the CDE California Longitudinal Pupil Achievement Data System (CALPADS) Web page at <http://www.cde.ca.gov/ds/sp/cl/>.

Economically Disadvantaged Reporting

The CDE collects information about the economic status of students through two fields. The first data field collected is Parent/Guardian Highest Education Level where 10 = Graduate school/post graduate training; 11 = College graduate; 12 = Some college (include AA degree); 13 = High school graduate; 14 = Not a high school graduate; and 15 = Declined to state or unknown. The second data field collected is the student’s eligibility for the National School Lunch Program (NSLP), which is also known as Free and Reduced Priced Meals (FRPM). In this field, the acceptable codes are Y = Yes (the student is eligible), or N = No (the student is not eligible). Eligibility for the NSLP does not mean the student is participating in the NSLP. The information from these two fields is used to determine the student’s economically disadvantaged status and to carry out other analysis to assist with the interpretation of the PFT results.

NSLP eligibility is strictly confidential and should not be placed on a form, such as a scannable form, as it would make it identifiable for others to view. The Parent/Guardian Highest Education Level should also be handled with the same strict confidentiality.

Aerobic Capacity

All three Aerobic Capacity test options are scored as estimates of VO_2 max. To calculate VO_2 max requires that height (feet and inches) and weight (pounds) be collected for the One-Mile Run. Weight (pounds) and heart rate (beats per minute) are required for the Walk Test. Table 2 details the student level data that must be collected for each Aerobic Capacity test option in order to calculate VO_2 max scores. To ensure that students can be properly scored and reported for the One-Mile Run or the Walk Test, it is strongly recommended that height (feet and inches) and weight (pounds) be collected for every student tested for Aerobic Capacity. In addition, the following rules are applied in scoring the Aerobic Capacity tests:

- The Walk Test is a test option only allowed for students who are ages 13 and older. If the Walk Test is given to grade five students younger than age 13, it cannot be scored and will not be reported, as Walk Test HFZs have not been established for students younger than age 13.
- The maximum time allowed on the One-Mile Run is 13 minutes. Students with One-Mile Run times greater than 13 minutes will not be scored (i.e., have a VO_2 max calculated) and will be reported as Needs Improvement.
- Grade five students younger than age 9 who complete the One-Mile Run or PACER will not be scored, but will be reported in the HFZ regardless of the one-mile run time or number of laps completed.
- Grade five students who are age 9 will be scored and reported using the standards for age 10 students.

Table 2. Aerobic Capacity Data Collection Requirements

Test Option	Gender	Age	Height (feet and inches)	Weight (pounds)	One-Minute Heart Rate	Laps or Time
One-Mile Run	✓	✓	✓	✓	N/A	✓ Time*
20-meter PACER	✓	✓	N/A	N/A	N/A	✓ Laps
Walk Test	✓	✓	N/A	✓	✓	✓ Time

* VO_2 max will not be calculated if the time for the One-Mile Run is over 13 minutes.

To reiterate, for the One-Mile Run, in addition to gender, age, and time, the student's height (feet and inches) and weight (pounds) must be collected. For most students, this will not require additional data collection as their age and gender

should already be collected as part of the PFT and their height (feet and inches) and weight (pounds) should already be collected for Body Mass Index (BMI), one of the options for Body Composition. In addition, if the 15-meter PACER is administered, the 15-meter PACER laps first need to be converted to 20-meter laps. The 15-meter PACER conversion table document can be viewed and downloaded from the Human Kinetics *FITNESSGRAM* PACER Conversion Web document at <http://www.cooperinstitute.org/lookup-tables>.

An Excel spreadsheet calculator, which can be used to estimate BMI and VO_2 max scores, is found on the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>. This calculator includes the latest PACER formula for Aerobic Capacity and updated BMI Healthy Fitness Zones.

The Presidential Youth Fitness Program also has a *FITNESSGRAM* score sheet and other resources (e.g., frequently-asked-questions, manuals, tools) available to assist educators on the Resources Tab of the Presidential Youth Fitness Program Web site at <http://www.presidentialyouthfitnessprogram.org/>.

Student Data Collection Requirements

The following points summarize key data collection requirements based on the “2013–14 PFT Student Data File Layout.” All these requirements should be carefully reviewed to ensure local data collection efforts result in an acceptable and accurate student data file. Handling of these particular requirements is also discussed in detail in “Section 4. Submitting Data.”

- County, district, and school code (i.e., CDS code) and charter number, if applicable, are required fields that are verified during the file data submission process. The seven-digit school codes, in particular, have been a source of errors in past PFT data files submitted. For example, in addition to missing or invalid school codes for an LEA, student records have been inadvertently submitted under 0000000, the 0000001 school code corresponding to NPS students, or a code belonging to a home/hospital or independent study school. Verify these codes before submitting the data by searching the CDE California School Directory Web page at <http://www.cde.ca.gov/re/sd/>.
- Date of Birth is split into three fields: Date of Birth (month), Date of Birth (day), and Date of Birth (year). This information must be provided for every student. Without a valid Date of Birth (DOB), the age of the student at the time of testing cannot be calculated, and the PFT data will not be scored. DOBs should also be checked to ensure they are valid (i.e., the day exists for a particular month, the calculated age is reasonable given the grade of the student, and the year provided is not the year of the test administration).

The following rules are used to determine the validity of the student's age for PFT purposes:

- Grade five student's calculated age falls between 8 and 12 years
- Grade seven student's calculated age falls between 10 and 14 years
- Grade nine student's calculated age falls between 12 and 16

- Gender information (M or F) must be provided for every student. Without a valid gender code, the PFT data will not be scored nor reported. Gender, like student age at the time of testing, is required to carry out several of the scoring calculations. Furthermore, the scored results cannot be evaluated against the *FITNESSGRAM* performance standards, which are established by gender and age. A missing or invalid gender will flag as an error that must be corrected. If this error is not corrected, the student record will not be scored.
- National School Lunch Program (NSLP) eligibility (also known as Free and Reduced Price Meals eligibility) and Parent/Guardian Highest Education Level data are readily available through student information systems and is collected for other California standardized assessments. This data is used to determine the economic status for students who participate in the PFT. This allows the CDE to conduct additional analyses that assist with the interpretation of the PFT results.

NSLP eligibility and Parent/Guardian Highest Education Level data are strictly confidential and should not be placed on a form, such as a scannable form, as it would make this information identifiable for others to view. This data should be completed or added to the file after the scores have been recorded and collected from the schools.

- PFT Start Date is comprised of three fields: PFT Start Date (month), PFT Start Date (day), and PFT Start Date (year). PFT Start Date indicates the day the student was administered the first test for PFT purposes. As with the DOB, this information must be provided for every student. If the PFT Start Date is beyond May 31, the end of the PFT administration window, the student record will flag with an error that must be corrected.
- Heart Rate reported for the Walk Test is the one-minute Heart Rate (# of beats per minute). The range of acceptable values for this field (i.e., 30 to 250) accommodates values for one-minute heart rates. A heart rate less than 30 will flag as an error that must be corrected.

- Data outside of the lower and upper limits of the acceptable value ranges will flag as errors, which should be corrected prior to scoring or the student will not be scored. It is important that these limits be communicated to teachers, who are responsible for administering the PFT and recording the results for the students. The limits established on the “2013–14 PFT Student Data File Layout” are consistent with those displayed on the Healthy Fitness Zone charts and with many of those in the *FITNESSGRAM* software. Further, many of these limits (e.g., no more than 12 inches on the Trunk Lift) are designed to ensure the safety of the students.
- In the proper administration of the PACER, Curl-Up, Push-Up, and Modified Pull-Up, a student is allowed two form breaks with the first form break counting as a repetition or lap. A student who commits two form breaks immediately upon the start of the test is scored a one (1); therefore, a score of zero (0) is not allowed for any of these four tests. If the student does not participate, it should be left blank.
- The limits on the minutes and seconds (i.e., time) for the One-Mile Run and Walk Test are set at 59 each. However, the time of 59 minutes and 59 seconds must only be used to indicate students who attempted the One-Mile Run or Walk Test but did not complete it. Students with 59 minutes and 59 seconds will be scored insufficient (I) and reported as Needs Improvement. An insufficient in Aerobic Capacity is considered as participating in Aerobic Capacity when the scoring program calculates a student’s Participation Level.
- Complete results must be provided for each test. The two flexibility tests (i.e., Back-Saver Sit and Reach and Shoulder Stretch) require scores for both the left and right sides. Skinfold Measurements requires scores for the triceps and calf. BMI requires height (feet), height (inches), and weight (pounds). The One-Mile Run and Walk Test require scores for height, weight, time (minutes and seconds), and heart rate (Walk Test only). Students without complete test scores will be scored Insufficient (I) and reported as Needs Improvement. A score of Insufficient in Aerobic Capacity, Body Composition, or Flexibility is considered as participating in that fitness area when the scoring program calculates a student’s Participation Level. For example, a student who has time reported for the One-Mile Run and only weight reported for the BMI, is scored Insufficient for Aerobic Capacity and Body Composition. Yet, this student is considered as having participated in these two fitness areas.
- Shoulder Stretch scores should be reported as Y (Yes) or N (No). Values of P (Pass), F (Fail), or 1 or 2 will flag as errors and, if not corrected, the student will not be scored.

PFT Coordinator Manual

Section 4 **Submitting Data**

Data Collection Process

File Format and
Data Submission

Coordinator Password

Additional Information

Section 4. Submitting Data

The PFT data are collected yearly from every LEA. Subsequently, state, county, school district, and school PFT results are posted on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/>. The CDE also submits a report of the state PFT results to the Governor and the Legislature. The completion of these tasks requires that all LEAs submit their PFT data to the state PFT contractor, the SJCOE. This section details the process for collecting and submitting the PFT data. Section 4 is designed to be used in combination with “Section 5. Correcting and Scoring Data and Reporting Results,” as the information in these two sections is complementary. Table 1 in “Section 1. 2013–14 Highlights” outlines key dates and activities for the data collection and reporting. The online PFT Calendar, found on the PFT Resources page of the California PFT Web site at <http://www.pftdata.org/>, provides a more detailed and up-to-date schedule of all the activities associated with the PFT.

Data Collection Process

It is the responsibility of the LEA to determine how student test data will be collected, compiled, recorded, and submitted. Reviewing the requirements early in the school year will allow LEAs to plan ahead for the data requirements.

The PFT data collection process begins with the school-level collection of the student’s PFT results during February 1 through May 31 (i.e., PFT administration window). This process involves an employee of the LEA, who is typically the physical education teacher, administering the PFT to students and recording the results on a form or score sheet, and/or using a data-entry handheld device. The following are some options LEAs can use to assist schools with their PFT data collection:

- Make available copies of a student data collection form (see Resources section in this manual)
- Develop a scannable student data collection form
- Use student information system to store PFT data
- Purchase and use the *FITNESSGRAM* software
- Copy or insert the data onto the MS Excel template
- Contract with a vendor, who provides forms or process to collect the student PFT data
- Use the Template Generator application (see page 30 for more information about this application)

The next step in the process involves compiling the LEA data, which may require transferring the student-level data from score sheets or forms into an electronic format that conforms to the “2013–14 PFT Student Data File Layout.”

***FITNESSGRAM* Software**

One option for collecting and compiling data involves the use of the *FITNESSGRAM* software. Note that new *FITNESSGRAM* 10 (FG10) is now available. FG10 will incorporate the updated Progressive Aerobic Cardiovascular Endurance Run (PACER) equation and the new BMI standards. *FITNESSGRAM* 8 (FG8) and FG9 software is no longer available for sale and no longer scores students correctly due to recent changes in standards for BMI and new formula for PACER test. (For more information on these changes, see “Section 1. 2013–14 Highlights.”) Users of FG8 and FG9 should visit the *FITNESSGRAM* Web site at <http://www.fitnessgram.net/> for information on upgrading this software. It is important to keep this software upgraded to ensure it is properly scoring the *FITNESSGRAM* to the latest standards. Human Kinetics, the CDE, and the SJCOE do not support *FITNESSGRAM* 6.

MS Excel Template

The PFT Student Data Template (MS Excel spreadsheet) is available on the PFT Resources page of the California PFT Web site at <http://www.pftdata.org/> for use to compile the PFT data. This template follows the “2013–14 PFT Student Data File Layout,” is color-coded for ease of use, and produces a file in the accepted tab-delimited text format. It only includes one worksheet. Instructions about how to complete the template are provided in a separate Word file.

The MS Excel template may be uploaded and completed in Google Docs. Once completed, however, it will need to be exported as plain text before submitting the file through the District Portal. The exported plain text file will have a .tsv (tab-separated values) extension, which will need to be renamed with a .txt extension before uploading the file. Currently, .txt is the only accepted file extension for PFT data submissions.

Additional Considerations

PFT data to be collected and reported by LEAs must include results for every student, including students with disabilities, in grades five, seven, and nine, whether or not the student was fully tested, partially tested, or not tested at all.

Data for students tested in grades ten or higher, which is done to determine exemption eligibility (pursuant to California *Education Code* Section 51241, Subsection [b]), **should not** be included in data submitted to the SJCOE. Data submitted for students who are not enrolled in grades five, seven, or nine will flag as errors, which are not scored nor reported.

File Format and Data Submission

After the PFT data have been collected for each school and compiled electronically, PFT coordinators are responsible to prepare and submit the data file to SJCOE using one of the applications described below. PFT coordinators can access these applications by logging on to the PFT Manager through the secure District Portal of the California PFT Web site at <http://www.pftdata.org/> (Figure 2). In the PFT Manager, PFT coordinators will find a number of useful applications such as Data Entry, Data Upload, and the Student List. Submitting data is an easy process; however, to demonstrate the data submission processes, the SJCOE provides a training module posted on the California PFT Modules, Videos, and Training Web page at <http://www.pftdata.org/training.aspx>.

Figure 2. PFT California PFT Web Site

California Physical Fitness Test (PFT)

Welcome to the California Physical Fitness Test (PFT) Web site hosted by the San Joaquin County Office of Education (SJCOE), the current state PFT contractor. This site is for collecting annual student PFT data from each local educational agency (LEA). An LEA is a school district, county office of education, or charter school that is independent for assessment purposes (i.e., independent charter school). The SJCOE scores and submits the LEA results to the California Department of Education.

Coordinator Registration
Every LEA needs to designate a PFT Coordinator by November 1 every year, even if the LEA uses a vendor or does not have students in grades five, seven, or nine. This ensures that the LEA will receive the latest PFT information and updates and be able to submit, review, and correct data, as needed.
Passwords were reset on September 16, 2013. To obtain the password needed to access the secure District Portal, complete the [2013–14 PFT Coordinator Designation](#) online form. The LEA superintendent or administrator will be contacted by e-mail to approve the information on the form before the password is released.
The [CDE Physical Fitness Testing](#) has more information about the PFT.

Resources
A variety of materials and online training resources are available to assist PFT Coordinators prepare for, coordinate, and carry out the administration and data collection for the PFT. As these materials and resources are regularly updated, it is recommended PFT Coordinators periodically check the links below to ensure they are using the most updated versions.
[PFT Resources](#)
Provides information for PFT Coordinators and administrators.
[PFT Modules, Videos, and Training](#)
Provides information on the PFT data submission and correction processes, test protocols, and training resources.
[Help Center](#)
Visit our Help Center to get answers to frequently asked questions about the PFT.

District Portal
Please log in using your County Code, District Code, Charter Number, and Password. Use Charter Number 0000 for school districts and county offices of education.
County Code:
District Code:
Charter Number:
Password:
 [Forgot Your Password?](#)

Site maintained by the San Joaquin County Office of Education for the California Department of Education.

San Joaquin County Office of Education
Mick Founts, Superintendent of Schools

- **Data Entry** – Student data is entered and submitted one-by-one onto a secure Web page data collection form. Data entry is a good option for LEAs with small numbers of students. Data is checked for errors during data entry, and warnings are available for immediate review after submitting the data for each student. There is no second or additional submission process required. **The data entry application is available only from February 1 until June 30.**

- **Data Upload** – This application is available to submit the PFT data in tab-delimited or tab-separated text file format. Once the file is uploaded, the file and data are checked, and the PFT Coordinator is notified that the file was accepted, the number of accepted student records, the number of student records with warnings, the number of student records with errors, and the number of duplicate records. This application is made available during all data submission/correction windows.
- **Template Generator** – This application is available to assist PFT coordinators in generating a PFT student data file from data uploaded using an exported FG8, FG9, or FG10 data file (in CSV format), 2013–14 using the Science CST pre-ID file layout (in fixed-length text file format), or both. The Template Generator produces the MS Excel template with the information filled in from the fields in the uploaded file(s). The template can then be downloaded as an MS Excel file, reviewed, and completed, as necessary. Unlike the enhanced data upload application, the PFT Coordinator will still need to upload the completed template file through the data upload application.
- **Student List** – PFT coordinators who are logged in to the PFT Manager can verify their entries or submissions, including the numbers of student records entered or submitted, selecting the Student List. PFT coordinators are strongly encouraged to log in and periodically verify their data to ensure it has been properly submitted to the system; that the number of records in the system matches the number of student records submitted; and that the student records are free from errors and warnings. Problematic files have resulted in zero records being accepted by the system for an LEA. If the PFT coordinator does not receive an e-mail confirming the number of records processed following submission of a data file, it is likely the file was problematic and zero records were accepted by the system. If this occurs, coordinators should contact the PFT Help Desk by e-mail at pftdata@sjcoe.net (preferred) or by phone at 888-852-9681.

To assist with reviewing errors and warnings, PFT coordinators can view an error and warning report or use the filter tool in the Student List to view only students with errors or students with warnings. PFT coordinators can also use the Student List to view duplicate records removed by the system; search for records (by student first name, student last name, SSID, or school code); review, edit, correct, or delete individual student records; or delete all student records.

Note: Due to large numbers of student records with errors and warnings, it may be easier to prepare and upload a new file than to correct errors and warnings within the Student List. Before a new file is uploaded for the same students, the existing records must be deleted (using the Delete ALL Students button) or the records in new file will be considered duplicates and not be accepted. **Keep in mind that deleting all student records in the system will result in deleting every record for the LEA including those that have been corrected or entered using the data entry application.**

To demonstrate the data correction processes, the SJCOE provides a training module posted on the California PFT Modules, Videos, and Training Web page at <http://www.pftdata.org/training.aspx>. PFT coordinators may also contact the PFT Help Desk via e-mail at pftdata@sjcoe.net (preferred) or by phone at 888-852-9681 with questions about the data submission or correction processes.

Note: Transmission of data files from a vendor or submission of data files to SJCOE, the state PFT contractor, via e-mail attachments is absolutely not an option and violates student privacy (*California Government Code* Section 11019.9 and Family Educational Rights and Privacy Act [FERPA]).

PFT Confirmation Web Page

In the first paragraph of the PFT Manager Welcome page, PFT coordinators will also find a link to the PFT Confirmation Web page. This is a link to a printable confirmation of entries and submissions.

File Considerations

Prior to uploading a file using any of the Upload Utility applications, PFT coordinators should review and edit the data file to ensure all data issues are resolved, per the following considerations:

- **File Name** – The file name assigned to the student data file by the PFT Coordinator should be one that can be used locally to store and retrieve the file, as SJCOE will assign a file name to the student data file during the upload process. The name assigned by SJCOE includes the county, district, charter number or 0000 for school districts or county offices of education, and the submission date. These codes are associated with the PFT Coordinator who logs in through the secure District Portal to upload the file. Therefore, is very important for PFT coordinators who serve multiple LEAs to log in through the correct LEA to submit a data file.

- **File Size** – The Upload Utility applications will accept files of any size. The processing time varies based on the file’s size and the number of files in the queue waiting to be processed. PFT coordinators who submit large files or files close to the June 30 deadline, when many files get submitted, may experience delays beyond 24 hours in getting notified about the acceptance status of their files.

- **Data Errors** - Check the data to ensure the following errors have been corrected to prevent scoring and reporting problems:
 - The data file should not contain asterisks, parenthesis, number or pound sign (#), ampersands (&), or other such special symbols or characters. These symbols or characters may prevent a file from fully uploading or prevent the scoring and reporting of the student records. Hyphens, dashes, or apostrophes in student first or last names are acceptable.
 - Student middle initials should not have periods appended at the end of the initial.
 - Decimals only are allowed for the percent body fat reported for the Bioelectric Impedance Analyzer. The percent body fat scores should be reported as decimals to the tenths place, including scores for any integer percentages (i.e., 22 percent should be reported as 22.0 percent). Check to ensure that the scores reported under the Bioelectric Impedance Analyzer are not calculated Body Mass Index (BMI) scores, as these provide different Body Composition information.
 - If a DOB is outside of the ranges for the grades (see “Section 3. Administering the Test”), it will flag as a warning. PFT coordinators will need to verify a flagged DOB is correct. Once verified, the PFT Coordinator can leave this part of the record unchanged, provided all errors are corrected, and select “Save Changes” in the Student Manager. (For more information on the data correction process see “Section 5. Correcting and Scoring Data and Reporting Results”.) The warning flag will remain in the student record.
 - If a DOB year is a 2-digit year (i.e., 98, 02), it will flag as an error that must be corrected or the student record will not be scored nor reported. DOB year must be a 4-digit year (i.e., 1998, 2002). This error should be corrected before submitting a file; however, it may also be corrected after submission.

- If a DOB is invalid (unacceptable month and day combination [e.g., June 31] or current test year provided for DOB year), the student record will not be scored nor reported. This error should be corrected before submitting a file; however, it may also be corrected after submission.
 - If a PFT Start Date is invalid (e.g., April 31, beyond May 31), it should be corrected before submitting a file. If the PFT Start Date is not valid or missing, it will flag as an error to be corrected.
 - If any fitness test score is invalid (not within the acceptable range), the student record will not be scored nor reported. These types of errors should be corrected before submitting a file; however, they may also be corrected after submission provided it is within the data correction window(s).
 - Leading zeros are not required for any two-digit fields, if a single digit is reported.
 - Leave entries blank for tests not taken by a student. The scoring program treats a result of zero (0) differently from a blank. A zero indicates a test taken with a resulting score of zero (e.g., zero inches reached on the Back-Saver Sit and Reach). A blank indicates the student did not attempt or participate in a test. **As a rule of thumb, fields with no data must be left blank.**
- **Duplicate Student Records** – As students may move between schools within a school district, it is not uncommon to find students who begin the PFT in one school and complete it in another school or who take the complete PFT in two different schools. The result is two records in the data file for such students. Either the data should be combined into a single record or the record with the best or more complete data reported for the student. Files should be checked for duplicates before being uploaded. Or, once the file is uploaded, the PFT Coordinator can view a duplicate record report from the Student List to determine which records were removed as duplicates and evaluate how to best resolve this type of data issue.
 - **Column Order and Blank Row** – To ensure that files upload properly into the data upload application, all of the columns in the file need to be arranged in the exact order shown on the “2013–14 PFT Student Data File Layout” or the MS Excel template available on the PFT Resources page of the California PFT Web site at <http://www.pftdata.org/>. In addition, blank rows should not be added between the rows of data.

- **Column Headings** – The first row of data files typically contains the column names (i.e., header row). The header row can be deleted before uploading a file or it may upload as a student record, which will need to be subsequently deleted.

Coordinator Password

In order to enter data, upload data, correct errors and warnings, or access and view individual student results and summary reports from current or previous years via the secure District Portal of the California PFT Web site at <http://www.pftdata.org/>, the PFT Coordinator must have a password. This password is reset each year. A new PFT Coordinator Designation form should be completed online by November 1, even if the information has not changed from the previous year. Additional information about this requirement is provided in “Section 1. 2013–14 Highlights.”

Additional Information

For questions about data collection, the submission process, or passwords, contact the PFT Help Desk by e-mail at pftdata@sjcoe.net (preferred) or by phone at 888-852-9681.

For questions about the PFT program or policies, contact the High School and Physical Fitness Assessment Office by phone at 916-445-9449 or by e-mail at pft@cde.ca.gov.

For questions about the *FITNESSGRAM*, contact Human Kinetics by phone at 800-747-4457. For questions about the *FITNESSGRAM* software, contact Human Kinetics by phone at 217-351-5076.

PFT Coordinator Manual

Section 5 **Correcting and Scoring Data** **and Reporting Results**

Confirmation Message

Correcting Data

Scoring Data

Reporting Results

Additional Information

Section 5. Correcting and Scoring Data and Reporting Results

As described in Section 4, data may be submitted by entering it online or by uploading a file or files. PFT coordinators who use the data entry application do not need to correct errors. Their submitted data will not have errors, as it is checked for errors during the data entry process. They may, however, enter data that gets flagged with warnings that need to be corrected. PFT coordinators who use an upload application, however, may have errors and/or warnings that need to be corrected. This section describes the rationale for the error and warning flags, their impact on student records, and provides guidance about how to correct these flags. This section also addresses the equations (i.e., formulas) and other important elements of the procedures used for scoring the data and reporting student results.

Confirmation Message

Data Upload

The PFT Coordinator will receive an automated confirmation e-mail message typically within 24 hours after submitting a file using any of the upload applications. (During high volume time periods it may take longer than 24 hours to process an uploaded file.) This message indicates the number of accepted student records, the number of student records with errors, the number of student records with warnings, and the number of duplicate student records removed. (Duplicate records are determined on the basis of student last name, first name, and SSID.) This same information is displayed in the first paragraph of the PFT Manager Welcome page when the PFT Coordinator logs into the secure District Portal of the California PFT Web site at <http://www.pftdata.org/>. PFT coordinators should review the results in the automated confirmation message and on the PFT Manager page to confirm that all the data was properly submitted and received.

Data Entry

PFT coordinators who use the data entry application do not receive a confirmation message because each submitted student record is automatically placed in the system. Users of data entry can verify their submissions by logging into the District Portal. In the first paragraph of the PFT Manager Welcome page, PFT coordinators will find a link to the PFT Confirmation Web page. This is a link to a printable confirmation of entries and submissions. From the Welcome page PFT coordinators can also select the Student List to view all records submitted into the system.

Note that the data entry application is available only from February 1 until June 30. Following June 30, the only way to submit PFT data is to upload a file.

Correcting Data

Data Correction Deadline

PFT coordinators are allowed to correct errors and warnings after their data has been submitted and processed. An error means data must be corrected; otherwise, the student record will not be scored nor reported. Warnings do not keep student records from being scored; however, if not corrected, warnings could result in incorrectly scoring the data and reporting student results. Data with error and warning flags should be reviewed and corrected to the extent possible to ensure the integrity of the data and reports provided to the LEA.

PFT coordinators should submit and correct their data by the June 30 deadline. This will ensure access to an accurate preliminary student scored data file, which will be available in the first week of July. Otherwise, data corrections can be made until the end of August when the data correction window will close. Further, PFT coordinators are sent regular e-mail reminders as long as the errors remain in the student data. Table 1 in “Section 1. 2013–14 Highlights” and the online PFT Calendar available from the Resources page of the California PFT Web site at <http://www.pftdata.org/> both highlight the schedule and deadlines for submitting and correcting data. Note that one and only one data correction window is available following the June 30 data submission deadline. This final data correction window closes on August 31.

Data Correction Process

To correct errors and warnings, the PFT Coordinator logs into the PFT Manager through the secure District Portal of the California PFT Web site at <http://www.pftdata.org/> using their LEA county number, district code, and charter number or 0000, if the LEA is a school district or county office of education, and a current year PFT password. After the PFT Coordinator is logged in to the PFT Manager, the PFT Coordinator follows these steps to correct errors and warnings:

- Select the Student List tab. From the Student List, the PFT Coordinator can view all the student records for the LEA. The default will display those student records with the greatest number of errors are listed first. Within the Student List, the student name (first or last), school code, Statewide Student Identifier (SSID), or errors and warnings may be used to sort student records. There is a function that allows searches by students last name, first name, SSID, or school code. A filter tool lists only students with errors or students with warnings. Other features are an error and warning report, where coordinators will be able to select a specific error or warning and view the student records that have that specific error or warning, and a duplicate report, where coordinators can view a list of records removed as duplicates.

Note: The duplicate report is a new tool for PFT coordinators, so they can more easily identify and update any duplicate student records.

- To view an individual student record, select the folder icon to the far right of a student record. This icon opens up the student data correction window (i.e., Student Manager). Errors and warnings are listed in red and yellow, respectively, at the top of the student record and highlighted on the screen. A message appears by hovering over each error or warning listed at the top of the record. This message indicates the invalid or incorrect value (in bold) followed by a brief description of the error or warning.
- Some demographic fields may be highlighted with warnings on the screen. These indicate fields that should be corrected. Keep in mind that student records with warnings will be scored, but student records with even one error will not be scored.
- Acceptable ranges for the data fields are provided in parenthesis to the right of each box. Drop down menus are also provided for several of the demographic fields. These tools are designed to assist with the error and warning correction processes. All errors and warnings should be verified before being corrected.
- Once all the errors and warnings are corrected, select the “Save Changes” button at the bottom of the student record. Changes cannot be saved until all the errors are corrected. However, changes can be saved if warnings remain in the student record.
- As each student record is fully corrected, it moves to the portion of the student list with 0 errors or warnings, depending on what was corrected.
- Select the trash can icon to delete a student record. For example, any students in grades that are not five, seven, or nine should be deleted. A message appears to confirm the deletion before the deletion is completed. PFT coordinators should use this option carefully, as a delete action cannot be undone.
- Select the Delete ALL Students button to delete the entire LEA data submitted. For example, a PFT Coordinator may want to upload an entirely new file, which requires deleting the original submission. A message appears to confirm the deletion before the deletion is completed. PFT coordinators should use this option carefully, as a delete action cannot be undone.

- If there are too many errors or warnings and there is a need to upload a new file, PFT coordinators should delete the original submission before uploading a new file. Otherwise, any duplicate student records (i.e., determined on the basis of student first name, last name, and SSID) in the new submission will be removed.

PFT coordinators should exercise caution when deleting ALL student records from the system as this function will remove all student records including those previously corrected or student records that have been submitted using the data entry application.

To demonstrate the data correction processes, the SJCOE provides a training module posted on the California PFT Modules, Videos, and Training Web page at <http://www.pftdata.org/training.aspx>. PFT coordinators may also contact the PFT Help Desk via e-mail at pftdata@sjcoe.net (preferred) or by phone at 888-852-9681 with questions about the data submission or error correction processes.

Error Flags

Missing or invalid codes in the following fields will flag as errors. PFT coordinators are encouraged to correct as many errors as possible, as **student records with errors will not be scored nor reported** in the summary reports.

- School Code – Code is 0000000, missing, or is invalid for the LEA.
- Student First Name and Student Last Name – First or last name is missing.
- Grade – Grade is missing or invalid (i.e., grade other than 5, 7, or 9).
- Gender – M or F is missing or the code provided is invalid.
- Date of Birth – Date is missing or invalid (i.e., April 31, 2004, two-digit year). Missing or invalid codes in these fields do not permit correctly calculating the student's age.
- PFT Start Date – Date is missing or invalid (i.e., is before November 1 or after May 31).
- Fitness Test Data Fields – Data is invalid (i.e., outside of the acceptable ranges).

Warning Flags

Missing or invalid codes in the following fields will flag as warnings. PFT coordinators are encouraged to correct as many warnings as possible, as they will likely impact the integrity of the final scored and reported data. Warnings, however, will not prevent student records from being scored and reported.

- Student DOB results in a calculated age that is outside of the valid age ranges for the grade of the student. (See “Section 3. Administering the Test” for the rules used to determine a valid age by grade.) If the DOB is correct as shown, the record should be left with the DOB warning flag.
- Statewide Student Identifier (SSID) – SSID is missing or invalid (i.e., not 10 digits).
- Hispanic/Latino – Data is missing or invalid (i.e., code is not Y or N). If no Hispanic or Latino ethnicity is selected, the student will be reported in the “Two or More Races” category.
- Race – Data is invalid (i.e., code is not Y or blank). If no race is selected and Hispanic/Latino is coded N, the student will be reported in the “Two or More Races” category.
- Parent/Guardian Highest Education Level and eligibility for the National School Lunch Program – Data is missing or invalid. Missing or invalid data in these fields can result in students being reported in the “Unknown, insufficient information to determine” economically disadvantaged status category.
- Height (feet), Height (inches), and Weight (pounds) – Data is insufficient (i.e., incomplete). Height (feet), height (inches), and weight (pounds) are all needed to calculate and score BMI and VO_2 max for Aerobic Capacity (i.e., One-Mile Run, Walk Test). Incomplete data is scored Insufficient (I) and reported as Needs Improvement.
- The One-Mile Run and Walk Test require scores for time (minutes and seconds), and heart rate (Walk Test only). Incomplete data is scored Insufficient (I) and reported as Needs Improvement.
- Walk Test – Student with a calculated age less than age 13 and with time and/or heart rate reported for the Walk Test do not have a VO_2 max calculated and are not scored nor reported for Aerobic Capacity. Per the administration guidelines, the Walk Test should not be administered to students less than age 13.
- Skinfold Measurements – Both triceps and calf skinfold measurements are needed to calculate percent body fat. Incomplete data is scored Insufficient (I) and reported as Needs Improvement.
- Back-Saver Sit and Reach and Shoulder Stretch – Both left and right sides are needed to calculate flexibility score. Incomplete data is scored Insufficient (I) and reported as Needs Improvement.

Additional Considerations

- The system does not flag errors or warnings for data, which results in an unusually high or low calculated score (i.e., VO_2 max, Body Mass Index [BMI], or percent body fat).
- Students ages 10 and above with times greater than 13 minutes on the One-Mile Run will not have a VO_2 max calculated and are reported as Needs Improvement.
- Grade five students age 9 with One-Mile Run time or PACER laps reported have a VO_2 max calculated and are compared to the HFZ for students age 10.
- Grade five students younger than age 9 with a One-Mile Run time or PACER laps do not have a VO_2 max calculated and are reported in the HFZ.

Scoring Data

A key component of the scoring process involves the calculation of the student's age, VO_2 max for Aerobic Capacity (i.e., the One-Mile Run, PACER, and Walk Test), BMI, or percent body fat for Skinfold Measurements. Most of the equations used in these calculations are included in the *PFT Reference Guide* available on the Resources page of the California PFT Web site at <http://www.pftdata.org/>.

Age Calculations

The student's age must be calculated as part of the PFT scoring because the HFZs for most test options vary by age. Calculating a student's age involves taking the difference between the year of the PFT Start Date and the year of the DOB to obtain the age. Then, the month and day are compared. If the PFT Start Date month and day is the same or greater than the DOB month and day, then the age stays as calculated. If the PFT Start Date month and day is before the DOB month and day, then one is subtracted from the age previously calculated.

Rounding Parameters

All calculated scores are rounded to the nearest tenth of a decimal before reporting the result or comparing the score to the HFZ for the related test option, including VO_2 max, BMI, and percent body fat.

All variables within the equations, however, are left to the decimal place calculated when used within an equation. For example, time is converted to a decimal before it is used in the VO_2 max equations. It is not rounded to the nearest tenth of a decimal

prior to use in this equation. Similarly, BMI is used in the calculation of VO_2 max for the One-Mile Run equation. The actual calculated BMI, not the rounded BMI, is used in this equation.

Order of Selecting Results

Some students will end up with multiple valid and equivalent results within a fitness area that has options. For example, students may have One-Mile Run, PACER, and Walk Test results all in the HFZ or Back-Saver Sit and Reach and Shoulder Stretch all in the HFZ. The following order is used when equivalent results are provided for reporting purposes:

- Aerobic Capacity: One-Mile Run, PACER, Walk Test
- Body Composition: BMI, Skinfold Measurements, Bioelectric Impedance Analyzer
- Upper Body Strength: Push-Up, Modified Pull-Up, Flexed-Arm Hang
- Flexibility: Back-Saver Sit and Reach, Shoulder Stretch

Reporting Results

From the PFT Manager, a PFT Coordinator may also view the following three types of reports from the Reports tab:

- Individual Student Reports (in batches of up to 250 reports by school or by individual student)
- Summary Reports
- Student Scored File

PFT coordinators may download and print individual student reports as PDF files in batches or groups of up to 250 reports by school. These reports can also be downloaded and printed, one by one, for individual students, as needed. Individual student reports are available for the past four administrations.

Summary reports allows PFT coordinators to generate reports as PDF files for the state, county, LEA, and by schools within the LEA. Each summary report includes overall results, as well as results organized by gender and race/ethnicity. There are

up to 31 pages in each report and, unlike the DataQuest summary reports, these reports do include results for groups of ten and fewer students and, therefore, should be interpreted with caution. Summary reports are available for the past four administrations.

The LEA student scored data file is also accessible to PFT coordinators via the Reports application. The layout of this file includes all the calculated scores and age for each student, whether the student is in the HFZ or in the Needs Improvement designation for each fitness area, and the number of fitness areas the student has attained in the HFZ (i.e., 0 of 6 to 6 of 6). PFT coordinators can view the layout and download the student scored data files for the past four administrations.

Additional Information

For additional questions about correcting, scoring, and reporting student results, contact the PFT Help Desk by e-mail at pftdata@sjcoe.net (preferred) or by phone at 888-852-9681.

For policy questions, contact the High School and Physical Fitness Assessment Office by phone at 916-445-9449 or by e-mail at pft@cde.ca.gov.

PFT Coordinator Manual

Resources

Student Data File Layout

Student Data
Collection Form

2013–14 Physical Fitness Test (PFT)

Student Data File Layout – Tab-Delimited Text

New or Changed for 2013–14

The Participation Level and Reason for Participation Level fields are no longer required. Participation Level and Reason for Participation Level have been renamed “**Filler**” in the layout and should be left blank in order to maintain the same the file layout. These changes to the file layout are denoted in **red**. The Participation Level will be calculated during scoring and reported in the scored file. The Reason for Participation Level is no longer collected nor reported. If data for these two fields are included in the file submitted, it will not be read in by the system.

All other fields, types, lengths, or acceptable values remain unchanged for 2013–14.

2013–14 Physical Fitness Test

Student Data File Layout – Tab-Delimited

“Red” signifies a new field or a change to the field.

Field	Type	Length	Acceptable Values ¹
County Code	Numeric	2	
School District Code	Numeric	5	
School Code	Numeric	7	
Charter Number	Alpha	4	0000 for dependent charters and school districts
Grade	Numeric	2	05, 07, or 09
Student Last Name	Alpha	11	
Student First Name	Alpha	9	
Student Middle Initial	Alpha	1	
Date of Birth (month)	Numeric	2	01 – 12
Date of Birth (day)	Numeric	2	01 – 31
Date of Birth (year)	Numeric	4	Must be a valid year, given grade of student
Gender	Alpha	1	M = Male, F = Female
Statewide Student Identifier (SSID)	Numeric	10	
Hispanic or Latino?	Alpha	1	Y = Yes, N = No
Race - Black or African American	Alpha	1	Y = Yes, Blank
Race - American Indian or Alaska Native	Alpha	1	Y = Yes, Blank
Race - Chinese	Alpha	1	Y = Yes, Blank
Race - Japanese	Alpha	1	Y = Yes, Blank
Race - Korean	Alpha	1	Y = Yes, Blank
Race - Vietnamese	Alpha	1	Y = Yes, Blank
Race - Asian Indian	Alpha	1	Y = Yes, Blank
Race - Laotian	Alpha	1	Y = Yes, Blank

¹ Field values must fall within the ranges specified and fields with no data must be left blank.

2013–14 Physical Fitness Test

Student Data File Layout – Tab-Delimited

“Red” signifies a new field or a change to the field.

Field	Type	Length	Acceptable Values ¹
Race - Cambodian	Alpha	1	Y = Yes, Blank
Race - Hmong	Alpha	1	Y = Yes, Blank
Race - Other Asian	Alpha	1	Y = Yes, Blank
Race - Filipino	Alpha	1	Y = Yes, Blank
Race - Native Hawaiian	Alpha	1	Y = Yes, Blank
Race - Guamanian	Alpha	1	Y = Yes, Blank
Race - Samoan	Alpha	1	Y = Yes, Blank
Race - Tahitian	Alpha	1	Y = Yes, Blank
Race - Other Pacific Islander	Alpha	1	Y = Yes, Blank
Race - White	Alpha	1	Y = Yes, Blank
Parent/Guardian Highest Educational Level	Alpha	2	10 – 15 or Blank 10 = Graduate school/post graduate training 11 = College graduate 12 = Some college (include AA degree) 13 = High school graduate 14 = Not a high school graduate 15 = Declined to state or unknown
NSLP (National School Lunch Program – identified as eligible)	Alpha	1	Y = Yes, N = No, Blank
PFT Start Date (month)	Numeric	2	01 – 05, 11, or 12
PFT Start Date (day)	Numeric	2	01 – 31
PFT Start Date (year)	Numeric	4	Must be a valid year

¹ Field values must fall within the ranges specified and fields with no data must be left blank.

2013–14 Physical Fitness Test

Student Data File Layout – Tab-Delimited

“Red” signifies a new field or a change to the field.

Field	Type	Length	Acceptable Values ¹
Filler ²		1	Blank
Filler		1	Blank
Height and weight fields must be completed for every student because Aerobic Capacity VO ₂ max, for the One-Mile Run and Walk Test cannot be calculated without this information.			
Height (feet)	Numeric	2	03 – 07, Blank
Height (inches)	Numeric	2	00 – 11, Blank
Weight (pounds)	Numeric	3	030 – 400, Blank
Aerobic Capacity			
One-Mile Run ³ (minutes)	Numeric	2	03 – 59, Blank
One-Mile Run ³ (seconds)	Numeric	2	00 – 59, Blank
20m PACER ^{3,4} (# laps)	Numeric	3	001 – 190, Blank
Walk Test ³ (minutes)	Numeric	2	03 – 59, Blank
Walk Test ³ (seconds)	Numeric	2	00 – 59, Blank
Heart Rate (# beats per minute)	Numeric	3	030 – 250, Blank

¹ Field values must fall within the ranges specified and fields with no data must be left blank.

² Participation Level will be calculated during scoring and reported in the scored file.

³ For the Mile Run and Walk Test, 59 minutes and 59 seconds must only be used to indicate students who attempted the test but did not complete it.

⁴ A student is allowed two form breaks with the first form break counting as a lap. A student who commits two form breaks immediately after the start of the test should receive a score of 1.

2013–14 Physical Fitness Test

Student Data File Layout – Tab-Delimited

“Red” signifies a new field or a change to the field.

Field	Type	Length	Acceptable Values ¹
Body Composition			
Skinfold Measurements Triceps (millimeters)	Numeric	2	01 – 40, Blank
Skinfold Measurements Calf (millimeters)	Numeric	2	01 – 40, Blank
Bioelectric Impedance Analyzer (percent body fat)	Numeric	4	00.1 – 99.9, Blank
Muscular Strength, Endurance, and Flexibility This area includes four test areas: abdominal strength and endurance; trunk extensor strength and flexibility; upper body strength and endurance; and flexibility.			
Abdominal Strength Curl-Up ⁴ (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
Trunk Extensor Strength Trunk Lift (# inches)	Numeric	2	00 – 12 (Max = 12), Blank
Upper Body Strength			
Push-Up ⁴ (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
Modified Pull-Up ⁴ (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
Flexed-Arm Hang (# of seconds)	Numeric	2	00 – 90 (Max = 90), Blank
Flexibility			
Sit and Reach - Left (# of inches)	Numeric	2	00 – 12 (Max = 12), Blank

¹ Field values must fall within the ranges specified and fields with no data must be left blank.

² A student is allowed two form breaks with the first form break counting as a repetition. A student who commits two form breaks immediately after the start of the test should receive a score of 1.

2013–14 Physical Fitness Test

Student Data File Layout – Tab-Delimited

“Red” signifies a new field or a change to the field.

Field	Type	Length	Acceptable Values ¹
Sit and Reach - Right (# of inches)	Numeric	2	00 – 12 (Max = 12), Blank
Shoulder Stretch - Left	Alpha	1	Y = Yes, N = No, Blank
Shoulder Stretch - Right	Alpha	1	Y = Yes, N = No, Blank

¹ Field values must fall within the ranges specified and fields with no data must be left blank.

2013-14 Physical Fitness Test

Student Data Collection Form

This form is for your convenience in collecting data for electronic submission. Do not send this form to the state PFT contractor (San Joaquin County Office of Education).

School Name _____

I. STUDENT DEMOGRAPHICS – Fill in all information whether student has tested or not.

A. Grade: _____ (05, 07, or 09)

B. Student Last Name: _____

C. Student First Name: _____

D. Student Middle Initial: _____

E. Gender: _____ (M, F)

F. PFT Start Date: _____ (MM)_____ (DD)_____ (YYYY)

NOTE: Date of Birth, Statewide Student ID, Ethnicity, Race, Parent/Guardian Highest Level of Education, and eligibility for National School Lunch Program are required and will be provided from the local educational agency's student information system.

***** Continue to Section II if student participates in any test. *****

2013–14 Physical Fitness Test

Sample Student Data Collection Form

II. INDIVIDUAL STUDENT SCORES – INDIVIDUAL STUDENT SCORES – Fill in all applicable data for each item below. Leave the score blank to indicate that the student did not attempt the test. Only use a zero (0) for test areas where a 0 is allowed and to indicate a test taken with a resulting score of 0.

Student Name: _____

A. Height and Weight

This data is required for One-Mile Run, Walk Test, and Body Mass Index calculations.

Height _____ (3 – 7 ft.) _____ (0 – 11 in.) Weight _____ (30 – 400 lbs.)

B. Aerobic Capacity (select one test)

- 1) One-Mile Run Min. _____ Sec. _____
 2) PACER (20 meter) Laps _____ (# of laps. Min = 1; Max = 190)
 3) Walk Test Min. _____ Sec. _____
 Heart Rate _____ (# of beats per minute. Min = 30; Max = 250)

NOTES:

- i) If the student begins, but cannot finish the One-Mile Run or the Walk Test, fill in 59 min. and 59 sec. for the time.
 ii) If the 15-meter PACER is administered, these scores must be converted to 20-meter PACER scores. The 15-meter PACER conversion table document can be viewed and downloaded from the Human Kinetics *FITNESSGRAM* PACER Conversion Web document at <http://www.cooperinstitute.org/lookup-tables>.

C. Body Composition (select one test)

- 1) Skinfold Measurement (median number)
 Triceps _____ (1 – 40mm) Calf _____ (1 – 40mm)
 2) Body Mass Index (Note: Body Mass Index is not the same as Percent Body Fat.)
 Height and weight provided in II.A.
 3) Bioelectric Impedance/Automated Skinfold Calipers
 Percent Body Fat ____ % (Note: Percent Body Fat is not the same as Body Mass Index.)

D. Abdominal Strength

- 1) Curl-Ups _____ (# of curl-ups. Min = 1; Max = 75)

E. Trunk Extensor Strength

- 1) Trunk Lift _____ (# of inches. Min = 0; Max = 12 in.)

F. Upper Body Strength (select one test)

- 1) Push-Ups _____ (# of push-ups. Min = 1; Max = 75)
 2) Modified Pull-Ups _____ (# of modified pull-ups. Min = 1; Max = 75)
 3) Flexed-Arm Hang _____ (# of seconds. Min = 0; Max = 90)

G. Flexibility (select one test)

- 1) Back-Saver Sit and Reach (Left and right sides required.)
 Left Side _____ (# of inches. Min = 0; Max = 12 in.)
 Right Side _____ (# of inches. Min = 0; Max = 12 in.)
 2) Shoulder Stretch (Left and right sides required. Y, if student is able to touch fingertips.
 N, if student is not able to touch fingertips.)
 Left Side _____ (Y = Yes; N = No)
 Right Side _____ (Y = Yes; N = No)