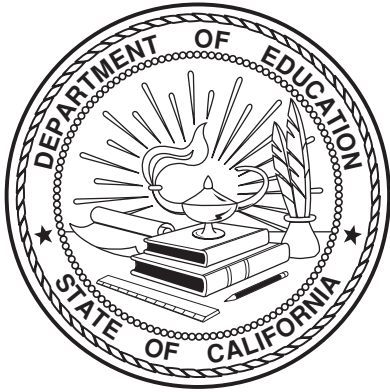

2011–12 California Physical Fitness Test



Physical Fitness Test (PFT) Coordinator Manual

- 2011–12 Highlights
- Program Overview
- Administering the Test
- Submitting Results
- Correcting Results
- Student Data File Layout
- Student Data Collection Form

January 2012

Updated February 22, 2012

Prepared by the
California Department of Education

Table of Contents

Introduction	4
Section 1. 2011–12 Highlights	6
Online PFT Coordinator Designation.....	7
Aerobic Capacity and Body Composition	8
Healthy Fitness Zones.....	9
File Format and Data Submission	9
Data Correction	9
Reporting Timeline.....	10
Section 2. Program Overview	11
<i>FITNESSGRAM</i>	12
Charter Schools.....	13
Test Administration Costs	13
Equipment and Materials.....	14
Training Resources	16
Vendors	16
Section 3. Administering the Test	17
Student Participation	18
Student Data Collection.....	19

Table of Contents

Section 4. Submitting Results	25
Data Collection Process	26
File Format and Data Submission	28
Coordinator Password	32
Additional Information	32
Section 5. Correcting, Scoring, and Reporting Results	33
Confirmation Message	34
Correcting Data	35
Scoring Data	39
Reporting Results	40
Additional Information	41
Resources	42
Student Data File Layout	43
Student Data Collection Form	48

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 2011–12 administration of the PFT. This manual highlights updates for 2011–12, provides essential background information, details responsibilities, includes data collection requirements, and describes the processes for the collection and submission of test results 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 results. 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/pf/>) 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 communication resources and 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 each school year and provide a comprehensive description of 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 staffs in the administration of the *FITNESSGRAM* tests.

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

PFT Coordinator Manual

Section 1 **2011–12 Highlights**

Online PFT Coordinator
Designation

Aerobic Capacity and
Body Composition

Healthy Fitness Zones

File Format and Data
Submission

Data Correction

Reporting Timeline

Section 1. 2011–12 Highlights

This section summarizes key information for the spring 2012 administration of the PFT that is new or that should be reviewed to ensure proper adherence to the PFT administration, data collection, and reporting procedures.

Online PFT Coordinator Designation

In order to enter data, upload data, or access, view, and correct individual student results 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 password. This password is reset each year. The PFT Coordinator Designation form must be completed by November 1 each year, 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 for approval.

The 2011–12 PFT Coordinator Designation form is completed online (Figure 1). The process for submitting the form is different from the downloadable form available in previous years although the information required on the form has not changed. The online form is available from the California PFT Web site at <http://www.pftdata.org/>.

Figure 1. Online 2011–12 PFT Coordinator Designation Form

California Physical Fitness Test

2011-12 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 (LEA) 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, 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

Once the form is completed and submitted, the LEA superintendent or charter school administrator will receive an e-mail from PFT Support (pftdata@sjcoe.net) with a hyperlink or URL to review, approve or deny, and print the information submitted, with the following results:

- If the form is approved, PFT Support sends a confirmation e-mail and 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. Enter 0000 in the charter number field if the LEA is a school district or county office of education.
- 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 e-mail to the applying PFT Coordinator informing him or her of the denial and the need to reapply.

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.

Aerobic Capacity and Body Composition

Beginning with 2010–11, all three Aerobic Capacity test options (i.e., One-Mile Run, 20-meter Progressive Aerobic Cardiovascular Endurance Run [PACER], and Walk Test) are reported in terms of $VO_2\text{max}^4$. To calculate $VO_2\text{max}$ for the One-Mile Run, in addition to gender, age, and time, the student’s height (feet and inches) and weight (pounds) must be provided. Similarly, to calculate $VO_2\text{max}$ for the 20-meter PACER, the student’s height (feet and inches) and weight (pounds) are required along with gender, age, and number of laps completed. For most students, these data requirements do not require additional data collection as their height and weight are probably already collected for calculating their Body Mass Index (BMI) under the Body Composition fitness area. The “2011–12 PFT Student Data File Layout” includes the collection of height (feet and inches) and weight (pounds) for all students.

⁴ $VO_2\text{max}$ refers to the maximum oxygen consumption of an individual during exercise. The acronym is derived from V = volume per time; O_2 = oxygen; and max = maximum.

Healthy Fitness Zones

No changes were made to the range values shown on the HFZ charts for 2011–12. The only change to the HFZ charts for 2011–12 is to the name of the Needs Improvement – Some Risk designation for Aerobic Capacity and Body Composition. This designation will be reported as Needs Improvement. The Needs Improvement – High Risk designation has not changed.

The 2011–12 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>.

File Format and Data Submission

Each PFT Coordinator must compile and submit the LEA data using one of two submission options: 1) Web-data entry, or 2) Web-data upload. If submitting via Web-data upload, the PFT Coordinator must submit data using a tab-delimited text file that follows the column structure described in the “2011–12 PFT Student Data File Layout”. The file layout is in the Resources section of this manual or can be viewed and downloaded from the PFT Resources page of the California PFT Web site at <http://www.pftdata.org/>. The 2011–12 layout has changed slightly from the 2010–11 version. Note that revisions were made to the acceptable values for student’s height and weight. Any LEA that uses a vendor service must have the vendor prepare the PFT data file to comply with this format.

Additional information about the acceptable file format and submission options is provided in “Section 4. Submitting Results” of this manual.

Data Correction

After submission of the PFT data, PFT coordinators will have opportunities to correct errors online in their PFT data. “Section 5. Correcting, Scoring, and Reporting Results” describes the data correction process. For 2011–12, the online PFT data will have flags differentiating errors from warnings. Errors indicate data that must be corrected otherwise the student record will not be scored nor reported. Errors include unrecognized school codes; invalid or missing gender, date of birth (DOB), or grade; and score data that is not within the valid ranges. Insufficient, incomplete, or missing scores 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 will result in incorrectly scoring and reporting student data. Data with warning flags should be reviewed and corrected to ensure the integrity of the reports provided to the LEA.

Reporting Timeline

All LEAs must report 2011–12 PFT results to the CDE, via the SJCOE, by June 30, 2012. Beyond this date, Web-data upload is the only submission method allowed for LEAs during the short, subsequent data correction/submission window, which coincides with the public release of results. Web-data upload requires creating and uploading a tab-delimited text file. Other timeline requirements are outlined in the PFT Calendar, which is found on the PFT Resources page of the California PFT Web site at <http://www.pftdata.org/>.

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. The State Board of Education 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 grades 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 schools. Students who are physically unable to take the entire test battery are to be given as much of the test as 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. 2011–12 Highlights”); administer the PFT to students enrolled in grades five, seven, and nine; and collect and report 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 may be recoverable as “state-mandated costs,” a program administered through the California State Controller’s Office. This office may be contacted by phone at 916–445–2636. Detailed mandated cost claim instructions are found on the California State Controller’s Office State Mandated Costs Web page at http://www.sco.ca.gov/ard_mancost.html.

Under the heading of “Annual Manuals,” select the most current fiscal year under “School Districts.” Next, under the “State Mandated Cost Programs” heading, scroll down and select “Physical Performance Tests – Program No. 173.”

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 “2011–12 PFT Resources.” This graphic organizer and “2011–12 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 page at <http://www.FITNESSGRAM.net/>, or contact Human Kinetics by phone at 800-747-4457, extension 2423.

The 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, fourth, and updated fourth editions of the manual include an instructional DVD with video clips. The fourth and updated 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, the fourth and updated 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.FITNESSGRAM.net/PACER_Conversion.pdf.) Previous editions of the *FITNESSGRAM* Test Administration Manual may continue to be used for the PFT administration.

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 Linda Hooper, CDE Education Research and Evaluation Consultant, by phone at 916–319–0345 or 916–445–9449, or by e-mail at PFT@cde.ca.gov. If you have questions about data collection or electronic data transmittal, 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 BMI. In addition, automated skinfold calipers and bioelectric impedance analyzers (BIAs) are permitted for the measurement of body composition (i.e., percent body fat). A number of new portable BIAs 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 (in bare feet). 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 BIAs; therefore, manufacturer guidelines should be closely followed when using these devices.

Note: The Cooper Institute recommends the Omron handheld BIA since it yielded the most accurate comparisons with skinfold measurements. BIAs 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 BIAs cannot be used as part of the PFT.

While both the Skinfold Measurements and BIA provide acceptable Body Composition scores, height (feet and inches) and weight (pounds) should also be collected for students who participate in any of the Aerobic Capacity test options, as this information is required to calculate the VO_2 max for Aerobic Capacity.

BIA and BMI

Close attention should be paid to the distinction between BIA (Bioelectric Impedance Analyzer) and BMI (Body Mass Index), as these scores are often treated as if they were interchangeable. The BIA score is an estimate of the percent of body

fat obtained using a special device. The BMI is a value derived from 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 Aerobic Capacity. The BIA score cannot be used in the equations used to calculate the VO_2 max for Aerobic Capacity.

Training Resources

Online modules and free 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.

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 Linda Hooper, CDE Education Research and Evaluation Consultant, by phone at 916-319-0345 or 916-445-9449, or by e-mail at PFT@cde.ca.gov. The “2011–12 PFT Resources” includes a list of vendors and is 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>.

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 “2011–12 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 *2011–12 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

Students with disabilities who are unable to take the entire PFT should be given as much of the test as the 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 1. Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments* 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/sa/>. 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).

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 State Board of Education (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 Guidelines: 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 “2011–12 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) where Y = Yes (the student is eligible), or N = No (the student is not eligible). Note that eligibility for the NSLP does not mean the student is participating in the NSLP.

The information from these two fields will be used to determine the student’s economic 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 for each student requires that height (feet and inches) and weight (pounds) be collected for the One-Mile Run and the 20-meter PACER. Weight (pounds) only is required for the Walk Test. Table 1 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 Aerobic Capacity, it is strongly recommended that height (feet and inches) and weight (pounds) be collected for every student tested for Aerobic Capacity.

Notes: The Walk Test is a test option only allowed for students who are ages 13 and older. If the Walk Test is given to students younger than age 13 (i.e., grade five students), it cannot be scored and will not be reported, as HFZs have not been established for students younger than age 13. In addition, the maximum time allowed on the One-Mile Run is 13 minutes, or the minimum score allowed on the 20-meter PACER is 10 laps. Students with One-Mile Run times greater than 13 minutes or PACER scores of less than 10 laps will not be scored (i.e., have a VO_2 max calculated), but will be reported as Needs Improvement. The only exception is for grade five students younger than age 9 who complete the One-Mile Run or PACER. They will not be scored, but will be reported in the HFZ regardless of the time or number of laps completed.

Table 1. 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	✓	✓	✓	✓	NA	✓ Time*
20-meter PACER	✓	✓	✓	✓	NA	✓ Laps*
Walk Test	✓	✓	NA	✓	✓	✓ Time

NA – Not Applicable

* VO_2 max cannot be calculated if the time for the One-Mile Run is over 13 minutes or minimum number of laps completed for the 20-meter PACER is less than 10.

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. Similarly, for the 20-meter PACER, the student's height (feet and inches) and weight (pounds) are needed along with gender, age, and number of laps completed. 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.FITNESSGRAM.net/PACER_Conversion.pdf. For most students, these additional data requirements 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) may already be collected for Body Mass Index (BMI), one of the options for Body Composition.

The Cooper Institute developed HFZ Look-Up Tables to allow teachers to quickly estimate the student's BMI and VO_2 max scores. These tables can be found on The Cooper Institute Healthy Fitness Zone Lookup Tables Web page at <http://www.cooperinstitute.org/lookup-tables>. An Excel spreadsheet calculator, which can be used to estimate BMI and VO_2 max scores, is also found on the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>.

Student Data Collection Requirements

The following points summarize key data collection requirements based on the “2011–12 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 Results.”

County, district, and school code (i.e., CDS code) and charter number, if applicable, are required fields and will be verified during the file data submission process. The seven-digit school codes, in particular, can be a source of errors in the PFT data files submitted. Verify these codes 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 (or 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 reported 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

- Parent/Guardian Highest Education Level and National School Lunch Program (NSLP) eligibility fields were added in 2010–11. This information is readily available through student information systems and is collected for other California standardized assessments. It will be used to determine the economic status for students who participate in the PFT. This will allow the CDE to conduct additional analyses that will 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.

- PFT Start Date is split into 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 not provided or is beyond May 31, the end of the PFT administration window, the default PFT Start Date of April 1 is assigned to the student. Applying this default PFT Start Date could result in underestimating or overestimating students' ages and scores; therefore, it is important that the correct PFT Start Date be provided for every student.
- Participation Level field must be completed for every student. Students are assigned either a 1 (Complete), 2 (Partial), or 3 (None), indicating if scores are provided in the data for all, some, or no fitness areas, respectively. Students who are assigned a participation level of 3 (none) are not scored for any fitness area, and are not included in the summary reports.
- If a student is assigned a code of 1 (Complete) for Participation Level, then the Reason for Participation Level is left blank for the student. If a student is assigned a code of 2 (Partial) or 3 (None) for Participation Level, then one reason is identified and coded under the Reason for Participation Level. There are four reasons available, coded as follows:

1 = Absent on test date and make-up sessions

2 = Individualized education program (IEP)/Section 504 Plan/Disabilities

3 = Extraordinary circumstances (e.g., temporary school closure, etc.)

4 = Medical excuse (e.g., temporary illness, injury, doctor's note, etc.)

Note: Extraordinary circumstances (3) may be used for records where the student is coded Participation Level 2 or 3, the teacher did not provide a reason code, and it is impossible to determine the Reason for Participation level.

- 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. Heart rates less than 30 will flag as a warning.
- 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 “2011–12 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). 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 code 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 determining 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 require 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 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 determining 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 Results**

Data Collection Process

File Format and Data
Submission

Coordinator Password

Additional Information

Section 4. Submitting Results

The PFT results 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 results to the state PFT contractor, the SJCOE. This section details the process for collecting and reporting the PFT data. Section 4 is designed to be used in combination with “Section 5. Correcting, Scoring, and Reporting Results,” as the information in these two sections is complementary. Table 2 outlines the key activities and schedule for the data collection and reporting activities.

Table 2. Key Activities and Schedule

Activity	Date
PFT administration window	February 1 to May 31, 2012
LEAs submit PFT results (student data files) to the CDE (via the state PFT contractor, the SJCOE)	No later than June 30, 2012
PFT results available on the Internet	No later than November 1, 2012
Report of results submitted to the Governor and the Legislature	No later than December 31, 2012
LEAs add PFT results to School Accountability Report Card (SARC)	No later than February 1, 2013

It is the responsibility of the LEA to determine how student test data will be collected, recorded, and submitted. Reviewing the requirements early in the school year will allow LEAs to plan ahead for the data requirements. The LEA or the vendor contracted by the LEA is responsible for compiling student data. The LEA must submit data in the allowed format to the SJCOE.

Data Collection Process

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 score sheet, scannable form, 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 the 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 to collect the student PFT data

The next step in the process involves compiling the LEA data, which may require transferring the student-level data from score sheets or scannable forms into an electronic format that conforms to the “2011–12 PFT Student Data File Layout.”

***FITNESSGRAM* Software**

One option for collecting and compiling data involves the use of the *FITNESSGRAM* software. Note that users of Versions 8.0 to 8.5 and 9.0 *FITNESSGRAM* software will not score the students correctly as the HFZs (i.e., performance standards) changed in 2010–11. Users of Versions 8.0 to 8.5 and 9.0 can access a free update for Versions 8.6 and 9.2 from the *FITNESSGRAM* Software Updates Web page at <http://www.FITNESSGRAM.net/home/> that will properly score the *FITNESSGRAM* to the latest standards.

Note: Human Kinetics, the CDE, and the SJCOE no longer support *FITNESSGRAM* Version 6.0 software.

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 “2011–12 PFT Student Data File Layout” and produces a file in the accepted tab-delimited text format. It only includes one worksheet. Instructions about how to complete the template are also provided.

Template Generator

By February 2012, a Template Generator application will be available to PFT coordinators through the secure District Portal of the California PFT Web site at <http://www.pftdata.org/>, which will generate the MS Excel student data template described above from data uploaded using an exported *FITNESSGRAM* 8 or 9

data file or 2011–12 STAR Pre-ID file. The Template Generator will provide the MS Excel template with the information filled in from the fields in the uploaded file. It is anticipated this Template Generator will reduce some of the challenges experienced by *FITNESSGRAM* users in preparing a PFT file for submission. More details about the Template Generator will be made available closer to the launch date of this tool.

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 (complete), partially tested (partial), or not tested at all (none). However, data for students tested in grades ten or higher, which is done to determine exemption eligibility, should not be included in data submitted to the SJCOE.

Note: Data submitted for students who are not enrolled in grades five, seven, or nine will flag as errors and not be scored nor reported.

In reporting the data, special care should be taken to make sure that all students have their DOB, Gender, PFT Start Date and all scores recorded correctly (e.g., values are within the allowed ranges, height [feet and inches] and weight [pounds] provided for all students).

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 in the Back-Saver Sit and Reach). A blank indicates a test was not attempted by the student.

File Format and Data Submission

After the PFT data have been collected for each school and compiled electronically, LEAs or their vendors must prepare the file as tab-delimited or tab-separated text. This file format can be created from MS Excel. The tab-delimited or tab-separated text file is the only acceptable file format for submitting files via the Web-data upload application described below. Any other file format will not be accepted by the system and will not be processed nor scored.

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]).

The two applications described on the next page are available for submitting data to the SJCOE. 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/> using their LEA county code, district code, and charter number or 0000, if the LEA is a school district or county office of education (Figure 2). Submitting data is an easy process; however, to demonstrate the two data submission processes, the SJCOE provides an online data submission module posted on the California PFT Modules, Videos, and Training Web page at <http://www.pftdata.org/training.aspx>.

- Web-data entry – Student data is entered one-by-one onto a secure Web page data collection form. The Web-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. This application is available only from February 1 until June 30, and is not made available in the subsequent data submission/correction window.
- Web-data upload – Student data files can be uploaded in tab-delimited or tab-separated formats. 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, and the number of student records with errors. This application is made available during all data submission/correction windows.

Figure 2. PFT California PFT Web Site

California Physical Fitness Test

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 2011-12 PFT Coordinator by November 1, 2011, 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 for 2011-12 were reset on September 19, 2011. To obtain the password needed to access the secure District Portal, complete the [2011-12 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.

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.

District Portal

Please log in using your County Code, District Code, Charter Number, and Password. Use Charter Number 0000 for independent charter and school districts.

County Code:

District Code:

Charter Number:

Password:

[Forgot Your Password?](#)

The [CDE Physical Fitness Testing](#) has more information about the PFT.

For PFT Administration or Policy Questions:
Linda Hooper
California PFT Coordinator
Phone 1: 916-319-0345
Phone 2: 916-449-8449
Fax: 916-318-0962
E-mail: PFT@cdfe.ca.gov

For PFT Data Submission or Password Questions:
PFT Help Desk
Phone: 888-852-8681
E-mail: cdfehelp@sjcoe.net (preferred)

For Physical Education Questions:
Doug Jahn
Education Program Consultant
Phone: 916-323-5798
E-mail: djahn@cdfe.ca.gov

Within 24 hours of submitting the student data, PFT coordinators are able to view and correct errors and warnings to individual student records by logging into the PFT Manager through the secure District Portal of the California PFT Web site at <http://www.pftdata.org/>. Within the PFT Manager, PFT

coordinators can verify their submission, including the numbers of student records submitted, using the Student List application. PFT coordinators can also use the Student List to correct or delete individual student records, or delete and upload a new file rather than correct individual student errors online.

Note: Due to large numbers of student records with errors, it may be easier to prepare and upload a new file than to correct these errors within the Student List. 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 Web-data entry application.

To demonstrate the data correction processes, the SJCOE provides an online data correction 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.

Prior to uploading a student tab-delimited text file, PFT coordinators should review and edit the data file to ensure it complies with the following PFT Web-data upload requirements:

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 its own 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.

File Size

The Web-data upload system will accept files of any size. The processing time will vary based on the file's size. This means that PFT coordinators who submit larger files will experience longer delays 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 contains 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 (BIA). 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 BIA are not calculated Body Mass Index (BMI) scores, as these each 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 the record unchanged, provided all errors are corrected, and click on “Save Changes” in the Student Manager. (For more information on the data correction process (see “Section 5. Correcting, Scoring, and Reporting Results”.)
- 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 (such as April 31), it should be corrected before submitting a file. If not corrected, the default April 1 date will be used to calculate the age and score the student.
- If the PFT Start Date is before the PFT administration window (February 1 to May 31), the date provided will be used to calculate the age and score the student. If the PFT Start Date is after the close of the PFT administration window, it will flag as a warning and the default April 1 date will be used to calculate the age and score the student. Any PFT Start Date outside of the PFT administration window will flag as a warning and should be verified and corrected, if needed.
- 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.

- Leading zeros are not required for any two-digit fields, if a single digit is reported. Zeros, or any other special symbol or character, should not be used to fill in blank demographic or data fields. **Fields with no data must be left blank.**

Column Order and Blank Rows

To ensure that the file uploads properly, all of the columns in the student data file need to be arranged in the exact order shown on the “2011–12 PFT Student Data File Layout” or the MS Excel spreadsheet 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

In the MS Excel template, the first row of the data file contains the column names (i.e., header row). The header row should be deleted after converting the MS Excel template to a tab-delimited file and prior to uploading the file or it will upload as a student record with errors, which will need to be 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 each year, even if the information has not changed from the previous year. Additional information about this requirement is provided in “Section 1. 2011–12 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 Linda Hooper, CDE Education Research and Evaluation Consultant by phone at 916-319-0345 or 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, Scoring,** **and Reporting Results**

Confirmation Message

Correcting Data

Scoring Data

Reporting Results

Additional Information

Section 5. Correcting, Scoring, and Reporting Results

As described in Section 4, there are two options for submitting data: 1) Web-data upload and 2) Web-data entry. PFT coordinators who use the Web-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, which gets flagged with warnings that need to be corrected. PFT coordinators who use the Web-data 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), conversion table, and other important elements of the procedures used for scoring and reporting student results.

Confirmation Message

Web-Data Upload

The PFT Coordinator receives an automated confirmation message (with PFT Processing Complete in the subject line of the message) within 24 hours after submitting a file using the Web-data upload application (Figure 3). This message indicates that the file was accepted, 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 page when the PFT Coordinator logs into the secure District Portal of the California PFT Web site at <http://www.pftdata.org/>.

Figure 3. Automated PFT Coordinator Confirmation Message

From: <pft@sicoe.net>
Date: Tue, 22 Nov 2011 15:00:02 -0800
To: Gina Koency <gkoency@sicoe.net>
Subject: PFT Processing Complete

Dear PFT Coordinator for Test USD:

Thank you for submitting your PFT student data file. Your file has been processed with the following results:

50 student records accepted
 10 student records with errors
 5 student records with warnings
 0 duplicate student records removed

Please note that the number of student records accepted includes those records with errors and warnings. Regardless of whether you have student records with errors or not, we recommend you login through the District Portal at <http://www.pftdata.org> and verify your submission.

After logging in, student records with and without errors or warnings may be viewed through the Student List on the PFT Manager Web page. Please correct all student records with errors and warnings, if any. Until all the errors are corrected for your local educational agency, you will receive bi-weekly e-mail reminders of pending error corrections.

If you have any questions about your data submission or the error and warning correction processes, please contact the PFT Help Desk by e-mail at pftdata@sicoe.net (preferred) or by phone at 888-852-9681.

Web-Data Entry

PFT coordinators who use the Web-data entry application do not receive a confirmation message because each student record is submitted as it is completed within the Web-data entry application. Users of the Web-data entry application can verify their submissions by selecting the Student List application. They may also want to print a copy of the PFT Manager page upon logging into the secure District Portal of the California PFT Web site at <http://www.pftdata.org/>, as the first paragraph on this page indicates the number of accepted student records, the number of students records with errors, and the number of student records with warnings.

Correcting Data

Data Correction Deadline

PFT coordinators are allowed to correct errors and warnings once they receive the confirmation message described above. An error means data must be corrected; otherwise, the student record cannot be scored nor reported. Warnings do not keep student records from being scored; however, if not corrected, warnings could result in incorrectly scoring and reporting student data. 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.

If the PFT Coordinator submits the LEA PFT data by the June 30 deadline, data corrections can be made through the summer until early September when the correction window will close. Further, PFT coordinators are sent regular e-mail reminders as long as the errors remain in the student data. These reminders are not sent for warnings in the student data. PFT coordinators will be provided at least one additional opportunity during the fall public release to correct errors and warnings. The exact date of the additional data submission/correction window will be sent to the PFT coordinators via e-mail notifications.

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. Once logged in to the PFT Manager, the PFT Coordinator follows these steps to correct errors and warnings:

- Select the Student List link. From the Student List application, the PFT Coordinator can view all the student records for the LEA. Those records with

the greatest number of errors are listed first. Within the Student List, student records may be sorted by student name (first or last), school code, Statewide Student Identifier (SSID), or number of errors and warnings. There is also a search function available to search students by last name, first name, or SSID. PFT coordinators are encouraged to review several student records with errors or warnings to determine if there are any patterns (i.e., invalid scores provided for a fitness area).

- Select the folder icon to the far right of a student record with errors or warnings. This icon opens up the student data correction window (i.e., Student Manager). Errors and warnings are listed 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, click on the “Save Changes” button at the bottom of the student record. Changes cannot be saved until all the errors are corrected.
- As each student record is 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 file. 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.

Note: 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 Web-data entry application.

- 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 not be accepted. 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 Web-data entry application.

To demonstrate the data correction processes, the SJCOE provides an online data correction 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 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, 1950, two-digit year). Missing or invalid codes in these fields do not permit correctly calculating the student's age.
- Participation Level – Code is missing or invalid (i.e., a number other than 1 [Complete], 2 [Partial], or 3 [None]).
- Fitness Test Data Fields – Data is invalid (i.e., outside of the acceptable ranges).

Note: Students with a Participation Level of 3 (None) are not scored nor reported in the summary reports.

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 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).
- Ethnicity or Race – Data is missing or invalid (i.e., code is not Y or N). If no ethnicity and race is selected, the student will be reported in the “Two or More Races” category.
- PFT Start Date – Date is missing or invalid (i.e., April 31, 2011). If date is missing or is after the PFT administration window (February 1 to May 31), the April 1 default date is applied to calculate the student age. If the date is before the PFT administration window, the date provided is used to calculate the student age. Missing or invalid PFT Start Dates may impact the scoring of the student record, as applying the April 1 default date may impact the student’s calculated age and their reported results (i.e., in the Healthy Fitness Zone [HFZ], Needs Improvement).
- Parent/Guardian Highest Education Level and Eligibility in National School Lunch Program – Data is missing or invalid.
- Participation Level – Data does not match the number of fitness areas for which scores are reported.
- Reason for Participation Level - Data is missing or invalid.
- 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 VO₂max for Aerobic Capacity (One-Mile Run, PACER [Progressive Aerobic Cardiovascular Endurance 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 VO₂max 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 with any of the data, which results in an unusually high or low calculated score (i.e., VO_2 max, Body Mass Index [BMI], or percent body fat).

One-Mile Run and PACER – Students ages 10 and above with times greater than 13 minutes on the One-Mile Run or scores less than 10 laps on the PACER, will not have a VO_2 max calculated. (These students are reported as Needs Improvement.) Students age 9 with time or laps reported have a VO_2 max calculated and are compared to the HFZ for students age 10. If a One-Mile Run time or PACER laps are reported for students less than age 9, a VO_2 max will not be calculated, but the student will be 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. All of the equations used in these calculations are included in the 2011–12 Physical Fitness Test 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 HFZ for most test options vary by age. Calculating a student's age involves taking the difference between the Date of Birth and the PFT Start Date or the April 1 default (which is applied to students for whom a PFT Start Date is not provided or is a date beyond May 31). This calculation is based on 365.25 days in a year. If the resulting age has a decimal, it is truncated (i.e., it is not rounded up). To ensure the student's age at the time of the PFT administration is as accurate as possible, it is important that the PFT Start Date be reported. Applying the April 1 default test date could result in overestimating or underestimating a student's age.

Rounding Parameters

All calculated scores (with the exception of the student's age) 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. VO_2 max, BMI, and percent body fat are all rounded to the nearest tenth of a decimal.

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-Ups, Modified Pull-Ups, 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 application or tab:

- Individual Student Reports
- Summary Reports
- Student Scored File

PFT coordinators may download individual student reports as Portable Document Format (PDF) files. These reports are available going back to 2003–04. PFT coordinators may also generate individual student reports in batches using Microsoft Word Mail Merge tool, the PFT Score Report Word template, and student scored file available from the Reports application.

Summary reports allows PFT coordinators to generate reports as PDF files for the state, your county, the LEA, and by schools within the LEA. Each summary report includes overall results, as well as results organized by gender and ethnicity. There are 26 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 beginning with 2009–10.

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 going back to 2003–04.

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, Linda Hooper, CDE Education Research and Evaluation Consultant, by phone at 916–319–0345 or 916-445-9449, or by e-mail at PFT@cde.ca.gov.

PFT Coordinator Manual

Resources

Student Data File Layout

Student Data
Collection Form

2011–12 Physical Fitness Test (PFT)

Student Data File Layout – Tab-Delimited

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.

2011–12 Physical Fitness Test

Student Data File Layout – Tab-Delimited

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 – 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.

2011–12 Physical Fitness Test

Student Data File Layout – Tab-Delimited

Field	Type	Length	Acceptable Values ¹
Participation Level ²	Numeric	1	1, 2, or 3 1 = Complete – Student participated in all six fitness areas 2 = Partial – Student participated in one, two, three, four, or five fitness areas 3 = None – Student did not participate in any fitness area
Reason for Participation Level	Numeric	1	1, 2, 3, 4, or Blank 1 = Absent on test date and make-up sessions 2 = Individualized education program (IEP)/Section 504 plan/Disabilities 3 = Extraordinary circumstances (e.g., temporary school closure, etc.) 4 = Medical excuse (e.g., temporary illness, injury, doctor’s note, etc.) Blank = Only for students with a 1 on Participation Level
NEW Height and weight fields must be completed for every student because Aerobic Capacity VO ₂ max cannot be calculated without height and weight.			
Height (feet)	Numeric	2	03 – 07, Blank

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

² Students with insufficient data in a fitness area (e.g., missing Shoulder Stretch Left) are considered as participating in the fitness area.

2011–12 Physical Fitness Test

Student Data File Layout – Tab-Delimited

Field	Type	Length	Acceptable Values ¹
Height (inches)	Numeric	2	00 – 11, Blank
Weight (pounds)	Numeric	3	030 – 400, Blank
Aerobic Capacity (Note: Height and weight fields must be completed for every student because Aerobic Capacity VO_{2max} cannot be calculated without height and weight.)			
One-Mile Run ² (minutes)	Numeric	2	03 – 59, Blank
One-Mile Run ² (seconds)	Numeric	2	00 – 59, Blank
20m PACER ^{3,4} (# laps)	Numeric	3	001 – 190, Blank
Walk Test ² (minutes)	Numeric	2	03 – 59, Blank
Walk Test ² (seconds)	Numeric	2	00 – 59, Blank
Heart Rate (# beats per minute)	Numeric	3	030 – 250, Blank
Body Composition (Note: Height and weight fields must be completed for every student to calculate Aerobic Capacity VO_{2max} . This data will also be used to calculate Body Mass Index.)			
Skinfold Measurements Triceps (millimeters)	Numeric	2	01 – 40, Blank
Skinfold Measurements Calf (millimeters)	Numeric	2	01 – 40, Blank

- ¹ Field values must fall within the ranges specified and fields with no data must be left blank.
- ² 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.
- ³ If the 15m PACER was administered, the 15m PACER scores must be converted to 20m PACER scores when reporting to the California Department of Education.
- 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.

2011–12 Physical Fitness Test

Student Data File Layout – Tab-Delimited

Field	Type	Length	Acceptable Values ¹
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 ² (# 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 ² (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
Modified Pull-Up ² (# 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
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.

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.

2011-12 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)
- G. Participation Level: _____ (1= Complete, 2 = Partial, 3 = None)
- H. Reason for None (3) or Partial (2) Participation Level – Circle one:
- 1 - Absent on test date and make-up sessions
 - 2 - Individualized education program (IEP)/Section 504 plan/Disabilities
 - 3 - Extraordinary circumstances (e.g., temporary school closure)
 - 4 - Medical excuse (e.g., temporary illness, injury, doctor's note)

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 has Participation Level 1 (Complete) or 2 (Partial). *****

2011–12 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 Aerobic Capacity and Body Mass Index calculations.

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

B. Aerobic Capacity (select one test) Must have Section A completed to calculate Aerobic Capacity.

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.FITNESSGRAM.net/PACER_Conversion.pdf (Outside Source).

C. Body Composition (select one test)

1) Skinfold Measurement (median number)

Triceps _____ (1 – 40mm) Calf _____ (1 – 40mm)

2) Body Mass Index

Height and weight provided in II.A.

3) Bioelectric Impedance/Automated Skinfold Calipers

Percent Body Fat ____ %

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)