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# 2011 California Physical Fitness Test

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## Physical Fitness Test (PFT) Coordinator Manual

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- 2011 Highlights
- New PFT Coordinators
- Test Administration
- Submitting Results
- Correcting Results
- Student Data File Layout  
and Other Resources

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Prepared by the  
California Department of Education

# Table of Contents

|   |    |
|---|----|
| <b>Introduction</b> .....                               | 4  |
| <b>Section 1. 2011 Highlights</b> .....                 | 7  |
| New State PFT Contractor .....                          | 7  |
| Physical Fitness Test Coordinator Designation Form..... | 7  |
| New PFT Data Fields .....                               | 8  |
| Data File Requirements.....                             | 8  |
| Aerobic Capacity and Body Composition .....             | 8  |
| Changes to Student Data File Layout.....                | 9  |
| Healthy Fitness Zones® .....                            | 10 |
| File Formats and Data Submission Options.....           | 10 |
| Reporting Timeline.....                                 | 10 |
| <b>Section 2. New PFT Coordinators</b> .....            | 12 |
| Program Overview .....                                  | 12 |
| Test Administration Costs .....                         | 13 |
| Equipment and Materials.....                            | 13 |
| Training Resources .....                                | 15 |
| PFT Vendors.....  | 16 |
| <b>Section 3. Test Administration</b> .....             | 18 |
| Student Participation .....                             | 18 |
| Student Data Collection.....                            | 19 |

# Table of Contents

|  |    |
|--|----|
| <b>Section 4. Submitting Results</b> .....                         | 25 |
| Data Collection .....  | 25 |
| File Formats and Data Submission Options .....                     | 27 |
| PFT Coordinator Password .....                                     | 30 |
| Additional Information.....  | 30 |
| <br>   |    |
| <b>Section 5. Correcting, Scoring, and Reporting Results</b> ..... | 32 |
| Confirmation Message.....  | 32 |
| Data Correction .....  | 32 |
| Scoring Data.....  | 36 |
| Reporting Results.....   | 37 |
| <br>   |    |
| <b>Resources</b>   |    |
| Student Data File Layout .....                                     | 40 |
| Sample Student Data Collection Form .....                          | 45 |
| Checklist for PFT Coordinators .....                               | 47 |
| Physical Fitness Test Coordinator Designation Form.....            | 49 |

# 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)<sup>1</sup>. 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* (formerly known as the *Preparation Manual for Testing and Reporting*) provides the information and resources needed by new and experienced PFT coordinators to prepare for, coordinate, and carry out the 2010–11 administration of the PFT. This manual highlights changes for 2010–11, provides essential background information, details responsibilities, includes directions for administering the PFT, 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. As there are a number of changes that go into effect for 2010–11, PFT coordinators 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. New PFT coordinators are also encouraged to carefully review Section 2 and the Resources, which includes a month-by-month checklist of activities.

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 Assessment Notes (providing PFT updates)
- Physical Education (PE) Exemptions
- PFT Results
- Administrative Documents (including PFT regulations and *FITNESSGRAM*® Healthy Fitness Zones® charts)
- Program Resources (including resource and reference packet and reports)

<sup>1</sup> 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).

### ■ Additional Resources

- Human Kinetics (ordering *FITNESSGRAM*<sup>®</sup> resources)
- The Cooper Institute (detailing information regarding the development and background of the *FITNESSGRAM*<sup>®</sup>)
- San Joaquin County Office of Education (providing a password-protected portal for data submission and individual student reports)

The *Understanding the PFT*, found under the Program Resources link on the CDE PFT Web page, is posted each school year and provides a comprehensive description of the PFT. This packet also addresses the latest changes and updates to the *FITNESSGRAM*<sup>®</sup>. The *FITNESSGRAM*<sup>®</sup> Test Administration Manual<sup>2</sup>, available from Human Kinetics, provides detailed descriptions of all of the test protocols. More information about the *FITNESSGRAM*<sup>®</sup> Test Administration Manual can be found on the Human Kinetics *FITNESSGRAM*<sup>®</sup> Web page at <http://www.fitnessgram.net/>. PFT coordinators should also visit the CDE-sponsored PFT Training Web site at <http://www.pft-info.org/>, which provides videos and PowerPoint presentations designed for familiarizing and training staffs in the administration of the *FITNESSGRAM*<sup>®</sup> tests.

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<sup>2</sup> The complete title of this manual is *FITNESSGRAM*<sup>®</sup>/*ACTIVITYGRAM*<sup>®</sup> Test Administration Manual (Updated Fourth Edition).

# PFT Coordinator Manual

## **Section 1** **2011 Highlights**

New State PFT Contractor

Physical Fitness Test  
Coordinator Designation  
Form

New PFT Data Fields

Data File Requirements

Aerobic Capacity and  
Body Composition

Changes to Student Data  
File Layout

Healthy Fitness Zones®

File Formats and Data  
Submission Options

Reporting Timeline

# Section 1. 2011 Highlights

This section summarizes key information for the 2011 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. Additional information about most of these key points is provided in other sections of this manual.

## New State PFT Contractor

The San Joaquin County Office of Education (SJCOE) is the state PFT contractor. The SJCOE responsibilities include collecting and scoring the PFT data, producing summary and individual student reports, and hosting and maintaining the California PFT Web site at <http://www.pftdata.org/>.

The SJCOE can be contacted by e-mail at [pftdata@sjcoe.net](mailto:pftdata@sjcoe.net); by phone at 209-468-9247 or 888-852-9681; by fax at 209-468-9263; or by mail at SJCOE, Assessment Projects, 2707 Transworld Drive, Stockton, CA 95206.

## Physical Fitness Test Coordinator Designation Form

In order to enter data, upload data, or access and view individual student results from current or previous years via the secure California PFT Web site at <http://www.pftdata.org/>, the PFT Coordinator must have a password. This password is reset each year. A new Physical Fitness Test Coordinator Designation form (see Resources section for 2010–11 version) should be submitted 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, a new form should also be submitted.

The “2010–11 Physical Fitness Test Coordinator Designation Form” is available in a Portable Document Format (PDF) file that can be filled-in and saved electronically. Once completed, the form must be signed by the superintendent or charter school administrator and faxed to the SJCOE at 209-468-9263. The Physical Fitness Test Coordinator Designation form can be downloaded from the California PFT Web site at <http://www.pftdata.org/>.

If you are unsure if this form needs to be completed for 2010–11, contact the SJCOE by e-mail at [pftdata@sjcoe.net](mailto:pftdata@sjcoe.net). Please include the following information in the e-mail: LEA name, county code, district code (taken from County, District, School [CDS] code), and charter school code, if applicable.

## New PFT Data Fields

### Race and Ethnicity Reporting

For federal eligibility and accountability, the U.S. Department of Education requires a two-part question about each student's race and ethnicity. The California Department of Education (CDE) implemented these changes to the reporting and collecting of race and ethnicity data for the 2010–11 administration of the PFT. This requires data be provided in a two-part format, which includes first indicating Yes or No to the question if the student is Hispanic or Latino. The second part asks for the identification of one or more race(s) for the student, which is coded according to the race and ethnicity codes used in past years. In 2009–10 Hmong (208) was added to the race/ethnicity codes, and Declined to State (999) became an invalid code. More information about the new 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 is collecting information about the economic status of the student through two additional fields: 1) the parent/guardian highest education level, and 2) student eligibility for the National School Lunch Program (NSLP). This information is collected for all California standardized assessments.

### Data File Requirements

Beginning in 2010–11, LEAs are **no** longer required to submit a school data file. The student data file, however, is still required, and it must follow the format of the “2010–11 PFT Student Data File Layout.” The new file layout is in the Resources section or can be viewed and downloaded from the California PFT Web site at <http://www.pftdata.org/>. The file layout has been revised to reflect the changes to the race and ethnicity reporting requirements, the addition of NSLP eligibility and parent/guardian highest educational level, and changes to the data collection requirements for Aerobic Capacity and Body Composition (see below).

### Aerobic Capacity and Body Composition

In 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  $VO_2\text{max}^1$ . Therefore, to calculate  $VO_2\text{max}$  for the One-Mile Run, in addition to gender, age, and time, the student's height and weight

<sup>1</sup>  $VO_2\text{max}$  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.



must be provided. Similarly, to calculate  $VO_2$ max for the 20-meter PACER, the student's height and weight are needed along with gender, age, and number of laps completed. For most students, these additional data requirements do not require additional data collection as their height and weight are probably already collected for calculating their Body Mass Index (BMI). To facilitate these changes, the "2010–11 PFT Student Data File Layout" has been revised to include the collection of height and weight for all students.

## Changes to the Student Data File Layout

In addition to the changes described above, other changes have been made to the "2010–11 PFT Student Data File Layout." The following bullets summarize the file layout changes:

- School District and School names are no longer required fields.
- Date of Birth is split into three fields: Date of Birth (month), Date of Birth (day), and Date of Birth (year).
- Two-part ethnicity/race question replaces the primary ethnicity field.
- 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.
- Parent/Guardian Highest Education Level and eligibility for the National School Lunch Program (NSLP) fields are added.
- Reason for Incomplete Data Field is split into two fields: Participation Level and Reason for Participation Level.
- Heart Rate reported for the Walk Test is changed from the 15-second to the one-minute Heart Rate (# of beats per minute).
- Acceptable Value Ranges are revised for most fields. Please pay careful attention to the lower and upper limits of these ranges, as data outside of these ranges will be flagged as errors.

"Section 3. Test Administration" provides more information about each of the changes outlined above.

## Healthy Fitness Zones®

Human Kinetics revised the Healthy Fitness Zone® (HFZ®) ranges for Aerobic Capacity and Body Composition. These revisions 1) strengthened the comparability of the results from the different test options within Aerobic Capacity and Body Composition, and 2) raised the scores required to achieve the HFZ® for these two fitness areas. Be sure to use the 2010–11 versions of the HFZ® charts posted at the CDE PFT *FITNESSGRAM*®: Healthy Fitness Zone® Charts Web page at <http://www.cde.ca.gov/ta/tg/pf/healthfitzones.asp>.

## File Formats and Data Submission Options

In 2010–11, each PFT Coordinator must compile and submit data using one of the 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. This is the only acceptable file format. The file format and submission options have been consolidated to standardize the submission process and reduce errors. CD-ROMs will not be accepted by the SJCOE. Additional information about the acceptable file format and submission options is provided in “Section 4. Submitting Results” of this manual. 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.

## Reporting Timeline

All LEAs must report 2010–11 PFT results to the CDE, via the SJCOE, by June 30, 2011. Other timeline requirements are outlined in the “Checklist for PFT Coordinators,” which is found in the Resources section of this manual.

# PFT Coordinator Manual

## **Section 2** **New PFT Coordinators**

Program Overview  
Test Administration Costs  
Equipment and Materials  
Training Resources  
PFT Vendors

## Section 2. New PFT Coordinators

This section provides new PFT coordinators with essential background information needed to prepare for, understand, and carry out the activities associated with the PFT. The “Checklist for PFT Coordinators” in the Resources section outlines a suggested timeline for scheduling all of the activities described throughout this manual. Section 2 also provides a detailed description of the materials and equipment needed to administer the PFT as well as the different resources available to support the PFT administration activities.

### Program Overview

By law (California *Education Code* Section 60800), all public 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 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 (*Education Code [EC] Section 60800* and the *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

## 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](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*<sup>®</sup> 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*<sup>®</sup>: Fitness Areas, Test Options, and Equipment” and the “2010–11 PFT Resources.” The “*FITNESSGRAM*<sup>®</sup> Fitness Areas, Test Options, and Equipment” graphic organizer and “2010–11 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 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 what limits are indicated for the tests (e.g., scores on the Trunk Lift are limited to 12 inches). 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 in 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](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, please contact Linda Hooper, Education Research and Evaluation Consultant, by phone at 916-319-0345 or 916-445-9449, or by e-mail at [PFT@cde.ca.gov](mailto:PFT@cde.ca.gov). If you have questions about data collection or electronic data transmittal, please contact the SJCOE Help Desk at 888-852-9681 or by e-mail at [pftdata@sjcoe.net](mailto:pftdata@sjcoe.net).

### 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.

## Training Resources

Free videos for each of the *FITNESSGRAM*<sup>®</sup> test options and training materials from past CDE PFT training sessions are available on the CDE-sponsored PFT Training Web site at <http://www.pft-info.org/>. Although these videos have not been updated to reflect the new data collection requirements for Aerobic Capacity and Body Composition, PFT coordinators and teachers would benefit from viewing the administration protocols demonstrated in these videos and which have not changed for the Aerobic Capacity and Body Composition tests.

To better understand the background, content, philosophy, and requirements of the *FITNESSGRAM*<sup>®</sup>, PFT coordinators may consider participating in face-to-face *FITNESSGRAM*<sup>®</sup> 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*<sup>®</sup> Training Options Web page at <http://www.fitnessgram.net/training/>.

**Note:** The Human Kinetics online training and the *FITNESSGRAM*<sup>®</sup> Test Administration Manual show students administering the *FITNESSGRAM*<sup>®</sup>. 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*<sup>®</sup>) to the students.

## **PFT 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, Education Research and Evaluation Consultant, by phone at 916-319-0345 or 916-445-9449, or by e-mail at [PFT@cde.ca.gov](mailto:PFT@cde.ca.gov). The “2010–11 PFT Resources” includes a list of PFT 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** **Test Administration**

Student Participation

Student Data Collection

## Section 3. Test Administration

This section explains the student participation requirements for the PFT and details all of the changes to the data collection requirements, which need to be taken into consideration during local PFT administration procedures. All of the changes are reflected in the “2010–11 PFT Student Data File Layout” found in the Resources section of this manual.

### 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 California Department of Education [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 part 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 part of the PFT.

### Students on a Block Schedule

The requirement to administer the PFT includes schools whose students are on a block schedule and, therefore, 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, they must submit a waiver to the State Board of Education (SBE), or they are in violation of the California *Education Code* 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 changes to the reporting requirements for race and ethnicity, which were described in “Section 1. 2011 Highlights” of this manual and are reflected in the “2010–11 PFT Student Data File Layout.” These changes align the PFT reporting requirements for race and ethnicity with federal requirements and those of other California standardized assessments. More information about the new 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 is collecting information about the economic status of the student 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). Please note that eligibility for the NSLP does not necessarily 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 confidentiality.

### **Aerobic Capacity**

As mentioned in “Section 1. 2011 Highlights,” all three Aerobic Capacity test options will be scored as estimates of  $VO_2$  max. To calculate  $VO_2$  max for each student requires additional data to be collected for the One-Mile Run and the 20-meter

Progressive Aerobic Cardiovascular Endurance Run (PACER). The data collection for the Walk Test, however, remains the same as in previous years. Table 1 details the student level data that must be collected for each Aerobic Capacity test option in order to estimate the students'  $VO_2$  max scores.

**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 will not be scored, as Healthy Fitness Zones® 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 number of laps 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 will be scored and receive a Needs Improvement–Some Risk designation.

The only exception is for students younger than age 9 who complete the One-Mile Run or PACER. They will be scored in the HFZ regardless of the time or number of laps completed.

**Table 1. Aerobic Capacity Data Collection Requirements**

| Test Option    | Gender | Age | Height | Weight | One-Minute Heart Rate | Laps or Time |
|----------------|--------|-----|--------|--------|-----------------------|--------------|
| One-Mile Run   | ✓      | ✓   | ✓      | ✓      | NA                    | ✓ Time*      |
| 20-meter PACER | ✓      | ✓   | ✓      | ✓      | NA                    | ✓ Laps*      |
| Walk Test      | ✓      | ✓   | ✓      | ✓      | ✓                     | ✓ Time       |

NA – Not applicable for One-Mile Run or 20-meter PACER.

\*Maximum time for the One-Mile Run is 13 minutes and minimum number of laps for the 20-meter PACER is 10 laps.

To reiterate, for the One-Mile Run, in addition to gender, age, and time, the student's height and weight must be reported. Similarly, for the 20-meter PACER, the student's height and weight 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](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 and weight may already be collected for Body Mass Index (BMI) calculations.

The Cooper Institute developed HFZ® Look-Up Tables to allow teachers to quickly estimate the student's BMI and VO<sub>2</sub> max scores. These tables can be found on the Cooper Institute, Youth Zone, *FITNESSGRAM*®, New *FITNESSGRAM*® Healthy Fitness Zone® Standards Web page at <http://www.cooperinstitute.org/youth/fitnessgram/fitness-standards.cfm>.

### **Additional Student Data Collection Changes and Requirements**

The following points summarize all of the changes that have been made to the fields in the “2010–11 PFT Student Data File Layout.” All these changes should be carefully reviewed to ensure local data collection efforts result in an acceptable and accurate LEA student-level PFT file.

- School District and School names are no longer required fields. County, district, school code (i.e., CDS code) and charter school code, if applicable, are still required fields and will be verified during the file data submission process. These codes can be found by a search on 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). 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 for 2010–11. This information is readily available through LEA student information systems and is collected for other California standardized assessment programs. 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 is 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. The Parent/Guardian Highest Education Level should also be handled with confidentiality. 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. April 1 is the midpoint of the test administration window (i.e., February 1 to May 31). 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.
  - Reason for Incomplete Data Field is replaced with two fields: Participation Level and Reason for Participation Level. In order to reduce errors in the codes assigned to reasons for incomplete data, this field has been split into two fields.
  - The Participation Level field must be completed for every student. Students are assigned a 1 (Complete), 2 (Partial), or 3 (None), indicating if scores are provided in the data for all, some, or no fitness areas, respectively.
  - 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:** The reasons listed above have not changed from those available in the past. It is the field name and values that have been revised.
- Heart Rate reported for the Walk Test is changed from the 15-second to the one-minute Heart Rate (# of beats per minute). This field is changed because the Rockport Fitness Test Equation, which is used to calculate  $VO_2$ max for the Walk Test, requires the one-minute heart rate. The range of acceptable values for this field (i.e., 30 to 250) is adjusted to accommodate values for one-minute heart rates. Heart rates less than 30 are flagged as errors.

- Acceptable Value Ranges are revised for most fields. Please pay careful attention to the lower and upper limits of these ranges. Data outside of these ranges are invalid and will be flagged as errors, which will need to be verified and/or corrected prior to scoring. 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 “2010–11 PFT Student Data File Layout” are consistent with those displayed in the PFT in the Healthy Fitness Zone® charts and with many of those in the *FITNESSGRAM*® software. Many of these limits (e.g., no more than 12 inches on the Trunk Lift) are designed to ensure the safety of the students.
- 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 designated Incomplete. An Incomplete in Aerobic Capacity is factored into the Participation Level determination as completing Aerobic Capacity.
- Ensure that complete results are provided for each test. For example, the two flexibility tests (i.e., Back-Saver Sit and Reach and Shoulder Stretch) require scores for both the left and right sides. Students without complete test scores will be designated Incomplete. An Incomplete in Flexibility is factored into the Participation Level as completing Flexibility. The 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.

# PFT Coordinator Manual

## **Section 4** **Submitting Results**

Data Collection

File Formats and Data  
Submission Options

PFT Coordinator  
Password

Additional Information



## Section 4. Submitting Results

The PFT results are collected from LEAs every year. Subsequently, state, county, school district, and school PFT results are posted on the California Department of Education (CDE) DataQuest Web site at <http://data1.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, which is currently the San Joaquin County Office of Education (SJCOE). This section details the process for collecting and reporting the PFT data. Table 2 outlines the key activities and schedule for this process.

**Table 2. Key Activities and Schedule**

| <b>Activity</b>   | <b>Date</b>                     |
|---|---------------------------------|
| PFT administration window   | February 1 to May 31, 2011      |
| LEAs submit PFT results (student data files) to the CDE (via the state PFT contractor, the SJCOE) | No later than June 30, 2011     |
| PFT results available on the Internet   | No later than December 1, 2011  |
| Report of results submitted to the Governor and the Legislature                                   | No later than December 31, 2011 |
| LEAs add PFT results to School Accountability Report Card (SARC)                                  | No later than February 1, 2012  |

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 electronic format to the SJCOE.

### Data Collection

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 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 software. The following are some options LEAs can use to assist schools with their PFT data collection:

- Make available copies of the sample student data collection forms (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 California PFT student 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 Healthy Fitness Zones® (i.e., performance standards) have changed. Users of Versions 8.0 to 8.5 and 9.0 can access a free update for Versions 8.6 and 9.1.1 from the *FITNESSGRAM*® Web page at <http://www.fitnessgram.net/home/> that will properly score the *FITNESSGRAM*® with the new standards.

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

A *FITNESSGRAM*® Instruction Kit, which provides instructions to convert *FITNESSGRAM*® export files for the new Versions 8.6 [client-based] and 9.1.1 [Web-based] of the *FITNESSGRAM*® software, is available on the Resources page of the California PFT Web site at <http://www.pftdata.org/>.

### **MS Excel Template**

An updated MS Excel spreadsheet template is available on the Resources page of the California PFT Web site at <http://www.pftdata.org/> for use to compile the PFT data. This template follows the “2010–11 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 spreadsheet are provided on a separate file.

### **Additional Considerations**

PFT data to be collected and reported by LEAs must include results for every student in grades five, seven, and/or nine, whether or not the student was fully tested (complete), partially tested (partial), or not tested at all (none). This includes

data for students with disabilities who participate in any part of the PFT. However, data for any students tested in grades ten or higher to determine exemption eligibility should **not** be included in data submitted to the state PFT contractor.

**Note:** Data submitted for students who are not enrolled in grades five, seven, or nine will flag as errors and not be scored by the SJCOE.

In reporting the data, special care should be taken to make sure that all students have their Date of Birth, Gender, PFT Start Date and all scores recorded correctly (e.g., values are within the allowed ranges, height and weight provided for all students). Please leave entries blank for tests not taken by a student. The scoring programs treat a result of zero differently from a blank. A zero indicates a test taken with a resulting score of zero (e.g., 0 inches reached in the Back-Saver Sit and Reach). A blank indicates a test was not taken.

## File Formats and Data Submission Options

A school level file is **no** longer required. All of the data to be collected and submitted can be found on the student data file layout and the sample student data collection form. Because there have been significant changes to some of the data collection requirements, review carefully the “2010–11 PFT Student Data File Layout.” If student-level data is submitted using the online application (i.e., Web data entry), the sample student data collection form may be used to record the data prior to their entry into the online application.

After the PFT data have been collected for each school and compiled electronically, LEAs or their vendors must save the file as a tab-delimited or tab-separated text file. This file format can be created from MS Excel. For 2010–11, this is the only acceptable file format for submitting files via the Web data upload application.

**Note:** Microsoft Access, comma-delimited (comma-separated value [CSV]), and fixed length (fixed-width) data files are **no** longer accepted. Copying files on a CD-ROM and submitting them through the mail to SJCOE is **not** an option. Submission of data files via e-mail attachments is also **not** an option and violates student privacy (California *Government Code* Section 11019.9 and Family Educational Rights and Privacy Act [FERPA]).

The following submission options are available for submitting files to SJCOE. Submitting data is an easy process; however, to demonstrate the two data submission processes, SJCOE provides an online data submission module posted on the Resources Web page of the California PFT Web site at <http://www.pftdata.org/>.

- **Web data entry** – Student data is entered one-by-one onto a secure Web page data collection form. This is a good option for LEAs with small numbers of students. Data is checked for errors during data entry and compiled after completing the data entry for all students.
- **Web data upload** – Upload files in tab-delimited or tab-separated file formats (see previous page). 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 duplicates, and the number of student records with errors.

PFT coordinators will be able to view and correct errors to individual student records via the secure California PFT District Portal Web page accessible at <http://www.pftdata.org/district/>. From the secure District Portal, PFT coordinators can also verify their submission, including the numbers of student records submitted. If there is a need to change a correct student record, delete a student record, or upload a new file rather than correct individual student errors online, the PFT coordinators should call the SJCOE Help Desk at 888-852-9681 before uploading another student file for the LEA.

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

### **File Name**

File names are assigned to the student data files during the upload process. The name assigned includes the county, district, charter code or four zeros (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 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 problems:

- The data file contains asterisks, parenthesis, number or pound sign (#), ampersands (&), or other such special symbols or characters. These symbols or characters will not prevent a file from uploading if found in the demographic fields. They will, however, prevent the scoring of the student records that contain the symbols or characters. 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).
- If a Date of Birth is outside of the ranges for the grades (see Section 3. Test Administration) it will flag as an error. PFT coordinators will need to verify a flagged Date of Birth is correct. Once verified, the PFT Coordinator can override the error flag by leaving the record as is, provided all other errors are corrected, and clicking 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 Date of Birth is invalid (such as April 31), the student record will not be scored. This type of error should be corrected before submitting a file.
- 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 PFT administration window, 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 should be verified and corrected, if necessary, before submitting a file.
- 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. That is, fields with no data should 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 “2010–11 PFT Student Data File Layout” or the MS Excel spreadsheet template available on 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 spreadsheet template, the first row of the data file contains the column names (i.e., header row). The column header row must be deleted prior to uploading the file.

### **PFT Coordinator Password**

In order to enter data, upload data, or access and view individual student results from current or previous years via the California PFT District Portal Web page at <http://www.pftdata.org/district/>, the PFT Coordinator must have a password. This password is reset each year. A new PFT Coordinator Designation form should be completed and faxed to the SJCOE 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 Highlights,” and a copy of this form is provided in the Resources section of this manual.

### **Additional Information**

For questions about data collection, the submission process, or passwords, please contact the SJCOE by phone at 888-852-9681 (Help Desk) for technical assistance with the collection and submission process, at 209-468-9247 for questions about the PFT Coordinator form, or by e-mail (preferred) at [pftdata@sjcoe.net](mailto:pftdata@sjcoe.net).

For questions about the PFT program or policies, please contact Linda Hooper, Education Research and Evaluation Consultant by phone at 916-319-0345 or 916-445-9449, or by e-mail at [PFT@cde.ca.gov](mailto:PFT@cde.ca.gov).

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

# PFT Coordinator Manual

## **Section 5** **Correcting, Scoring,** **and Reporting Results**

Confirmation Message

Data Correction

Scoring Data

Reporting Results

## Section 5. Correcting, Scoring, and Reporting Results

PFT coordinators who use the Web data entry application described in Section 4. Submitting Results do not need to correct results, as their submitted data will not have errors as it is checked for errors during the data entry process.

PFT coordinators who use the Web data upload application, however, may have errors that need to be corrected. Some possible errors have already been addressed in Section 3. Test Administration and Section 4. Submitting Results. Therefore, this section focuses on the errors that have not been addressed in the previous sections, the implications of these errors on the student records, if the errors are not corrected, and the process PFT coordinators should use for correcting these results.

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

Within two days after submitting a file using the Web data upload application, the PFT Coordinator receives a confirmation message. This message indicates that the file was accepted, the number of accepted student records, the number of duplicate student records, and the number of student records with errors. Each student record with errors may have one or more errors that need to be corrected.

### Data Correction

#### Data Correction Deadline

PFT coordinators are allowed to correct errors once they receive the confirmation message. Corrections can be made until August 18, 2011, which is beyond the June 30, 2011 data submission deadline and provided the student data file is submitted by the June 30 deadline. Further, PFT coordinators are sent bi-weekly e-mail reminders as long as the errors remain in the student data submitted. PFT coordinators will be provided additional opportunities in September and mid-November to correct errors. The exact dates of these additional data correction windows will be sent to the PFT coordinators via e-mail notifications.

#### Data Correction Process

To correct errors, the PFT Coordinator logs in to the PFT Manager Web page through the California PFT Web site (<http://www.pftdata.org/>) District Portal using their LEA county code, district code, and charter code or 0000, if the LEA is a school



district or county office of education, to log into the system. Once logged in, the PFT Manager Web page welcomes the PFT Coordinator, who follows these steps to correct errors:

- Select the Student List link. From the Student List, 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, school code, Statewide Student Identifier (SSID), or number of errors.
- Select the folder icon to the far right of a student record with errors. This opens up the student data correction window. Invalid or incorrect demographic and data fields are listed in red at the top of the student record and highlighted in red on the screen. A message pops up by hovering over each error listed in red at the top of the record. This message indicates the incorrect value (in bold) followed by a brief description of the error.
- 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 correction process. All errors should be verified before being corrected.
- Once all the errors 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. The only exception is the Date of Birth. If the Date of Birth is flagged, yet is correct, saving changes will override the error flag.
- As each student record is corrected, it moves to the portion of the student list with 0 errors.
- Select the trash can icon to delete a student record, if appropriate. A message pops up to confirm the deletion before the deletion is completed. Please use this option carefully, as a delete action cannot be undone.
- If there are too many errors and there is a need to upload a new file, PFT coordinators should contact the SJCOE Help Desk at 888-852-9681 before uploading another student file for the LEA. The SJCOE Help Desk must delete the original submission before an LEA can upload a new file. Otherwise, any duplicate student records in the new submission will not be accepted.

An online module that demonstrates specific examples of data correction process for PFT coordinators is available from the Resources Web page of the California PFT Web site at <http://www.pftdata.org/>.

### **Error Flags**

Missing or invalid codes in specific fields may flag as errors and impact scoring (i.e., will not be scored), as follows:

#### **Grade:**

- If data is missing or invalid (i.e., grade other than 5, 7, or 9), it flags as an error to be corrected.
- Missing or invalid grades will result in a student record not being scored.

#### **Gender:**

- If M or F is missing or the code provided is invalid, it flags as an error to be corrected.
- Missing or invalid gender codes will result in a student record not being scored.

#### **Statewide Student Identifier (SSIS):**

- If SSID is missing or invalid (i.e., not 10 digits), it flags as an error to be corrected.
- Missing or invalid Statewide Student Identifiers (SSIDs) will result in a student record not being scored.

#### **Ethnicity or Race:**

- If data is missing, it does not flag as an error to be corrected.
- If data is invalid (i.e., code is not Y or N), it flags as an error to be corrected.
- If no ethnicity and race is selected, the student will be reported in the “Two or More Races” category. This does not impact the scoring of the student record.

#### **Date of Birth:**

- If data is missing or invalid (i.e., April 31, 1950), it flags as an error to be corrected.
- Missing or invalid codes in this field will result in a student record not being scored, as the student’s age cannot be correctly calculated.

**PFT Start Date:**

- If data is missing or invalid (i.e., April 31, 2011), it flags as an error to be corrected.
- If data is missing and the student is coded as 3 (none) for Participation Level, the April 1 default date is applied and it will not flag as an error to be corrected.
- April 1 is the default date that is applied to any missing or invalid dates. It is also applied to any date that is past the PFT administration window (i.e., after May 31, 2011).
- Missing or invalid 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:**

- If data is missing in these fields, it does not flag as an error.
- If data is invalid (i.e., Parent/Guardian Highest Education Level includes a code other than 10 to 15), it flags as an error to be corrected.
- Missing or invalid codes in these two fields will not impact the scoring of the student record.

**Participation Level and Reason for Participation Level:**

- If data is missing or invalid in these fields, it flags as an error to be corrected.
- If Participation Level is 3 (none), the student record will not be scored even if any test results are recorded in the student record.
- If Participation Level is 1 (complete), 2 (partial), missing, or invalid (i.e., includes a code other than 1 to 3), the student will be scored even if the student does not have any results recorded.
- If the Reason for Participation Level is missing or invalid (i.e., includes a code other than 1 to 4), the student will be scored for any results recorded in the student record.

**Height (feet and inches), Weight, and Other PFT Data Fields:**

- If data is missing, incomplete, or invalid (i.e., outside of the acceptable ranges) in these fields, it flags as an error to be corrected.
- If data is missing, incomplete, or invalid in these fields, the student record will not be scored for those fitness areas with missing, incomplete, or invalid data.
- These important details also apply to the scoring of the fitness areas:
  - Height (feet), height (inches), and weight needed to calculate BMI and  $VO_2$ max.
  - One-Mile Run and PACER (Progressive Aerobic Cardiovascular Endurance Run): 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, do not have a  $VO_2$ max calculated. (These students are reported as Needs Improvement – Some Risk.) Students age 9 with time or laps reported have a  $VO_2$ max calculated and are compared to the HFZ<sup>®</sup> for students age 10. Students less than age 9 with time or laps reported will not have  $VO_2$ max calculated, but are scored in the HFZ<sup>®</sup>.
  - Walk Test: Students less than age 13 with time and/or heart rates are flagged as an error (invalid) and do not have a  $VO_2$ max calculated.
  - Skinfold Measurements: Both triceps and calf skinfold measurements are needed to calculate percent body fat.
  - Back Saver Sit-and-Reach and Shoulder Stretch: Both left and right sides are needed to determine flexibility score.

The system does not flag errors 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).

**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 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<sup>®</sup> 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, the default test date, could result in over 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<sup>®</sup> for the related test option. VO<sub>2</sub>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<sub>2</sub>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<sub>2</sub>max for the One-Mile Run equation. The actual calculated BMI, not the rounded BMI, is used in this equation.

## Reporting Results

The LEA scored student data file will be available to PFT coordinators via the reports application of the PFT manager. This layout of this file will include all the calculated scores and age for each student; whether the student is in the HFZ<sup>®</sup> or in one of the Needs Improvement designations for each fitness area; and how many fitness areas the student has attained in the HFZ<sup>®</sup> (i.e., 0 of 6 to 6 of 6). PFT coordinators will be notified as soon as the layout and data files are available.

## 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 all in the HFZ<sup>®</sup> or Back Saver Sit-and-Reach and Shoulder Stretch all in the HFZ<sup>®</sup>. 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

**Additional Information**

For additional questions about correcting, scoring, and reporting student results, please contact the SJCOE Help Desk by phone at 888-852-9681 or Linda Hooper, Education Research and Evaluation Consultant, by phone at 916-319-0345.

# PFT Coordinator Manual

## Resources

Student Data File Layout

Sample Student Data  
Collection Form

Checklist for PFT  
Coordinators

Physical Fitness  
Test Coordinator  
Designation Form

## 2010–11 Physical Fitness Test

# Student Data File Layout – Tab-Delimited

| Field                                   | Type    | Length | Acceptable Values <sup>1</sup>                   |
|---|---------|--------|--|
| County Code                             | Numeric | 2      |  |
| School District Code                    | Numeric | 5      |  |
| School Code                             | Numeric | 7      |  |
| Charter School Code                     | 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     |  |
| Ethnicity - 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                                   |

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



## 2010–11 Physical Fitness Test

# Student Data File Layout – Tab-Delimited

| Field   | Type    | Length | Acceptable Values <sup>1</sup>  |
|---|---------|--------|---|
| 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<br><br>10 = Graduate school/post graduate training<br><br>11 = College graduate<br><br>12 = Some college (include AA degree)<br><br>13 = High school graduate<br><br>14 = Not a high school graduate<br><br>15 = Declined to state or unknown |
| NSLP (National School Lunch Program – identified as eligible) | Alpha   | 1      | Y = Yes, N = No   |
| PFT Start Date (month)  | Numeric | 2      | 01 – 12   |
| PFT Start Date (day)  | Numeric | 2      | 01 – 31   |

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

## 2010–11 Physical Fitness Test

# Student Data File Layout – Tab-Delimited

| Field  | Type    | Length | Acceptable Values <sup>1</sup>   |
|--|---------|--------|--|
| PFT Start Date (year)  | Numeric | 4      | Must be a valid year   |
| Participation Level  | Numeric | 1      | 1, 2, or 3<br><br>1 = Complete – Student has scores for all six fitness areas<br><br>2 = Partial – Student has scores for one, two, three, four, or five fitness areas<br><br>3 = None – Student does not have scores for any fitness area   |
| Reason for Participation Level   | Numeric | 1      | 1, 2, 3, 4, or Blank<br><br>1 = Absent on test date and make-up sessions<br><br>2 = Individualized education program (IEP)/Section 504 plan/Disabilities<br><br>3 = Extraordinary circumstances (e.g., temporary school closure, etc.)<br><br>4 = Medical excuse (e.g., temporary illness, injury, doctor’s note, etc.)<br><br>Blank = Only for students with a 1 on Participation Level |
| <b>NEW</b> 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      | 01 – 07  |

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

## 2010–11 Physical Fitness Test

# Student Data File Layout – Tab-Delimited

| Field   | Type    | Length | Acceptable Values <sup>1</sup> |
|---|---------|--------|--------------------------------|
| Height<br>(inches)  | Numeric | 2      | 00 – 11                        |
| Weight<br>(pounds)  | Numeric | 3      | 001 – 500                      |
| <b>Aerobic Capacity</b> (Note: Height and weight fields must be completed for every student, as Aerobic Capacity VO <sub>2</sub> max cannot be calculated without height and weight.)                     |         |        |                                |
| One-Mile Run <sup>2</sup><br>(minutes)  | Numeric | 2      | 03 – 59                        |
| One-Mile Run <sup>2</sup><br>(seconds)  | Numeric | 2      | 00 – 59                        |
| 20m PACER <sup>3</sup><br>(# laps)  | Numeric | 3      | 001 – 190                      |
| Walk Test <sup>2</sup><br>(minutes)   | Numeric | 2      | 03 – 59                        |
| Walk Test <sup>2</sup><br>(seconds)   | Numeric | 2      | 00 – 59                        |
| Heart Rate<br>(# beats per minute)  | Numeric | 3      | 030 – 250                      |
| <b>Body Composition</b> (Note: Height and weight fields must be completed for every student to calculate Aerobic Capacity VO <sub>2</sub> max. This data will also be used to calculate Body Mass Index.) |         |        |                                |
| Skinfold Measurements<br>Triceps (millimeters)  | Numeric | 2      | 01 – 40                        |
| Skinfold Measurements<br>Calf (millimeters)   | Numeric | 2      | 01 – 40                        |

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

<sup>2</sup> 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.

<sup>3</sup> 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. 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](http://www.fitnessgram.net/PACER_Conversion.pdf).

## 2010–11 Physical Fitness Test

# Student Data File Layout – Tab-Delimited

| Field  | Type    | Length | Acceptable Values <sup>1</sup> |
|--|---------|--------|--------------------------------|
| Bioelectric Impedance Analyzer<br>(percent body fat)   | Numeric | 4      | 00.1 – 99.9                    |
| <b>Muscular Strength, Endurance, and Flexibility</b> This area includes four test areas: abdominal strength and endurance; trunk extensor strength and flexibility; upper body strength and endurance; and flexibility |         |        |                                |
| <b>Abdominal Strength</b><br>Curl-Up<br>(# completed)  | Numeric | 2      | 01 – 75 (Max = 75)             |
| <b>Trunk Extensor Strength</b><br>Trunk Lift<br>(# inches)   | Numeric | 2      | 00 – 12 (Max = 12)             |
| <b>Upper Body Strength</b>   |         |        |                                |
| Push-Up<br>(# completed)   | Numeric | 2      | 01 – 75 (Max = 75)             |
| Modified Pull-Up<br>(# completed)  | Numeric | 2      | 01 – 75 (Max = 75)             |
| Flexed-Arm Hang<br>(# of seconds)  | Numeric | 2      | 00 – 90 (Max = 90)             |
| <b>Flexibility</b>   |         |        |                                |
| Sit and Reach - Left<br>(# of inches)  | Numeric | 2      | 00 – 12 (Max = 12)             |
| Sit and Reach - Right<br>(# of inches)   | Numeric | 2      | 00 – 12 (Max = 12)             |
| Shoulder Stretch - Left  | Alpha   | 1      | Y = Yes, N = No                |
| Shoulder Stretch - Right   | Alpha   | 1      | Y = Yes, N = No                |

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

## 2010–11 Physical Fitness Test

# Sample Student Data Collection Form

This form is for your convenience in collecting data for electronic submission. Please 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. Date of Birth: \_\_\_\_\_ (MM) \_\_\_\_\_ (DD) \_\_\_\_\_ (YYYY)
- F. Gender: \_\_\_\_\_ (M, F)
- G. Statewide Student ID: \_\_\_\_\_
- H. Hispanic or Latino?                      Yes                      No

### I. Race (Select one or more races)

- |  |                              |
|--|------------------------------|
| _____ Black or African American        | _____ Hmong                  |
| _____ American Indian or Alaska Native | _____ Other Asian            |
| _____ Chinese                          | _____ Filipino               |
| _____ Japanese                         | _____ Native Hawaiian        |
| _____ Korean                           | _____ Guamanian              |
| _____ Vietnamese                       | _____ Samoan                 |
| _____ Asian Indian                     | _____ Tahitian               |
| _____ Laotian                          | _____ Other Pacific Islander |
| _____ Cambodian                        | _____ White                  |

- J. Parent/Guardian Highest Education Level: \_\_\_\_\_ (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)
- K. National School Lunch Program (identified as Eligible):    Yes                      No
- L. PFT Start Date: \_\_\_\_\_ (MM) \_\_\_\_\_ (DD) \_\_\_\_\_ (YYYY)
- M. Participation Level: \_\_\_\_\_ (1= Complete, 2 = Partial, 3 = None)
- N. 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, etc.)
  - 4 - Medical excuse (e.g., temporary illness, injury, doctor's note, etc.)

**\*\*\* Continue to Section II if student has completely or partially tested. \*\*\***



## 2010–11 Physical Fitness Test

# Checklist for PFT Coordinators

| Date                                   | Activities  |
|--|---|
| <b>January through February 2011</b>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct meetings or trainings to prepare site administrators and physical education leads and teachers for the proper administration of the PFT to all students in grades five, seven, and nine.</li> <li><input type="checkbox"/> Ensure data collection forms are ready and distributed to the schools.</li> <li><input type="checkbox"/> Announce the PFT administration by providing schools with copies of brochures to distribute to parents and guardians, posting a newsletter on the LEA Web site, or by sending the information for schools to include in their school newsletters.</li> <li><input type="checkbox"/> Review the newly posted PFT publications available on the California Department of Education (CDE) PFT Web page and the California PFT Web site.</li> <li><input type="checkbox"/> If errors are present in last year's data, LEA has one last opportunity to correct previous school year PFT data.</li> </ul> |
| <b>February 1 through May 31, 2011</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Oversee the administration and collection of all PFT data.</li> <li><input type="checkbox"/> Ensure all PFT data are received from schools in time to complete the student file required for the PFT collection and reporting requirements.</li> <li><input type="checkbox"/> Access the California PFT Web site after receiving a new password from the contractor and the Web site is open for viewing of 2009–10 individual student results and submittal of 2010–11 data. (District code from County-District-School [CDS] code, charter school code ("0000" [four zeros] if not charter school), and password are required for access.)</li> </ul>   |
| <b>June 2011</b>                       | <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit all PFT data to the San Joaquin County Office of Education (SJCOE) by June 30.</li> <li><input type="checkbox"/> Correct data submission errors.</li> <li><input type="checkbox"/> Schedule a debriefing meeting with site administrators and physical education leads to determine areas for future improvements in administration of the PFT.</li> <li><input type="checkbox"/> Establish a calendar of PFT activities for the following year.</li> </ul>  |

## 2010–11 Physical Fitness Test Checklist for PFT Coordinators

| Date                         | Activities   |
|------------------------------|--|
| August through December 2011 | <p><b>2011 Data Submission and Reporting</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make 2011 PFT data corrections during the designated data correction windows.</li> <li><input type="checkbox"/> Provide staff support for releasing and explaining the 2011 PFT results.</li> <li><input type="checkbox"/> Place individual PFT results in the students' cumulative files.</li> <li><input type="checkbox"/> Provide the updated 2011 PFT data to be included in the School Accountability Report Card (SARC).</li> </ul> <p><b>2012 Data Collection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Order equipment and materials, as needed, for each school for the 2012 PFT administration.</li> <li><input type="checkbox"/> Review the PFT resources available on the CDE PFT Web page and the California PFT Web site.</li> <li><input type="checkbox"/> Complete the Physical Fitness Test Coordinator Designation form and submit it to the SJCOE, the state PFT contractor.</li> <li><input type="checkbox"/> Determine the PFT administration and makeup dates for the schools within the LEA.</li> <li><input type="checkbox"/> Determine the local process for collecting and reporting data (i.e., Web site data entry, Web site data upload, vendor, and/or <i>FITNESSGRAM</i><sup>®</sup> software) for 2011–12.</li> <li><input type="checkbox"/> Verify the requirements for reimbursement of PFT administration costs via state-mandated costs.</li> <li><input type="checkbox"/> (Optional) Contact a vendor regarding PFT data collection and reporting services for 2011–12.</li> <li><input type="checkbox"/> (Optional) Attend available PFT or <i>FITNESSGRAM</i><sup>®</sup> face-to-face or online trainings.</li> </ul> |



# 2010–11 Physical Fitness Test Physical Fitness Test Coordinator Designation Form



## Physical Fitness Test Coordinator Designation 2010-11 School Year

Mail or fax completed form with *original* signature by **November 1, 2010**, to: **San Joaquin County Office of Education ♦ Attn: Assessment Projects ♦ 2707 Transworld Drive ♦ Stockton, CA 95206 ♦ Phone: 209-468-9247 ♦ Fax: 209-468-9263.**

Please type or use ink and clearly print all information. Incomplete forms will be returned. Accurate e-mail addresses are important since most communications are distributed via e-mail. Personal e-mail addresses are **NOT** accepted.

County-District Code:  Charter School (CS) Number<sup>1</sup>:   
If dependent CS, enter "0000"

District/Charter School Name<sup>2</sup>:

**Superintendent/Administrator:**

Name<sup>3</sup>:   
 Address:   
 City, State, Zip:   
 E-mail:   
 Phone: (     )  
 Fax: (     )

**I designate the following employees as the Physical Fitness Test (PFT) coordinator and alternate for the 2010–11 school year<sup>4</sup>. The alternate only will be contacted if the PFT coordinator is not available. The alternate signature is not required below.**

| PFT Coordinator:                         | Alternate:           |
|--|----------------------|
| Name <sup>3</sup> : <input type="text"/> | <input type="text"/> |
| Title: <input type="text"/>              | <input type="text"/> |
| E-mail: <input type="text"/>             | <input type="text"/> |
| Phone: (     )                           | (     )              |
| Fax: (     )                             | (     )              |

**Mailing Address:**

Address:   
 City, State, Zip:

**Superintendent's /Administrator's Signature      Printed Name of Superintendent/Administrator      Date**

**PFT Coordinator Signature      Printed Name of PFT Coordinator      Date**

<sup>1</sup> Charter School Number: For PFT data reporting, charter schools will be considered "dependent" or "independent" of their home district based on the charter status used for the Standardized Testing and Reporting (STAR) Program. For dependent charter schools, enter "0000." If you do not know your charter school status or if you need to change it, please contact the California PFT Coordinator, Linda Hooper, Education Research and Evaluation Consultant, by phone at 916-445-9449 or by e-mail at [PFT@cde.ca.gov](mailto:PFT@cde.ca.gov).

<sup>2</sup> Charter schools that are testing independently, please provide the charter school name.

<sup>3</sup> If any contact information changes, including, but not limited to, e-mail addresses, coordinator information, or phone numbers, please complete a new PFT coordinator designation form immediately and mail or fax the signed form to the San Joaquin County Office of Education.

<sup>4</sup> A password will be sent to the PFT coordinator by e-mail. For the security and privacy of individual student data and personal information, the assigned user-ID and the secure password may only be used by the PFT coordinator. Sharing of the system credential information with anyone not identified on the *PFT Coordinator Designation* form is prohibited. The CDE shall be immediately notified if it is discovered that there may have been a breach in security, which has or may have resulted in compromising confidential data. The CDE contact for breach notification is: **CDE Information Security and Privacy Office ♦ Information Security Officer ♦ 1430 N Street, Suite 6308 ♦ Sacramento, CA 95814-5901 ♦ 916-445-4544 ♦ [iso@cde.ca.gov](mailto:iso@cde.ca.gov).**