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# 2015–16 California Physical Fitness Test

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## Coordinator Manual

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- **2015–16 Highlights**
- **Program Overview**
- **Test Administration**
- **Data Submission**
- **Data Correction and Reporting**
- **Student Data File Layout**
- **Student Data Collection Form**

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Prepared by the  
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# Introduction

As a Physical Fitness Test (PFT) Coordinator, you play an important role in the success of the PFT by managing the testing activities in your local educational agency (LEA)<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* provides the information and resources needed to prepare for, coordinate, and carry out the 2015–16 administration of the PFT. This manual highlights updates for the 2015–16 testing cycle, provides essential background information, details responsibilities, includes data collection requirements, and describes the processes for collecting and submitting test data to the current state PFT contractor, the San Joaquin County Office of Education (SJCOE). It also addresses the data correction process. Additional information about the PFT is available from the Web sites or 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 (PFT regulations and *FITNESSGRAM* Healthy Fitness Zones<sup>2</sup> charts)
- Program Resources (materials to assist PFT coordinators and access to 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).

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

### Additional Resources

- The Cooper Institute (information about the development and background of the *FITNESSGRAM*)
- San Joaquin County Office of Education (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 site at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp> are updated yearly and provide comprehensive information about the PFT. These resources also address the latest information about the *FITNESSGRAM*. The *FITNESSGRAM* Test Administration Manual<sup>3</sup> provides detailed descriptions of all of the test protocols. More information about this manual can be found on the *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 training staff in the administration of the *FITNESSGRAM*.

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

# PFT Coordinator Manual

## **Section 1** **2015–16 Highlights**

PFT Coordinator  
Designation

Key Dates and Activities

Healthy Fitness Zones

Common Errors and  
Warnings

*FITNESSGRAM*

Data Correction

# Section 1. 2015–16 Highlights

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

There are no changes to the PFT for 2015–16. The *FITNESSGRAM* performance standards and Healthy Fitness Zones remain unchanged for this year and the same data fields as last year will be reported.

## PFT Coordinator Designation

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

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

Figure 1. PFT Coordinator Designation Form

**California Physical Fitness Test**

**PFT Coordinator Designation Form**

**Search**

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

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

Mandatory fields are designated with an asterisk (\*).

\* **County Code:**

\* **District Code:**

\* **Charter Number:**

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

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

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

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

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

To ensure the automated approval request e-mail that is sent to the Superintendent or Charter School Administrator is delivered, Spam or junk e-mail filters should be set to accept or whitelist e-mails from the PFT Support e-mail account ([pftdata@sjcoe.net](mailto:pftdata@sjcoe.net)).

For questions about the online designation process, contact the PFT Help Desk by using the contact form at <https://pftdata.org/contact.aspx>. The contact form requires county code, district code (taken from County, District, School [CDS] code), and charter number or four zeros (for districts and county offices of education).

**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, as identified on the CDE School Directory Web page at <http://www.cde.ca.gov/re/sd/>. If the information does not match, the LEA will be contacted and the password will be deactivated until this matter is resolved.

## Key Dates and Activities

All LEAs must submit 2015–16 PFT data by the June 30, 2016 deadline. Key deadlines are outlined in Table 1.



**Table 1. Key Dates and Activities**

Date	Activity
February 1, 2016	PFT administration window opens. Secure District Portal opens for PFT data submissions. Data correction window opens within 24 hours after data is submitted.
May 31, 2016	PFT administration window closes.
June 30, 2016	Secure District Portal closes for data submissions and corrections.
August 31, 2016	PFT data correction and preview windows close.

Additional dates and activities are outlined in the PFT Calendar available at <https://pftdata.org/calendar.aspx?c=2016>.

## Healthy Fitness Zones

Healthy Fitness Zone (HFZ) charts are available on the CDE PFT *FITNESSGRAM*: Healthy Fitness Zone Charts Web page at <http://www.cde.ca.gov/ta/tg/pf/healthfitzones.asp>. Included are current-year HFZ Charts as well as documentation of changes to the HFZ standards.

## Common Errors and Warnings

The following list highlights the common errors and warnings that have occurred in past year data. This list is provided to assist with avoiding similar errors or warnings in the current year data. Errors indicate data that must be corrected otherwise the student record with errors will not be scored nor reported. Warnings will not prevent student records from being scored and reported but should be corrected if possible, as they may impact the integrity of the data.

Common Errors:

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

**Common Warnings:**

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

***FITNESSGRAM***

*FITNESSGRAM* is no longer selling FG8 or FG9 software and is encouraging users to upgrade to the Web-based *FITNESSGRAM* 2015 (FG2015) software. More information about upgrading is available on the *FITNESSGRAM* Web site at <http://www.fitnessgram.net/>.

**Data Correction**

After submitting PFT data, PFT coordinators have opportunities to review and correct errors and warnings in the Student List (which is accessed through the secure District Portal).

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

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

# PFT Coordinator Manual

## **Section 2** **Program Overview**

*FITNESSGRAM* Fitness  
Area Test Options,  
Equipment, and Materials

Charter Schools

Test Administration Costs

Training Resources

Vendors

## Section 2. Program Overview

This section provides 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 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* Fitness Areas, Test Options, Equipment, and Materials**

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

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

The *FITNESSGRAM* is composed of six fitness areas, with a number of test options provided for most areas as shown in Table 2 on the following page.

**Table 2. FITNESSGRAM Fitness Areas, Test Options, and Equipment<sup>1,2</sup>**

Fitness Areas					
Aerobic Capacity <sup>3</sup>	Body Composition	Muscular Strength, Endurance, and Flexibility			
		Abdominal Strength and Endurance	Trunk Extensor Strength and Flexibility	Upper Body Strength and Endurance	
<ul style="list-style-type: none"> <li>■ One-Mile Run                             <ul style="list-style-type: none"> <li>• Flat, measured running course</li> <li>• Stopwatch</li> <li>• Scale</li> <li>• Ruler (stadiometer) or tape measure</li> </ul> </li> <li>■ PACER<sup>4</sup> (Progressive Aerobic Cardiovascular Endurance Run)                             <ul style="list-style-type: none"> <li>• Flat, nonslippery surface 15 or 20 meters in length</li> <li>• CD or cassette player with adequate volume</li> <li>• CD or audiocassette with music/timing</li> <li>• Measuring tape</li> <li>• Marker cones</li> </ul> </li> <li>■ Walk Test                             <ul style="list-style-type: none"> <li>• Flat, measured course</li> <li>• Stopwatch</li> <li>• Scale</li> <li>• Heart rate monitor (optional)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Skinfold Measurements<sup>4</sup> <ul style="list-style-type: none"> <li>• Skinfold caliper</li> </ul> </li> <li>■ Body Mass Index                             <ul style="list-style-type: none"> <li>• Scale</li> <li>• Ruler (stadiometer) or tape measure</li> </ul> </li> <li>■ Percent Body Fat                             <ul style="list-style-type: none"> <li>• Bioelectric impedance analyzer or automated skinfold caliper</li> <li>• Scale</li> <li>• Ruler (stadiometer) or tape measure</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Curl-Up<sup>4</sup> <ul style="list-style-type: none"> <li>• Gym mat</li> <li>• 3-inch measuring strip for 5 to 9 year olds or 4.5-inch measuring strip for students older than 9 years of age</li> <li>• CD or cassette player with adequate volume</li> <li>• CD or audiocassette with cadence</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Trunk Lift<sup>4</sup> <ul style="list-style-type: none"> <li>• Gym mat</li> <li>• Yard stick or 15-inch ruler</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Push-Up<sup>4</sup> <ul style="list-style-type: none"> <li>• Gym mat</li> <li>• CD or cassette player with adequate volume</li> <li>• CD or audiocassette with cadence</li> </ul> </li> <li>■ Modified Pull-Up                             <ul style="list-style-type: none"> <li>• Gym mat</li> <li>• Modified pull-up stand with elastic band</li> </ul> </li> <li>■ Flexed-Arm Hang                             <ul style="list-style-type: none"> <li>• Horizontal bar</li> <li>• Chair or stool</li> <li>• Stopwatch</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Back-Saver Sit and Reach<sup>4</sup> <ul style="list-style-type: none"> <li>• Sit-and-reach box</li> </ul> </li> <li>■ Shoulder Stretch</li> </ul>
Test Options and Equipment					

<sup>1</sup> FITNESSGRAM is a registered trademark of The Cooper Institute.

<sup>2</sup> All of the test options may require pencils and score sheets to record scores.

<sup>3</sup> Height and weight (i.e., Body Mass Index) are needed to estimate a student's Aerobic Capacity.

<sup>4</sup> FITNESSGRAM recommends this test as the test option for the fitness area; however, the California Department of Education (CDE) does not have a position regarding which test option to administer to students.

## Equipment and Materials

The proper administration of the *FITNESSGRAM* requires specific testing equipment and data collection materials as noted in Table 2. *FITNESSGRAM* Fitness Areas, Test Options, and Equipment.

If the PFT was administered in previous years, it may not be necessary to order any new equipment or materials. PFT coordinators should check with physical education teachers early in the school year to determine if new equipment or materials are needed.

LEAs may purchase equipment and materials from a store or vendor of their choice. The Test Administration Manual is available from Human Kinetics.

## 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 *FITNESSGRAM* Web site at <http://www.fitnessgram.net/>, or contact US Games by phone at 1-800-327-0484.

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

**Note:** US Games should be contacted for information about *FITNESSGRAM* materials only. They are not prepared to respond to questions about PFT administration policies, data collection, or electronic data transmittal. If you have questions regarding PFT administration policies, contact the High School and Physical Fitness Office by phone at 916-445-9449 or by e-mail at [pft@cde.ca.gov](mailto:pft@cde.ca.gov).

## Aerobic Capacity and VO<sub>2</sub>Max

Aerobic Capacity is reported in terms of VO<sub>2</sub>max, which is a measure of maximum oxygen consumption during exercise. For more information about Aerobic

Capacity and  $VO_2$ max, view the Aerobic Capacity video provided by The Cooper Institute at <http://youtu.be/eiS8xGzRlwl>. Physical education teachers who wish to provide students feedback about their progress can calculate  $VO_2$ max for any of the Aerobic Capacity test options by using the calculator provided in an Excel spreadsheet available on the Students & Parents tab of the CDE PFT Web site at <http://www.cde.ca.gov/ta/tg/pf/>.

### Options for Measuring Body Composition

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

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

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

### Bioelectric Impedance Analyzer and BMI

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



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

## 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; administer the PFT to students enrolled in grades five, seven, and nine; and collect and submit to the state contractor, SJCOE, the PFT results by June 30. The PFT summary results for independent charter schools are reported separately from those of the authorizing educational agency and can be accessed under the name of the charter school on the school or district level reports of the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/>. Being an independent charter school for assessment may be different from being fiscally independent. It is important for charter schools to evaluate their PFT reporting status and adhere to the requirements and guidelines in this manual if they are operating independently for assessment purposes.

## Test Administration Costs

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

## Training Resources

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

Videos, and Training Web page includes free Webinars and modules designed to familiarize PFT coordinators with essential PFT requirements and the data submission and correction processes.

**Note:** 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. Employees must be the ones who administer the PFT (i.e., *FITNESSGRAM*) to students in California.

## Vendors

Pre-ID and scannable data collection materials are not required to administer the PFT; however, LEAs may purchase these materials and related services from vendors. For more information regarding the use of vendors, contact the High School and Physical Fitness Assessment Office by phone at 916-445-9449 or by e-mail at [pft@cde.ca.gov](mailto:pft@cde.ca.gov). The “2015–16 PFT Resources” includes a list of vendors and is located on the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>.

# PFT Coordinator Manual

## **Section 3** **Test Administration**

Student Participation  
Student Data Collection

## Section 3. Test Administration

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 “2015–16 PFT Student Data File Layout” found in the Resources section of this manual. For test administration descriptions, refer to the *FITNESSGRAM* Test Administration Manual and the *PFT Reference Guide* available on the Resources page of the California PFT Web site at <http://www.pftdata.org/>.

### Student Participation

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

### Students with Disabilities

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

### Students on a Block Schedule

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

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

## **Student Data Collection**

PFT coordinators should review the reporting requirements and acceptable codes for race and ethnicity and economically disadvantaged reporting in the “2015–16 PFT Student Data File Layout” found in the Resources section of this manual.

### **Race and Ethnicity**

The PFT reporting requirements for race and ethnicity align with federal requirements and those of other California standardized assessments, requiring a two-part question be used to collect data about race and ethnicity. More information about the federal standards for collecting and reporting race and ethnicity categories can be found on the CDE Race and Ethnicity Frequently Asked Questions Web page at <http://www.cde.ca.gov/ds/dc/es/refaq.asp>.

### **Economically Disadvantaged Reporting**

The CDE collects information about the economic status of students through two fields, Parent/Guardian Highest Education Level and eligibility for the National School Lunch Program (NSLP), which is also known as Free and Reduced Priced Meals (FRPM). Eligibility for the NSLP does not mean the student is participating in the NSLP. The information from these two fields is used to determine the student’s economically disadvantaged status and to carry out other analysis to assist with the interpretation of the PFT results.

The following are acceptable values for the two economically disadvantaged reporting fields collected:

**Field 1 Parent/Guardian Highest Education Level**

- 10 = Graduate school/post graduate training
- 11 = College graduate
- 12 = Some college (includes AA degree)
- 13 = High school graduate
- 14 = Not a high school graduate
- 15 = Declined to state or unknown

**Field 2 National School Lunch Program participation**

- Y = Yes (the student is eligible)
- N = No (the student is not eligible)

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. Table 3 details the student level data that must be collected for each Aerobic Capacity test option in order to calculate  $VO_2$  max scores. To ensure that students can be properly scored and reported for the One-Mile Run or the Walk Test, it is recommended that height (feet and inches) and weight (pounds) be collected for every student tested for Aerobic Capacity. In addition, the following rules are applied in scoring the Aerobic Capacity tests:

- The Walk Test is a test option only allowed for students who are ages 13 and older. If the Walk Test is given to grade five students younger than age 13, it cannot be scored and will not be reported, as Walk Test HFZs have not been established for students younger than age 13.
- The maximum time allowed on the One-Mile Run is 13 minutes. Students with One-Mile Run times greater than 13 minutes will not be scored (i.e., have a  $VO_2$  max calculated) and will be reported as Needs Improvement.

- Grade five students younger than age 9 who complete the One-Mile Run or PACER will not be scored, but will be reported in the HFZ regardless of the one-mile run time or number of laps completed.
- Grade five students who are age 9 will be scored and reported using the standards for age 10 students.
- If the 15-meter PACER is administered, the 15-meter PACER laps first need to be converted to 20-meter laps. A PACER Conversion Chart is located in the *FITNESSGRAM* Test Administration Manual.

**Table 3. Aerobic Capacity Data Collection Requirements**

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

\* VO<sub>2</sub>max will not be calculated if the time for the One-Mile Run is over 13 minutes.

**Note:** For the One-Mile Run, in addition to gender, age, and time, the student’s height and weight must be collected. For most students, this will not require additional data collection as their age and gender should already be collected as part of the PFT and their height and weight should already be collected for Body Mass Index (BMI), one of the options for Body Composition.

A calculator that estimates BMI and VO<sub>2</sub>max scores is available on the Students & Parents Tab of the CDE PFT Web page at <http://www.cde.ca.gov/ta/tg/pf/>.

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

### Student Data Collection Requirements

The following points summarize key data collection requirements based on the “2015–16 PFT Student Data File Layout.” These requirements should be reviewed to ensure local data is within acceptable ranges and accurate.

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

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

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

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



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

- PFT Start Date is comprised of three fields: PFT Start Date (month), PFT Start Date (day), and PFT Start Date (year). PFT Start Date indicates the day the student was administered the first test for PFT purposes. As with the DOB, this information must be provided for every student. If the PFT Start Date is beyond May 31, the end of the PFT administration window, the student record will flag with an error that must be corrected.
- Heart Rate reported for the Walk Test is the one-minute Heart Rate (# of beats per minute). The range of acceptable values for this field (i.e., 30 to 250) accommodates values for one-minute heart rates. A heart rate less than 30 will flag as an error that must be corrected.
- Data outside of the lower and upper limits of the acceptable value ranges will flag as errors, which should be corrected prior to scoring or the student will not be scored. It is important that these limits be communicated to teachers, who are responsible for administering the PFT and recording the results for the students. The limits established on the “2015–16 PFT Student Data File Layout” are consistent with those displayed on the Healthy Fitness Zone charts and with many of those in the *FITNESSGRAM* software. Further, many of these limits (e.g., no more than 12 inches on the Trunk Lift) are designed to ensure the safety of the students.
- In the proper administration of the PACER, Curl-Up, Push-Up, and Modified Pull-Up, a student is allowed two form breaks with the first form break counting as a repetition or lap. A student who commits two form breaks immediately upon the start of the test is scored a one (1); therefore, a score of zero (0) is not allowed for any of these four tests. If the student does not participate, it should be left blank.
- The limits on the minutes and seconds (i.e., time) for the One-Mile Run and Walk Test are set at 59 each. The time of 59 minutes and 59 seconds is used to indicate students who attempted the One-Mile Run or Walk Test but did not complete it. Students with 59 minutes and 59 seconds will be scored insufficient (I) and reported as Needs Improvement. An insufficient in Aerobic Capacity is considered as participating in Aerobic Capacity when the scoring program calculates a student’s Participation Level.

- Complete results must be provided for each test. The two flexibility tests (i.e., Back-Saver Sit and Reach and Shoulder Stretch) require scores for both the left and right sides. Skinfold Measurements requires scores for the triceps and calf. BMI requires height and weight. Required data and scores for Aerobic Capacity are outlined in Table 3. Aerobic Capacity Data Collection Requirements. Students without complete test scores will be scored Insufficient (I) and reported as Needs Improvement. A score of Insufficient in Aerobic Capacity, Body Composition, or Flexibility is considered as participating in that fitness area when the scoring program calculates a student's Participation Level. For example, a student who has time reported for the One-Mile Run and only weight reported for the BMI, is scored Insufficient for Aerobic Capacity and Body Composition. Yet, this student is considered as having participated in these two fitness areas.
- Shoulder Stretch scores should be reported as Y (Yes) or N (No). Values of P (Pass), F (Fail), or 1 or 2 will flag as errors and, if not corrected, the student will not be scored.

# PFT Coordinator Manual

## **Section 4** **Data Submission**

Data Collection Process

File Format and  
Data Submission

Coordinator Password

Additional Information

## Section 4. Data Submission

The PFT data are collected yearly from every LEA. Subsequently, state, county, school district, and school PFT results are posted on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/>. The CDE also submits a report of the state PFT results to the Governor and the Legislature. The completion of these tasks requires that all LEAs submit their PFT data to the state PFT contractor, the SJCOE. This section details the process for collecting and submitting the PFT data. The PFT Calendar, available on the PFT Resources page of the California PFT Web site at <https://pftdata.org/calendar.aspx?c=2016>, provides a more detailed and up-to-date schedule of all the activities associated with the PFT.

### Data Collection Process

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

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

- Provide copies of a student data collection form (see Resources section in this manual)
- Develop a scannable student data collection form
- Use student information system to store PFT data
- Purchase and use the *FitnessGram* software
- Copy or insert the data onto the Excel template
- Contract with a vendor, who provides forms or process to collect the student PFT data
- Use the Template Generator

The next step in the process involves compiling the LEA data, which may require transferring the student-level data from score sheets or forms into an electronic format that conforms to the “2015–16 PFT Student Data File Layout.”

### ***FitnessGram* Software**

Using *FitnessGram* software is an option for collecting and compiling PFT data. *FitnessGram* 2015 (FG2015) is the most current version of the *FitnessGram* software and includes the changes made to the PACER equation and BMI standards in 2013–14. *FitnessGram* 8 (FG8) and FG9 software is no longer available and no longer scores student data correctly due to these changes. It is important to upgrade software to ensure it is properly scoring to the latest standards. For information on upgrading to FG2015, visit the *FITNESSGRAM* Web site at <http://www.fitnessgram.net/>.

### **Excel Template**

The PFT Student Data Template (Excel Template) is another option for compiling and submitting PFT data and is available under the “Data Submission” heading of the Resources page of the California PFT Web site at <https://pftdata.org/resources.aspx>. This template follows the student data file layout is colored coded, and produces a file in the accepted tab-delimited text format. It only includes one worksheet. Instructions for using the template are also provided in a separate Word file.

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

### **Additional Considerations**

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

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

### **File Format and Data Submission**

After the PFT data have been collected for each school and compiled electronically, PFT coordinators are responsible for preparing and submitting the data file to SJCOE using one of the applications described below. PFT coordinators can access these applications by logging on to the PFT Manager through the secure District Portal of the California PFT Web site at <http://www.pftdata.org/> (Figure 2). In the PFT Manager,

PFT coordinators will find a number of useful applications such as Data Entry, Data Upload, and the Student List. For a demonstration of the data submission process view the Data Submission training module on the California PFT Modules, Videos, and Trainings Web page at <http://www.pftdata.org/training.aspx>.

Figure 2. PFT California PFT Web Site

**California Physical Fitness Test (PFT)**

Welcome to the California Physical Fitness Test (PFT) Web site hosted by the San Joaquin County Office of Education (SJCCE), 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 SJCCE scores and submits the LEA results to the California Department of Education.

**Coordinator Registration**

Every LEA needs to designate a PFT Coordinator by November 1 every year, even if the LEA uses a vendor or does not have students in grades five, seven, or nine. This ensures that the LEA will receive the latest PFT information and updates and be able to submit, review, and correct data, as needed.

Passwords were reset on September 16, 2013. To obtain the password needed to access the secure District Portal, complete the [2013–14 PFT Coordinator Designation](#) online form. The LEA superintendent or administrator will be contacted by e-mail to approve the information on the form before the password is released.

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

**Resources**

A variety of materials and online training resources are available to assist PFT Coordinators prepare for, coordinate, and carry out the administration and data collection for the PFT. As these materials and resources are regularly updated, it is recommended PFT Coordinators periodically check the links below to ensure they are using the most updated versions.

[PFT Resources](#)  
Provides information for PFT Coordinators and administrators.

[PFT Modules, Videos, and Trainings](#)  
Provides information on the PFT data submission and correction processes, test protocols, and training resources.

[Help Center](#)  
Visit our Help Center to get answers to frequently asked questions about the PFT.

**District Portal**

Please log in using your County Code, District Code, Charter Number, and Password. Use Charter Number 0000 for school districts and county offices of education.

County Code:

District Code:

Charter Number:

Password:

[Login](#) [Forgot Your Password?](#)

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

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

- **Data Entry** – Student data is entered and submitted one-by-one onto a secure Web form. Data entry is a good option for LEAs with small numbers of students. Data is checked for errors during data entry, and warnings are available for immediate review after submitting the data for each student. There is no second or additional submission process required. **The data entry application is available only from February 1 until June 30.**
- **Data Upload** – This application is available to submit the PFT data in tab-delimited or tab-separated text file format. Once the file is uploaded, the file is checked for errors and warnings. The PFT Coordinator is notified by e-mail 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 records. This application is available during all data submission/correction windows.
- **Template Generator** – This application is available to assist PFT coordinators in generating a PFT student data file from data uploaded using an exported FG9, or FG10, or FG2015 data file (in CSV format), using the Science CST pre-ID file layout (in fixed-length text file format), or both. The

Template Generator produces the Excel template with the information filled in from the fields in the uploaded file(s). The template can then be downloaded as an Excel file, reviewed, and completed, as necessary. Once completed, the Excel file will need to be submitted using the Data Upload application.

- **Student List** – PFT coordinators who are logged in to the PFT Manager can verify their entries or submissions, including the numbers of student records entered or submitted, by selecting the Student List. PFT coordinators are strongly encouraged to log in and periodically verify data to ensure it has been properly submitted; that the number of records in the system matches the number of student records submitted; and that the student records are free from errors and warnings. Problematic files may result in zero records being accepted by the system. If the PFT coordinator does not received an e-mail confirming the number of records processed following submission of a data file, it is likely the file was problematic and zero records were accepted by the system. For assistance with correcting a problematic file, contact the PFT Help Desk by using the contact form at <https://pftdata.org/contact.aspx> (preferred) or by phone at 888-852-9681.

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

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

For a demonstration of the data correction process, view the Data Correction training module on the California PFT Modules, Videos, and Training Web page at <https://pftdata.org/training.aspx>.

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

## PFT Confirmation Page

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

## File Considerations

Prior to uploading a file, PFT coordinators should review and edit the data file to ensure all data issues are resolved, per the following considerations:

- **File Name** – The file name assigned to the student data file should be one that can be used locally to store and retrieve the file, as SJCOE will assign a file name to the student data file during the upload process. The name assigned by SJCOE includes the county code, district code, charter number or 0000 for school districts or county offices of education, and the submission date. These codes are associated with the PFT Coordinator who logs in through the secure District Portal to upload the file. Therefore, is very important for PFT coordinators who serve multiple LEAs to log in through the correct LEA to submit a data file.
- **File Size** – The Data Upload application will accept files of any size. The processing time varies based on the file's size and the number of files in the queue waiting to be processed. PFT coordinators who submit large files or files close to the June 30 deadline, when many files get submitted, may experience delays beyond 24 hours in getting notified about the acceptance status of their files.
- **Data Errors** - Check the data to ensure the following errors have been corrected to prevent scoring and reporting problems:
  - The data file should not contain asterisks, parenthesis, number or pound sign (#), ampersands (&), or other such special symbols or characters. These symbols or characters may prevent a file from fully uploading or prevent the scoring and reporting of the student records. Hyphens, dashes, or apostrophes in student first or last names are acceptable.
  - Student middle initials should not have periods appended at the end of the initial.
  - Decimals only are allowed for the percent body fat reported for the Bioelectric Impedance Analyzer. The percent body fat scores should be reported as decimals to the tenths place, including scores for any integer percentages (i.e., 22 percent should be reported as 22.0 percent). Check



to ensure that the scores reported under the Bioelectric Impedance Analyzer are not calculated Body Mass Index (BMI) scores, as these provide different Body Composition information.

- If a DOB is outside of the ranges for the grades (see “Section 3. Test Administration”), it will flag as a warning. PFT coordinators will need to verify a flagged DOB is correct. Once verified, the PFT Coordinator can leave this part of the record unchanged, provided all errors are corrected, and select “Save Changes” in the Student Manager. If the DOB was verified as correct, the warning flag will remain in the student record.
  - If a DOB year is a 2-digit year (e.g., 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 (e.g., 1998, 2002).
  - 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.
  - If a PFT Start Date is invalid (e.g., April 31, beyond May 31), it should be corrected. If the PFT Start Date is not valid or missing, it will flag as an error to be corrected.
  - If any fitness test score is invalid (not within the acceptable range), the student record will not be scored nor reported. These types of errors should be corrected before submitting a file; however, they may also be corrected after submission provided it is within the data correction window(s).
  - Leading zeros are not required for any two-digit fields, if a single digit is reported.
  - Leave entries blank for tests not taken by a student. The scoring program treats a result of zero (0) differently from a blank. A zero indicates a test taken with a resulting score of zero (e.g., zero inches reached on the Back-Saver Sit and Reach). A blank indicates the student did not attempt or participate in a test. **As a rule of thumb, fields with no data must be left blank.**
- **Duplicate Student Records** – As students may move between schools within a school district, it is not uncommon to find students who begin the PFT in one school and complete it in another school or who take the

complete PFT in two different schools. The result is two records in the data file for such students. Either the data should be combined into a single record or the record with the best or more complete data should be reported. Files should be checked for duplicates before being uploaded. Or, once the file is uploaded, the PFT Coordinator can view a duplicate record report from the Student List to determine which records were removed as duplicates and evaluate how to best resolve this type of data issue.

- **Column Order and Blank Row** – To ensure that files upload properly into the data upload application, all of the columns in the file need to be arranged in the exact order shown on the “2015–16 PFT Student Data File Layout” or the Excel template available on the PFT Resources page of the California PFT Web site at <http://www.pftdata.org/>. In addition, blank rows should not be added between the rows of data.
- **Column Headings** – The first row of data files typically contains the column names (i.e., header row). The header row can be deleted before uploading a file. If the file is uploaded with the header row, it will be processed as a student record with errors, which will need to be deleted from the Student List.

## Coordinator Password

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

## Additional Information

For questions about data submission or passwords, contact the PFT Help Desk by using the contact form at <https://pftdata.org/contact.aspx> (preferred) or by phone at 888-852-9681.

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

For questions about the *FITNESSGRAM*, contact The Cooper Institute by phone at 1-800-635-7050. For questions about the software, contact US Games by phone at 1-800-327-0484

# PFT Coordinator Manual

## **Section 5** **Data Correction and Reporting**

Confirmation Message

Data Correction

Scoring Data

Reporting Results

Additional Information

## Section 5. Data Correction and Reporting

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

### Confirmation Message

#### Data Upload

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

#### Data Entry

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

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

## Data Correction

### Data Correction Deadline

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

PFT coordinators should submit and correct their data by the June 30 deadline. This will ensure access to a preliminary student scored data file, which will be available in the first week of July. Otherwise, data corrections can be made until the end of August when the data correction window will close. Further, PFT coordinators are sent regular e-mail reminders as long as the errors remain in the student data. The PFT Calendar available at <https://pftdata.org/calendar.aspx?c=2016>, highlights the schedule for data submission and correction. The data correction window opens after data is submitted and processed (i.e., immediately for Data Entry users, typically within 24 hours for Data Upload users). During high volume time periods, it may take longer than 24 hours to process an uploaded file. The second and final data correction window closes on August 31.

### Data Correction Process

To correct errors and warnings, the PFT Coordinator logs into the PFT Manager through the secure District Portal of the California PFT Web site at <http://www.pftdata.org/> using their county code, district code, charter number (use 0000 for school districts and county offices of education), and a current year PFT password. After logging into the District Portal, the PFT Coordinator follows these steps to correct errors and warnings:

- **Select Student List.** From the Student List, the PFT Coordinator can view all the student records for the LEA. The default will display those student records with the greatest number of errors listed first. Within the Student List, the student records may also be sorted by first or last name, school code, and Statewide Student Identifier (SSID) by selecting the header of the column you wish to sort by. The search function allows you to search by these same fields by typing the student name, SSID, or school code in the search box. A filter tool can be used to list only students with errors or warnings. Other features include an error and warning report, where coordinators will be able to select a specific error or warning and view the student records that have that specific error or warning, and a duplicate report, where coordinators can view a list of records removed as duplicates.

- To view an individual student record, select the folder icon to the far right of a student record. This icon opens up the student data correction window (i.e., Student Manager). Errors and warnings are listed in red and yellow, respectively, at the top of the student record and highlighted on the screen. A message appears by hovering over each error or warning listed at the top of the record. This message indicates the invalid or incorrect value (in bold) followed by a brief description of the error or warning.
- Some demographic fields may be highlighted with warnings on the screen. These indicate fields that should be corrected. Keep in mind that student records with warnings will be scored, but student records with even one error will not be scored.
- Acceptable ranges for the data fields are provided in parenthesis to the right of each box. Drop down menus are also provided for several of the demographic fields. These tools are designed to assist with the error and warning correction processes. All errors and warnings should be verified before being corrected.
- Once all the errors and warnings are corrected, select the Save Changes button at the bottom of the student record. Changes cannot be saved until all the errors are corrected. However, changes can be saved if warnings remain in the student record.
- As each student record is fully corrected, the record is moved 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 record is deleted. This option should be used carefully, as deleted records cannot be retrieved.
- Select the Delete ALL Students button to delete every student record submitted. For example, a PFT Coordinator may want to upload an entirely new file, which requires deleting the original submission. A message appears to confirm the deletion before all student records are deleted. This option should be used carefully, as delete actions cannot be undone.
- If there are too many errors or warnings and there is a need to upload a new file, PFT coordinators should delete the original submission before uploading a new file. Otherwise, any duplicate student records (i.e., determined on the basis of student first name, last name, and SSID) in the new submission will be removed.

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

For a demonstration of the data correction process, view the Data Correction training module on the California PFT Modules, Videos, and Training Web page at <https://pftdata.org/training.aspx>. PFT coordinators may also contact the PFT Help Desk by using the contact form at <https://pftdata.org/contact.aspx> (preferred) or by phone at 888-852-9681 with questions about data submission and correction.

### Error Flags

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

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

## Warning Flags

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



### Additional Considerations

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

### Scoring Data

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

### Age Calculations

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

### Rounding Parameters

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

All variables within the equations, however, are left to the decimal place calculated when used within an equation. For example, time is converted to a decimal before it

is used in the  $VO_2$ max equations. It is not rounded to the nearest tenth of a decimal prior to use in this equation. Similarly, BMI is used in the calculation of  $VO_2$ max for the One-Mile Run equation. The actual calculated BMI, not the rounded BMI, is used in this equation.

### **Order of Selecting Results**

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

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

### **Reporting Results**

The following reports are available from the secure District Portal:

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

The Individual Student Report may be downloaded and printed as PDF files in batches or groups of up to 250 reports by school. These reports can also be downloaded and printed, one by one, for individual students.

The summary report allows PFT coordinators to generate reports as PDF files for the state, county, LEA, and schools. Each summary report includes overall results, as well as results organized by gender and race/ethnicity. There are up to 31 pages in each report and, unlike the DataQuest summary reports, these reports do include results for groups of ten and fewer students and, therefore, should be interpreted with caution.

The student scored file may be accessed via the reports application and 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).

### **Additional Information**

For questions about correcting, scoring, and reporting student results, contact the PFT Help Desk by using the contact form at <https://pftdata.org/contact.aspx> (preferred) or by phone at 888-852-9681.

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

# PFT Coordinator Manual

## Resources

Student Data File Layout

Student Data  
Collection Form

## 2015–16 Physical Fitness Test (PFT)

# Student Data File Layout – Tab-Delimited Text

### New or Changed for 2014–16

All fields, types, lengths, or acceptable values remain unchanged for 2014–16.

### New or Changed for 2013–14

The Participation Level and Reason for Participation Level fields were no longer required as of the 2013–14 administration. Participation Level and Reason for Participation Level were renamed “Filler” in the layout and should be left blank in order to maintain the same file layout. The Participation Level is calculated during scoring and reported in the scored file. The Reason for Participation Level is no longer collected nor reported.

## 2015–16 Physical Fitness Test (PFT)

**Student Data File Layout – Tab-Delimited Text**

Field	Type	Length	Acceptable Values <sup>1</sup>
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

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

## 2015–16 Physical Fitness Test (PFT)

## Student Data File Layout – Tab-Delimited Text

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 or Blank  10 = Graduate school/post graduate training 11 = College graduate 12 = Some college (include AA degree) 13 = High school graduate 14 = Not a high school graduate 15 = Declined to state or unknown
NSLP (National School Lunch Program – identified as eligible)	Alpha	1	Y = Yes, N = No, Blank
PFT Start Date (month)	Numeric	2	01 – 05, 11, or 12
PFT Start Date (day)	Numeric	2	01 – 31
PFT Start Date (year)	Numeric	4	Must be a valid year
Filler <sup>2</sup>		1	Blank
Filler		1	Blank

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

<sup>2</sup> Participation level will be calculated during scoring and reported in the scored file.

## 2015–16 Physical Fitness Test (PFT)

## Student Data File Layout – Tab-Delimited Text

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

<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.

<sup>4</sup> 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.



## 2015–16 Physical Fitness Test (PFT)

# Student Data File Layout – Tab-Delimited Text

Field	Type	Length	Acceptable Values <sup>1</sup>
<b>Body Composition</b>			
Skinfold Measurements Triceps (millimeters)	Numeric	2	01 – 40, Blank
Skinfold Measurements Calf (millimeters)	Numeric	2	01 – 40, Blank
Bioelectric Impedance Analyzer (percent body fat)	Numeric	4	00.1 – 99.9, Blank
<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> Curl-Up <sup>2</sup> (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
<b>Trunk Extensor Strength</b> Trunk Lift (# inches)	Numeric	2	00 – 12 (Max = 12), Blank
<b>Upper Body Strength</b>			
Push-Up <sup>2</sup> (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
Modified Pull-Up <sup>2</sup> (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
Flexed-Arm Hang (# of seconds)	Numeric	2	00 – 90 (Max = 90), Blank

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

<sup>2</sup> 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.

## 2015–16 Physical Fitness Test (PFT)

**Student Data File Layout – Tab-Delimited Text**

Field	Type	Length	Acceptable Values <sup>1</sup>
<b>Flexibility</b>			
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

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

## 2015-16 Physical Fitness Test

# Student Data Collection Form

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

School Name \_\_\_\_\_

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

A. Grade: \_\_\_\_\_ (05, 07, or 09)

B. Student Last Name: \_\_\_\_\_

C. Student First Name: \_\_\_\_\_

D. Student Middle Initial: \_\_\_\_\_

E. Gender: \_\_\_\_\_ (M, F)

F. PFT Start Date: \_\_\_\_\_ (MM)\_\_\_\_\_ (DD)\_\_\_\_\_ (YYYY)

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

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

## 2015–16 Physical Fitness Test

# Sample Student Data Collection Form

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

Student Name: \_\_\_\_\_

### A. Height and Weight

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

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

### B. Aerobic Capacity (select one test)

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

#### NOTES:

- i) If the student begins, but cannot finish the One-Mile Run or the Walk Test, fill in 59 min. and 59 sec. for the time.
- ii) If the 15-meter PACER is administered, these scores must be converted to 20-meter PACER scores.

### C. Body Composition (select one test)

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

### D. Abdominal Strength

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

### E. Trunk Extensor Strength

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

### F. Upper Body Strength (select one test)

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

### G. Flexibility (select one test)

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