Physical Fitness Test

Coordinator Manual

Updated ◆ October 2018

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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). This manual provides the information and resources needed to prepare for, coordinate, and carry out the current-year administration of the PFT.

Who Takes the PFT?

By law,[1] all LEAs in California are required to administer the PFT annually, February 1 through May 31, to public school 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. Students are required to take the PFT whether or not they are enrolled in a physical education class or participate in a block schedule. These students include those enrolled in LEAs, such as:

- Elementary school districts

- High school districts

- Unified school districts

- County offices of education

- Charter schools that are independent for assessment purposes (i.e., independent charter schools)

> PFT results for independent charter schools are reported separately from those of the authorizing LEA and can be accessed under the name of the charter school on the school or district-level reports of the California Department of Education (CDE) DataQuest web page at http://dq.cde.ca.gov/dataquest/.
>
> Being an independent charter school for assessment purposes may be different from being fiscally independent.

LEAs also must test all their students enrolled in alternate programs, including, but not limited to:

- Continuation schools

- Independent study

- Community day schools

- County community schools

- Nonpublic schools

> **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.**

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[1] California *Education Code* (EC) Section 60800

What Test Is Given for the PFT?

The SBE designated the FITNESSGRAM® as the PFT for students in California public schools. The FITNESSGRAM® is a comprehensive, health-related physical fitness test developed by The Cooper Institute. The primary goal of the FITNESSGRAM® is to assist students in establishing lifetime habits of regular physical activity.

The CDE maintained PFT web page is available at http://www.cde.ca.gov/ta/tg/pf/ and contains links to the following information and resources:

- Program overview

- PFT testing schedule

- Physical education (PE) exemptions

- Administrative documents

- Program resources

The California PFT website can be accessed at http://www.pftdata.org and contains links to the following information and resources:

- PFT student data file layouts

- PFT modules that give an overview of all aspects of the PFT process

- Videos for PFT coordinators

- Access to the secure District Portal for data submission

- Access to student results

Information for Educators and Parents

Two resources are available that describe the who, what, when, why, and how of the PFT:

- The "PFT Fact Sheet" is designed for educators and is posted on the CDE web page at www.cde.ca.gov/ta/tg/pf.

- "A Parent Guide to Understanding the PFT" provides information for parents and can be found on the CDE website at http://www.cde.ca.gov/ta/tg/pf/overview.asp.

Quick Reference Guides

Quick Reference Guides are one-page flyers with step-by-step instructions on how to complete specific tasks. They can be found on the California PFT Resources web page at https://pftdata.org/resources.aspx. Topics include:

- How to Complete the Coordinator Designation Form

- How to Add Student Data

- How to Upload Student Data

- How to Correct Errors and Warnings

- How to Delete Student Records

Common PFT Questions and Whom to Ask

While answers to common PFT questions can be found in the resources listed on page 3, the PFT Help Desk is an additional resource for PFT coordinators. You can reach the PFT Help Desk from the Help Center link on the homepage at https://pftdata.org, via email at pftdata@sjcoe.net, or by phone at 888-852-9681.

The following are contacts for specific types of PFT questions:

- **If you need help with the FITNESSGRAM®** please contact The Cooper Institute by phone at 800-635-7050. For questions about the software, contact US Games by phone at 800-327-0484. The Cooper Institute (www.cooperinstitute.org) provides information about the development and background of the FITNESSGRAM®). The FITNESSGRAM® website can be accessed at http://www.fitnessgram.net/.

- **If your charter school status needs to be changed from Dependent to Independent or vice versa**, please contact the state PFT contractor, the Sacramento County Office of Education (SCOE), by email at pft@scoe.net or by phone at 916-228-2675.

- **If you have questions about the PFT program or policies**, please contact the CDE High School Equivalency and Outreach Office by email at pft@cde.ca.gov or by phone at 916-445-9449.

What's New

Guidance for reporting students who elect to identify with a gender of "nonbinary"

The PFT is able to accommodate the new *nonbinary* gender code during the 2018–19 test administration; LEAs can submit values of M – Male, F – Female, or N – Nonbinary. The new gender code will be available in the data file layout and in the data entry section of the secure District Portal.

Section 1: Highlights

Key Dates and Activities

PFT Coordinator Designation

Superintendent/Charter School Administrator Information

Section 1 of this manual summarizes key information for the administration of the PFT that should be reviewed to ensure adherence to the PFT procedures.

Key Dates and Activities

Date	Activity
September	PFT Coordinator Designation form becomes available. LEAs must submit this form every year, even if no changes are made. (The date will vary from year to year but will always be before September 10.)
September	PFT scores and reports become available. LEAs must complete the PFT Coordinator Designation Form for the next year to access the reports. (The date will vary from year to year but will always be before September 10.)
October	DataQuest files are released.
November 1	PFT Coordinator Designation forms are due.
January	PFT webinar is presented. (The date will vary from year to year.)
February 1	PFT administration window opens. The secure District Portal opens for PFT data submissions. Data correction window opens within 24 hours after data submission.
May 31	PFT administration window closes.
June 30	The secure District Portal closes for data submissions and corrections.
July	PFT data correction and preview window opens. (The date will vary from year to year but will always be before July 10.)
August 31	PFT data correction and preview window closes.

PFT Coordinator Designation

Every LEA must designate a PFT coordinator before November 1.

The PFT coordinator, alternate coordinator (optional), and superintendent or charter school administrator all have access to the PFT secure District Portal after submitting the current-year PFT Coordinator Designation Form. This portal allows users to upload student data files and download the final results.

Every September, passwords to the PFT secure District Portal are reset. Submitting a new Coordinator Designation Form is the only way to get a password for the new administration year.

> The PFT Coordinator Designation Form should be updated and resubmitted if:
> - There is a new superintendent, PFT coordinator, or PFT alternate coordinator for your LEA.
> - There are changes to contact information for the positions listed above.

The password gives the PFT coordinator access to the secure District Portal of the PFT website at http://www.pftdata.org. This password also is required to receive PFT notifications and messages, enter or upload data, and access, view, or correct individual student data.

The PFT Coordinator Designation Form is available from the California PFT website at http://www.pftdata.org/. For step-by-step directions on how to complete the form, please see the "Quick Reference Guide: How to Complete the Coordinator Designation Form" at https://pftdata.org/resources.aspx.

Superintendent/Charter School Administrator Information

Information about the superintendent or charter school administrator listed on the PFT Coordinator Designation Form will automatically be verified against the CDE School Directory. If the name or contact information for the superintendent or charter school administrator is incorrect, please contact the state PFT contractor, the SCOE, by email at pft@scoe.net or by phone at 916-228-2675.

The SCOE will verify that the superintendent or charter school administrator identified on the PFT Coordinator Designation Form matches 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 the matter is resolved.

Section 2: Program Overview

FITNESSGRAM® Fitness Areas and Test Options

Performance Standards and Healthy Fitness Zones

Equipment and Materials

Resources for Test Administration

Section 2 of this manual provides essential background information needed to prepare for, understand, and carry out the activities associated with the PFT. This section also addresses the different resources available to support the PFT administration activities.

FITNESSGRAM® Fitness Areas and Test Options

The FITNESSGRAM® is composed of six fitness areas. Four of the six test areas have multiple test options, as shown in the table below.

Test Area	Test Options
Aerobic Capacity	■ One-Mile Run ■ PACER ■ Walk Test
Body Composition	■ Skinfold Measurements ■ Bioelectric Impedance Analyzer ■ Body Mass Index
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

PFT Performance Standards and Healthy Fitness Zones

The FITNESSGRAM® uses health-related standards to evaluate performance. The desired performance standard for each fitness area test is the Healthy Fitness Zone (HFZ). This standard represents the level of fitness associated with good health. Students should strive to achieve a score within the HFZ for each fitness-area test.

HFZ charts list the number of any given exercise students must do to be considered healthy. The charts are different for female and male students and 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.

Equipment and Materials

The proper administration of the FITNESSGRAM® requires specific testing equipment and data collection materials. 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 whether new equipment or materials are needed. LEAs can purchase equipment and materials from a store or vendor of their choice.

Information on the equipment required for each test option can be found on the CDE FITNESSGRAM®: Fitness Areas and Test Options web page at https://www.cde.ca.gov/ta/tg/pf/pft1213testoptions.asp.

Resources for Administration

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 can benefit from viewing the protocols demonstrated in these videos. In addition, the web page includes free webinars and modules designed to familiarize PFT coordinators with essential PFT requirements regarding the data submission and correction processes.

Vendors

Pre-ID and scannable data collection materials are not required to administer the PFT; however, LEAs can purchase these materials and related services from vendors of their choice.

FITNESSGRAM® Software

Purchasing the FITNESSGRAM® software is not required to administer the PFT. If your LEA chooses to purchase the FITNESSGRAM® software, please be aware that FITNESSGRAM® is no longer selling FG8, FG9, or F10 software and is encouraging users to upgrade to the web-based FITNESSGRAM®2015 (FG2015) software. More information about upgrading is available on the FITNESSGRAM® website at http://www.fitnessgram.net/.

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. Costs include equipment and materials, training for teachers, and the processing and analysis of the PFT data.

These costs are no longer recoverable as "state-mandated costs" 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.

Test Administration Manual

It is recommended that each LEA purchase at least 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® website at http://www.fitnessgram.net/ or contact US Games by phone at 800-327-0484.

US Games should be contacted for information about FITNESSGRAM® materials only. US Games is not prepared to respond to questions about PFT administration policies, data collection, or electronic data transmittal.

The manual describes, in detail, how each test is administered, what is measured, and the score limits indicated for the tests. The fourth edition includes an instructional DVD with video clips, a CD for the 15-meter and 20-meter PACER and cadences for the Curl-Up and Push-Up tests. Note that 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.

The *FITNESSGRAM® Test Administration Manual* shows students administering the FITNESSGRAM® to other students. This depiction does not comply with *California Code of Regulations*, Title 5, Section 1043, which requires the PFT to be administered and scored by employees of the LEA. Employees must administer the PFT (i.e., FITNESSGRAM®) to students in California.

Section 3: Test Administration

Student Participation

Student Data Collection

Aerobic Capacity Test Options

Body Composition Test Options

Additional Test Administration Information

Section 3 of this manual explains the student participation requirements for the PFT and delineates the data collection requirements. For test administration descriptions, refer to the *FITNESSGRAM® Test Administration Manual* and the *PFT Reference Guide,* available on the California PFT Resources web page 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. 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 with Disabilities

Most of the fitness areas of the FITNESSGRAM® offer two or three test options so all students, including those with disabilities, have the chance to participate in the PFT. 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.

A student's individualized education program (IEP) or Section 504 plan team is responsible for deciding how a student with disabilities will participate in the PFT. "Matrix 2: Matrix of Variations, Accommodations, and Modifications for Administration of the Physical Fitness Test" provides a list of the types of variations and accommodations available for the PFT. This matrix is available on the CDE Assessment Information web page at http://www.cde.ca.gov/ta/tg/ai/.

Answers to frequently asked questions and other information on the topic of exemptions are posted on the CDE PFT Physical Education Exemptions web page at http://www.cde.ca.gov/ta/tg/pf/pftexemptions.asp.

Students on a Block Schedule

Schools whose students are on a block schedule are still required to administer the PFT to those students that 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.

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 to administer the PFT outside the administration window; **otherwise, it is in violation of the California *EC* sections 51210 and 51222.**

The SBE adopted the waiver policy[1] to allow LEAs to seek flexibility in these requirements in order to accommodate block schedules, when necessary. One of the criteria requires that "Students are prepared for and participate in the physical fitness testing as specified in the California *Education Code*."

Student Data Collection

PFT coordinators should review the reporting requirements and acceptable codes as to race, ethnicity, and economic status reporting in the section titled "Resources" on page 32.

Race and Ethnicity Reporting

The PFT reporting requirements for race and ethnicity align with federal requirements as well as those of other California standardized assessments, requiring that 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.

Economic Status Reporting

The CDE collects information about the economic status of students through two fields:

- Parent/Guardian Highest Education Level

- Eligibility for the National School Lunch Program (NSLP), which is also known as Free and Reduced Price 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.

NSLP eligibility and the "Parent/Guardian Highest Education Level" data is strictly confidential and caution should be taken to ensure information is not viewable to others.

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[1] SBE Policy #99-03 created criteria for the consideration and granting of waiver requests of the physical education requirements. The document "Waiver Policies: Physical Education Requirements for Block Schedules" can be obtained from the CDE Waiver policies web page at http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp.

Aerobic Capacity Test Options

All test options under the Aerobic Capacity test area are reported in terms of VO_2Max, which is a measure of maximum oxygen consumption during exercise. For more information about Aerobic Capacity and VO_2Max, view the Aerobic Capacity video provided by The Cooper Institute at https://www.youtube.com/watch?v=5FwHS2iT-IA.

Physical education teachers who wish to provide students with feedback on their progress can use the "PFT BMI and VO_2Max Calulator with the Healthy Fitness Zones®" to calculate VO_2Max for any of the Aerobic Capacity test options. This calculator is available on the "Student & Parents" tab of the CDE PFT web page at http://www.cde.ca.gov/ta/tg/pf/.

The table below details the student-level data that must be collected for each Aerobic Capacity test option in order to calculate VO_2Max scores.

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

Body Composition Test Options

Three test options are available under the Body Composition test area: Skinfold Measurements, Bioelectric Impedance Analyzer, and Body Mass Index (BMI).

Various portable bioelectric impedance analyzers are available, which are inexpensive, are easy to use, and produce accurate results. One device resembles a bathroom scale and estimates body composition when the participant stands on the device barefoot. Another, a handheld device, estimates body composition when the participant grasps its two handles while extending the arms.

LEAs should review their confidentiality practices to ensure that appropriate protocols are in place to ensure as much privacy as possible when administering the PFT (e.g., screens to avoid observation of measurements — especially body composition measurements) as well as safeguarding PFT results from anyone other than the student being tested.

> The Cooper Institute recommends the Omron handheld bioelectric impedance analyzer because 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 must not be used as part of the PFT.

It is important to note that a student's hydration status and prior exercise activity can influence the accuracy of individual estimates from bioelectric impedance analyzers; therefore, manufacturer guidelines should be closely followed when using these devices.

Bioelectric Impedance Analyzer vs. BMI

Close attention should be paid to the distinction between the percent body fat obtained from a Bioelectric Impedance Analyzer and the calculated BMI, 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 student's weight and height are used in the calculations of VO_2Max for the One-Mile Run. The percent body fat cannot be used in the FITNESSGRAM® equations used to calculate the VO_2Max for the One-Mile Run.

A calculator that estimates BMI and VO_2Max scores is available on 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 available to assist educators on the Resources page of the Presidential Youth Fitness Program website at http://www.presidentialyouthfitnessprogram.org/.

Additional Test Administration Information

The *PFT Reference Guide* is designed to assist LEA staff to become familiar with the PFT. It includes a detailed description of each fitness area tested, the related performance criteria, and suggestions for facilitating the administration of each test.

The *Reference Guide* can be used in conjunction with the "FITNESSGRAM® Fitness Areas, Test Options, and Equipment" chart, available on the CDE PFT Program Resources web page at http://www.cde.ca.gov/ta/tg/pf/pftresources.asp. Please note that this guide is not designed as a replacement for the *FITNESSGRAM®/ACTIVITYGRAM Test Administration Manual*.

Section 4: Data Collection and Submission

Section 4 of this manual details the process for collecting and submitting the PFT data. The PFT data are collected yearly from every LEA. Subsequently, state, county, school district, and school PFT results are posted on the CDE DataQuest web page at http://dq.cde.ca.gov/dataquest/. The completion of these tasks requires that all LEAs submit their PFT data to the SCOE, the state PFT contractor.

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. Data submitted for students who are not enrolled in grade five, seven, or nine will flag as errors.

Data Collection Process

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

LEAs should review their confidentiality practices to ensure that appropriate protocols are in place to ensure as much privacy as possible when handling PFT data as well as safeguarding PFT results from anyone other than the student being tested.

The PFT data collection process begins with the school-level collection of the student's PFT results during the PFT administration window. This process involves an employee of the LEA, 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 options may assist schools with their PFT data collection:

- Provide copies of a student data collection form.

- 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 will provide forms or the process for collecting the student PFT data.

- Use the Template Generator, available on the California PFT website at www.pftdata.org.

Compiling Data

The next step in the process involves compiling the LEA data, which may require the transfer of the student-level data from score sheets or forms into an electronic format that conforms to the "PFT Student Data File Layout." The following are options for templates and software:

■ **Student Data Template (Excel)** is one option for compiling and submitting PFT data and is available on the Resources page of the California PFT website at https://pftdata.org/resources.aspx, under the "Data Submission" heading. This template follows the student data file layout, is color coded, and produces a file in the accepted tab-delimited text format. Instructions for using the template also are provided (in a separate Word file).

> The Excel template can be uploaded and completed in Google Docs. Once completed, however, the file will need to be exported as plain text before it is submitted through the secure 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 the file is uploaded. Currently, .txt is the only accepted file extension for PFT data submissions.

■ **Template Generator** is an application available to assist PFT coordinators. It uses data uploaded using the Science CST pre-ID file layout, an exported FITNESSGRAM® file (in CSV format), or both to generate a PFT student data file. 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 as discussed later in this section.

■ FITNESSGRAM® software is an option for collecting and compiling PFT data. FITNESSGRAM®2015 (FG2015) is the most current version of the FITNESSGRAM® software. It is important to upgrade software to ensure proper scoring in accordance with the latest standards. For information on upgrading to FG2015, visit the FITNESSGRAM® website at http://www.fitnessgram.net/.

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 the SCOE through the secure District Portal of the California PFT website at http://www.pftdata.org/.

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.

■ **Data entry.** Student data are entered and submitted, one record at a time, into a secure Web form.

• Data are checked for errors during data entry, and warnings are available for immediate review after submitting the data for each student.

• Student records cannot be saved into the system if they contain errors. All errors must

be corrected before the record can be saved.

- There is no additional submission process required.

- The data entry application is available only from February 1 through June 30.

■ **Data upload.** This application is available to submit the PFT data in bulk.

- Only tab-delimited or tab-separated text file formats are accepted.

- Once the file is uploaded, the file is checked for errors and warnings.

- This application is available during all data submission/correction windows.

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

The SCOE also cannot process files unless they are loaded to the secure District Portal through one of the two options listed above.

Problematic files may result in zero records being accepted by the system. If the PFT coordinator does not receive an email 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.

Confirmation Message

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.

PFT coordinators who use the data upload feature will receive an automated confirmation email message, typically within 24 hours after submitting a file using any of the upload applications[1]. 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.)

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[1] During high-volume periods, it may take longer than 24 hours to process an uploaded file.

The numbers of accepted student records, student records with errors, student records with warnings, and duplicate student records removed are displayed in the first paragraph of the secure District Portal Welcome page when the PFT coordinator logs on to the California PFT website at http://www.pftdata.org/.

PFT coordinators should review the results in the automated confirmation message and on the Student List page of the secure District Portal to confirm that all the data were properly submitted and received.

Reviewing Data

PFT coordinators who are logged on to the PFT secure District Portal can verify their entries or submissions, including the number of student records entered or submitted, by selecting the Student List. PFT coordinators are strongly encouraged to log on and periodically verify data to ensure that they have 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.

In 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 also can 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.

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.

File Considerations

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

- **File name.** PFT coordinators should save their data file with a name that can be used locally to store and retrieve the file. Once uploaded, the file will be assigned a name by the District Portal during the upload process.

- **Correct logon for upload.** Allowed school values are associated with the PFT coordinator who logs on through the secure District Portal to upload the file. Therefore, it is very important for PFT coordinators who serve multiple LEAs to log on 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 on the basis of 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 may experience delays beyond 24 hours in receiving notification about the acceptance status of their files.

- **Data errors.** Check the data to ensure that 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 are allowed only 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, (e.g., 22 percent should be reported as 22.0 percent).

- Check to ensure that the scores reported under the Bioelectric Impedance Analyzer are not calculated BMI scores, as these provide different information.

- If a date of birth (DOB) falls outside the ranges for the grade, it will flag as a warning. PFT coordinators will need to verify that a flagged DOB is correct. Once verified, the PFT coordinator can leave this part of the record unchanged, provided all errors are corrected. If the DOB was verified as correct, the warning flag will remain in the student record.

- If a DOB year is entered as a two-digit year (e.g., 05, 00), 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 four-digit year (e.g., 2005, 2000).

- If a DOB is invalid (unacceptable month and day combination [e.g., June 31] or the current test year is provided as the 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. Such errors should be corrected before submitting a file; however, they may also be corrected after submission provided it is done within the data correction window(s).

- Leave entries blank for tests not taken by a student. The scoring program treats a result of 0 differently from a blank. A result of 0 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.** It is not uncommon to find students who begin the PFT in one LEA and complete it in another LEA, or who complete the PFT in two different schools within the same LEA. The result is two records in the data file. Either the data should be combined into a single record or the record with the better 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 "PFT Student Data File Layout" or the Excel template available on the PFT Resources web page of the California PFT website at http://www.pftdata.org/. In addition, blank rows should not be added between the rows of data.

- **Column headings.** The first row (header row) of data files typically contains the column names. The header row should 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.

Student Data Collection Requirements and Common Errors

The following points summarize key data collection requirements based on the PFT student data file layout. These requirements should be reviewed to ensure that local data are within acceptable ranges and accurate:

- County, district, and school codes which, together, form the 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.

- 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 DOB, the age of the student at the time of testing cannot be calculated, and the PFT data for the student will not be scored.

- Gender information (Male [M], Female [F], or Nonbinary [N]) must be provided for every student. However, because the HFZ charts are based on female and male genders only, the "Status" fields on the student scored reports for students with a gender of nonbinary will be blank. Please note: without a valid gender code, the PFT data will not be scored nor reported.

- 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 beyond May 31, which is 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 the lower and upper limits of the acceptable value ranges for any field will flag as errors, which should be corrected prior to scoring; otherwise, 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 "PFT Student Data File Layout" are consistent with those displayed on the HFZ 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 1; therefore, a score of 0 is not allowed for any of these four tests. If the student does not participate, the field should be left blank.

- 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.

- Complete results must be provided for each test. The two flexibility tests require scores for both the left and right sides. The Skinfold Measurements option requires scores for the triceps and calf. BMI requires height and weight. Students without complete test scores will be scored as Insufficient (I) and reported as Needs Improvement.

- A score of Insufficient in Aerobic Capacity, Body Composition, or Flexibility is considered having participated in that fitness area when calculating 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.

Section 5: Data Correction and Reporting

- Data Correction
- Error Flags
- Warning Flags
- Scoring Data
- Reporting Results
- Removing Student Records

Section 5 of this manual describes data correction and reporting as well as the rationale for the error and warning flags and their impact on student records.

Data Correction

PFT coordinators are allowed to correct errors and warnings after they have submitted the PFT data and the data have been processed.

- **Errors** indicate 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 scored data and reporting of student results.

> Data with error and warning flags should be reviewed and corrected to the extent possible to ensure LEA data and reporting integrity.

The data correction window opens after data are submitted and processed (i.e., immediately for data entry users, typically within 24 hours for data upload users). Corrections can be made until August 31, when the second data correction window closes. PFT coordinators are sent regular email reminders as long as errors remain in the student data.

Data Correction Process

For step by step directions on how to correct errors, please see the "Quick Reference Guide: How to Correct Errors" at http://pftdata.org/resources.aspx.

Error Flags

Missing or invalid codes in the following fields will flag as errors (student records with errors will not be scored nor reported in the summary reports):

- School Code—the code is entered as 0000000, is missing, or is invalid.

- Student First Name and Student Last Name—first or last name is missing.

- Grade—the grade is missing or invalid (i.e., grade entered is other than 5, 7, or 9).

- Gender—M,F, or N is missing or the code provided is invalid.

- Date of Birth—the date is missing or invalid (e.g., April 31, 04, two-digit year). Missing or invalid codes in these fields do not calculate the student's age correctly.

- PFT Start Date—the date is missing or invalid (i.e., is before November 1 or after May 31).

- Fitness Test Data Fields—data are invalid (i.e., outside of the acceptable ranges).

Warning Flags

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. Missing or invalid codes in the following fields will flag as warnings:

- Student DOB results in a calculated age that is outside of the valid age ranges for the grade of the student—if the DOB is correct as shown, the record should be left with the DOB warning flag.

- SSID—The SSID is missing or invalid (i.e., not 10 digits).

- Hispanic/Latino—data are 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 are 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 are 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 are insufficient (i.e., incomplete). Height (feet), height (inches), and weight (pounds) all are needed to calculate BMI and VO_2Max for Aerobic Capacity (i.e., One-Mile Run, Walk Test). Incomplete data are scored as 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 are scored Insufficient (I) and reported as Needs Improvement.

- Walk Test—a student with a calculated age of less than thirteen years and with time and/or heart rate reported for the Walk Test will not have a VO_2Max calculated and is not scored nor reported for Aerobic Capacity. Per the administration guidelines, the Walk Test should not be administered to students less than thirteen years of age.

- Skinfold Measurements—both triceps and calf skinfold measurements are needed to calculate percent body fat. Incomplete data are scored as Insufficient (I) and reported as Needs Improvement.

- Back-Saver Sit and Reach and Shoulder Stretch—both left and right sides are needed to calculate a flexibility score. Incomplete data are scored as Insufficient (I) and reported as Needs Improvement.

Additional Considerations for Data Correction

Keep in mind that student records with warnings will be scored; however, student records with at least one error will not be scored. Consider the following when correcting data:

- Errors are listed in red at the top of the student record.

- Warnings are listed in yellow at the top of the student record.

- Hovering over each error or warning listed at the top of the record causes a message to appear. 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.

- Acceptable ranges for the fields are provided in parenthesis to the right of each box.

- Drop down menus are provided for several of the demographic fields. These tools are designed to assist with the error and warning correction processes.

- 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.

Scoring Data

A key component of the scoring process involves the calculation of the student's age, VO_2 Max for Aerobic Capacity, 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 California PFT Resources web page at http://www.pftdata.org/resources.aspx.

The PFT performance standards of the FITNESSGRAM® are based on female and male genders only; therefore, the "Status" fields on the student scored report for students with a gender of *nonbinary* will be blank. Students my assess their PFT performance by comparing their scores to current HFZ charts available at https://www.cde.ca.gov/ta/tg/pf/healthfitzones.asp.

Age Calculations

A 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 are the same or greater than the DOB month and day, then the age stays as calculated. If the PFT start date month and day are before the DOB month and day, 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 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, height and weight are used in the calculation of VO_2 Max for the One-Mile Run 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

Additional Considerations

Additional considerations regarding scoring are as follows:

- 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, BMI, or percent body fat).

- Students ages ten 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.

- The One-Mile Run time or PACER laps reported for grade five students, who are age nine, have a VO_2 Max calculated and are scored and reported using the HFZ standards for students age ten.

- Grade five students, younger than age nine with a One-Mile Run time or PACER laps, do not have a VO_2 Max calculated and are reported in the HFZ.

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 Reports can be downloaded and printed as PDF files in batches or groups of up to 250 reports, by school. These reports also can 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. Each report contains up to 31 pages. Unlike the DataQuest summary reports, these reports include results for groups of ten and fewer students; therefore, they should be interpreted with caution.

The student scored file can be accessed via the reports application and includes all the calculated scores, the 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).

Removing Student Records

For files with 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); otherwise, the records in the new file will be considered duplicates and will not be accepted.

For step-by-step directions on how to correct errors, please see the "Quick Reference Guide: How to Correct Errors." For step-by-step directions on how to delete student records, please see the Quick Reference Guide: "How to Delete Student Records," which can be accessed at: https://pftdata.org/resources.aspx.

> **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.**

Resources

PFT Student Data File Layout

All fields, types, lengths, or acceptable values remain unchanged for the current PFT administration.

Field	Type	Length	Acceptable Values[1]
County Code	Numeric	2	
School District Code	Numeric	5	
School Code	Numeric	7	
Charter Number	Alpha	4	0000 for dependent charters and school districts
Grade	Numeric	2	05, 07, or 09
Student Last Name	Alpha	11	
Student First Name	Alpha	9	
Student Middle Initial	Alpha	1	
Date of Birth (month)	Numeric	2	01 – 12
Date of Birth (day)	Numeric	2	01 – 31
Date of Birth (year)	Numeric	4	Must be a valid year, given grade of student
Gender	Alpha	1	M = Males, F = Female, N = Nonbinary
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
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
Filler2		1	Blank
Filler		1	Blank
Height and weight fields must be completed for every student because Aerobic Capacity VO$_2$ Max, for the One-Mile Run and Walk Test cannot be calculated without this information.			
Height (feet)	Numeric	2	03 – 07, Blank
Height (inches)	Numeric	2	00 – 11, Blank
Weight (pounds)	Numeric	3	030 – 400, Blank
Aerobic Capacity			
One-Mile Run[2] (minutes)	Numeric	2	03 – 59, Blank
One-Mile Run[2] (seconds)	Numeric	2	00 – 59, Blank
20m PACER[3,4] (# laps)	Numeric	3	001 – 190, Blank
Walk Test[2] (minutes)	Numeric	2	03 – 59, Blank
Walk Test[2] (minutes)	Numeric	2	00 – 59, Blank
Heart Rate (# beats per minute)	Numeric	3	030 – 250, Blank
Body Composition			
Skinfold Measurements Triceps (millimeters)	Numeric	2	01 – 40, Blank
Skinfold Measurements Calf (millimeters)	Numeric	2	01 – 40, Blank
Bioelectric Impedance Analyzer (percent body fat)	Numeric	4	00.1 – 99.9, Blank
Muscular Strength, Endurance, and Flexibility This area includes four test areas: abdominal strength and endurance; trunk extensor strength and flexibility; upper body strength and endurance; and flexibility.			

Abdominal Strength Curl-Up[1] (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
Trunk Extensor Strength Trunk Lift (# inches)	Numeric	2	00 – 12 (Max = 12), Blank
Upper Body Strength			
Push-Up[1] (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
Modified Pull-Up[1] (# completed)	Numeric	2	01 – 75 (Max = 75), Blank
Flexed-Arm Hang (# of seconds)	Numeric	2	00 – 90 (Max = 90), Blank
Flexibility			
Sit and Reach - Left (# of inches)	Numeric	2	00 – 12 (Max = 12), Blank
Sit and Reach - Right (# of inches)	Numeric	2	00 – 12 (Max = 12), Blank
Shoulder Stretch - Left	Alpha	1	Y = Yes, N = No, Blank
Shoulder Stretch - Right	Alpha	1	Y = Yes, N = No, Blank

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

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

[3] If the 15m PACER was administered, the 15m PACER scores must be converted to 20m PACER scores when reporting to the California Department of Education.

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

PFT Sample 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 (Sacramento 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, N)

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 fields and will be provided from the local educational agency's student information system.

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

II. 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. Use a 0 (zero) only for test areas in which a 0 is allowed and to indicate a test taken with a resulting score of 0.

Student Name: _____

A. **Height and Weight**

These data are required for the One-Mile Run and Walk Test.

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 – 40 mm) Calf _____ (1 – 40 mm)

2) 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)

Sample Student Score Report

California Physical Fitness Test (PFT)
Individual Student Report
2017–18

CALIFORNIA DEPARTMENT OF EDUCATION

Student Name: Example Student
Date of Birth: 8/21/2001
Grade: 09
Gender: M***

School: Example High
School District: Test Unified
Statewide Student ID: 11111111105

Age*: 15

Fitness Area	Test	Score	Status
Aerobic Capacity	One-Mile Run (min:sec/VO$_2$ max)	023/39.2	Does Not Meet the PFT Performance Standard
Body Composition	Bioelectric Impedance Analyzer (% body fat)	33.9	Does Not Meet the PFT Performance Standard
Abdominal Strength and Endurance	Curl-Ups (# completed)	37	Meets the PFT Performance Standard
Trunk Extensor Strength and Flexibility	Curl-Ups (# completed)	19	Meets the PFT Performance Standard
Upper Body Strength and Endurance	90° Push-Up (# completed)	6	Does Not Meet the PFT Performance Standard
Flexibility^	Back-Saver Sit & Reach (# inches)		Test Results Not Scorable

^Left Side - Right Side

* Age shows the student's age on the Test Date, which is the first day the student took the PFT.
*** For the student identified as nonbinary - While the CDE continues to encourage The Cooper Institute to develop standars for our nonbinary students, the PFT performance standards of the FITNESSGRAM® are based on female and male genders; therefore, the "Status" fields for this student will be blank. Students may assess their PFT performance by comparing their scores to current HFZ carts available at https://www.cde.ca.gov/ta/tg/pf/healthfitzones.asp.

The PFT results provide one measure that students and their families may use, along with other information, to monitor overall fitness. Schools may also use these results for purposes of evaluating its physical education program.

What do my child's scores mean?
- HFZ - Healthy Fitness Zone. Meets the PFT Performance Standard
- NI - Needs Improvement or NI - Health Risk - the student score fell outside the healthy fitness zone
- Test Results Not Scorable - indicates an area where the data was incomplete, insufficient, or outside fo the acceptable range

To learn more about the PFT, go to the California Department of Education (CDE) PFT web page at https://www.cde.ca.gov/ta/tg/pf/. The PFT Healthy Fitness Zone charts are available on the CDE FITNESSGRAM®: Healthy Fitness Zone Charts web page at http:/www.cde.ca.gov/ta/tg/pf/healthfitzones.asp. If you have any questions about your child's pasticipation in the PFT, the FITNESSGRAM®, or the test results, please contact your child's school or school district.

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