



# **District, State and National Assessments**

---

---

## **CALIFORNIA PHYSICAL FITNESS TEST (PFT) *FITNESSGRAM***

---

---

Spring 2022 Administration Instructions

LAUSD Testing Notebook

---

---

**Los Angeles Unified School District**  
Office of Data and Accountability  
Student Testing Branch

**This Page Intentionally Left Blank**

## Table of Contents

2022 CALIFORNIA PHYSICAL FITNESS TEST (PFT) FACT SHEET .....	3
Background .....	3
Program Requirements .....	3
ADMINISTRATION INSTRUCTIONS .....	4
Critical Dates .....	4
Major Changes.....	4
Important Reminders .....	4
PFT REQUIREMENTS .....	4
Principal Requirements .....	4
PFT Coordinator Requirements .....	5
PFT Test Examiner Requirements .....	6
STUDENTS TO BE TESTED .....	6
STUDENTS WHO MAY BE EXCLUDED.....	6
TESTS TO ADMINISTER .....	7
Aerobic Capacity (Select one of the following three tests for each student.) .....	7
One-Mile Run .....	7
Walk Test .....	7
PACER (Progressive Aerobic Cardiovascular Endurance Run).....	8
Upper Body Strength and Endurance (Select one of the following 3 tests).....	8
Push-Up.....	8
Modified Pull-Up .....	8
Flexed Arm Hang.....	8
Abdominal Strength (Required).....	9
Curl-Up .....	9
Flexibility (Select one test. Both left and right sides must be tested).....	9
Back Saver Sit and Reach .....	9
Shoulder Stretch.....	9
Trunk Extensor Strength and Flexibility (Required) .....	9
Trunk Lift.....	9
MATERIALS NEEDED:.....	10
PFT Materials Previously Sent to the School .....	10
Special Equipment Provided by the School .....	11

STUDENT ROSTER .....11

PFT MASS SCORE ENTRY SCREEN .....11

MAKEUP TESTING .....13

    Completion Status Report.....13

UPLOADING POST-TEST DOCUMENTATION.....14

RELATED RESOURCES .....14

ASSISTANCE .....15

Attachment A: 2022 PFT Post-Test Documentation and Certification of Proper Administration .....16

    Post Test Documentation.....16

    Certification of Proper Administration.....16

Attachment B: 2022 PFT Student Roster.....17

Attachment C: 2022 PFT Back Saver Sit-And-Reach Box .....18

## 2022 CALIFORNIA PHYSICAL FITNESS TEST (PFT) FACT SHEET

### **Background**

The State Board of Education designated the *FITNESSGRAM*® as the Physical Fitness Test (PFT) for students in California public schools. The *FITNESSGRAM* is a comprehensive, health-related physical fitness battery developed by the Cooper Institute. The primary goal of the *FITNESSGRAM* is to assist students in establishing lifetime habits of regular physical activity. All students in grades 5, 7, and 9 are required to participate whether or not they are enrolled in a physical education class. This requirement includes students who are on a block schedule, in alternate programs including continuation, independent study, CDS, and non-public schools. There is no parent opt-out available for the PFT.

### **Program Requirements**

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

1. Aerobic Capacity (select one)
  - a. One-Mile Run
  - b. Walk Test (only for ages 13 or older)
  - c. PACER Test
2. Abdominal Strength and Endurance (required)
  - a. Curl-Up
3. Upper Body Strength and Endurance (select one)
  - a. Push-Up
  - b. Modified Pull-Up
  - c. Flexed-Arm Hang
4. Trunk Extensor Strength and Flexibility (required)
  - a. Trunk Lift
5. Flexibility (select one test; both left and right sides must meet the criteria)
  - a. Back-Saver Sit and Reach
  - b. Shoulder Stretch

## ADMINISTRATION INSTRUCTIONS

### Critical Dates

Grades	Testing Window	Scores Due in MiSiS
5, 7, and 9	April 4 – May 31, 2022	May 31, 2022

### Major Changes

- The Body Composition is not being assessed. Height and weight are not being collected.
- Students are to be given their "raw" scores at time of testing. The Healthy Fitness Zones are not being generated.
- All grade 5, 7, and 9 students are to be tested, including those learning remotely. The PFT cannot be administered virtually. Students learning remotely are to be brought in for testing.
- Student participation rates will be published by percentage of students who participate in each of the five fitness components, per grade on the Student Accountability Report Card (SARC). SARC Reports are provided by the California Department of Education (CDE).

### Important Reminders

- Schools will continue administering the available PFT components following the same state and district guidelines as in previous years.
- The PFT coordinator designated in the Principal's Portal is responsible for ensuring that all students in grades 5, 7, and 9 are tested and for ensuring that all test scores are entered in the PFT Mass Score Entry screen in MiSiS within the district's PFT testing window.

## PFT REQUIREMENTS

### Principal Requirements

The principal at each school is responsible for designating a PFT coordinator who will manage the administration of the PFT at the school and will work with the Student Testing Branch to address and resolve any PFT-related issues.

Principals designate the PFT Coordinator in the Principal's Portal. Principals who serve as the PFT Coordinator at the school must enter his/her name in the Principal's Portal and complete all PFT Coordinator requirements described in this document.

Follow the steps below to designate or confirm the designation of a PFT coordinator for the school in the Principal's Portal.

1. Go to the Principal's Portal Website <https://principalportal.lausd.net/Default.aspx>
2. In the *Actions* section, select [Student Testing Requirements] and log in using your Los Angeles Unified Single-Sign On (SSO).

3. You will be routed to the State Testing Programs Requirements page. Scroll down to the *Principal Requirements* section.
  - A. If the name of the school's PFT Coordinator appears in the *FITNESSGRAM Coordinator* section, no further action is needed.
  - B. If the *FITNESSGRAM Coordinator* section is blank or if the principal will designate a new PFT coordinator, continue to step d.
4. In the *Assign Coordinator* section click on [Click here to assign]. You will be routed to the *School Designee Form*.
5. In the *State Testing Program, FITNESSGRAM Coordinator/Designee*, click on the people finder icon and enter the Coordinator/Designee's name or email address. Select the staff member's information from the list and click on [Select]. The staff member's information populates in the *State Testing Program, FITNESSGRAM Coordinator/Designee* section.
6. Go to the bottom of the page and click on [Submit].
7. Go back to the *State Testing Program Requirement* landing page. The name of the new designee and the date when the designee was selected will appear in the *Assign Coordinator* section.

### **PFT Coordinator Requirements**

The PFT Coordinator manages the administration of the PFT at the school. The PFT Coordinator is responsible for identifying and facilitating training for Test Examiners and for ensuring that all eligible students are tested during the established testing window.

For the 2021-22 school year, the PFT Coordinator will satisfy the training requirements by watching the PFT videos that comply with California Code of Regulations. Links to these videos will also be posted on the Student Testing Branch PFT Webpage at <https://achieve.lausd.net/Page/7587>.

In addition to watching the videos, the PFT Coordinator is required to review the 2021-22 PFT Administration Instructions posted on the Student Testing Branch PFT Webpage at <https://achieve.lausd.net/Page/7587> as the PFT Administration Instructions provides additional LAUSD protocols and information not reflected in these videos.

1. [PACER Video](#) [6:00 minutes]
2. [One-Mile Run Video](#) [4:08 minutes]
3. [Walk Test Video](#) [3:47 minutes]
4. [Curl-Up Video](#) [4:54 minutes]
5. [Trunk Lift Video](#) [3:37 minutes]
6. [Push-Up Video](#) [3:29 minutes]
7. [Modified Pull-Up Video](#) [3:14 minutes]

8. [Flexed-Arm Hang Video](#) [3:20 minutes]
9. [Back-Saver Sit and Reach Video](#) [4:40 minutes]
10. [Shoulder Stretch Video](#) [3:27 minutes]

### **PFT Test Examiner Requirements**

Test Examiners are required to participate in the PFT Test Examiner Training facilitated by the PFT Coordinator at the school. The following topics must be addressed during the Test Examiner training:

1. Testing schedule
2. Testing procedures and logistics for the administration of the PFT at the school
3. View the videos for each component of the test (See a-j video list in coordinator requirements section)
4. Review District and school health and safety protocols related to COVID-19
5. Testing Students who are absent on the date of the test
6. Review Matrix Two: PFT Variation and Accessibility Resources and the process for providing supports to students who need variations and/or accommodations
7. Review the steps for accessing student rosters and entering scores in MiSiS

### **STUDENTS TO BE TESTED**

All students enrolled (including the physically handicapped) in grades 5, 7, and 9 must be tested. This includes students in alternate programs including continuation, independent study, CDS and non-public schools. Data must be submitted for every student in grades 5, 7, and 9.

**NOTE: Only these state-mandated grades 5, 7, and 9 are required to be tested during the PFT testing window.**

Students not enrolled in a physical education class during the testing window due to a state-approved waiver for block scheduling, must still be tested. Schools on a block schedule where students do not receive physical education for extended periods of time (weeks or months), must ask the State Board of Education (SBE) for a waiver or be in violation of Education Code (sections 51210 and 51222). More information about the Physical Education Block Schedule Waiver is found at <https://www.cde.ca.gov/pd/ca/pe/pewaiverguide.asp>.

For questions about the administration of the PFT to students in grades other than 5, 7, and 9, contact Division of Instruction (DOI) at (213) 241-5333.

### **STUDENTS WHO MAY BE EXCLUDED**

Parent opt-out is not permitted for the PFT. All students in grades 5, 7, and 9 are required to take the *FITNESSGRAM*. However, students physically unable to take the various test components should be administered as many parts of the test as his or her condition will permit.



Nonetheless, the individual student's welfare and safety are given first consideration. A conference with the school nurse may be necessary.

The Individual Education Program (IEP) or Section 504 Plan team is responsible for deciding how students with disabilities will participate in the PFT. See *Matrix Two: Variations, Accommodations and Modifications for Administration of the PFT* at <https://www.cde.ca.gov/ta/tg/ai/pftaccessibilityresources.asp>.

Students who are ill, injured, or enrolled for one-half or less of the work normally required for full-time students are eligible for a temporary exemption.

A student may be eligible for a permanent exemption if one of the following applies to the student: (i) is 16 or older and has been enrolled in the 10th grade one academic year or longer; (ii) is enrolled as a postgraduate student; or (iii) is enrolled in a juvenile home, ranch, camp or forestry camp.

## TESTS TO ADMINISTER

**When administering PFT, schools must follow District health and safety protocols related to COVID-19 that are in place at the time of testing.**

Schools are to administer the *FITNESSGRAM* test battery to measure student performance in each of the following five components of physical fitness identified in the *FITNESSGRAM®/ACTIVITYGRAM® Test Administration Manual*: aerobic capacity, abdominal strength, trunk strength, endurance and flexibility. The 2nd, 3rd, or 4th edition of the manual may be used.

**All test components must be administered and scored by a trained District employee. Students may not administer the tests to each other.**

### **Aerobic Capacity (Select one of the following three tests for each student.)**

#### **One-Mile Run**

The objective is to run a mile at the fastest pace possible. If a student cannot run the total distance, walking is permitted. The one-mile run is scored in minutes and seconds.

*Test Administration Manual 2nd Edition, page 15.*

*Test Administration Manual 3rd and 4th Editions, pages 32-33.*

#### **Walk Test**

The objective is to walk one mile as quickly as possible while maintaining a constant walking pace the entire distance. At the conclusion of the one-mile walk, each student is given a time in minutes and seconds and each student must take a 1-minute heart rate. The range of acceptable values for the heart rate is between 30 and 250. The student's body weight must also be recorded. This test is ONLY for use with students thirteen years old or older.

*Test Administration Manual 2nd Edition, page 16.*

*Test Administration Manual 3rd and 4th Editions, pages 33-34.*

## **PACER (Progressive Aerobic Cardiovascular Endurance Run)**

The objective is to run as long as possible back and forth across a 20-meter space at a specified pace using the CD that will give a 5-second countdown and tell the students when to start. In the PACER test, a lap is one 20-meter distance (from one end to the other.) The recorded score is the total number of laps completed by the student. A 15-meter test is described in some materials. If the 15-meter test is used, the results must be converted to 20-meter scores. The 15-meter PACER conversion table document can be viewed and downloaded from the Human Kinetics *FITNESSGRAM* PACER Conversion Web document at [http://www.fitnessgram.net/pacer\\_conversion.pdf](http://www.fitnessgram.net/pacer_conversion.pdf).

*Test Administration Manual 2nd Edition*, pages 11-12.

*Test Administration Manual 3rd and 4th Editions*, pages 28-32.

## **Upper Body Strength and Endurance (Select one of the following 3 tests)**

### **Push-Up**

The objective is to complete as many push-ups as possible at a rhythmic pace. This test item is used for males and females. The student being tested bends the elbow to a 90° angle. Students are stopped when the second form correction is made. The score is the number of push-ups performed to a maximum of 75.

*Test Administration Manual 2nd Edition*, page 25-26.

*Test Administration Manual 3rd and 4th Editions*, pages 47-49.

### **Modified Pull-Up**

The objective is to complete as many modified pull-ups as possible. The student grasps the bar with an overhand grip (palms facing away from the body). Students begin the test in a “down” position with arms and legs straight. The student then pulls up until the chin is above the elastic band. Students are stopped when the second form correction is made. The score is the number of pull-ups performed to a maximum of 75.

*Test Administration Manual 2nd Edition*, page 26-27.

*Test Administration Manual 3rd and 4th Editions*, pages 49-50.

### **Flexed Arm Hang**

The objective of this test is to hang with the chin above the bar as long as possible. The student raises the body off the floor to a position where the chin is above the bar, elbows are flexed and the chest is close to the bar. Students are stopped when the chin drops below the bar or when the second form correction is made. The score is the number of seconds the student is able to maintain the correct hanging position to a maximum of 90.

*Test Administration Manual 2nd Edition*, page 28

*Test Administration Manual 3rd and 4th Editions*, pages 52-53

## **Abdominal Strength (Required)**

### **Curl-Up**

The objective is to complete as many curl-ups as possible at a specified pace. A measuring strip is placed on the mat under the legs so that fingertips are just resting on the nearest edge of the measuring strip. Students are stopped after completing a maximum of 75 curl-ups or when the second form correction is made. The score is the number of curl-ups performed.

*Test Administration Manual 2nd Edition, page 21-23.*

*Test Administration Manual 3rd and 4th Editions, pages 42-44.*

## **Flexibility (Select one test. Both left and right sides must be tested)**

### **Back Saver Sit and Reach**

The objective of this test is to be able to reach the specified distance on the right and left sides of the body. The distance required to achieve Healthy Fitness Zone is adjusted for age and gender. The score is the number of inches on each side to the nearest half-inch reached to a maximum score of 12 inches. Both left and right sides must be completed. If your sit-and-reach box is calibrated in centimeters, use Attachment C for modification instructions.

*Test Administration Manual 2nd Edition, page 29.*

*Test Administration Manual 3rd and 4th Editions, pages 53-55.*

### **Shoulder Stretch**

The objective is to be able to touch the fingertips together behind the back by reaching over the shoulder and under the elbow. If the student is able to touch the fingers of the left hand with the right hand over the shoulder, a "P" is recorded for the right side; if not, an "F" is recorded. If the student is able to touch the fingers of the right hand with the left hand over the shoulder, a "P" is recorded for the right side; if not, an "F" is recorded. Both sides must be scored.

*Test Administration Manual 2nd Edition, page 30.*

*Test Administration Manual 3rd and 4th Editions, pages 55-56.*

**NOTE:** In the proper administration of the PACER, Curl-Up, Push-Up, and Modified Pull-Up, a student is allowed two form breaks with the first form break counting as a repetition or lap. A student who commits two form breaks immediately upon the start of the test is scored a one (1).

**A score of zero (0) is not allowed for any of these four tests.** If the student does not participate, it should be left blank.

## **Trunk Extensor Strength and Flexibility (Required)**

### **Trunk Lift**

The objective is to lift the upper body off the floor using the muscles of the back and hold the position to allow for the measurement. Do not encourage students to rise higher than 12 inches.

The score is recorded to the nearest inch. Distances above 12 inches should be recorded as 12 inches. Do not place the ruler directly under the student's chin.

*Test Administration Manual 2nd Edition, page 23-24.*

*Test Administration Manual 3rd and 4th Editions, pages 45-47.*

### **IMPORTANT**

#### **SCORE OF 1:**

A score of "1" indicates the student committed two form breaks on the following tests:

- PACER, Curl-up, Push-up, and Modified Pull-up

A score of "1" is the minimum score for these tests. A score of "0" cannot be documented on the above tests.

#### **SCORE OF ZERO**

A score of "0" indicates the student attempted the test and scored a "0" on the following tests: Flexed Arm Hang, Trunk Lift, and Back Saver Sit and Reach

### **MATERIALS NEEDED:**

The following materials are needed to administer *FITNESSGRAM*:

#### **PFT Materials Previously Sent to the School**

The following *FITNESSGRAM* materials from the kits previously sent to schools are needed for the test administration:

- The Prudential *FITNESSGRAM Test Administration Manual* (the 2nd, 3<sup>rd</sup>, and 4th editions are appropriate to use)
- Curl-Up Measuring Strips

#### **NOTE:**

- The *FITNESSGRAM* Kit sent to schools previously included a Test Administration Manual, PACER CDs, and Curl-Up Strips. These materials were delivered with instructions to store these safely for future use.
- The PACER CD is no longer available. A copy is available from YouTube at [https://www.youtube.com/results?search\\_query=pacer+test](https://www.youtube.com/results?search_query=pacer+test).
- If additional Curl-Up Strips are needed, order online through the STB Website at <https://achieve.lausd.net/testing>, click on the STB Portal tab. Sign in using your LAUSD single sign-on. Click on Online Order. Then click on Create Order. Complete and then click on Submit Online Order.
- A parent letter is not available or required for the PFT administration.

### **Special Equipment Provided by the School**

If the following *FITNESSGRAM* test options are selected, they will require special equipment:

- Sit-and-Reach Box (see Attachment C.) *Note:* The Sit-and-Reach Box used before 1997 was calibrated in centimeters. The *FITNESSGRAM* requires inches. To convert an old Sit-and-Reach Box, glue an 18-inch ruler on top of the box matching the 23<sup>rd</sup> centimeter with the 9<sup>th</sup> inch of the ruler.
- Measured area and Stopwatch for One-mile Run and Walk Test
- Yard stick or 15-inch ruler for Trunk Lift
- Horizontal bars for Flexed-Arm Hang
- Modified pull-up stand for Modified Pull-Ups

**If a school does not have the facilities or equipment for these tests, other *FITNESSGRAM* test options should be selected.**

### **STUDENT ROSTER**

A Student Roster of all students in grades 5, 7, and 9 with test scores for students documented on the form is **required** to be uploaded into the STB Portal at the completion of testing. This roster is available in MiSiS and includes spaces to write test results. The column on the far right is to record the reason a student is missing data. This roster also acts as a backup in the event any data is irretrievable or to confirm data was entered correctly. A pre-populated Student Roster may be downloaded via the MiSiS Reports tab, under PFT in the Testing section of the available reports.. A blank roster is also available as Attachment B of this document.

Indicate on roster one of the following valid reasons for students unable to complete the *FITNESSGRAM*:

1. Absent on test day and all make up sessions
2. IEP/504 Plan
3. Medical Excuse

The data collected on these rosters must be entered into the PFT Mass Score Entry screen in MiSiS.

### **PFT MASS SCORE ENTRY SCREEN**

In order to access the PFT Mass Score Entry screen in MiSiS, the user will need to have one of the following MiSiS school-based roles assigned: Principal, PE Teacher, Office Manager, Counselor, Categorical Program Coordinator, Secondary Athletic Director, or Scheduling Administrator.

To request the proper MiSiS role, go to <https://oneaccess.lausd.net/>:

1. Sign in with your LAUSD Single Sign-On (SSO)

2. Click on *Manage/Edit Roles* under MiSiS application
3. Click *New Request*
4. Click on drop down menu for *Location Type* and select *School*
5. Click on drop down menu for *Select Role* and click on role requested
6. Click on drop down menu for *Select Locations* and click on all the requested locations
7. Click *Done Editing*
8. Check *I have read and agree to the Terms and Conditions*
9. Click *Submit Request*

Your principal will receive an email to approve the request. The user will be able to access the PFT Mass Score Entry screen once the principal has approved the request.

MiSiS has an updated [Physical Fitness Test \(PFT\) Mass Score Entry Screen Job Aide](#).

If the student did not take the test, leave the entry fields blank and select a valid reason from the “Please select” drop-down list located under those fields.

1. Test Date: Schools must enter the Test Start Date for each student.
2. Component 1: Body Composition has been grayed out. Leave Blank.
3. Component 2: Aerobic capacity (Select one test) – Enter the data for the test administered to the student (One-Mile Run, Walk Test, or PACER). Enter a 1-minute heart rate for Walk Test.
4. Component 3: Strength & Endurance (Select one test) – Enter the data for the test administered to the student (push-ups (max=75), modified pull-ups (max=75) or flexed arm hang (max=90)).
5. Component 4: Flexibility (Select one test) – Enter the data for the test administered to the student (sit & reach – maximum distance 12 inches, or shoulder stretch). Both right and left sides must be tested.
6. Component 5: Abdominal Strength – Abdominal Curl-Ups – The number of curl-ups performed. The maximum number of curl-ups is 75.
7. Component 6: Trunk Strength – Trunk Lift – Enter the number of inches student lifted trunk from the ground. The maximum distance from the ground is 12 inches.

Due to recent changes to PFT regulations, data will be saved in the PFT Mass Data Entry Screen. However, since the data being entered is incomplete, the PFT Mass Data Entry Screen is unable to process the records. The Student Testing Branch will extract the data entered in order to report participation rates for the School Accountability Report Card (SARC).

**MAKEUP TESTING**

Every effort should be made to provide makeup testing for students absent on the days the tests are administered within LAUSD’s PFT testing window.

**Completion Status Report**

The district application Focus has a report available to be able to monitor the school’s completion of the *FITNESSGRAM*.

Go to <https://focus.lausd.net> and sign in using your LAUSD SSO.

- Click on the *Summary tab*
- Click on *Monitoring Reports*
- Click on *Physical Fitness*
- Click on the *Filter icon*
- Select the appropriate *Local District*, then *Campus*, and then *Grade*

**Physical Fitness - Summary**  
Time run: 6/13/2019 9:19:04 AM

Local District	Preferred Location Name	Preferred Location Code	CDS Code	Grade	Enrolled	Body Composition		Aerobic Capacity		Abdominal Strength		Trunk Extension Strength	
						Saved	Not Tested	Saved	Not Tested	Saved	Not Tested	Saved	Not Tested
LOCAL DISTRICT C	10th St EI	7082	6019459	05	140	0	140	0	140	0	140	0	140
<b>Grand Total</b>					<b>140</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>140</b>

All Areas			
Submitted	% Submitted	Not Submitted	% Not Submitted
0	0.00%	140	100.00%
0	0.00%	140	100.00%

This report will show the percent Saved or Not Tested by test component. It will also show the number and percent of students who's complete PFT scores have been submitted or not submitted. Clicking on the number within the Saved, Not Tested, % Submitted, or % Not Submitted will provide a list of students within that category.

**NOTE:** PFT results will not be submitted since the PFT Mass Data Entry screen is unable to process the incomplete records.



## UPLOADING POST-TEST DOCUMENTATION

After entering the student data in MiSiS, schools will upload their required post-test documentation into the STB Portal. Schools will upload a single file into the STB Portal that contains the three documents indicated below. Note that the document must be in .pdf, .jpeg, or .png file format.

Upload the document containing the following materials to the STB Portal:

- Attachment A: Post Test Documentation and Certification of Proper *FITNESSGRAM* Administration
- Attachment B or MiSiS PFT Student Roster: Student Roster of all students in grades 5, 7, and 9 with test scores for students documented on the form

The following are the steps to submit your school's PFT Documentation:

- Go to [achieve.lausd.net/testing](http://achieve.lausd.net/testing)
- Click on the *STB Portal* link
- Click on *Post-test Documentation* link
- Click on *FITNESSGRAM*
- Select current school year from the drop down
- Select *Yes* or *No* as to whether your school had any irregularities during testing
- Click on *Choose File* and select the file to upload from your computer
- Indicate the documents included in the file: Attachment A and a PFT Roster
- Using your mouse or touch pad, write your signature in the designated box
- When you have completed the above steps, click on *Submit*

## RELATED RESOURCES

- Additional information regarding the PFT program is available at the following websites:
  - Student Testing Branch Website: <http://achieve.lausd.net/testing>
  - Division of Instruction Website: <https://achieve.lausd.net/Page/15326>
- Training on test protocols is available at <http://www.fitnessgram.net/training>. However, training is not designed to comply with California Education Code Physical Fitness Testing or LAUSD regulations.
- Videos and training materials from the CDE PFT training sessions for PFT coordinators are available on the CDE-sponsored PFT Training Web site at <http://www.pftdata.org/training.aspx>.



## ASSISTANCE

- For information regarding PFT test materials, please call the Student Testing Branch at (213) 241-4104.
- For information regarding conditioning activities, test administration, and on how to maintain records of grades 10-12 student progress on the PFT, please call the Division of Instruction at (213) 241-5333.
- For issues or questions regarding MiSiS, contact: [misis-support@lausd.net](mailto:misis-support@lausd.net) or call (213) 241-5200, press Option 5.

## Attachment A: 2022 PFT Post-Test Documentation and Certification of Proper Administration

School: \_\_\_\_\_ LD \_\_\_\_\_ Location Code \_\_\_\_\_ 19 - 64733 - \_\_\_\_\_  
CDS Code

### **Post Test Documentation**

Upload a single file into the STB Portal that contains the following three documents indicated below. Note that the document must be in either .pdf, .jpeg, or .png file format.

1. Attachment A: 2022 PFT Post-Test Documentation And Certification Of Proper Administration
2. Attachment B or MiSiS PFT Student Roster: Student Roster of all students in grades 5, 7, and 9 with scores

### **Certification of Proper Administration**

We certify that:

1. The *FITNESSGRAM* was administered only to eligible students as defined in these Administration Instructions.
2. All persons involved in the testing program and transcribers received training, which involved reviewing, planning and implementing the administration instructions, school schedules and administration procedures.
3. All qualifying students were provided testing variations as needed.
4. All students with IEPs and Section 504 Plans were provided the variations, accommodations, or modifications listed in their IEPs and Section 504 Plans. The appropriate documentation was recorded at the time of the test.

To the best of our knowledge there were no irregularities in the administration of the tests and the above statements are accurate.

Principal:			
	Name (type or print)	Signature	Date
<i>PFT</i> Coordinator:			
	Name (type or print)	Signature	Date
	Contact Number	Extension	

**Attachment B: 2022 PFT Student Roster**

School: \_\_\_\_\_  
 Loc. Code \_\_\_\_\_ PFT Coordinator (type or print) \_\_\_\_\_ Coordinator's Signature \_\_\_\_\_ Contact Number \_\_\_\_\_

TEST DATE:		Aerobic Capacity			Abdom./Trunk Strength.		Strength/Endurance	Flexibility		Reason Student Not Tested
		<input type="checkbox"/> One mile run <input type="checkbox"/> One mile walk*	60 sec. heart rate*	Curl-ups #	Trunk Lift inches	<input type="checkbox"/> Push-ups <input type="checkbox"/> Mod. pull-ups <input type="checkbox"/> Flexed arm hang	Sit & reach (inch) Should. Stretch (P/F)		1. Absent 2. IEP 3. Medical	
STUDENT NAME	DOB	Min.					Sec.	right		left

\* 60 seconds heart rate is required for one mile walk test

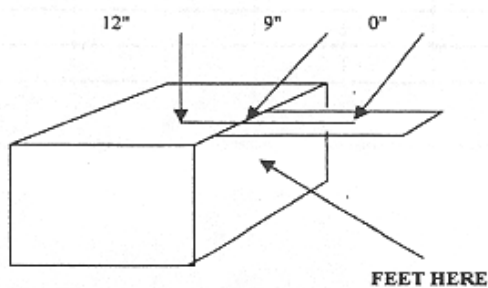
### Attachment C: 2022 PFT Back Saver Sit-And-Reach Box

#### A. Construction of a Back Saver Sit-and-Reach Box

1. Using any study wood or comparable material ( $\frac{3}{4}$  inch plywood seems to work well) cut the following pieces:
  - 2 pieces – 12" X 12"
  - 2 pieces – 12" X 10  $\frac{1}{2}$ "
  - 1 piece – 12" X 22"
2. Cut pieces 10" X 4" from each side of one end of the 12" X 22" piece to make the top of the box. (See diagram.) Beginning at the small end, make marks on the piece of every inch up to 12 inches.
3. Construct a box using nails or screws or wood glue from the remaining four pieces. Attach the top of the box. It is crucial that the 9 inch mark be exactly in line with the vertical plane against which the subject's feet will be placed. The 0 inch is at the end that will be nearest the subject.
4. Cover the apparatus with polyurethane sealer or shellac.

#### B. Alternated Flexibility Testing Apparatus

1. Find a sturdy cardboard box at least 12 inches tall. Turn the box so that the bottom is up. Tape a yardstick to the bottom. The yardstick must be placed so that the 9-inch mark is exactly in line with the vertical plane against which the subject's feet will be placed and the 0-inch end is nearer the subject.
2. Find a bench that is about 12 inches wide. Turn the bench on its side. Tape a yardstick to the bench so that the 9-inch mark is exactly in line with the vertical plane against which the subject's feet will be placed and the 0-inch end is nearer the subject.



#### C. Modification

To modify a sit and reach box that is calibrated in centimeters, glue an 18-inch ruler on top of the box matching the 23rd centimeter with the 9th inch of the ruler.