

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 5, 2015

**To:** All School Principals and Area Superintendents

**Subject:** SPRING 2015 ADMINISTRATION OF THE FITNESSGRAM®  
PHYSICAL FITNESS ASSESSMENT FOR GRADES 5, 7, AND 9-12

**Department and/or  
Persons Concerned:** Principals; Head Counselors; Physical Education Department Chairs; Site Test Coordinators; Teachers of Physical Education in Grades 5, 7, and 9-12; and JROTC/NROTC, Spring Sports, Cheerleading, Marching Band, and Flag/Drill Team Instructors

**Due Date:** March 27, 2015

**Action Requested:** Administer the FITNESSGRAM®; enter student scores into the FITNESSGRAM Web System; complete and return signed *Principal's Certification* form.

**Attachments:**

- A. FITNESSGRAM® Sample Class Roster/Score Sheet
- B. 1) Principal's Certification Form  
2) FITNESSGRAM Apportionment Form
- C. 1) Reimbursable Activities Time Log  
2) Reimbursable Activities Training Log

**Brief Explanation:**

This circular provides background information and test administration details for the FITNESSGRAM®, physical fitness test.

**A. Background**

The statewide physical fitness testing program was first authorized in 1976 and reestablished in 1995 as part of the California Assessment of Academic Achievement Act (Assembly Bill [AB] 265, which added EC Section 60800). In February 1996, the State Board of Education (SBE) designated FITNESSGRAM® as the required physical fitness test that school districts must administer to students in Grades 5, 7, and 9 (Class of 2018). In addition to these designated grade levels, students in Grade 10 (Class of 2017), Grade 11 (Class of 2016), and Grade 12 (Class of 2015) who did not score in the "Healthy Fitness Zone" for 5 out of the 6 areas assessed on the FITNESSGRAM®, should also be tested. 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.

## **B. Testing Schedule and Testing Materials**

Senate Bill (SB) 896 mandates districts with Grades 5, 7, and 9 to assess **all** students for physical fitness during the months of February, March, April, or May. **The testing window for SDUSD is February 23 – March 20, 2015, for schools on both traditional and year-round calendars.** This testing window was established to enable individual student score reports to be distributed to schools and students before the end of the school year.

Test materials for the FITNESSGRAM® will be delivered to sites during the week of February 17, 2015. The following will be included with the test materials for each school: 2014-15 Physical Fitness Test Directions for Administration, 2014-15 Physical Fitness Walk Test Instructions, rosters of students who must be assessed, and the FITNESSGRAM Web System job aid. FITNESSGRAM administration kits, including administration manuals, were distributed to schools during the 2012-13 school year. Replacement kits may be ordered by contacting Sonya Hill at (619) 725-7061 or [shill1@sandi.net](mailto:shill1@sandi.net).

**PLEASE NOTE:** This year teachers and/or test coordinators will enter student scores into the FITNESSGRAM Web System rather than hand-grid scan sheets.

## **C. Who Must Be Tested?**

Students are to be tested regardless of the type of physical education provided. All students in Grades 5, 7, and 9 (Class of 2018) must be administered the FITNESSGRAM®. Additionally, Grade 10 (Class of 2017), Grade 11 (Class of 2016), and Grade 12 (Class of 2015) students who did not score in the “Healthy Fitness Zone” for 5 out of the 6 areas assessed on the FITNESSGRAM®, should be tested. Grade 10-12 students should re-take the sections previously not passed. **Students who do not pass 5 out of 6 areas on the FITNESSGRAM® must continue taking physical education courses until an overall passing score is obtained.**

This testing requirement includes charter schools, alternative schools, atypical schools, and magnet schools. Students who are physically disabled or physically unable to take tests shall be given as much of the test as their conditions permit.

The general opt-out provision of *California Education Code* section 60615 **does not apply** to the physical fitness testing program. Exemptions from taking the physical performance test are limited to physically handicapped students only.

## **D. Administration Information**

Only certificated teachers may administer the FITNESSGRAM®. The test administration manual describes correct administration techniques for each assessment required for the FITNESSGRAM®. Please follow these directions closely. You may also refer to the 2014-15 Physical Fitness Test Directions for Administration included in your test materials. For additional information related to test administration, contact Bruce Ward, Director of Physical Education, Health and Interscholastic Athletics, at (619) 725-7126 or Lynn Barnes-Wallace, Resource Teacher, at (619) 725-7124.

### **What Tests Are Required?**

The complete FITNESSGRAM® must be administered to students in Grades 5, 7, and 9 (Class of 2018). The full test battery includes the assessment of aerobic capacity, body composition, muscular strength, muscular endurance, and flexibility. Students in Grades 10-12 take only the test(s) previously not passed. Multiple test options are provided for most of the six fitness areas:

1. **Aerobic Capacity—select one:**
  - PACER\* (Progressive Aerobic Cardiovascular Endurance Run)
  - One-Mile Run\*
  - Walk Test\* (only for students 13 years or older).
2. **Abdominal Strength and Endurance:** Abdominal Curl-Up
3. **Trunk Extensor Strength and Flexibility:** Trunk Lift
4. **Upper Body Strength—select one:**
  - Push-Ups
  - Modified Pull-Ups
  - Flexed-Arm Hang
5. **Flexibility—select one:**
  - Back-Saver Sit and Reach (This test is preferred)
  - Shoulder Stretch
6. **Body Composition—select one:**
  - Body Mass Index (calculated from height and weight)
  - Percent Fat (calculated from triceps and calf skinfold measurement)
  - Bioelectric Impedance Analyzer

*\*All three Aerobic Capacity test options will be reported in terms of  $VO_2$  max. To calculate  $VO_2$  max, the student's **height and weight must be entered in the FITNESSGRAM Web System for the one-mile run, the PACER, and the walk test.***

### **Scoring Information**

For the spring 2015 physical fitness testing, student scores will be entered on the district's FITNESSGRAM Web System. Packages containing the new online FITNESSGRAM Web System job aid will be delivered to the sites during the week of February 17, 2015. The FITNESSGRAM Web System job aid is also posted at <http://www.sandi.net/Page/53467>. **Student scores should be compiled on a separate student roster and then entered into the Web System.** Attachment A is a sample class roster/score sheet that may be used to record scores during testing and from which scores can be entered into the FITNESSGRAM Web System. FITNESSGRAM® Sample Class Roster/Score Sheet (Attachment A) may be copied for distribution to all teachers who will administer the test and/or complete the data entry online. Teachers must ensure that all data entries are correct and verified.

### **E. Returning Materials**

It is the responsibility of the site test coordinator to see that all student scores are entered into the Web System by March 27, 2015, and that the principal sign the certification/apportionment form, and return it no later than 4:30 p.m., **Friday, March 27, 2015**, to the Assessment Services Department, Annex 3 at the Eugene Brucker Education Center. The certification/apportionment form may be sent via school mail.

Please note that the certification form requires **exact counts** for all levels tested. The site test coordinator **must also sign** the certification form and make a copy to be retained at the school site.

#### **F. Mandated Costs Reimbursement Activities**

All staff members (except teachers), permanent or hourly, must complete the “Mandate Timekeeper,” which is a web-based program for collecting time spent on mandated activity if they had some association with the FITNESSGRAM<sup>®</sup> administration. Paper training logs should still be completed and submitted to the Mandated Costs Unit as supporting documentation (Attachments C1 and C2). FITNESSGRAM<sup>®</sup> time can be recorded at [www.axiomadvisors.net](http://www.axiomadvisors.net).

For additional mandated costs questions, the Mandated Costs Unit can be reached at (619) 725-7613 or via email at [mandatedcosts@sandi.net](mailto:mandatedcosts@sandi.net).

#### **G. Score Reports**

Before the end of the school year, schools will receive two copies of school, grade, classroom, and individual reports of student scores. Individual student reports should be distributed to students and a copy must be kept in the student’s cumulative file.

Contact Sonya Hill at (619) 725-7061 with questions regarding administration kits and the completion of student data entry online. Please contact Bruce Ward, Director of Physical Education, Health and Interscholastic Athletics at (619) 725-7126 or Lynn Barnes-Wallace, Resource Teacher, at (619) 725-7124, with questions regarding the correct administration of the physical fitness tests.

Erin Gordon  
Director  
Assessment Services

APPROVED:



Jim Solo  
Executive Director  
Office of Leadership and Learning

Attachments (3)

Distribution: Lists B, D, E and F

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of Leadership and Learning  
Assessment Services**

**2015 FITNESSGRAM® Sample Class Roster/Score Sheet**

School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Period/Class: \_\_\_\_\_

| Student Name | First Day of Testing | Aerobic Capacity<br>(Select One: One Mile Run/Walk, Walk Test, or Pacer) |      |                       | Body Composition –Height/Weight must be recorded for:<br>(Select One: Height/Weight, Skin Fold, or Bioelectric Impedance/ Automated Skin Fold Calipers) |        |                |           |      |             | Muscle Strength<br>(Do Both Tests) |                 | Muscular Strength & Endurance<br>(Select One: Push-Up, Modified Pull-Up, or Flexed Arm Hang) |   | Flexibility<br>(Select One: Sit & Reach or Shoulder Stretch) |                         |                     |                      |
|--------------|----------------------|--|------|-----------------------|---|--------|----------------|-----------|------|-------------|------------------------------------|-----------------|--|---|--|-------------------------|---------------------|----------------------|
|              |                      | One Mile   |      | Pacer<br># Laps<br>** | Height  |        | Weight<br>Lbs. | Skin Fold |      | Bio/<br>ASC | Curl<br>Up #                       | Trunk<br>Lift # | Test Type  | # | Sit & Reach  |                         | Shoulder Stretch    |                      |
|              |                      | Min.   | Sec. |                       | Feet  | Inches |                | Tricep    | Calf |             |                                    |                 |  |   | Inches<br>Left<br>Side                                       | Inches<br>Right<br>Side | P/F<br>Left<br>Side | P/F<br>Right<br>Side |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |
|              |                      |  |      |                       |   |        |                |           |      |             |                                    |                 |  |   |  |                         |                     |                      |

\*\*Teachers of students 13 years and older who choose to administer the “Walk Test” should enter the 60-second heart rate in this column.

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of Leadership and Learning  
Assessment Services

**CERTIFICATION FORM**

2015 Districtwide Physical Fitness Testing, Grades 5, 7, 9, and 10-12

Proper Test Administration - FITNESSGRAM®

**PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT**

I certify that pupils in Grade(s) \_\_\_\_\_ at \_\_\_\_\_ School were administered the **FITNESSGRAM®** during the testing period of February 23 – March 20, 2015 (for both Traditional and Year-Round), in compliance with AB 265, and that:

- Proper procedures as outlined in the administration manual and the 2014-15 Physical Fitness Test Directions for Administration were followed.
- State regulations/criteria were used to determine students exempt from testing.
- **All** students not exempted including those enrolled in spring sports, cheerleading, marching band, flag/drill team, and ROTC were administered **all** required subtests.
- All required student information and scores were entered into the FITNESSGRAM Web System.
- An accurate accounting of the number of pupils enrolled and tested is on the second page of this document which I, as principal, have also signed.

\_\_\_\_\_  
(Date)

Signed: \_\_\_\_\_  
(Principal)

Site test coordinator to contact if there are any questions regarding the score sheets/answer documents:

Name \_\_\_\_\_  
(print)

Phone Number \_\_\_\_\_

**After completing and signing BOTH PAGES, please return to  
the Eugene Brucker Education Center, Assessment Services Department,  
Annex 3, no later than 4:30 PM on Friday, March 27, 2015.**

*Note: Please make a copy of this document for your files.*

**Spring 2015 Districtwide Physical Fitness Testing: Grades 5, 7, 9 and 10-12  
Apportionment Form**

School:

Test Coordinator:

| Grade                | Total Number of Students Enrolled on First Day of Testing | Total Number of Students Who Took All Parts of the Test (Complete) | Total Number of Students Who Took Part of the Test (Partial Participation) | Total Number of Students Who Did Not Take any Portion of the Test (None) |
|----------------------|---|--|--|--|
| 5                    |   |  |  |  |
| 7                    |   |  |  |  |
| 9<br>(Class of 2018) |   |  |  |  |
| <b>Totals</b>        |   |  |  |  |

| Grade                 | Total Number of Students Needing One or More HFZ | Total Number of Students Who Took a Portion or All Parts of the Test (Partial or Complete) |
|-----------------------|--|--|
| 10<br>(Class of 2017) |  |  |
| 11<br>(Class of 2016) |  |  |
| 12<br>(Class of 2015) |  |  |
| <b>Totals</b>         |  |  |

Principal's Signature:

Date:

After completing and signing BOTH PAGES, please submit them to the Eugene Brucker Education Center, Assessment Services Department, Annex 3, by Friday, March 27, 2015.

*Note: Please make a copy of this document for your files.*

San Diego Unified School District  
Office of Resource Development  
Mandated Cost Unit

*Monthly Reimbursable Activities Time Log*  
**Physical Performance Testing**  
**FITNESSGRAM®**

Please call the district's  
Mandated Cost Unit at  
(619) 725-7613  
for information on the  
Reimbursement Incentive Program

**Employee Name:** \_\_\_\_\_

(PLEASE PRINT)

**Site:** \_\_\_\_\_ **Month:** \_\_\_\_\_

**Directions:** Please note the time spent on each activity under the corresponding date using an "h" to indicate hours and an "m" to indicate minutes. For example, 2 hours would be marked as "2h". Detailed descriptions of each activity are below.

| Activity Code | Day of the Month |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
|---------------|------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
|               | 1                | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |
| 1             |                  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 2             |                  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 3             |                  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 4             |                  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 5             |                  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |

**Code 1 ACQUISITION OF SUPPLIES AND EQUIPMENT**

Acquiring test program materials, supplies and/or equipment, including travel time. Inventorying, distributing, collecting, processing and delivering of test materials. Designating site coordinators, distributing and collecting security agreements and allocating resources and personnel to transport, store and secure test materials. Determining students to be assessed and assuring proper accommodations and/or alternative assessments are provided to students with exceptional needs.

**Code 2 TRAINING**

Reviewing the requirements of the "Fitnessgram" testing program. Developing, preparing for, and attending training sessions.  
(If you attended a group training and signed in on a Training Log you do not need to record your time here.)

**Code 3 CONDUCTING THE PHYSICAL PERFORMANCE TESTS (NOT REIMBURSABLE FOR TEACHERS INCLUDING PE PREP TEACHERS)**

Planning, conducting and monitoring the administration of the test during appropriate testing window(s) and in accordance with established procedures.

**Code 4 PROCESSING AND ANALYZING SCORE DATA**

Re-recording raw test scores onto "scantron" or other score sheets used to process test scores. (School Sites)  
Providing test results for each pupil tested, requesting additional test result reports from central office as needed. Delivering materials to central office. (School Sites)  
Data processing of test scores by the district, consultants, or other entities. Reporting test results to staff and parents. (Testing Unit Staff)

**Code 5 RESPONSE TO REQUESTS BY CALIFORNIA DEPARTMENT OF EDUCATION (Testing Unit Staff Only)**

Data processing and analysis, preparing reports and filing reports in response to requests by the California Department of Education.

The State of California requires that school district personnel maintain a record of time spent on mandates in order for the district to receive reimbursement. Your signature on this form certifies your participation in the activity and that you have reported actual time.

Please circle the number of minutes spent filling out this log:

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ 1 Minute    5 Minutes    10 Minutes    15 Minutes    Other: \_\_\_\_\_

**PPT-3**



