

Test Day Prep Checklist



Everything to think through before test day, from the first fitness lesson to the final scorecard. Feel free to add or adapt tasks according to your school's calendar, class sizes, and how many tests you're running.



Build the Foundation 4-6 weeks before



Teach age-appropriate, standards-based lessons on fitness components so students understand why each test matters.



Consider whether you will conduct the entire test battery in one day or across multiple days.



Review each test's protocol so you're comfortable with the read-aloud script, scoring criteria, and safety considerations.



Review Individualized Education Programs (known as IEPs) and 504 plans to identify students who may need a modification, adaptation, or alternative tests.



Consult the adapted PE teacher or special educator on planned modifications and start gathering any equipment they require.



Identify students with asthma, cardiac conditions, recent injuries, or other health considerations that affect participation.



Confirm that rescue medications (e.g., inhalers) will be accessible to students during testing.



Send a letter or notice home to families explaining what the test involves, when it's happening, and what to expect.



Consider recruiting volunteers (e.g., parents, other teachers) to support each station.



Decide whether you will allow students to choose the tests that they will complete or whether you will select the tests for them.



Familiarize Students 2-3 weeks before

- ☐ Demonstrate correct starting position and proper form for each test.
- ☐ Provide opportunities to practice form and pacing so scores reflect ability, not unfamiliarity with the movement.
- ☐ Teach students partner roles so they can assist in monitoring form and recording test scores.
- ☐ Set clear expectations for sportsmanship so students are proud of their effort regardless of test day scores.
- ☐ Introduce any planned modifications to the students who will use them so the modifications aren't new on test day.



Confirm Logistics about 1 week before

- ☐ Confirm volunteers and train them for their assigned test/role.
- ☐ Test audio/speaker equipment ahead of time, confirm that you have access to the appropriate audio tracks.
- ☐ Reserve the gym, field, or course for test days, and identify an indoor backup space in case of bad weather.
- ☐ Gather equipment: scoresheets, stopwatches/timers, mats, cones, resistance bands or other modification equipment.
- ☐ Map the layout and flow for testing day to ensure students can move through the tests in an efficient manner.
- ☐ If conducting all tests in one day, consider holding cardiovascular tests last. Running fatigue can affect a student's effort and form on strength tests.
- ☐ Measure and mark the 1-mile run course (or a shorter repeatable loop) and the 20-meter beep test lane.
- ☐ If possible, secure additional equipment as needed to reduce wait times and improve flow during each test.
- ☐ Print at least one station card for each test station.



Confirm Logistics about 1 week before



Print individual scorecards for each student, and prepare the class individual scorecards with student names, sex, age, and test date.



Finalize the list of students needing a modification or alternative test and confirm the needed equipment is ready and in place.



If allowing students to select their tests, gather students' choices so you can group them appropriately on test day.



Test Day



Set up each station using its station card.



Brief students on the day's schedule and what to expect at each station.



Run stations at the group sizes recommended in each protocol so form can be monitored.



Apply planned modifications and note on the scorecard when one was used.



Ensure partners record scores on each student's scorecard as they complete a test.



Watch for signs of distress and follow the safety considerations in each test's protocol.



Collect all scorecards after tests are completed.



After Test Day



Transfer scores from individual scorecards into the class scorecard.



Review award status (Presidential/National) for each student.



Share results with students and families privately, celebrating all student's hard work.



Print award certificates for students.



Note what worked and what you'd change, and restock or store equipment for next time.