Administration Manual

Khelo India Fitness Assessment in Schools - version 2.0

Sports Authority of India
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Gate No. 10, JLN Stadium, New Delhi - 110003

To Get Started

Assessors (PETs/Sports Coaches/Fitness Assessors)
Download "Khelo India (School Version)" (Assessor App) from Google Play Store. Create/Login with your User Name and Password.

Principal/HM Login:
schoolfitness.kheloindia.gov.in. Create/Login with your User Name and Password.

Parent App/Interface
Download "Khelo India App" from Google Play Store. Create/Login with your User Name and Password.

Overview

Fitness defines the ability to perform physical activity, and encompasses a wide range of abilities. Each activity and sports requires a specific set of skills, and so being fit for an activity or a sport does not necessarily make you fit for another.

Fitness is generally divided into specific fitness categories or components, and each can be tested and trained individually. The following pages will help you do the Fitness Test Administration in your school more effectively using Khelo India Fitness Assessment App and viewing the School Dashboard on School Interface.

BATTERY OF TESTS

AGE GROUP 5-8 YEARS | CLASS 1 to 3

At Primary class 1-3, children should acquire Fundamental Movement Skills (FMS) leaving the learning of specific physical activities to later stages. FMS provide the building blocks for many physical activities, such as playing games, dance, and sport. Locomotor, Manipulative & Body Management abilities are key to success in most sports and physical activities. Abilities of children in class 1-3 which need to be measured and tracked are

1. Body Composition (BMI)

2. Coordination (Plate Tapping)

3. Balance (Flamingo Balance)

Which are important for controlling the body in various situations.

AGE GROUP: 9-18+ YEARS | CLASS 4 to 12

For Class 4 to 12, it is important for students to have an overall physical fitness. The following Components are to be considered in Physical Health and Fitness Profile:

1. Body Composition (BMI)
2. Strength
    a. Abdominal (Partial Curl-up)
    b. Muscular Endurance (Push Ups for Boys, Modified Push Ups for Girls)
3. Flexibility (Sit and Reach Test)
4. Cardiovascular Endurance (600 Meter Run/Walk)
5. Speed (50 mt. Dash)

Test Descriptions for Children

Body Mass Index

What does it measure: Body Composition refers primarily to the distribution of muscle and fat in the body. Body size such as height, lengths and girths are also grouped under this component.

The test performed is Body Mass Index (BMI), which is calculated from body Weight (W) and height(H). BMI = W / (H x H), where W = body weight in kilograms and H = height in meters. The higher the score usually indicating higher levels of body fat.

Measuring Height Accurately

Remove the participant's shoes, bulky clothing, and hair ornaments, and unbraid hair that interferes with the measurement.

Take the height measurement on flooring that is not carpeted and against a flat surface such as a wall with no molding.

Have the participant stand with feet flat, together, and back against the wall. Make sure legs are straight, arms are at sides, and shoulders are level.

Make sure the participant is looking straight ahead and that the line of sight is parallel with the floor.

Take the measurement while the participant stands with head, shoulders, buttocks, and heels touching the flat surface (wall). (See illustration.) Depending on the overall body shape of the participant, all points may not touch the wall.

Use a flat headpiece to form a right angle with the wall and lower the headpiece until it firmly touches the crown of the head.

Make sure the measurer's eyes are at the same level as the headpiece.

Lightly mark where the bottom of the headpiece meets the wall. Then, use a metal tape to measure from the base on the floor to the marked measurement on the wall to get the height measurement.

Accurately record the height to the nearest 0.1 centimeter.

Measuring Weight Accurately

Infrastructure/Equipment Required:

Flat, Clean surface, Weighing Machine, Stadiometer/Measuring Tape pasted on a wall
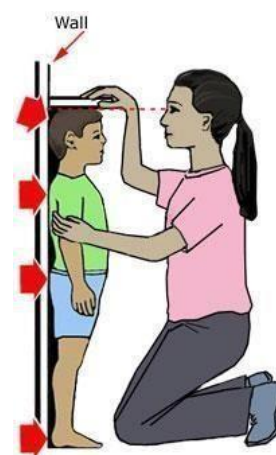
Scoring:

Height recorded in cm and mm.

Weight will be recorded in kilogram (kg) and grams (gms).

Record the weight to the nearest decimal fraction (for example, 25.1 kilograms).

Accurately record the height to the nearest 0.1 centimeter.

Use a digital scale. Avoid using bathroom scales that are spring-loaded. Place the scale on firm flooring (such as tile or wood) rather than carpet.

Have the participant remove shoes and heavy clothing, such as sweaters.

Have the participant stand with both feet in the center of the scale.

Record the weight to the nearest decimal fraction (for example, 25.1 kilograms).

Plate Tapping Test

What does it measure: Tests speed and coordination of limb movement	

How to Perform:	**Infrastructure/Equipment Required:** Table (adjustable height), 2 yellow discs (20cm diameter), rectangle (30 x 20 cm), stopwatch
If possible, the table height should be adjusted so that the subject is standing comfortably in front of the discs. The two yellow discs are placed with their centers 60 cm apart on the table. The rectangle is placed equidistant between both discs.	**Scoring:** The time taken to complete 25 cycles is recorded
The non-preferred hand is placed on the rectangle. The subject moves the preferred hand back and forth between the discs over the hand in the middle as quickly as possible. This action is repeated for 25 full cycles (50 taps).	

Administrative Suggestion:
Participants should be encouraged to stand in a balanced posture, feet apart to shoulder width. Results are usually better if the participant can maintain constant pace during most of the run.

Flamingo Balance Test

What does it measure:
Ability to balance successfully on a single leg. This single leg balance test assesses the strength of the leg, pelvic, and trunk muscle as well as Static balance.

How to Perform:
Stand on the beam. Keep balance by holding the instructor's hand (if required to start).

While balancing on the preferred leg, the free leg is flexed at the knee and the foot of this leg held close to the buttocks.

Start the watch as the instructor lets go of the participant/subject.

Pause the stopwatch each time the subject loses balance (either by falling off the beam or letting goes of the foot being held).

Resume over, again timing until they lose balance. Count the number of falls in 60 seconds of balancing.

If there are more than 15 falls in the first 30 seconds, the test is terminated.

Infrastructure/Equipment Required:
Non Slippery even surface, Stopwatch, can be done on just standing on beam.

Scoring:
The total number of falls or loss of balance in 60 seconds of balancing is recorded.

If there are more than 15 falls in the first 30 seconds, the test is terminated.

Administrative Suggestion:
Participants should be encouraged to eyes focused on stationary object straight ahead.

Partial Curl Up (30 seconds)

What does it measure:
The curl up test measures abdominal muscular strength and endurance of the abdominals and hip-Flexors, important in back support and core stability.

How to Perform:

The subject lies on a cushioned, flat, clean surface with knees flexed, usually at 90 degrees, with hands straight on the sides (palms facing downwards) closer to the ground, parallel to the body.

The subject raises the trunk in a smooth motion, keeping the arms in position, curling up the desired amount (at least 6 inches above/along the ground towards the parallel strip).

The trunk is lowered back to the floor so that the shoulder blades or upper back touch the floor.

Infrastructure/Equipment Required:
Flat clean cushioned surface with two parallel strips (6 inches apart), Stopwatch, Recording sheets, Pen
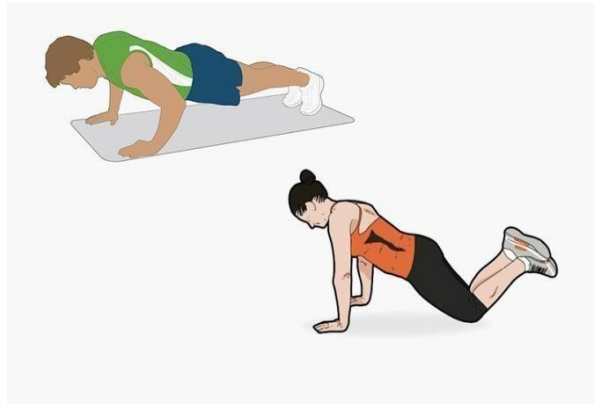
Scoring:
Record the maximum number of Curl ups in a certain time period 30 seconds.

Administrative Suggestion:
Participants should be encouraged to keep normal breathing rate. Results are usually better if the participant can maintain constant pace during the activity.

Push Ups (Boys)/Modified Push Ups (Girls)

What does it measure: Upper body strength endurance, and trunk stability.	
How to Perform: A standard push up begins with the hands and toes touching the floor, the body and legs in a straight line, feet slightly apart, the arms at shoulder width apart, extended and at a right angles to the body. Keeping the back and knees straight, the subject lowers the body to a predetermined point, to touch some other object, or until there is a 90-degree angle at the elbows, then returns back to the starting position with the arms extended. This action is repeated, and test continues until exhaustion, or until they can do no more in rhythm or have reached the target number of push-ups. For Girls: push-up technique is with the knees resting on the ground.	**Infrastructure/Equipment Required:** Flat clean cushioned surface/Gym mat
	Scoring: Record the number of correctly completed push-ups.
Administrative Suggestion: Participants should be encouraged to emphasis to keep the back straight. Results are usually better if the participant can maintain constant pace during the activity.	

Sit and Reach

What does it measure:
Common measure of flexibility, and specifically measures the flexibility of the lower back and hamstring muscles. This test is important as because tightness in this area is implicated in lumbar lordosis, forward pelvic tilt and lower back pain

How to Perform:	Infrastructure/Equipment Required:
This test involves sitting on the floor with legs stretched out straight ahead. Shoes should be removed. The soles of the feet are placed flat against the Sit and Reach box. Both knees should be locked and pressed flat to the floor - the tester may assist by holding them down. With the palms facing downwards, and the hands on top of each other, the subject reaches forward along the measuring line as far as possible. Ensure that the hands remain at the same level, not one reaching further forward than the other. After some practice reaches, the subject reaches out and holds that position for at one-two seconds while the distance is recorded. Make sure there are no jerky movements.	Sit and Reach box with the following dimensions: 12" x 12" (sides) 12" x 10" (front and back) 12" x 21" (top) Inscribe the top panel with centimeter/mm gradations. It is crucial that the vertical plane against which the subject's feet will be placed is exactly at the 23 cm mark. Flat clean cushioned surface/Gym Mats
	Scoring: The score is recorded (difference between initial position and final position), in cm and mm, as the distance reached by the hand.

Administrative Suggestion:
Proper warm-up and static stretching of the lower back and posterior thighs is very important for this test. A partner placing his/her hands lightly across knees can prevent the flexing of knees. Keep the hands over each other (fish pose). Besides in order to prevent the test apparatus from sliding away from the participants during the test, it should be placed against a wall or a similar immovable object. The test trial is repeated if: (i) The hands reach out unevenly or (ii) The knees are flexed at the time of doing the test.

600 Mtr Run/Walk

What does it measure:	
Cardiovascular Fitness/Cardiovascular Endurance	

How to Perform:	Infrastructure/Equipment Required:
Participants are instructed to run 600 mts. in the fastest possible pace. The participants begin on signal, "ready, start" as they cross the finish line elapsed time should be announced to the participants. Walking is permitted but the objective is to cover the distance in the shortest possible time.	Stopwatch, whistle, marker cone, lime powder, measuring tape, 200 or 400 mts with 1.22 mt (minimum 1 mt) width preferably on a flat and even playground with a marking of starting and finish line.
	Scoring: Time taken for completion (Run or Walk) in min, sec, mm

Administrative Suggestion:
Participants should be encouraged to practice running with emphasis placed on the concept of pace. Results are usually better if the participant can maintain constant pace during most of the run and perhaps using a strong closing effort.

50 Mtr Dash (Standing Start)

What does it measure:
Determines acceleration and speed

How to Perform:
A thorough warm up should be given, including some practice starts and accelerations.

Start from a stationary position, with one foot in front of the other. The front foot must be on or behind the starting line. This starting position should be static (dead start).

The tester should provide hints for maximizing speed (such as keeping low, driving hard with the arms and legs) and encouraged to continue running hard through the finish line.

Infrastructure/Equipment Required:
Measuring tape or marked track, stopwatch, cone markers, flat and clear surface of at least 60 meters.

Scoring:
Time taken for completion

Administrative Suggestion:
Participants should be encouraged to practice running with emphasis placed on the concept of pace.
Results are usually better if the participant can maintain constant pace during most of the run and perhaps using a strong closing effort.

Do's and Dont's

Preparing for Assessments

To participate in Physical Fitness Assessments, some good preparation can go a long way.

1. **It is recommended that the assessments are done twice a year (for Term I and Term II in each academic year). The minimum gap between tests should be 4 months.**
2. Find out what is required. Most fitness tests will require a combination of evaluations to assess speed, endurance/stamina, strength, flexibility, and body composition. Read about these tests and plan for the same.
3. Determine the current abilities. Pretend you are taking their test today and perform each exercise. Note how close they came to the goal and how much further they need to go.
4. Calculate the time you have to prepare. You need adequate time to prepare for the test.
5. Participants must pace themselves. Maintaining a constant tempo is crucial for completing long and repetitive exercises, like Curl-ups, Push-ups and 600 mt run/walk. If you work too fast at the beginning of the exercise, you may become fatigued quickly. It is more effective to maintain a steady pace throughout.
6. Participants should be encouraged to practice for few weeks with emphasis placed on the concept of pace. Results are usually better if the participant can maintain consistency in performance during this practice period.

Before a Test

Get appropriate clothing

1. Participant to wear comfortable clothes with sports shoes.
   a. In case shoes are not available, he/she can run bare-feet. He/she needs to take precaution so that the foot doesn't get hurt with pointed objects in the playingfields.
   b. Avoid leather shoes.
2. Get clothes that are comfortable to wear and run or bend (eg. T-shirt and comfortable fitting trousers/half pants).
3. Wearing socks that will keep the feet dry.

Safety Measures

1. If you plan to do for a group of people, decide Date/Time when you want to do the test.
2. Ensure that the play field is flat and clear from stones/pointed objects that may injurechildren.
3. Ensure that the equipment required for the tests are available at the place where you want to do the tests.
4. Have a First Aid Box.

Medical:

No participant with known medical problems, are allowed to take part in the test.

Test	Resource Required
Body Composition (BMI)	1 test administrator, 1 recorder
Coordination (Plate Tapping Test)	1 test administrator, 1 recorder
Balance (Flamingo Balance Test)	1 test administrator, 1 recorder
Flexibility (Sit and Reach Test)	1 test administrator, 1 recorder
Strength - Core (Partial Curl-up)	1 test administrator, 1 recorder
Muscular Endurance (Push Ups for Boys, Modified Push Ups for Girls)	1 test administrator, 1 recorder
Cardiovascular Endurance (600 Mtr Run/Walk)	1 person at start, 1 person for each lane at finish
Speed (50 Mtr. Dash)	1 person at start, 1 person for each lane at finish

Additional Volunteers: 1 per 20 participants, if you are doing for a larger group.

List of Equipment

Test	Equipment
Body Composition (BMI)	Height Measuring Tape, Weight Machine, even and non-slippery hard surface
Strength Abdominal (Partial Curl-up)	Stopwatch, Gym/Yoga mat, Marking Tape (for 6 inches parallel strips)
Muscular Endurance (Push Ups for Boys, Modified Push Ups for Girls)	Gym/Yoga Mat
Flexibility (Sit and Reach Test)	Sit and Reach Box (dimensions: 12" x 12" (sides) 12" x 10" (front and back) 12" x 21" (top) Inscribe the top panel with centimeter/mm gradations), Gym/Yoga mat
Cardiovascular Endurance(600 Mtr Run/Walk)	200 or 400 mts with 1.22 mt (minimum 1 mt) width track marking of starting and finish line. Stopwatch (1 per lane)
Speed (50 Mtr. Dash)	Stopwatch (1 per lane), cone markers, Marked track of at least 60 meters with 1.22 mt (minimum 1 mt) lane with starting and finish line.
Coordination (Plate Tapping)	Table (adjustable height), 2 yellow discs(20cm diameter), rectangle (30 x 20 cm), stopwatch
Balance (Flamingo Balance Test)	Stopwatch, Beam locally procured of a standard brick shape and height

Conduct procedure of test:

1. Briefing to the participants:
   a. Instruct for warm-up to avoid injury.
   b. Test Demonstration: Provide demonstration of test procedure.
2. Steps:
   a. Arrange the participants in the desired groups.
   b. Tester reaches to the desired station.
   c. Equipment to be placed at the station.

Usage of Khelo India Mobile App and Portal

1. Assessor App
2. School Portal
3. Parent App

Assessor App

Se-lf Registration of Assessor

Step:1 Download "Khelo India (School Version)"(Assessor App) from Google Play Store
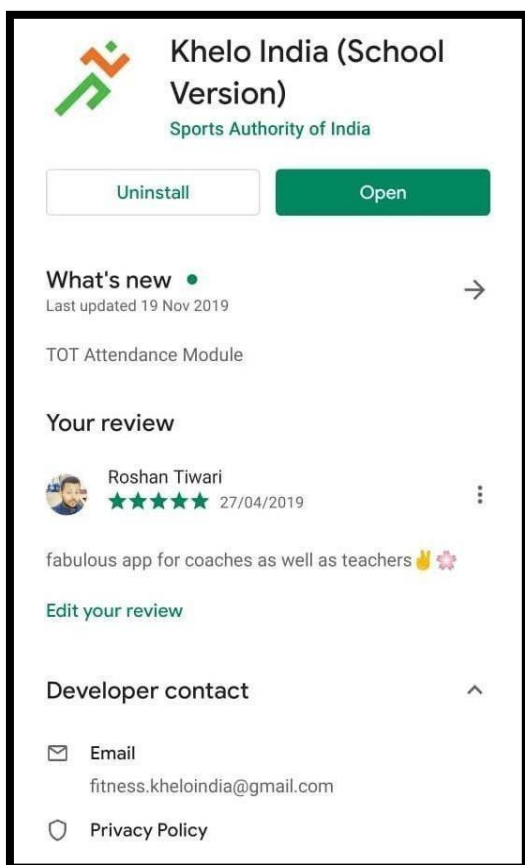
Step:2 Sign Up at Khelo India Assessor App

Note: After the Signing up, Assessor will receive a notification on registered mobile number and credentials will be provided at the registered Email Id.

Recording and Submission of Data

Recording of data to be done on **Khelo India Assessor App.**

To do the recording, do the following
1. Make sure that the Mobile is connected to internet. You can proceed further only if Internet is available.
2. Open Khelo India Assessor App.
3. Login with the user name and password issued to you through your principal.
4. Choose School (your School)
5. Choose the test you want to take. (Say Speed > 50 mt dash)
6. Get students to stand in a line (as instructed).
7. Start the Test (as per instruction). In case of Timers, start the timer.

8. In case of multiple students taking Timer based tests, use the start and split timer.
9. Once they have finished the test:
    a. Enter the performance against each test (if required). In case of Timing based tests, split timer/stop timer to be used.
    b. Scan the QR code of the student from his ID card. In case, he doesn't have ID Card with QR Code, choose his/her class and section, Name. The ID no. will get automatically filled up.
10. **Click on "Save Data" button and Tap on refresh button to synchronize the assessment data**
11. After you finish taking the tests, click on "Go to Dashboard" by logging to schoolfitness.kheloindia.gov.in.
12. The Fitness Dashboard of the students will get updated. Parents can log into schoolfitness.kheloindia.gov.in by using their user name and password issued to them

PN: Make sure that you have saved the data, after every test. Do not forget to click on "Go to Dashboard" button, which will prepare your fitness dashboard.

School Principal Portal

Self Registration- School

Step 1:Principal/HM of the School to open the following link on the web browser: https://schoolfitness.kheloindia.gov.in

Click on "Sign Up"

Step 2: School will self-register for Khelo India Programme by filling up the basic details provided in the form

New School Self Registration

School Details

Wants to Join through
- ● Board
- ○ School Chain

Select Board *
[Select ▼]

School Code/Affiliation No *
[ ]

School Name *
[ ]

Shift *
[Select ▼]

Zone *
[▼]

Region *
[▼]

State *
[▼]

City *
[▼]

School Address *
[ ]

School WebAddress *
[ ]

School Description *
[ ]

School Admin Details

HM/Principal *
[ ]

Designation *
[Select ▼]

Gender *
[Select ▼]

Email *
[ ]

Phone/Mobile *
[ ]

[ENTER THE TEXT BELOW]

CANCEL   SUBMIT

Note : After Activation of school from Admin Panel, school will get Principal / HM Login Credential on their Registered E-Mail Id and they can login through provided credentials into the portal to proceed further.

Link Assessor To School

Manage Assessor -> New Assessor -> Search PET or Email Id whom you want to link to the school > Click on Activate.

Assessor Will Receive User Name and Password on their Registered Mail Id

Student Data Upload

Principal/HM of the School to open the following link on the web browser:

schoolfitness.kheloindia.gov.in

> Log into the Interface as the Principal/HM of the School. You are authorized to manage the school related information, assign school coordinators for the fitness assessment tests. **The most important thing to do is to add student's data to school.**

Login as Principal/HM	> Student	> Student Data Upload

Procedures to be followed:

Step 1:

Step 2:

- Here you can upload the data.

Step 3:

- Choose the sheet you want to upload (list of students of the schools):

    PersonalProfile (MANDATORY)

- Select the Excel sheet and Upload.

Student Data Upload

Select School
TOT SCHOOL ▼

Select Profile
Personal Profile ▼

Choose File
Choose File | PersonalProfile.xlsx

School Code : 12345

⬇ DOWNLOAD TEMPLATE   ⬇ SAMPLE DATA   UPLOAD

Thank you for uploading the data. Your request has been submitted.

⬇ DOWNLOAD

Instructions

* School code should be same with the school code in excel sheet.

* Please don't modify the excel file names you can download the sample format.

Show 10 ▼ entries   Search:

Sl. No.	School Name	Excel Name	Created On	View
1	Sequoia Fitness School	007_PersonalProfile.xlsx	Feb 20 2020 12:51PM	View

How to fill up PersonalProfile

- **Fields marked in Orange colour are mandatory whereas yellow ones are optional**

	A	B	C	D	E	F	G	H	I	J	K
1	School Code/Affiliation No.	Student Admission No	Name	Gender	Class	Section	Roll No	DOB (DD/MM/YYYY)	Domicile (Hometown)	Favorite Sports	Hobbies
2											
3											
4											

1. School Code/Affiliation No.: School code should not be empty and that should always match with the school code that you have been chosen in the school dropdown. For reference you can find the respective school code of the chosen school below the School dropdown after selecting school.

2. Student Admission No. : Student Admission No. should not be empty and duplicate. (**registration/admission number of student**)

3. Name: Name should not be blank

4. Gender: Gender should not be blank. Allowed Characters are Boy/ Girl/ Male/ Female/ B/ G/ M/ F/ Transgender/ T

5. Class: Class should not be empty. (I,II,III,IV,XI,XII)

6. Section: Section should not be empty.

7. Roll No: Roll No should not be empty.

8. DOB: DOB should not be empty and date should be in DD/MM/YYYY format.

Student Data Upload

Select School	Select Profile	Choose File
TOT SCHOOL ▼	Personal Profile ▼	Choose File PersonalProfile.xlsx

School Code : 12345

⬇ DOWNLOAD TEMPLATE ⬇ SAMPLE DATA UPLOAD

Some errors have been detected in the Excel sheet. Download the Error log file and rectify your sheet accordingly. ⬇ DOWNLOAD

Instructions

* School code should be same with the school code in excel sheet.

* Please don't modify the excel file names you can download the sample format.

Step 4

- **If data in the excel sheet is not in the correct format it will show the error message like above. You can download the error details file and rectify your excel sheet and upload that again**.

Now the school is ready to do assessment in the school.

Khelo India Parent App

Installation and Creation of Parent User ID

Ask parents to download "Khelo India App" from Google Play Store or Apple Store and Install the App. Parents to click on "Create New Account" to create a Parent Username and Password. They will receive email and SMS confirmation.

Download and Install	Login as Parent
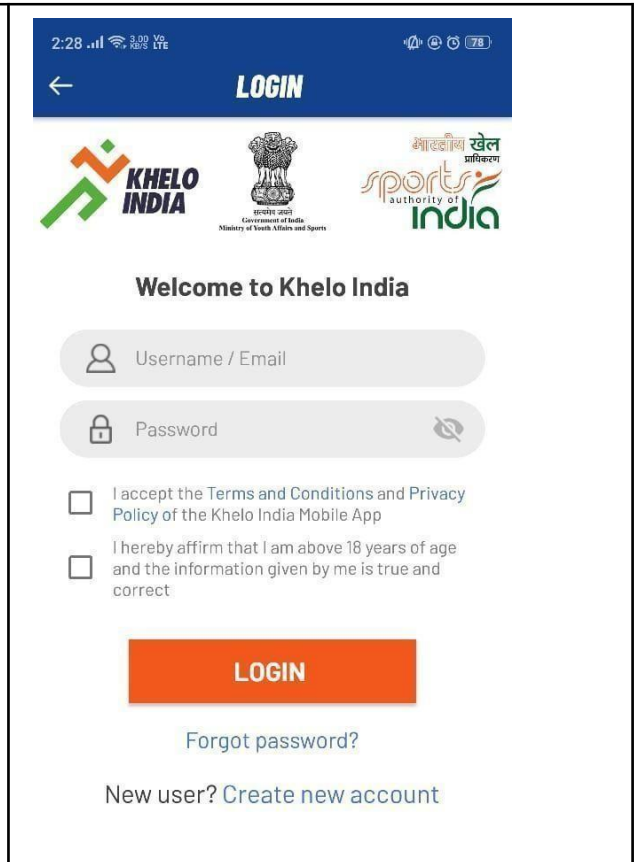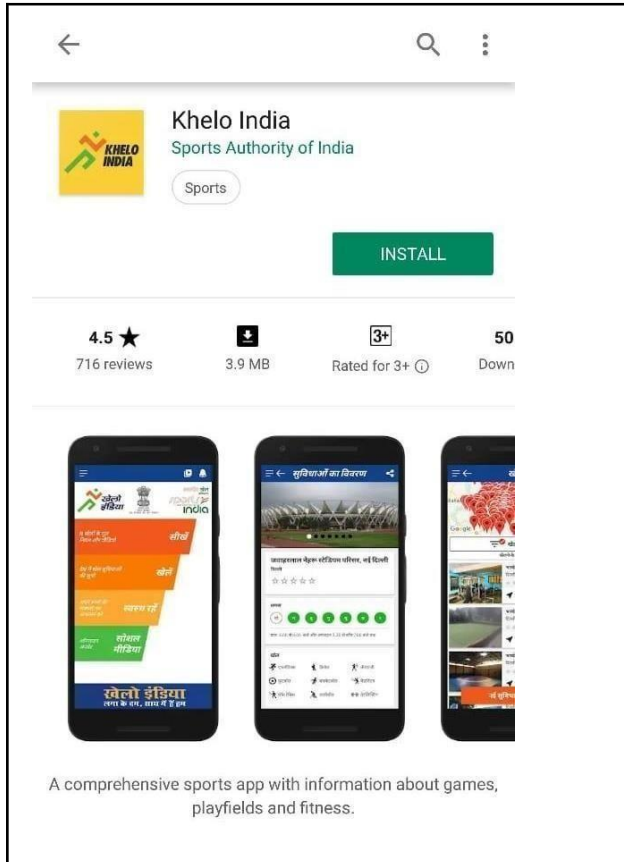
| New Parents to Register. Then Login. | Choose "Get Fit". |

Click on Add a Child	Add Child's profile
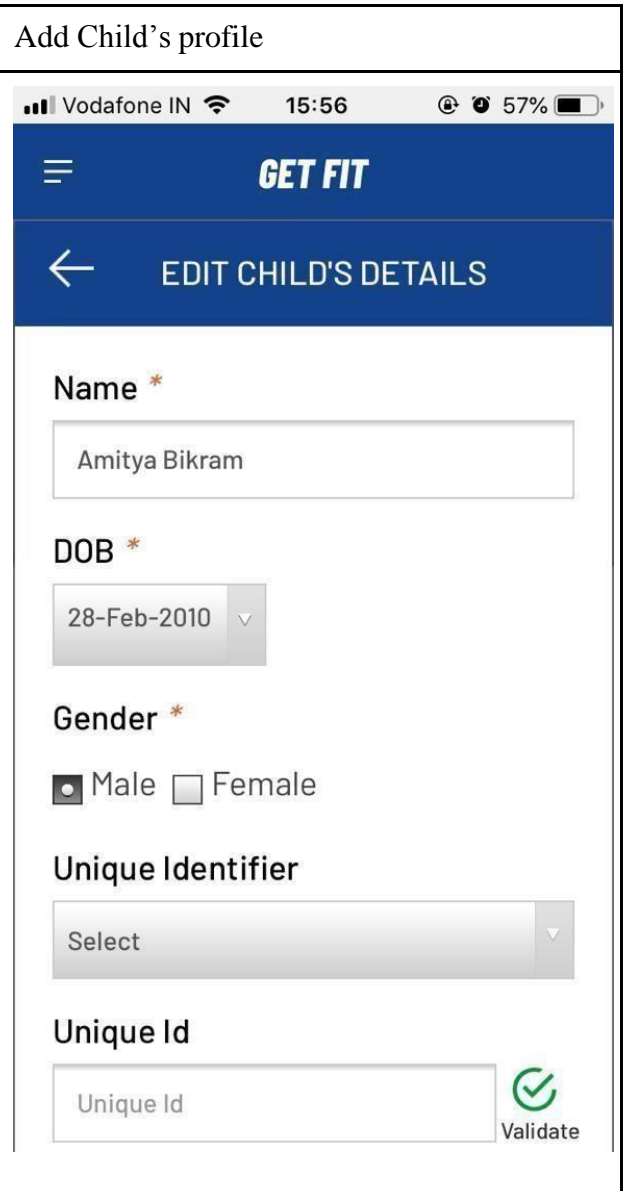
To view his/her school fitness assessment date, please link the Khelo India Fitness ID as unique identifier	Click on a child's profile to view Child's Fitness Dashboard

Contact Information

KHELO INDIA FITNESS ASSESSMENT

Website: https://schoolfitness.kheloindia.gov.in

Email ID: kheloindia.nfps@gmail.com

Regional Managers:

Zones	Regional Manager / Email ID / Phone	MappedStates (CBSE/CISCE/State Boards}
Zone 1	kheloindia.nfps@gmail.com	Delhi, Bihar
Zone 2	kheloindia.nfps@gmail.com	Rajasthan, Madhya Pradesh, Gujarat, Maharashtra, Goa, Daman & Diu and Dadar & Nagar Haveli
Zone 3	kheloindia.nfps@gmail.com	Haryana, Himachal Pradesh, Punjab, Chandigarh, Jammu & Kashmir, Ladakh
Zone 4	kheloindia.nfps@gmail.com	Chhattisgarh, Odisha, West Bengal, Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura
Zone 5	kheloindia.nfps@gmail.com	Kerala, Karnataka, Tamil Nadu, Andhra Pradesh, Telangana, Puducherry, Andaman & Nicobar Islands and Lakshadweep
Zone 6	kheloindia.nfps@gmail.com	Uttarakhand, Uttar Pradesh, Jharkhand