

**INFORMATION ON SCHOOL BASED SPORTS FOR LIFE FITNESS ASSESSMENT**  
**(WALK OR RUN TEST)**

1. **Background**

- 1.1 MESRC had been organising the Sports for Life Fitness Assessment (Walk or Run Test) since 2002 with the aim to encourage our staff to stay active and healthy through the MOE Healthy Lifestyle Incentive Award Scheme. All full-time employees of Ministry of Education (except staff from Independent or Specialised Independent Schools, Specialised Schools, NIE trainees, MOE Seconded staff, Flexi-Adjunct & Contract staff, MESRC Associate and Corporate members) can apply for this award. This is because the budget provided by MOE to MESRC is computed based on the established posts in Government and Government-Aided schools.
- 1.2 Staff must have worked for the full year starting from 3 Jan to 31 Dec 2023 and obtained either Gold, Silver or Bronze award for the SFL Fitness Assessment (Walk or Run Test). Staff who meet these criteria are awarded monetary incentives: \$100 for Gold, \$75 for Silver and \$50 for Bronze.

2. **About**

- 2.1 School Based Sports for Life Fitness Assessments (Walk/Run Test) are events that are initiated and organized by school's own PE department or Staff Well Being Committees. The purpose of these events is to encourage their staff to keep fit and healthy and be good role models to their students.
- 2.2 Schools are required to have a minimum of 30 participants and need to inform MESRC at least one month before the event before they could conduct their own sports for life fitness assessment. MESRC will deploy an external invigilator at the test venue once the event has been confirmed. Please refer to Annex A for the request form for external invigilator.
- 2.3 School Based Sports for Life Fitness Assessments (Walk/Run Test) are alternatives to the Centralised Sports for Life Fitness Assessments (Walk/Run Test) organized by MESRC for all schools.
- 2.4 Staff may choose to participate in either the School Based Sports for Life Fitness Assessments (Walk/Run Test) at their own school or the MESRC Centralised Sports for Life Fitness Assessments (Walk/Run Test) which are held yearly at different zones (JC's school tracks)

3. **Types of Tests**

- 3.1 Staff may participate in the 2.4km Run test or 2km Walk test.
- a) Run Test is an excellent way to measure cardiorespiratory (aerobic) fitness. It covers 2.4km and is normally conducted on a 400m track where the participants run continuously at a personal best pace for 6 laps. The time taken to complete the distance is used to determine the award.
- b) Walk Test is an ideal starting point for anyone seeking an active and healthy lifestyle. It assesses an individual's fitness level over a 2km walk. The Walk is normally conducted on a 400m track where the participants walk briskly and at an even pace for 5 laps. The time taken to complete, together with the participant's heart rate at the end of the walk, his/her height, weight, and age, are used to compute and evaluate the 'Fitness Category' achieved.

#### 4. **Test Standards**

- 4.1 Schools are required to use the heart rate devices for the walk test only. If schools do not have these devices, they can book and loan the device from MESRC by indicating in the request form. As MESRC, have limited devices available to loan out to Schools, they may need to loan these devices from other Schools. The ideal ratio is 1 device for 4 pax.
- 4.2 Please refer to Annex B for the MOE approved 2.4KM Run Test and 2KM Walk Test standards for female and male.

#### 5. **Duties and Responsibilities of External Invigilators**

##### 5.1 Workscope

- To report to the school organizer at the assigned test venue at least 15 minutes before the start of the event
- To provide necessary advice to the school organisers on the proper guidelines to conduct the walk or run fitness assessment according to the test standards.
- To assists in guiding school organisers on proper testing procedure (i.e., correct use of heart rate devices for the walk test, sufficient manpower for lap recording, etc.).
- To endorse the final tabulated test results by the school. Within 7 working days, Schools should send the tabulated results using the Results Record Form to MESRC invigilators for review.
- To report/communicate any problems/incidents/emergencies to MESRC.

##### Before the test

- To check the test route for the walk and run test with the school organisers (Especially if the test route is not on a standard track) – the start and end points clearly specify.
- To check the water points are available and there is sufficient water for all the participants
- To check the final attendance for the test.
- School Organisers are to maintain a complete set of data that clearly record how all participants are segregated into groups of up to 10 persons or more.
- To check the location of the heart rate reading stations
- To check the quantity of the heart rate devices that will be used

##### Start of the test

- To do visual checks on the participants to ensure that they are in sports attire and proper running shoes
- To check that the school organisers conduct warm up sessions for their participants. If there is none, participants are responsible to do their own warm up and stretching prior to the assessment and cool down after the assessment
- To check that the school organisers conduct a briefing at the start of the test so that all the participants are reminded about the procedures of the walk and run test.

##### During the test

- To invigilate participants by slowly walking up and down the routes
- To check that there should be at least 1 recorder for maximum of 5 runners in each group
- To remind school organisers to direct participants filter to last lane at the last 100m mark of the last round
- To remind school organisers to inform all participants that they will be disqualified if they break the rules e.g., participants are not allowed to jog or run for walk test after at least 3 reminders by the school testers. The final decision will be made by the school organizer.
- Invigilators should be positioned at the start/end points of the test route

### End of test

- The Invigilators to verify results and email the endorsed results to Schools and cc a copy to MESRC via email to ahmad\_shah\_abdul\_ghani@moe.gov.sg
- Schools would file the copy of endorsed result until the submission of the registration for the MOE Healthy Lifestyle Incentive Award Scheme

### Invigilator's Conduct

- Invigilators should not use any threatening or verbal language with the school organisers
- Invigilators are expected to share some of the best practices by other schools that they had invigilated so the school organisers may improve for future sessions.
- Please have your handphones switched to silent modes
- Remain vigilant during invigilation
- Not engage in any activity which may distract the participants during the test

5.2 First time invigilators will have to report at the test venue 30 mins before the start of the event. Staff from MESRC will be there to explain to the invigilators on their specific roles and procedures of conducting the School Based Sports for Life Fitness Assessments (Walk/Run Test) at the school.

## 6. **Standard Operating Procedures for Organisers**

### Before the Event

- As part of risk assessment, Schools are required to compile mandatory information such as next-of-kin contact, medical history, etc. for all participants.
- Schools to inform their participants to complete the Physical Activity Readiness Questionnaire (PAR-Q). Refer to Annex C Questionnaire.
- School organisers to conduct a briefing at the start of the test so that all the participants are reminded about the procedures of the walk and run test.
- Participants shall be reminded that they will be disqualified if they break the rules e.g. participants are not allowed to jog or run for walk test after at least 3 reminders by the school testers. The final decision will be made by the school coordinator/invigilator on duty.

### During the Event

- Organiser will plan to test walkers and runners separately.
- Have several groups/details of smaller numbers to ensure tester can cope optimally.
- Brief clearly what is expected of the participants – e.g where to report once they finish the walk or run. Put up a brief notice of these expectations for staff to read.
- Brief the invigilator on the route (especially if the test route is not on a standard track) – the start and end points – clearly.
- Organisers to prepare sufficient mineral water for all the participants
- Participants are responsible to do their own warm up and stretching prior to the assessment and cool down after the assessment

### **For the Walk Test:**

- 1) Plan number of groups of not more than 4 participants for each heart rate monitor (HRM) available for one test group.
- 2) Stagger start for the groups should be at least 5 minutes apart.
- 3) Each group should have at least 1 timekeeper, 1 recorder and each HRM should have a handler (experience tells us that non-PE participants have a tendency to not know how to use the HRM). HRM handler must be taught to use the HRM correctly before the test for that group

#### 4) Registration and measurements

- All participants need to fill in the details required on the registration form
- Proceed to measure height and weight (compulsory)
- Queue up at the registration counter with completed form to exchange for a number tag
- Once collected number tag, wait for further instructions

#### 5) Pre-test briefing

- Call out number tags from XXX to XXX
- Gather the group at the start point/End point
- Participants to walk 5 rounds of the stadium (2km)
- Keep track every round when participants pass the start point
- Participants filter to last lane at 100m mark of the last round
- Participants walk pass the finish line and collect a position card
- Participants walk straight to the heart rate zone to measure heart rate
- Once details are recorded participants are free to go
- Heart Rate must be taken within 20secs after crossing the end point

#### **For the Run Test:**

- 1) All groups can share a common timekeeper who should read the finishing times aloud to the recorders.
- 2) There should be at least 1 recorder for maximum of 10 runners in each group.
- 3) Registration and measurements
  - All participants need to fill in the details required on the registration form
  - Proceed to measure height and weight (optional)
  - Queue up at the registration counter with completed form to exchange for a number tag
  - Once collected number tag, wait for further instructions
- 4) Pre-test briefing
  - Call out number tags from XXX to XXX
  - Gather the group at the start point/End point
  - Participants to run 6 rounds of the stadium (a distance of 2.4km)
  - Lap recorder records the number of rounds for the participants
  - Participants filter to last lane at the last 100m mark of the last round
  - Participants pass the finish line and collect a position card
  - Participants proceed to the recording zone to return position card
  - Once details are recorded participants can leave

#### **After the Event**

- Within 14 working days, Schools should send the tabulated results using Results Record Form to edric.lim@team-axis.com via email (no faxing, no hardcopy, no WhatsApp) for review.
- The vendor will verify results and email the endorsed results to Schools and cc a copy to MESRC via email to ahmad\_shah\_abdul\_ghani@moe.gov.sg and Schools would file the copy of endorsed result until the submission of the registration for MOE Healthy Lifestyle Incentive Award Scheme.



Ministry of Education Sports and Recreation Club (MESRC)  
 21 Evans Road, S (259366)  
 Tel: 6468-0305 Fax: 6465-4530 Website: [www.mesrc.net](http://www.mesrc.net)

### SPORTS FOR LIFE TEST

#### REQUEST FORM FOR INVIGILATOR

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

School Address: \_\_\_\_\_ S ( )

Date of Test: \_\_\_\_\_ Time of Test: \_\_\_\_\_

No. of Participants: \_\_\_\_\_ Test Venue: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

HP: \_\_\_\_\_ Email: \_\_\_\_\_

Office Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Loan of HRM: Yes / No      Quantity: \_\_\_\_      Collection date: 3 working days before the actual event

#### Terms & Conditions

1. This request form must be submitted to MESRC email to [ahmad\\_shah\\_abdul\\_ghani@moe.gov.sg](mailto:ahmad_shah_abdul_ghani@moe.gov.sg) at least one month before the test date.
2. A **minimum of 30 participants** are required before the Sports for Life Test can be conducted in your school/cluster/zone.
3. Cancellation or any changes must be made to MESRC office **at least 3 working days** before the test date. In the event schools did not provide minimum 3 working days' notice to MESRC for cancellation or changes, schools will be liable to pay 50% of the invigilator's fee currently fixed at \$50.00 to MESRC as MESRC need to pay this amount to the appointed vendor.
4. MESRC and the management committee will not be in any way be held liable for any death, disability, personal injury, damage to or loss of property or any other loss or damage arising in connection with the test.
5. Should you have any queries regarding the above, please do not hesitate to contact Mr Ahmad Shah at 64609863 or email [ahmad\\_shah ABDUL GHANI@moe.gov.sg](mailto:ahmad_shah ABDUL GHANI@moe.gov.sg)

#### For Official Use

Invigilator's Name: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Processed by:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2.4KM RUN TEST STANDARDS FOR FEMALE AND MALE

REVISED STANDARDS - 2.4KM RUN (FEMALE)											
Award (Female)	30 & under	31-33	34-36	37-39	40-42	43-45	46-48	49-51	52-54	55-57	58 & above
Gold	13:10	13:20	13:30	13:40	13:50	14:00	14:10	14:20	14:30	14:40	14:50
Silver	15:30	15:40	15:50	16:00	16:10	16:20	16:30	16:40	16:50	17:00	17:10
Bronze	17:10	17:20	17:30	17:40	17:50	18:00	18:10	18:20	18:30	18:40	18:50

REVISED STANDARDS - 2.4KM RUN (MALE)											
Award (Male)	30 & under	31-33	34-36	37-39	40-42	43-45	46-48	49-51	52-54	55-57	58 & above
Gold	10:50	11:00	11:10	11:20	11:30	11:40	11:50	12:00	12:10	12:20	12:30
Silver	12:10	12:20	12:30	12:40	12:50	13:00	13:10	13:20	13:30	13:40	13:50
Bronze	13:10	13:20	13:30	13:40	13:50	14:00	14:10	14:20	14:30	14:40	14:50

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## 2KM WALK TEST STANDARDS FOR FEMALE AND MALE

### Formula for Calculating Fitness Index (WALK)

**Female:  $304 + (\text{Age} \times 0.4) - (\text{Walking Time} \times 8.5) - (\text{BMI} \times 1.1) - (\text{Heart Rate} \times 0.32)$**

**Male:  $420 + (\text{Age} \times 0.2) - (\text{Walking Time} \times 11.6) - (\text{BMI} \times 2.6) - (\text{Heart Rate} \times 0.56)$**

**The fitness index indicates your fitness category with respect to persons of the same age (20 - 60 years)**

Fitness Index	Fitness Category
<70	Need Improvement
70 – 80	Fair
81 – 105	Good (Bronze)
106 – 120	Very Good (Silver)
> 120	Excellent (Gold)

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**Physical Activity Readiness Questionnaire (PAR-Q)**

Please submit the completed PAR-Q to the organiser prior to the physical activities that will be carried out by the school.

<b>Name of Staff</b>		<b>Gender</b>	Male / Female
<b>Email address:</b>		<b>Contact Number</b>	

**In Case of Emergency, please notify:**

<b>Name</b>		<b>Relationship</b>	
		<b>Contact Number</b>	

**Medical History**

Please read the questions carefully and answer each of them honestly. Please tick under the "Yes" or "No" column accordingly.

<b>SECTION A: Personal Declaration</b> <b>Do you have or had the following medical conditions:</b>	<b>N</b> <b>o</b>	<b>Ye</b> <b>s</b>	<b>If you have answered 'Yes' for any question, please provide additional details.</b>
a) Chest pain, high blood pressure, heart problems (e.g., heart murmur, extra heartbeat, or other heart ailments)			
b) Asthma, bronchitis, tuberculosis, sinusitis, other lung problems			
c) Fits, epilepsy, fainting attacks, migraine, severe head injury			
d) Dizziness or impaired balance			
e) Eye problems/ poor vision			
f) Ear problems			
g) Nervous illness			
h) Peripheral vascular disease (poor blood circulation to extremities)			
i) Diabetes/ thalassemia major/ anemia			
j) Allergy to medicines/ food/ plant/ pollen/ others			
k) Bone or joint injury within the last year (e.g., Dislocation, fracture, arthritis, etc.)			
l) Spinal or back injury (e.g., slipped disc)			
m) A carrier status for any infectious disease			
n) Sleep disorder (e.g., sleepwalking, sleep apnea)			
o) Hospitalization within the last two year			
<b>Do you require:</b>			
p) Routine medication			
q) Special diet			
<b>Do you have:</b>			
r) Any disability			
s) Any other medical information to take note of (e.g., psychiatric illness, specialist's letter, extreme sun sensitivity, pregnancy, etc.)			
Height: _____ m      Weight: _____ kg      Blood Group: _____			

**Note**

1. If you answer **Yes** to any of the questions, please inform the organiser and your doctor immediately to check if you should participate in the physical activities planned.
2. This physical activity clearance is valid from the date it is completed and becomes invalid if your medical condition changes such that your answer becomes a '**Yes**' to any of the questions.
3. MOE considers this safety advisory as important. You are nevertheless responsible for your personal well-being. Exercise and play safely and where necessary, seek medical advice.

I declare that all information given by me in this questionnaire are true to the best of my knowledge.

**Signature of Staff:**

**Date:**



**WORKFLOW FOR SCHOOL BASED SPORTS FOR LIFE FITNESS ASSESSMENT  
(WALK OR RUN TEST)**

**Timeline**

**X = Date of Event**

**X – one month**

**X - 2 working days**

**X - 3 working days**

**X – 3 to 5 working days before event**

**X - 3 working days before event**

**Description**

- Schools to notify MESRC via email to [ahmad\\_shah\\_abdul\\_ghani@moe.gov.sg](mailto:ahmad_shah_abdul_ghani@moe.gov.sg) to request for invigilator. Please refer to **Annex A** for the request form for External Invigilator.
- Schools to book the heart rate devices from MESRC by indicating in the request form.  
Remarks: We have limited devices available to loan out to Schools. If the devices are not available, Schools may need to loan these devices from other Schools. The devices will be used to measure the heart rate for the walk test only. The ratio is 1 device for 4 pax.



- MESRC to notify the appointed vendor, Team Axis Pte Ltd via email to [edric.lim@team-axis.com](mailto:edric.lim@team-axis.com). Remarks: MESRC will be sending the collated test dates by 1<sup>st</sup> of the month. If the dates fall on a PH, MESRC will email on the next working day.



- Team Axis Pte Ltd to provide details of the assigned invigilator including email address to MESRC via email to [ahmad\\_shah\\_abdul\\_ghani@moe.gov.sg](mailto:ahmad_shah_abdul_ghani@moe.gov.sg)  
Remarks: The ratio is 1 invigilator for 30 pax. If there are more than 30 pax, MESRC will request for 2 invigilators from Axis Events Pte Ltd.



- MESRC officer to provide the event details and school’s contact person via email to the assigned invigilator and cc to [edric.lim@team-axis.com](mailto:edric.lim@team-axis.com)  
Remarks: First time invigilators, will have to report at the test venue 30 mins before the start of the event. Staff from MESRC will be there to explain to the invigilators what their specific roles and procedures of will be conducting the School Based Sports for Life Fitness Assessments (Walk or Run Test) at the school.
- MESRC to send confirmation email to Schools with details of the assigned invigilators (i.e. Full name, contact number and email)
- MESRC to inform Schools the number of heart rate devices available for loan and confirm the collection date.



- Schools to arrange a representative to go down MESRC office, 21 Evans Road during office hours to collect the reserved heart rate devices.
- School rep to sign the loan of items form from MESRC.
- Schools to give 3 working days’ notice to MESRC if the event is postponed or cancelled due to unforeseen circumstances. In the event schools did not provide minimum 3 working days’ notice to MESRC for postponement or cancellation of event, school will be liable to pay 50% of the invigilator’s fee currently fixed at \$50.00 to MESRC as MESRC need to pay this amount to the appointed vendor.
- MESRC to give 2 working days’ notice to Team Axis Pte Ltd via email to [edric.lim@team-axis.com](mailto:edric.lim@team-axis.com) in the event of postponement or cancellation. If not, 50% of per session will be charged to MESRC.

**Event Day**



- Invigilator report to the school coordinator at the school/test venue at least 15 minutes before the start of the event.
- School coordinator needs to record and verify the invigilator's details, Time In and Time Out in the Request Form For Invigilator (Annex A) under For Official Use portion.

**X + 3 working days after event**



- Schools to return the heart rate devices to MESRC office, 21 Evans Road during office hours.
- MESRC officer to check the returned devices are in good working condition and acknowledge on the loan of MESRC items form.

**X + 14 working days after the event**



- School coordinator to send the tabulated results using Results Record Form to the invigilators via email (no faxing, no hardcopy, no WhatsApp) for review.
- Invigilators to verify results and email the endorsed results to Schools and cc a copy to MESRC via email to [ahmad\\_shah\\_abdul\\_ghani@moe.gov.sg](mailto:ahmad_shah_abdul_ghani@moe.gov.sg) and [edric.lim@team-axis.com](mailto:edric.lim@team-axis.com)

**Upon endorsement of the results**



- Schools file copy of the endorsed result until the submission of the registration for MOE Healthy Lifestyle Incentive Award Scheme.