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| **User Acceptance Testing Checklist** |
|  |
| **Project Name:**  | **Protocol Version:**  |
| **Research Specification Version:**  | **Database Version:**  |
| **Visit:**  | **Form:**  |
| **Tester:**  |
| **Date of Testing:**  |
| **Test Type:** | **Initial** [ ]  | **Re-Test** [ ]  |
| **Testing details:** | It may be helpful to include in the testing an exercise involving entry of data for (a) a complete mock subject from start to finish and (b) a mock subject who discontinues early. This can be one way of testing several of the items below.} |
|  |
| **Checklist** | **Pass** | **Fail** | **Comments** |
| 1. Univariate and valid value checks

*Confirm that checks have been properly imported from specifications document. Manually test a subset of checks (e.g., 2 per page).* | [ ]  |[ ]   |
| 1. Multivariate and cross-checks

*Confirm each <or a specified subset of> checks via test data designed to trigger a query.* | [ ]  |[ ]   |
| 1. Custom functions

*Confirm each custom function with test data designed to trigger an event.**Second programmer code review, if possible.* | [ ]  |[ ]   |
| 1. Generation of subject numbers

*Confirm that new subject IDs are generated according to specifications*  | [ ]  |[ ]   |
| 1. Customized form or variable delivery (e.g., dynamic fields)

*Confirm against schedule of events and against other specifications*. | [ ]  |[ ]   |
| 1. Data completion guidelines

*Confirm that the completion guidelines are properly associated with each form/field.* | [ ]  |[ ]   |
| 1. Derived variable computation

*Confirm against specifications using test data.* | [ ]  |[ ]   |
| 1. Email alerts

*Confirm with test data designed to trigger email alerts.* | [ ]  |[ ]   |
| 1. Role assignment

*Review system. Confirm using list of role functionality, have testers assigned to each role, and ensure that they are only able to do/see what they are entitled to per their assigned role.* | [ ]  |[ ]   |
| 1. Data Extracts

*Review extracted data, ensure that it matches specifications (e.g., annotated CRF).* | [ ]  |[ ]   |
| 1. Data Imports into EDC

*Create test data, import, and review imported data.* | [ ]  |[ ]   |
| 1. System Reports

*Review system reports and ensure that they are functioning according to expectations. Run reports on test data.* | [ ]  |[ ]   |
| **Testing Outcome:**  | **PASS** [ ]  | **FAIL** [ ]  |
| Signature of Tester:  |  SIGNATURE | Date: D D **/** M M **/** Y Y Y Y |
| Study Designer: NAME |
| Signature: SIGNATURE | Date: D D **/** M M **/** Y Y Y Y |