|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |