

Survey Requirements(missing):

Specialization :

Each staff member is responsible to specific surveys(1 or 2) not the whole surveys

Language: surveys are to be in the local language or in both languages (Arabic and English)(
Clear language for the questions)

Making sure survey reach diverse type of people (different age, different education , different cities)

Survey size –proper size

A clear understanding of the focus of the survey

Your question transitions should be smooth and logical.

Test Plan:

About the survey

Survey content(type of questions)

Logical order in survey questions

survey short and focused

Target (objective)of the survey and is there previous similar surveys we can compare or develop

About our staff team

Coordination between staff members and administrators, each administrator is responsible for group of staff members and every staff member handles certain surveys

Qualified staff team who have knowledge about the survey content and how to analyze survey outcome and data

About the participants and time of the survey:

survey targets certain group of people or diverse

Monitoring the final results and analyze the outcome data after survey is closed

Test cases:

Test case	Description	Expected	Actual	Result
Answered questions percentage	Percentage of each candidate answer submission for each survey	90% of questions are answered		
Response rate	No. of people responded to taking the survey	Between 5% and 30 % will be a successful response rate		
Survey submission	Number of submissions of each survey compared to all surveys	It is better all surveys are close to each other in number of submissions		
Questions	Testing the questions type,order ,transitions	Logical order questions Non emotional , non personal Smooth transition		
Survey period	Time between survey start and end	Recommended to be about 3 weeks		
Closing date	Testing	Surveys that passed their closing date are automatically closed Staff can close survey in case enough no. of surveys reached or other cases (people no longer interested)		
No. of surveys for each staff members	Each staff member handles not more than 3 surveys			

Log the defects that are most likely to be detected in error-prone areas

People answered randomly(non accurate answers)

Targeting wrong group

Not clear questions(content) , Questions With Too Few Options

Not Defining the Purpose of Your Survey

Errors in measurements and collecting data

How would you report the test results summary to your team

- **Purpose of the Report(Testing a conducted surveys on mobile system).**
- **Testing Scope**

Questions(content)

Time of surveys

Coordination between administrators and staff member

Handling the results and data

The participants background , properties

- **Best Practise**

Lessons Learned and comparison with similar surveys

- **Exit kriteria**

All planned test cases are executed;
All Critical defects are mentioned