**Usability Test Checklist**

<!— This is a simple checklist that can apply to every usability test session you’ll ever perform. I created this checklist based on my own mistakes over the years. Believe me, missing some of these points can deal a serious blow to your test and your ego. Delete this comment and carry a copy of this checklist to each of your tests. -->

## Pre-test activities

* Write down test hypothesis
* Form scenarios and tasks for the test
* Recruit participants
* Schedule sessions

## Before each session

* Make sure you know name of the participant
* Print out “Task and scenarios” for participant
* Make sure you know name of the participant
* Make sure you have two pens (one for you, one for participant)
* Check if your recording software works
* Check if you have your ethernet cable connected and wifi set up as a backup option for Internet Connection
* Check mouse and keyboard (set them to default settings)
* If you’re using a laptop – connect it to the power source
* Make sure that you don’t have any customized keyboard shortcuts turned on
* Turn off any unnecessery software
* Open the web browser (if used) on a neutral page (e.g. Google)

## During each session

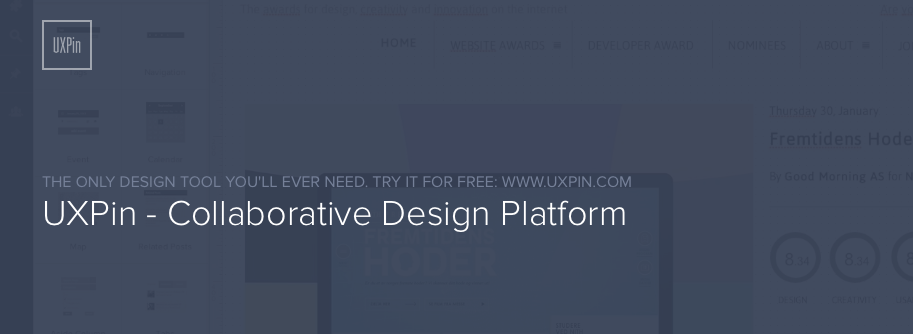
* Welcome the participant and introduce yourself
* Explain the reason for the session
* Explain “Think out loud” protocol
* Give participants “Permission for recording” form
* Give participants other forms (if applicable)
* Turn on the screen recorder
* Ask, easy-to-answer, introduction questions
* Read first task and hand it to participant

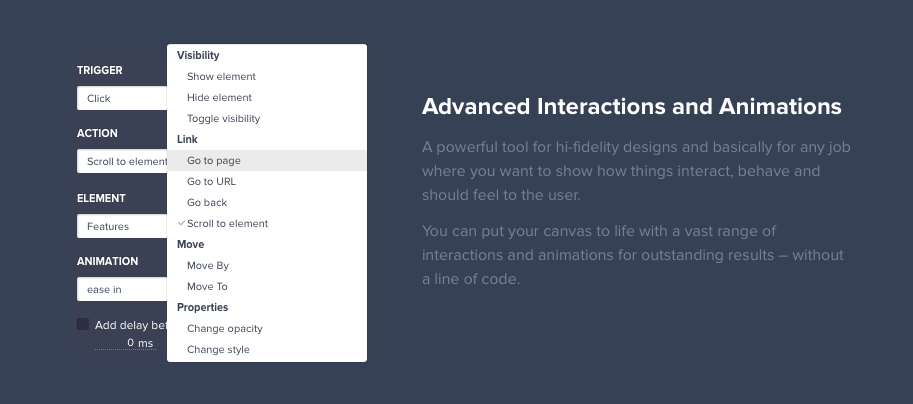
<!— Repeat for each task -->

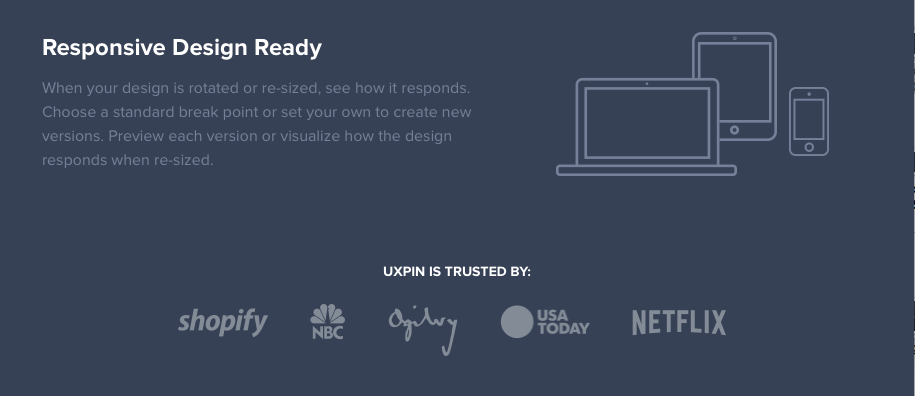
* Ask participants about their questions
* Hand post-test questionnaire
* Thank and compensate the user for participation

## After each session

* Make sure you have all the documents signed
* Make a backup copy of the recording
* Analyze the recording as soon as possible







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