TESTING SUMMARY:

Project Name	
Release Version	
Tester Name	
Testing Date(s)	

DESCRIPTION OF TESTING INFORMATION FIELDS:

FIELD	DESCRIPTION
Project Name	The name of the project being tested.
Release Version	The version of the project/software (first test could be considered 1.0).
Tester Name	Name of tester who carried out these tests.
Testing Date(s)	Date(s) when tests carried out - this could be a single day or a series of days. If tests are spread across a larger period of time, a testing date could be noted for each test case.
Test Case #	Unique ID for each test case. Follow some convention to indicate types of test. E.g. 'TC_UI_1' indicating 'user interface test case #1'.
Test Priority (Low/Medium/High)	How important each test is. Test priority for business rules and functional test cases can be medium or higher whereas minor user interface cases can be low priority.
Test Title/Name	Test case title. E.g. Verify login page with valid username and password.
Test Summary	A description of what the test should achieve.
Test Steps	List all test execution steps in detail. Write test steps in the order in which these should be executed. Make sure to provide as much detail as you can. A numbered list would be a good idea.
Test Data	List/describe any test data used for this test case. This way the actual inputs used can be tracked against test results. E.g. username & password for verifying a login.
Expected Result	What should be the system output after test execution? Describe the expected result in detail including any messages/errors that should be displayed on screen.
Actual Result	What is the actual result after the test has been executed? Describe any relevant system behaviour after test execution.
Pre-condition	Any prerequisite that must be fulfilled before execution of this test case. List all pre-conditions in order to successfully execute this test case.

Post-condition	What should be the state of the system after executing this test case?
Status (Pass/Fail)	If actual result is not as per the expected result mark this test as failed. Otherwise update as passed.
Notes/Comments	Use this area for any additional notes/comments/questions. This area is to support the above fields (e.g. if there are some special conditions which can't be described in any of the above fields or if there are questions related to expected or actual results).

TEST CASE #1:

FIELD	DESCRIPTION
Test Case #	
Test Priority	
Test Title/Name	
Test Summary	
Test Steps	
Test Data	
Expected Result	
Actual Result	
Status	
Pre-condition	
Post-condition	
Notes/Comments	

TEST CASE #2:

FIELD	DESCRIPTION
Test Case #	
Test Priority	
Test Title/Name	
Test Summary	
Test Steps	
Test Data	
Expected Result	
Actual Result	
Status	
Pre-condition	
Post-condition	
Notes/Comments	

TEST CASE #3:

FIELD	DESCRIPTION
Test Case #	
Test Priority	
Test Title/Name	
Test Summary	
Test Steps	
Test Data	
Expected Result	
Actual Result	
Status	
Pre-condition	
Post-condition	
Notes/Comments	

TEST CASE #4:

FIELD	DESCRIPTION
Test Case #	
Test Priority	
Test Title/Name	
Test Summary	
Test Steps	
Test Data	
Expected Result	
Actual Result	
Status	
Pre-condition	
Post-condition	
Notes/Comments	