

<Insert company logo>

Test Log

< Enter the test project title. The test project title should be the same as being written in the Test Plan>

<Enter the version of this test log document>



| | | |
|---------------------------------|--|--|
| Project Title : <project title> | | <University / Company Logo> <University / Company Name> |
| Date : dd/mm/yyyy | Test Log ID: Insert ID of document (also include version of document) | |

Document Control

| | |
|-------------------------|---|
| Document Name | <i>Specify the document name here</i> |
| Reference Number | <i>Specify the reference number or ID. It shall be unique for easier identification</i> |
| Version | <i>Specify the version of this document</i> |
| Project Code | <i>Specify the project code. It must be aligned for all documents</i> |
| Status | <i>Specify the status whether it is in-use or history</i> |
| Date Released | <i>Date of this document approved to be used</i> |

| Name | Role | Contact Number |
|--|--|--|
| <i>Specify the name of author of this document</i> | Author | <i>Specify the contact number or email of the author</i> |
| <i>Specify the name other peoples who are responsible for this document. He/she can be the reviewer or approver of this document</i> | <i>State the position of the person. Example: Reviewer or approver</i> | <i>Specify the contact number or email of the people responsible</i> |

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Version History

| Version | Release Date | Section | Amendments |
|---|--|-------------------------------------|--|
| <i>Starting with version 1 for first release (i.e. 1.0.0)</i> | <i>Date of release for this version</i> | | |
| <i>Version of next document release (i.e. 1.0.1 for minor change, 2.0.0 for major change)</i> | | <i>Specify the affected section</i> | <i>Specify what has been changed for this version up</i> |
| <i>Example: 1.0</i> | <i>Example: 17th April 2013</i> | <i>Example: All</i> | <i>Example: Initial creation</i> |

Distribution List

| Version | Release Date | Controlled Copy No | Recipient Name | Department | Issue Date | Return Date |
|---------|--------------|--------------------|----------------|------------|------------|-------------|
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TEST LOG

| General Information | | | |
|----------------------------------|---|--------------------|--|
| Test Log Scope | Describe the Test Scope covered for this Test Log. Example: The Test Scope covered for this Test Log is for Module A (Module ID No: XXX) (Module Name: User registration and access credential) as described in the Test Plan (Enter the Master Test Plan name and version as well as Level Test Plan name and version). | | |
| Test Log Description | Provide any general information that applies to all entries in the log (exceptions can be specifically noted in a log entry). The following information need to be considered: <ul style="list-style-type: none"> – Identify the items being tested including their version/revision levels – Identify any changes from the prior testing documents to the attributes of the environments in which the testing is conducted – Date and time of start and stop – Name of the individual running the test – Any issue that causes testing to halt | | |
| Version Author | Author name for this Test Log | Contact Number | Authors contact number, email and address. |
| Revision Version | Latest revision number for this Test Log | People Responsible | List of peoples who are responsible to review and to approve this Test Log |
| | | | |
| | | | |
| Activities Execution Information | | | |
| Execution Start Date | Test execution start date | End Date | Test Execution end date |
| Execution Start Time | | End Time | |
| Tester Name | Testers name who executed the test | | |
| Participant | Participants who took part in the test execution, to be subject of the test as end user or as an observer or support or advisor or consultant or developer. Mention the participants name and their role. | | |
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| Procedure Result | | | | | | | | |
|---|--|--|---|--|---|------------------|---|---|
| Requirement ID | Test Design ID | Test Case ID | Test Procedure ID | Type of Testing | Tool | Pass/Fail | Test Incident Report ID/Test Incident ID | Remark |
| <i>ID from requirement document</i> | <i>Reference source from Test Design</i> | <i>Reference source from Test Design</i> | <i>Reference source from Test Procedure</i> | <i>Functional Test/ Non-functional</i> | <i>Manual or Automated</i> | <i>Pass/Fail</i> | <i>Test Incident Report ID is the ID for the document where the Test Incident is recorded while the Test Incident ID is the ID for the incident that had happened and both ID need to be mentioned.</i> | <i>Remark if any specific execution dependencies and execution condition found during the test execution.</i> |
| <i>Point to specific requirement</i> | <i>Point to specific Test Design</i> | <i>Point to specific Test Case</i> | <i>Point to specific Test Procedure</i> | | <i>If automated mention the tool name</i> | | | |
| <i>Example as below:</i> | | | | | | | | |
| 2.1.3 | TD3.1.3 | TC4.2.3 | TP1.1 | Functional | Manual | Fail | TIR1.0.1 / TI 2 | Need to execute before TP1.2 |
| 2.1.4 | TD3.1.3 | TC4.2.4 | TP1.2 | Functional | Manual | Pass | | Need to execute after TP1.1 Need to restart the system first before run the test. |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Environment Information | | | | | | | | |
| Requested Test Environment | | | | | Test Environment After Changes | | | |
| <i>Refer to the test design. Test environment usually as the same as being declared in the Test Design.</i> | | | | | <i>Usually test environment has been slightly changed after test execution. These changes need to be mentioned such as version change, data size changes, number of client used, different browser used, software changes and hardware changes.</i> | | | |
| | | | | | | | | |
| Anomalous Event | | | | | | | | |
| Unexpected event occurred | | | | | Test Procedure ID | | Anomaly Reporter Name | |
| Unexpected event is for external event that affects the test execution. Unexpected defect is excluded since it will be described in the Test Incident Report. Unexpected event that can be described such as power failure, test execution schedule shortened, human resource shortage, natural disaster or hardware failure. This unexpected event is the event that occurred outside the test scope that affects the test execution accuracy and as well as the correctness of the test results. | | | | | Mention which Test Procedure is affected due to unexpected event occurred. | | The reporter's name that witnessed the unexpected event. | |

