Reporting

Thank you for helping conduct our usability testing as an observer. You will carry out at least 3 separate test sessions, one with each user. During a test session, a user will be asked to try to accomplish a set of tasks. You will collect several documents and raw data, for each test session separately, as described in this document.

Before conducting the usability testing, you must review the Usability Goals and Benchmark Tests document, as well as familiarize yourself with all the testing documents.

With the users' consent, each test session should be recorded through video, showing how the user interacts with the system. It is acceptable if their face is not shown in the footage, but it is important to capture their speech, hand movements and interactions with the prototype. If a user refuses to be recorded, we expect the data collection sheet (see below) to have a sufficient amount of details to help us understand what happened during the testing session.

Before the test session, please ask the user to take the **pre-test questionnaire** and keep a record of this questionnaire (ideally digital, but a printed copy is also acceptable).

During the test session (and/or afterwards, using the recorded footage), please take notes of all your observations and record the following in the **data collection sheet** provided:
- If each task is successfully completed
- The time taken to complete each task
- Any hurdles faced or mistakes made by the user
- The user's comments and questions about the prototype
- The user's reactions, behaviours, non-verbal cues etc.

After the test session, please ask the user to fill in the **post-test questionnaire** and keep a record of this questionnaire (ideally digital, but a printed copy is also acceptable). If the user provides any additional comments or asks questions orally, please record those in writing as well, in a separate document.

Please submit all of the above mentioned items (documents and footage) here.

The results of these usability test sessions will help evaluate the usability of our system and guide our future design iterations. For more information on how to carry out the evaluation process, please read the Usability Evaluation document.