**Instructions.** We have two days reserved for in-class software testing. To help prepare and take advantage of this time, read and follow the instructions below carefully.

**Step 1: Test Design**

(a). Prior to each testing session, discuss within your team the tests you think will be most beneficial to your project. Although we have one day designated for system tests and one for usability tests, you are free to do any mix of these you think is appropriate.

(b). For each type of test you plan on doing, fill in the forms included in this instruction set as appropriate. You should aim for a total of 3–4 different types of tests to perform over the two sessions, depending on your application, the complexity of the tests, and your goals. You must fill out one form per type of test you plan on doing. For instance, if you design two different system tests and two different usability tests, you would fill out four forms (one for each test design).

**Step 2: Perform Tests Multiple Times**

(a). Perform each of your tests at least twice over the two sessions. Ideally, you should do each test as many times as possible to collect as much data as you can.

(b). For each individual test you perform, write down the results of the test on the corresponding testing form. Your team will hand in one sheet per type of test you do, with each individual test documented on the same sheet.

**Step 3: Analyze Data and Plan Changes**

(a). As a team, meet to discuss how you will use the data you collected by running the tests to improve the quality of your product.

(b). Write down your concrete plans on your testing sheets.
This form should be used to define the tests you will be performing as well as the results of running those tests on your team’s software product. Please read and follow the directions below.

1. **Type of Test** (select one):  □ System      □ Usability      □ Other

2. **Brief description of the test.** Include what you would like to learn from the test, or alternatively, what your “hypothesis” is regarding the outcome of the test.

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3. **Test instructions.** Write down the instructions you will give those taking the test. For usability tests, focus on a set of high-level tasks that you want the testers to perform without being prescriptive.

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4. **Testing Results.** Each time after your test is performed, meet with the testers and go over the results, including observations, impressions, issues, and possible improvements. Summarize all the items found and how you plan to address each item (e.g., modifying the UI, adding a feature, adding documentation, fixing a bug, etc.). To determine how you plan to address each item, go over the issues found with your team to develop your plan.

<table>
<thead>
<tr>
<th>Names of Testers</th>
<th>Issues Found</th>
<th>How you plan to address issues</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
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