

Test and Evaluation Record

Use page one for each test case and page two for the overall evaluation. Include normal cases, edge cases, and failures.

Project or record

Owner

Date

Case identity and type

Test ID, solution/version, test date, tester, normal/edge/failure type, and severity.

Input and starting conditions

Describe exact data, prerequisites, source files, and the state before running.

Expected result and pass rule

Define the correct output or safe failure and the measurable acceptance criterion.

Observed result and evidence

Record actual output, screenshot/file reference, timings, and any error.

Outcome and correction

Pass / fail / blocked. Record the issue, owner, corrective action, and target date.

Retest

Record new version, retest date, result, reviewer, and residual risk.

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Evaluation set and baseline

Record case IDs, sample size, representative and edge-case coverage, and comparison method.

Results and error analysis

Record passed/failed/blocked counts, accuracy if relevant, and important error types.

Measured value and costs

Include total time with human review, maintenance, recurring cost, and setup effort.

Limitations and unresolved issues

Record sample limits, untested conditions, open defects, and severity.

Release recommendation and signoff

Proceed / limited pilot / revise / stop. Name required controls, reviewer, and date.