

User Test Report Checklist

The purpose of this report is to enable me to learn about the test you conducted of a draft of your instructions.

Introduction Goals: to help me remember what your instructions are for and to prepare me to understand readily the rest of your report.

- ___ Does your introduction tell me immediately what your report is about?
- ___ Does the introduction include any background information I will need or want at the beginning of your report?
- ___ What procedure or activity your instructions are for?
- ___ Who your target audience is?
- ___ What the objectives of your instructions are?
- ___ What your instructions are supposed to enable readers to do (enabling component of purpose)?
- ___ How your instructions are intended to affect the readers' attitudes (persuasive component of purpose)?
- ___ What those attitudes are likely to be before using the instructions?
- ___ What you want them to be afterwards?
- ___ Other things I would find helpful?

Objectives Goal: to tell me what you want to accomplish with your test.

- ___ What are the objectives of your test?
- ___ What particular features of your instructions did you especially want to gather information about?

Method Goal: to persuade me that you designed a test that would provide you with valid insights into the ways your instructions would (and would not) achieve their objectives.

- ___ When did you conduct your test?
- ___ How was your draft like (and unlike) your planned final draft?
- ___ Who was your test user?
- ___ What is the person's name
- ___ Why is this person an appropriate representative of your target audience?
- ___ If there are any important ways in which this person is unlike your target audience, what are they?
- ___ Under what conditions did you conduct the text?
- ___ What place?
- ___ Were the circumstances of the test like the circumstances under which your target audience will use your instructions? If not, what were the important differences?
- ___ How did you gather information from your test user?
- ___ What did you do while the person used your draft?
- ___ What did you do to gather additional information after the person used your draft?

Results and Discussion Goals: to report your findings and to persuade me that you have interpreted those findings in a reasonable way.

- ___ What results did your test produce concerning the enabling component of your instruction's objectives?
- ___ What results did your test produce concerning the persuasive component of your instructions objectives?
- ___ What did you learn about the specific features of your instructions that you particularly wanted to test?

Conclusion Goal: to persuade me that you have used what you learned in order to make any improvements that will increase the effectiveness of your instructions.

___ In light of your test results, what is your overall assessment of your draft?

___ What specific changes will you make in your instructions as a result of what you learned from your test?

General

Remember that your report should be in the memo format. It should look professional. It should be easy to read and carefully proofread.