

QA & UAT EVIDENCE PACK

QA & UAT Evidence Report Template

A structured, editable record with a completed synthetic example for manual testing, business acceptance, defect evidence, and review.

Prepared for	[Project or team]	Test cycle	[Cycle name]
Environment	[Test / UAT / staging]	Build	[Version or release]

Use with your source of record: This template organizes review evidence. It does not replace approved test cases, defect records, release controls, or formal sign-off.

How to use this template

01	Set the context	Identify the test case, requirement, build, environment, tester, and execution date.
02	Record the result	State the expected result, actual result, status, and related defect reference.
03	Attach focused evidence	Use a clear evidence ID, link it to the test step, and explain what the reviewer should notice.
04	Review before sharing	Confirm readability, traceability, redaction, and approval in your source-of-record system.

Evidence quality checklist

Quality check	What good evidence contains
Traceable	Every evidence item points to a test case and step.
Readable	The relevant state, message, control, or value is visible.
Specific	The note explains what the evidence demonstrates.
Protected	Credentials, personal data, and confidential values are removed or masked.
Reviewable	Expected and actual results, outcome, owner, and date are present.

1. Test run summary

Record the execution context first so every evidence item can be interpreted against the correct release, environment, and test cycle.

Project / product	[Enter name]
Release / build	[Enter version]
Test cycle	[Enter cycle name]
Environment	[Enter environment and relevant configuration]
Execution window	[YYYY-MM-DD to YYYY-MM-DD]
Prepared by	[Name and role]
Review status	[Draft / in review / accepted / changes needed]

Execution outcome

Total cases	[Count]	Pass	[Count]
Fail	[Count]	Blocked	[Count]
Not run	[Count]	Pass rate	[Percentage]

Scope, exclusions, and deviations

In scope	[Features, requirements, or business processes covered]
Out of scope	[Explicit exclusions]
Deviations	[Changes from the approved test plan or expected environment]
Known limitations	[Constraints affecting interpretation of the evidence]

2. Test case evidence record

Duplicate this section for each test case or business scenario. Keep the test result in the source-of-record system and use this report as the linked evidence record.

Test Case ID	[TC-###]
Requirement / story	[Reference]
Test title	[Clear scenario name]
Priority	[Critical / high / medium / low]
Environment and build	[Environment] · [Version]
Executed by / date	[Name] · [YYYY-MM-DD]
Result	[Pass / fail / blocked / not run]
Related defect	[Defect ID or none]

Preconditions and test data

Preconditions	[Required state, permissions, setup, and dependencies]
Test data	[Use non-sensitive identifiers or approved references only]

Execution steps

Step	Action	Expected result	Actual result	Evidence / status
1	[Enter details]	[Enter details]	[Enter details]	[Enter details]
2	[Enter details]	[Enter details]	[Enter details]	[Enter details]
3	[Enter details]	[Enter details]	[Enter details]	[Enter details]
4	[Enter details]	[Enter details]	[Enter details]	[Enter details]
5	[Enter details]	[Enter details]	[Enter details]	[Enter details]

Evidence item

Evidence ID	[EV-###]
Evidence title	[What this item shows]
Linked test step	[Step number]
Capture date / time	[YYYY-MM-DD HH:MM timezone]
File or approved link	[File name or repository link]
Annotation purpose	[What the reviewer should notice]
Sensitive-data check	[Completed / not applicable]
Redaction confirmed	[Yes / no / not applicable]

EVIDENCE PLACEHOLDER

Insert a reviewed screenshot or add the approved evidence file/link reference here.

Observed result and reviewer note

Observed result	[Describe the visible outcome without relying on the screenshot alone]
Reviewer note	[Accepted, clarification required, or replacement evidence requested]

Before sharing: Review every image at readable zoom and remove credentials, personal data, customer identifiers, access tokens, and confidential values according to your organization's policy.

3. Defect and retest evidence

Use this section when a failed result is linked to a defect and later retested. Preserve the original failure evidence; do not overwrite it with the retest result.

Defect ID / title	[Reference and concise title]
Severity / priority	[Organization-defined value]
Original test case	[Test Case ID]
Failure build / environment	[Version] · [Environment]
Retest build / environment	[Version] · [Environment]
Retest result / date	[Pass / fail / blocked] · [YYYY-MM-DD]

Failure evidence

ORIGINAL FAILURE EVIDENCE

Insert a reviewed screenshot or add the approved evidence file/link reference here.

Retest evidence

RETEST EVIDENCE

Insert a reviewed screenshot or add the approved evidence file/link reference here.

4. Completed synthetic example

Illustrative record: All names, identifiers, outcomes, and observations below are synthetic. No original application screenshots, customer data, or production results are included.

Project / product	Sample Service Portal
Requirement	SAMPLE-REQ-001 · Authorised user receives a confirmation reference
Test Case ID	SAMPLE-TC-001
Release / build	SAMPLE-R1.0
Cycle / environment	UAT Cycle 1 · Synthetic UAT environment
Executed by / date	Sample QA Analyst · 2026-09-03
Outcome	Pass · reviewer accepted

Executed steps

Step	Action	Expected result	Actual result	Evidence / status
1	Enter approved synthetic request details.	Required fields accept valid data.	All required fields accepted the synthetic values.	SAMPLE-EV-001 · Pass
2	Submit the request.	A unique confirmation reference appears.	Reference SAMPLE-REF-1042 was displayed.	SAMPLE-EV-001 · Pass
3	Review the confirmation summary.	Summary matches the submitted values.	Synthetic category and date matched the request.	SAMPLE-EV-001 · Pass

Accepted evidence record

Evidence ID	SAMPLE-EV-001
Evidence file	SAMPLE-EVIDENCE-NOTE.txt
Observation	Text-only evidence records the confirmation reference and matching summary.
Sensitive-data review	Completed · synthetic values only
Review decision	Accepted for this illustrative sample

Completed synthetic example - issue and decision

Issue	SAMPLE-ISS-001 · Low · instructional wording · Closed
Retest	Not required; issue did not affect the tested outcome
UAT decision	Approved with condition: update the wording before general release
Decision scope	Illustration only; not a certification or real release approval

5. Review and approval

Complete the checks below before circulating or archiving the evidence pack. Record formal acceptance in the approved system for your organization.

Review check	Result	Notes
Test case and requirement references are complete.	[Pass / action]	[Notes]
Expected and actual results are stated in text.	[Pass / action]	[Notes]
Evidence IDs link to the correct test steps.	[Pass / action]	[Notes]
Screenshots and documents are readable at normal review zoom.	[Pass / action]	[Notes]
Sensitive information has been removed or handled under policy.	[Pass / action]	[Notes]
Defects and retest evidence remain traceable.	[Pass / action]	[Notes]

Approval record

Role	Name	Decision	Date	Comments
QA reviewer	[Name]	[Accepted / changes needed]	[YYYY-MM-DD]	[Comments]
Business/UAT approver	[Name]	[Accepted / changes needed]	[YYYY-MM-DD]	[Comments]
Release owner	[Name]	[Accepted / changes needed]	[YYYY-MM-DD]	[Comments]

Template note: Adapt roles, statuses, retention periods, and approval requirements to your organization's quality system and policies.