



Category	Critical	High	Medium	Low
Pages	Page completes loading	Loading completes in a reasonable amount of time	Page loading consistent between browser versions	Page loading time reasonable under load
	Graphics, text and other elements seem to be in correct locations	Page has logical flow	Color contrast issues	
Graphics	Graphics loading completely	Graphics completed loading within same time frame	Consistently loading every time	
	Scaling, cropping or image quality problems	Highly artifact (distorted) image quality	Unpredictable color rendering at various bit depths	Non-browser safe color pallet used
	Rollover graphics displaying correctly	Graphic rollover state providing correct transition illusion	Preloaders working correctly for quick screen redraw	
	Graphical text within graphic is legible	Correctly spelled text within graphic		
Forms	Dropdown menus are functional	Dropdown menu contains all desired options	Submitted form contains dropdown menu selection(s)	
		Dropdown items are spelled correctly		
	Radio Buttons are functional	Radio button effect, turning off related radio buttons is working	Submitted form contains radio button selection	
		Radio buttons are spelled correctly		
	Checkboxes are functional	Selection of multiple checkboxes is possible	Submitted form contains checkbox selection(s)	
		Checkbox text is spelled correctly		
	Text fields and boxes are functional	Text field and boxes have correctly spelled default text	Text fields allow enough room for a typical data entry	
			Submitted form contains text field and text box information	
	Buttons are functional	Button submitting or resetting form correctly		
		Buttons are spelled correctly		
	Forms submitting correctly	Hitting Return/Enter submits form		
	Form data being received	Data from submitted form validated and correct		
Form validation working correctly				
Links	Hyperlinks working	Hyperlinks going to correct destinations	Link to page is not an error page	
		Hyperlinks spelled correctly		
	Image links working.	Image links going to correct destination		
	Email links working.	Email links launching email client	Email link addressing mail client correctly	Email links going to correct recipient



Category	Critical	High	Medium	Low
Text	Scan text for flow and readability	Typographical errors	Consistent use of formatting	Header text formatted consistently
				Footer text formatted consistently
			Look for special characters that can render incorrectly (i.e. &, @, _, ©, ®, ™, •)	
Printing	Does printable version fit in portrait mode			
	Does printable version fit in landscape mode			
	How is the readability of the printed page	How is the readability in black and white How is the readability in color	Are background images displaying correctly in printout	
Security	Test for common User ID and Password combinations (i.e. admin / admin, admin / password, test / test)			
	Test for common FTP User ID and Password combinations (i.e. admin / admin, admin / password, test / test)			
	Is it possible to telnet into the server			
	Does URL provide clues to accessing data			
Facts	Verify dates and events	Are the dates of the event possible	Are dates formatted consistently	
	Verify phone numbers	Call phone numbers to verify they are working	Are phone numbers formatted consistently	
	Verify the persons mentioned	Have the names been spelled correctly	Is the person still in the referred to position	Has the person authorized the use of their name
	Verify places and locations	Have the places been spelled correctly		
	Verify addresses	Are the maps accurate Are the driving directions correct		
Plug-ins / Applets	Test page with correct plug-in	Test with no plug-in installed		
		Test with wrong plug-in version installed		
	Test with Java installed	Test with no Java installed		
		Test with wrong version of Java installed		
Logging / Tracking	Are web logs reflecting activity		Is there tractability of user actions	Do error logs capture problems