Test case template

Project name	
Version / release	
Prepared by	
Reviewed by	
Date	
Test case ID	
Requirement ID	
Module / feature	
Title	
Priority	
Test type	
Preconditions	
Test data	
Test steps	
Expected result	
Actual result	
Status	
Environment	
Executed by	
Execution date	
Bug ID	
Notes	

Copy this table for each test case. Delete the fields your project doesn't need.

Example: log in with a valid email and password

Project name	Example web app
Version / release	4.2.0
Prepared by	Tester A
Reviewed by	QA lead
Date	2026-11-05
Test case ID	TC-LOGIN-001
Requirement ID	REQ-012
Module / feature	Login
Title	Log in with a valid email and password
Priority	P1
Test type	Functional
Preconditions	The user has an active account and is on the login page
Test data	Email: user@example.com Password: a valid password
Test steps	1. Enter the email 2. Enter the password 3. Click Log in
Expected result	The user lands on the dashboard and sees their name in the header
Actual result	As expected
Status	Pass
Environment	Chrome 130, Windows 11, build 4.2.0
Executed by	Tester A
Execution date	2026-11-05
Bug ID	
Notes	

More free templates and test case examples: katalon.com/resources-center/blog/test-case-template-examples

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