



ISTQB® Certified Tester Advanced Level – Test Analyst

ONLINE TRAINING INFORMATION

Contents

Welcome to Tesena’s training.....	1
Materials provided.....	1
Essential materials that we don’t provide.....	1
How should I prepare?.....	1
What should I print, from the materials provided?.....	2
During the training sessions	2
Detailed contents of the materials sent.....	3
Frequently Asked Questions	4
Why can’t I extract from the zipped archive that I received?	4
What if my link to the session doesn’t work?	4
What if audio or video quality is bad?	4

Welcome to Tesena's training

We are pleased to welcome you to our ISTQB® Certified Tester Advanced Level Test Analyst course and to offer you the chance of certification to show that you have the skills needed to be an accomplished test analyst. This training course is accredited by the ISTQB, addresses its Advanced Level Syllabus Version 2012, and equips the participant to obtain ISTQB professional certification by taking the associated examination.

Tesena's training is available as public courses in our training centres, as inhouse courses at a client's premises, or online. This document is your guide to getting the best out of the course that you will be attending.

We respectfully remind you that all materials provided by Tesena to support this course, whether digitally or in hard copy, are protected by copyright. They are provided solely for the purpose of supporting your personal attendance at our training sessions. Any other use, and in particular any unauthorised copying or distribution of them, would be a breach of and therefore punishable under copyright law; this includes the making of temporary or permanent, direct or indirect copies of materials or parts thereof, by any means, in particular in the form of a print, photographic, audio, visual or audio-visual reproduction, or in electronic form whether analogue or digital.

Materials provided

This document, and another that gives more general information and advice about participating in online training sessions, will normally have arrived attached to a MS Outlook™ email or invitation. The other materials that you will need to support the training may have been provided in file attached to the same email or, more likely, as a file that can be downloaded via a link in that invitation. Either way, it will be a zipped archive file that is protected by the password 'smartlearning', which will be requested after you have double-clicked on any individual file within the archive to open it. It should be possible to extract it with the standard Windows 'Winzip' tool (in case of any problem with this, see Frequently Asked Questions below).

A detailed list of the folders in the archive and their contents can be found below at 'Detailed contents of the materials sent'.

Essential materials that we don't provide

We have not included the ISTQB syllabus or its Glossary because you can download those directly from the ISTQB's web site.

How should I prepare?

General guidance about preparing for an online event is given in a document called Tesena Online Event Joiner ReadMe, which you should have received separately (if not then please contact us for a copy). The following points are additional to that and are specific to this particular event.

- Download the ISTQB syllabus and Glossary from <https://www.istqb.org/downloads.html>. We recommend that you read at least chapters 1 – 7 of the syllabus before the first training session – at least, by skim reading to get a high-level picture, but preferably in detail.
- Print any materials that you would like to have in hard copy, and provide yourself with writing materials if you expect to need them – see next section 'What should I print ... ?'.

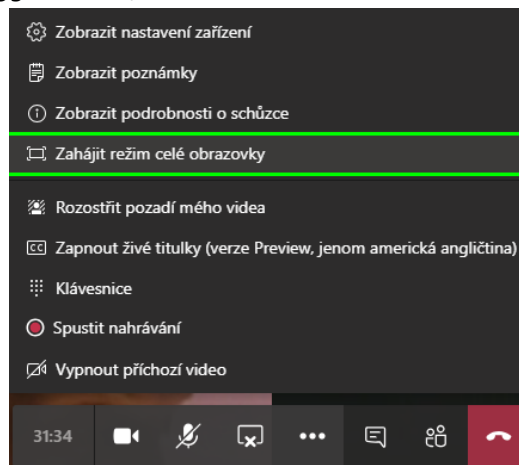
What should I print, from the materials provided?

As much or as little as you like. In theory, there's no need to print anything. Even the exercises and exams can be read on your device, and you could write your answers on any piece of paper, or even add them to the exercise .pdf using the Comment facility of Adobe Acrobat®. So, it's up to you.

During the training sessions

Just in case you are new to virtual training, here are a few points that might help.

- Just as with a real meeting, it's important to be prepared, start on time and stay in the meeting until a general break is called.
- The course is intensive, with a lot of material to be dealt with, and when it's scheduled over a full day it will be just as tiring online as it is in the classroom. We advise you to set yourself up in a place that won't have any distractions, turn off any notifications from other apps on your device and, unless you are expecting anything urgent, leave your mobile phone(s) in a different room 😊 (or set them to silent). We also recommend that you be as refreshed as possible at the beginning of each session.
- There will be a ten-minute break at least every 90 minutes and, when the training is scheduled for more than a half day, there will be lunch break of at least 45 minutes.
- If you know that you will have to start late, leave early or even miss a session completely then tell the trainer in advance so that s/he can tell you what you will miss, whether that involves any exercises and whether there is any work to be done before the next session.
- Questions and contributions are welcome, so feel free to 'hold up' your virtual hand if you have something to say. Please, however, mute your microphone at other times (and remember to unmute it when you want to contribute).
 - *Ctrl+Shift+M is the keyboard shortcut that toggles mute / unmute in MS teams.*
- To make the content presented by the trainer easy to read, we recommend that you turn on full screen mode by using the 'Start full screen' mode feature, as shown in Czech on the right (in the green box). In this mode, the toolbar and the mode windows or initials of other trainees will be hidden and displayed again after moving the mouse.



- Usually you will be welcome to have your camera on, it's nice to be able to see the others, but of course do remember that we'll all see what you're doing and wearing! When the camera is on, other participants can see what is happening in the room behind you (for the desktop version of Microsoft Teams, you can use the 'Blur background' feature of 'My video'; for the web version, this option is not available. Use of cameras increases the likelihood of insufficient bandwidth to carry the presentation, so the trainer may ask for cameras to be switched off if there seems to be any kind of connectivity problem.

Detailed contents of the materials sent

The folders in the zipped archive and their contents are listed below.

A note about abbreviations in file names: Tesena uses either the official ISTQB designation 'TA' or our extended designations 'ATA' or 'Adv-TA' in the names of folders and files that contain materials related to this course. 'GST' refers to Grove Software Testing, from which UK company these materials are licensed.

- Exercise Questions
 - One file containing all of the exercises that will be done at intervals during the training days, containing the questions for that exercise. Each exercise will come at the end of a topic, so as to reinforce the learning and provide some practice in using it.
 - These exercises are not like the questions that you will get in the certification exam.
 - The same file contains two 'Bingo' games containing questions for these games, which may be either played during training or given as 'homework'.
- Exercise Solutions
 - One file containing all of the solutions to the exercises referred to above.
 - If the exercise is about a technique that has a fixed set of rules then the solution contains the correct answer(s), in so far as it will obey the rules of the technique. If the exercise is one that requires judgement then the solution is correct in the sense that it contains an appropriate set of answers, but it will not be the only 'correct' answer and your different one may be as good or even better 😊.
- Games
 - One file containing a crossword puzzle and another containing its solution, which may be given as 'homework' but may instead safely be left for later exam preparation.
- Practice Exams
 - Eight files each containing one of the practice exams that are given as 'homework'.
 - One file containing the scenarios that are referred to by some of the questions.
 - Eight files each containing the Answer Grid for one of these practice exams. This is for you to place your answers on, if you want to (print and write, or use the pdf comment feature). For these practice exams it will, however, be just as good to write your answers on any piece of paper, or on the questions, if you prefer.
 - Eight files each containing the solutions for one of these practice exams.
 - The questions in these practice exams are similar in style to those that can be expected in the real exam. For these, there is only one 'correct' answer, and that's the one which best matches what the syllabus says 😊.
 - The official ISTQB practice exam, and its answers, in separate files.
 - It's no use to search the web for any other practice exams – unofficial ones exist but are often so badly written that they'll do more harm than good.
 - A document containing general advice about preparation for ISTQB exams and another called ATA Exam Techniques that gives specific advice about this exam.
- Presentation Slides
 - The introductory presentation, which is not part of the syllabus material and will usually be in 6-per-page format.

- Two files for each of the individual presentation slide decks that correspond to the chapters in the syllabus, of which:
 - one file contains the images of that slide deck in 3-per-page + notes format.
 - the other contains an alternative 2-per-page view of the same slides, with larger images but no room for notes.
- Student Notes
 - A series of .pdf files that contains the Study Guide. This effectively comprises a textbook and is arguably your most valuable resource when preparing for the exam. These notes expand on the syllabus by providing explanations and examples of what the ISTQB want you to know, as well as practical extras that will help you to use this knowledge in real life. There is one file per main chapter of the syllabus, plus an overall table of contents and an Appendix that contains supplementary information.
- Xtras
 - Anything else that we think might be useful – take a look 😊.

Frequently Asked Questions

Why can't I extract from the zipped archive that I received?

The password for the zip file is given in 'Materials provided', above. If that wasn't the problem then you might need to install a tool that will make the extract. Windows contains WinZip, so it shouldn't be necessary to get another tool, but if there is a problem with this then 7-Zip is often recommended as the best free alternative to the ones you have to pay for; it's free, open source and supports a wide range of formats. If necessary, 7-Zip can be downloaded from <https://www.7-zip.org/>.

What if my link to the session doesn't work?

See FAQ's in the separate document called Tesena Online Event Joiner ReadMe.

What if audio or video quality is bad?

See FAQ's in the separate document called Tesena Online Event Joiner ReadMe.

With best wishes for your professional development and success,

The Training and Events team at Tesena.