



ISTQB® Certified Tester – Foundation Level

TRAINING COURSE INFORMATION

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Welcome to Tesena's training

We are pleased to welcome you to our ISTQB® Certified Tester Foundation Level course and to offer you the chance to demonstrate that you are serious about the skills required for software testing. This course is accredited by the ISTQB, addresses its Foundation Level syllabus Version 3.1 (2019), 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 as attachments 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'.

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

Face-to-face training only

For face-to-face training courses, delegates will be provided with a binder that contains printed hard copy of some of the materials, in addition to the digital versions. These are:

- Colour copies of the main presentation slides, usually in 3-per-page format with space for notes to the right of each slide image.
- Exercises and their Solutions.
- Answer sheets for Grove's Practice Exams
 - but not the questions and solutions for these practice exams, which will be provided only digitally.

For most of the time it will, therefore, not be necessary for you to have your devices and this will spare you from the distractions of emails and messages 😊.

How should I prepare?

We recommend that you read the main chapters of the syllabus before the first training session – at least by skim-reading to get a high-level picture, but preferably in detail.

For online training

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).

Before the course begins you might like to print any materials that you would like to have in hard copy and to provide yourself with writing materials if you expect to need them. What to print? 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 the Adobe Acrobat reader. So, it's up to you.

During the training sessions

- The course is intensive, with a lot of material to be dealt with. We'll have to start on time and ask all participants to stay in each session until a general break is called.
- There will be a ten-minute break at least every 90 minutes. On days with more than 4 hours' training 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.
- For online training we advise you to set yourself up in a place that won't have any distractions and turn off any notifications from other apps on your device and your mobile phone(s). We also recommend that you be as refreshed as possible at the beginning of each session.

Detailed contents of the materials sent

The folders in the zipped archive and their contents are listed below. They are 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 note about abbreviations in file names: Tesena may use either the official ISTQB designation 'FL', or Grove's designation 'STF', or our extended designation 'FL-Core' to identify materials related to the Advanced Level Test Manager syllabus. Grove use 'STF' for syllabus materials and use 'GRV' or 'GST' to stand for Grove Software Testing.

The archive will have several folders containing .pdf files, as follows.

- 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 played during training or given as 'homework' and will come at the end of the file.

- For exercise 5_2 there is also an executable Chrome HTML document that contains a game which we will test.
- 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 five Crossword puzzles, which will be given as 'homework' but may safely be left for later exam preparation, and their solution.
- Practice Exams
 - One file containing the practice exams that are given as 'homework'. These are named Day_1, Day_2 etc. because they are given at the end of each day.
 - One copy of the Answer Grid for these practice exams, CTFL 2018 - Answer Sheet EN. This is for you to write your answers on, if you want to. It's the one that the Czech and Slovak Testing Board uses, so will be the one that you get for the real exam if you take it with them. 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.
 - Another file that contains the solutions for 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 three official ISTQB practice exams, and their 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.
 - The ISTQB exam structure and rules document.
 - A document containing general advice about preparation for an ISTQB exam (advice that is specifically about the Foundation Level exam may be found in the Study Notes).
- 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 .pdf file that contains the study notes. 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 a set of Annexes which contain supplementary information.

- Xtras
 - Anything else that we think might be useful – take a look 😊.

Printed materials

We know that some things are more useful on paper than in digital form during the training and these, as well as being provided digitally, will be distributed in hard copy either at the start of or during the training course:

- Colour copies of the main presentation slides, usually in 3-per-page format with space for notes to the right of each slide image.
- Exercises and their Solutions.
- Answer sheets for Grove's Practice Exams
 - but not the questions and solutions for these practice exams, which will be provided only digitally.

Essential materials that we don't provide

We have not included the ISTQB syllabus nor the Glossary because you can download it directly from the ISTQB web site, where it is also available online.

Course Outline

All days start at 9:00 and finish at 18:00, except for the last day which will finish at approximately 16:00. There will be a lunch break of up to 1 hour and short breaks for refreshment at regular intervals. The following schedule is for approximate guidance only, as the actual length of each session can vary according to the amount of input from participants – which, of course, will be welcomed.

1st day (9:00 – 18:00)

- **Session 1: Fundamentals of Testing**
 - What is Testing?; Why is Testing Necessary?; Seven Testing Principles; Test Process; The Psychology of Testing.
- **Session 2: Testing throughout the Software Development Lifecycle**
 - Software Development Lifecycle Models; Test Levels; Test Types; Maintenance Testing.
- **Session 3: Static Testing**
 - Static Testing Basics; Review Process.

2nd day (9:00 – 18:00)

- **Session 4: Test Techniques**
 - Categories of Test Techniques; Black-box Test Techniques; White-box Test Techniques; Experience-based Test Techniques.

3rd day (9:00 – 16:00)

- **Session 5: Test Management**
 - Test Organization; Test Planning and Estimation; Test Monitoring and Control; Configuration Management; Risks and Testing; Incident Management.

- **Session 6: Tool Support for Testing**
 - Test Tool Considerations; Effective Use of Tools.

Frequently Asked Questions

What if I can't extract the zipped archive?

The password for the zip file is given 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 an online session doesn't work?

See FAQ's in the separate document called Tesena Online Event Joining Guidance.

What if audio or video quality is bad?

See FAQ's in the separate document called Tesena Online Event Joining Guidance.

With best wishes for your professional success, the Training and Events team at Tesena.