

The study guide and test outline serves to give students and teachers clear expectations for the upcoming test or exam. The guide and outline provide information on how the test is structured and what the questions will ask of students as well as providing helpful hints on how to prepare and what course content to focus on.

Let's take a look at this example of the Study Guide and Exam Outline for Grade 12 English:

Final Exam Study Guide and Exam Outline

A. Multiple Choice (10 questions, 1 mark each)

Question Format:
 You will be given a knowledge-based question and asked to select the correct answer out of 4 options.

Success Criteria

- Memorize and understand course concepts, terms, and definitions

Review:

- Propaganda techniques
- Dramatic presentation elements
- Parallelism
- Confusing sentences/faulty predication/mixed constructions
- Word choice
- Editing and proofreading
- Writing effective sentences
- Developing arguments
- Vocal strategies
- Scholarly sources
- Global citizens
- Types of writing (essay writing, reflective writing, review writing, etc.)

B. Short Answers (2 questions, 7 marks each)

Question Format:
 You will be given two similar but distinct terms and asked to define them and clearly explain the difference between them.

Success Criteria:

- Practise defining the course concepts
- Practise providing examples that demonstrate what makes them unique
- Practise comparing and contrasting similar terms

Review:

- Types of characters
- Types of settings
- The writing process
- Bibliographies
- Inferences

A: These headings indicate the type of question, the number of these questions that appear in the test, and how many marks each question is worth.

B: This section describes what the question requires students to do.

C: This section provides students and teachers with study tips and helpful hints on how students should prepare to earn full marks. The success criteria here closely matches the marking scheme on the test.

D: This section provides a detailed, though not exhaustive, list of course concepts, terms, and/or skills to guide student/class-wide studying. Students should thoroughly study these topics in consideration of the success criteria to prepare.