

THE MERCENARY GUILD:

THE OFFICIAL FOUR HORSEMAN UNIVERSE FAN ASSOCIATION



THE MERCENARY GUILD ACADEMY STANDARD OPERATING PROCEDURE VERSION 1.0



The Mercenary Guild Academy SOP		
Document Number: TMG-SOP-VOWS-01	Prepared By: Michael Malotte	Date Prepared: 6/15/2022
Revision Number: Version 1	Reviewed By: Michael Ciaravella	Date Reviewed: 6/30/2022
Effective Date: 7/3/2022	Approved By: Michael Ciaravella	Date Approved: 7/3/2022

CONTENTS

Scope	1
Responsibilities	1
Definitions	2
1.0 Adding Courses in Moodle	3
2.0 Creating an Account in Moodle	25
3.0 Accessing Courses in Moodle	26
4.0 Entering Grades	32
5.0 Records Retention	32
6.0 Process Notes	32
7.0 Current Curriculum	33
Links / References / Attachments	34
Revision History	35

Scope The Mercenary Guild Academy, The Mercenary Guild Council, The Mercenary Guild Membership

Responsibilities

LTC VOWS – This position is responsible for coordinating the VOWS (Academy/education) of The Mercenary Guild and is the Vice President for VOWS of The Mercenary Guild: The Official Four Horseman Universe Fan Association. This is a Voting member of the Mercenary Council

Deputy Commandant, VOWS – Responsible for assisting LTC Vows with the daily running of The Mercenary Guild Academy; creating and adding new courses into Moodle; administering the Moodle interface and working with TMG Logistics to keep the application updated and functioning; keeping course completion records and maintaining the archive of completion certificates



VOWS Staff NCO – The Staff NCO will assist the LTC VOWS and Deputy Commandant, VOWS and is responsible for assisting in monitoring TMG Academy courses and, when necessary, manually grading those courses that require it.

Definitions

VOWS – Voluntary Off-World Assessments, a battery of tests that determined whether a human is suitable to serve in one of the mercenary companies. In the books, the tests consist of five mental and four physical categories. In The Mercenary Guild, we have incorporated VOWS into our online Mercenary Guild Academy

TMG – The Mercenary Guild, the Official Four Horseman Universe Fan Association. A fan organization for the series of books set in the Four Horsemen Universe (4HU) published by Chris Kennedy Publishing and featuring numerous authors such as Chris Kennedy, Mark Wandrey, Marisa Wolf, Kevin Ikenberry, and many others

GalNet – The home of all things in the Four Horsemen Universe created by Mark Wandrey and Chris Kennedy. A specialized wikipedia maintained by Chris Kennedy Publishing.
mercenaryguild.org/wiki

Moodle – an open source learning platform, allowing for the creation of online courses and activities, optimized for collaborative learning. The Mercenary Guild Academy vows.themercenaryguild.org website was built using this.

Staff Instructor – a permanent member of the VOWS staff

Adjunct Faculty Instructor – a non-permanent VOWS staff member who contributes to course content and administers a selected course or courses.

Track – a series of courses written around a central theme (i.e., leadership, history)

Mercenary Service Track – These courses cover the inner workings of The Mercenary Guild: The Four Horsemen Universe Fan Association and our policies on promotions, awards, and contracts.

Leadership Service Track - These courses will test your knowledge of basic military strategy and tactics, as applied to the 4HU.

Technical Skills Track – These courses cover survivability while completing contracts, including courses on knowing how to survive certain situations, the fundamentals of flight, successfully leading an Infantry Weapons Company

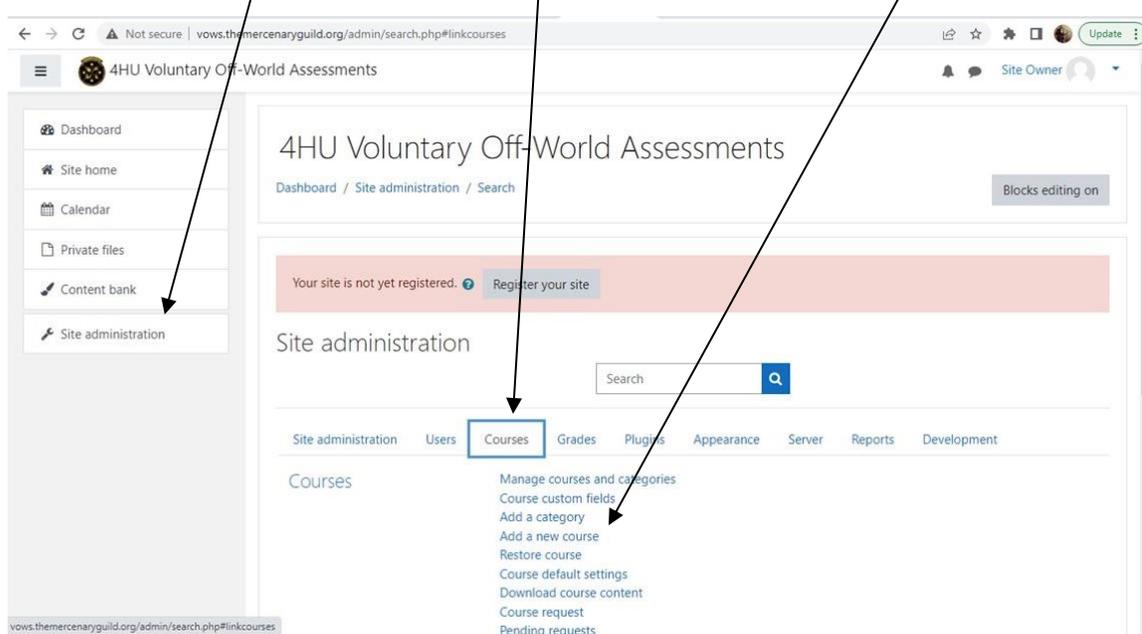
Guild History Track – These courses cover 4HU General Knowledge courses, GALNET Research Projects, and courses over each of the Four Horsemen and many other Merc Races and stories.

Peacemaker Service Track - These courses cover Peacemakers, including information found in the book Peacemaker.



1.0 Adding Courses in Moodle

1.1 Go to Site Administration, go to “Courses”, then click on “Add a New Course”



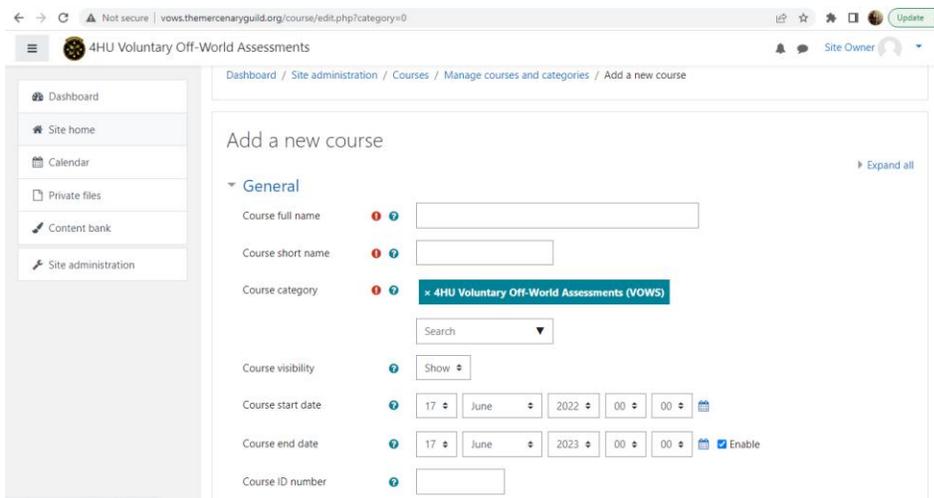
1.2 In the next window, fill out the following information:

1.2.1 Course Full Name = actual course name (i.e., Novel: Asbaran Solutions I)

1.2.2 Course Short Name = course number (i.e., GHT-10)

1.2.3 Course Category = choose the right academy from the “Search” drop-down menu

1.2.4 Course ID Number = same as course short name (i.e., GHT-10)



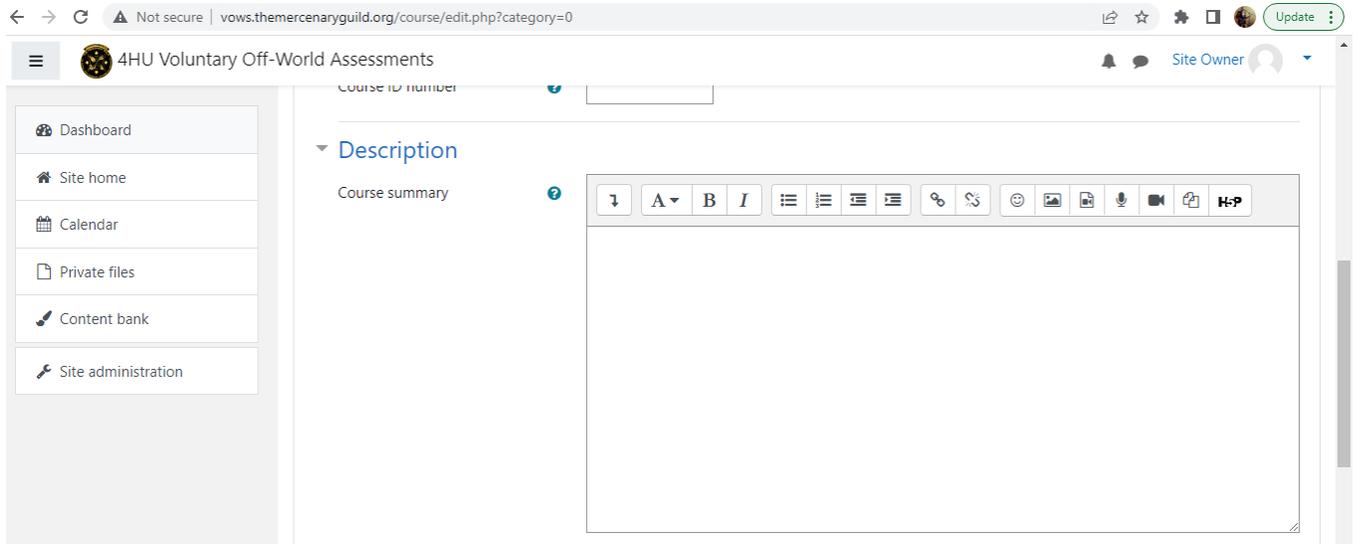


1.3 Fill out the Course Summary

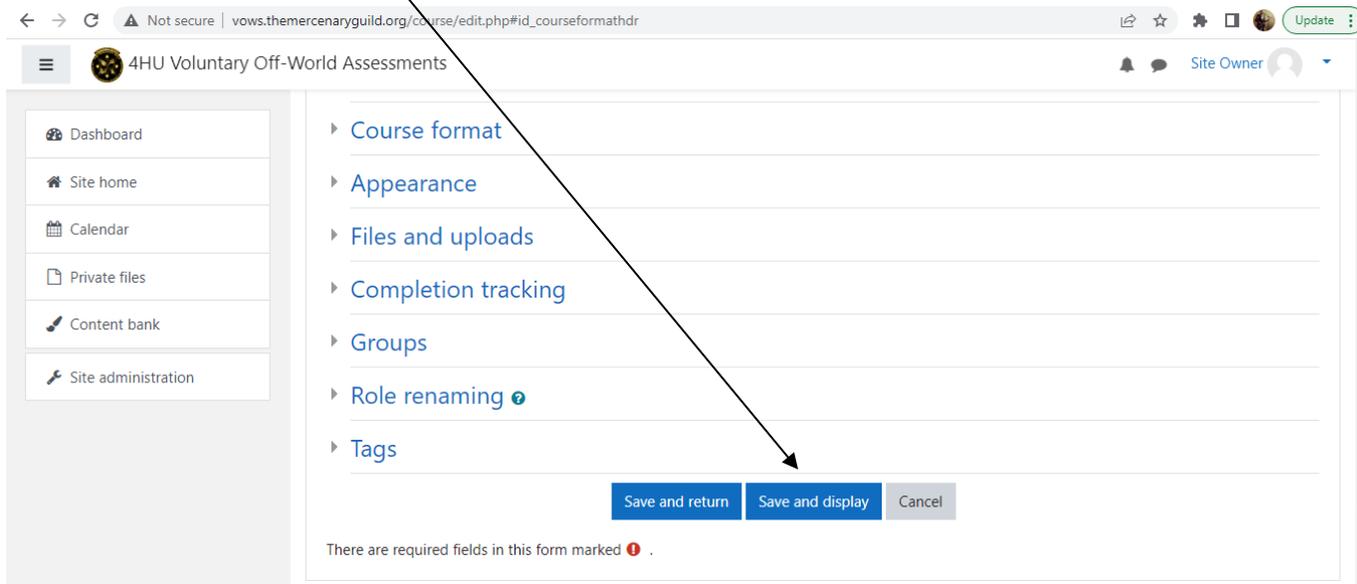
1.3.1 Example: This is the first of two courses covering detailed knowledge of the Four Horsemen Universe (4HU) novel ASBARAN SOLUTIONS, by Chris Kennedy.

Registration is open to all members of The Mercenary Guild.

PREREQUISITE: None.



1.4 Click on "Save and Display" at the bottom of the screen





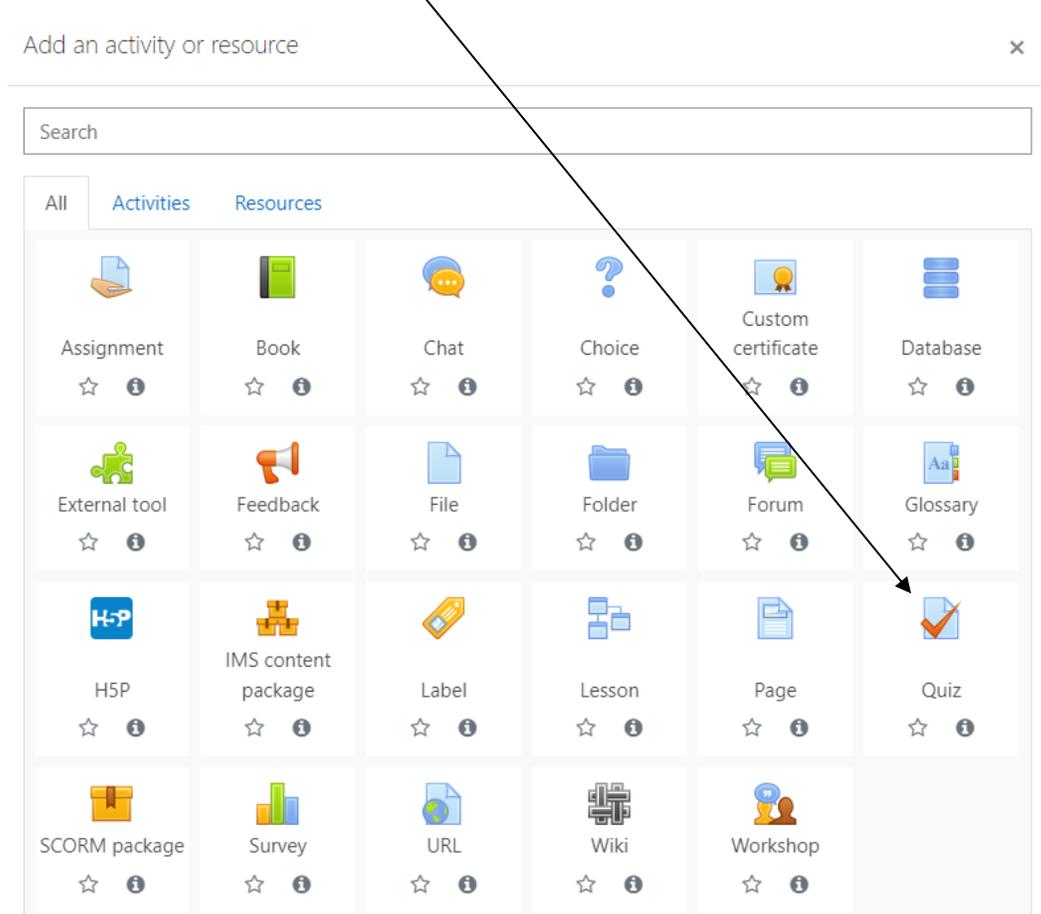
1.5 On the next screen, click on the “Proceed to course content” button at the bottom

1.6 Click on the “Turn editing on” button on the upper right-hand corner

1.7 On this screen, click on “+ Add an activity or resource”



1.8 On this screen, choose “Quiz”



1.9 On this screen, fill out the Name and Description

1.9.1 Name = the course name with “Exam” after it

1.9.1.1 Example: Novel: Asbaran Solutions Exam I

1.9.2 Description = place a description of the course, listing everything the student will need to know to take the course. This information will include the following items:

Full course description – what the course is about and the topics it covers

Registration – who is eligible to register for the course. Some courses, such as the TMG Vetting Exams, are only available to the member after being invited to take them

Prerequisites – list any prerequisites required to take the course (i.e., the student must take and pass TMG Contracts I before they can take TMG Contracts II)



What the student needs to study – this can include a book, a TMG Manual, or the 4HU Galnet

Exam instructions – notate any exam-specific instructions such as how to get to the exam, what type of questions the exam consists of, and suggested additional sources

Promotion points – how many promotion points are earned with the successful completion of the course

How to request a retake – instruct the student on how to request an retake of the exam should they fail it the first time

1.9.2.1 Example:

This is the first of two courses covering detailed knowledge of the Four Horsemen Universe (4HU) novel Asbaran Solutions by Chris Kennedy.

Registration is open to all members of The Mercenary Guild.

PREREQUISITE: None.

WHAT TO STUDY: Read (or re-read) Asbaran Solutions by Chris Kennedy. You may also consult the GALNET FOUR HORSEMEN WIKI at MercenaryGuld.org (<http://mercenaryguild.org/wiki>) for information about characters, places, and concepts in the novel.

EXAM: When you are ready, click on the Exam link, then click the "Attempt quiz now" button to take the exam. You may use the GALNET FOUR HORSEMEN WIKI or consult the novel during the exam. The exam consists of multiple-choice, matching, and true/false questions. There is no time limit for taking the exam. This exam DOES contain book spoilers and assumes you have read the novel.

Each exam question includes a Chapter reference from the novel. That provides you a starting point for finding your answer, but some questions may require you to know information from an earlier chapter of the book

Successfully passing this exam earns you 1 promotion point.

If you fail the exam, don't panic. Send an email to 4hu.vows@gmail.com. Subject: Request a retest. In the body of the email include your name, your member ID, and the title of the course.

Example:

4hu.vows@gmail.com

Request a retest

Howard Smith, TMG-24-00964, Asbaran Solutions I



1.10 Click the box in front of "Display description on course page"

Adding a new Quiz [?](#) ▶ Expand all

▼ **General**

Name !

Description

body of the email include your name, your member ID, and the title of the course.

Example:

4hu.vows@gmail.com
Request a retest
Howard Smith, TMG-24-00964, Asbaran Solutions I

Display description on course page [?](#)

1.11 Scroll down and click on the arrow next to "Grade" and set per the illustration below.

▼ **Grade**

Grade category ?

Grade to pass ?

Attempts allowed

1.12 Scroll down, click on the arrow next to "Review options", take the check marks OUT of "Right answer" in the 2nd and 3rd columns

▼ **Review options** [?](#)

During the attempt	Immediately after the attempt	Later, while the quiz is still open
<input checked="" type="checkbox"/> The attempt ?	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct ?	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input type="checkbox"/> Marks ?	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback ?	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback ?	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input type="checkbox"/> Right answer ?	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback



1.13 Scroll down, click on “Activity completion” and choose the following from the dropdown menu

▼ **Activity completion**

Completion tracking  Show activity as complete when conditions are met 

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity 

1.14 Click on “Save and return to course” on the bottom of the page

1.15 Click on “+ Add an activity or resource”

1.16 Choose “Custom Certificate”

1.17 For Name, type “Pass Certificate”

1.18 Click on the arrow next to “Options” and verify the settings per the illustration below:

▼ **Options**

Delivery options Send the file inline to the browser 

Email students  Yes 

Email teachers  No 

Email others  vowscerts@gmail.com

Allow anyone to verify a certificate  No 

Required minutes in course  0

Set protection Print 

Modify

Copy



1.19 Click on the arrow next to “Restrict access” and then click on “Add restriction”

▼ Restrict access

Access restrictions

None
Add restriction...

1.20 In this window, choose “Grade”

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

1.21 On this screen, make the settings per the illustration below

Student match the following

Grade

must be \geq %

must be $<$ %

Add restriction...



1.22 Click on the arrow next to “Activity completion” and set as illustrated

▼ **Activity completion**

Completion tracking



Do not indicate activity completion



1.23 Click the “Save and return to course” button at the bottom of the page

1.24 Click on “+ Add an activity or resource”

1.25 Choose “Custom Certificate”

1.26 For Name, type “Honors Certificate”

1.27 Click on the arrow next to “Options” and verify the settings per the illustration below:

▼ **Options**

Delivery options

Send the file inline to the browser



Email students



Yes



Email teachers



No



Email others



vowscerts@gmail.com

Allow anyone to verify a certificate



No



Required minutes in course



0

Set protection

Print



Modify

Copy



1.28 Click on the arrow next to “Restrict access” and then click on “Add restriction”

▼ **Restrict access**

Access restrictions

None

Add restriction...

1.29 In this window, choose “Grade”

Add restriction...

Activity completion

Require students to complete (or not complete) another activity.

Date

Prevent access until (or from) a specified date and time.

Grade

Require students to achieve a specified grade.

User profile

Control access based on fields within the student's profile.

Restriction set

Add a set of nested restrictions to apply complex logic.

Cancel



1.30 On this screen, make the settings per the illustration below

Student match the following

Grade

must be ≥ %

must be < %

1.31 Click on the arrow next to “Activity completion” and set as illustrated

▼ **Activity completion**

Completion tracking

1.32 Click the “Save and return to course” button at the bottom of the page

1.33 Click on “+ Add an activity or resource”

1.34 Choose “Custom Certificate”

1.35 For Name, type “Distinction Certificate”

1.36 Click on the arrow next to “Options” and verify the settings per the illustration below:

▼ **Options**

Delivery options

Email students Yes

Email teachers No

Email others

Allow anyone to verify a certificate No

Required minutes in course

Set protection Print Modify Copy



1.37 Click on the arrow next to "Restrict access" and then click on "Add restriction"

▼ Restrict access

Access restrictions

None

Add restriction...

1.38 In this window, choose "Grade"

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

1.39 On this screen, make the settings per the illustration below

Student must match the following

Grade Asbaran Solutions Exar

must be ≥ 100 %

must be < %

Add restriction...



1.40 Click on the arrow next to “Activity completion” and set as illustrated

▼ Activity completion

Completion tracking



Do not indicate activity completion

1.41 Click the “Save and return to course” button at the bottom of the page

1.42 Click on “Pass Certificate”

+ Topic 1

+ Pass Certificate

Restricted Not available unless: You get a particular score in **Asbaran Solutions Exam I**

Edit

Edit

- Edit settings
- Move right

1.43 Click on “Edit certificate”

Pass Certificate

[View certificate](#)

Recipients: 0

Nothing to display

→ [Asbaran Solutions Exam I](#)

Jump to...

- Edit settings
- Edit certificate**
- Verify certificate
- Locally assigned roles
- Permissions
- Check permissions
- Filters

1.44 Scroll down to “Load template”, choose “Pass” in the dropdown menu, then click the Load button

▼ Load template

Manage templates

Pass

Load



1.45 Click "Continue" to confirm template load

Confirm

Are you sure you wish to load this template? This will remove any existing pages and elements for this certificate.



1.46 Scroll to the bottom of the page and click "Save changes"

1.47 Click on the Course name to get back to the main page

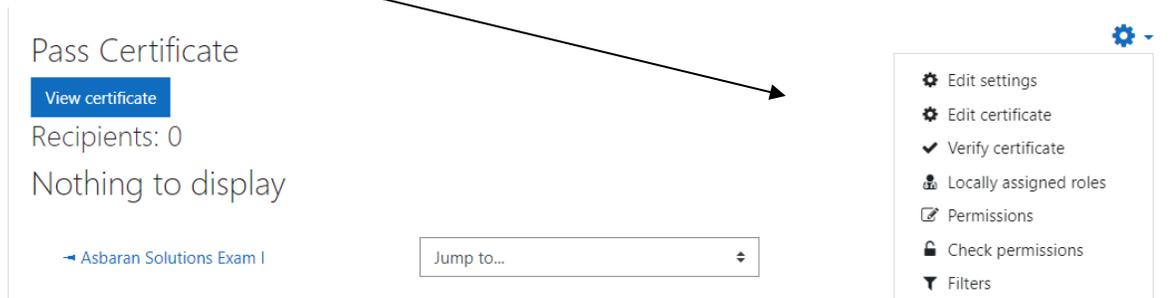
Novel: Asbaran Solutions

Dashboard / Courses / 4HU Voluntary Off-World Assessments (VOWS) / Guild History Track / GHT-10 / General / Pass Certificate / Edit certificate

1.48 Click on "Honors Certificate"



1.49 Click on "Edit certificate"





1.50 Scroll down to “Load template”, choose “Honors” in the dropdown menu, then click the Load button

▼ Load template

Manage templates

Honors ▾ Load

1.51 Click “Continue” to confirm template load

Confirm

Are you sure you wish to load this template? This will remove any existing pages and elements for this certificate.

Continue Cancel

1.52 Scroll to the bottom of the page and click “Save changes”

1.53 Click on the Course name to get back to the main page

Novel: Asbaran Solutions

[Dashboard](#) / [Courses](#) / [4HU Voluntary Off-World Assessments \(VOWS\)](#) / [Guild History Track](#) / [GHT-10](#) / [General](#) / [Honors Certificate](#)
[/ Edit certificate](#)

1.54 Click on “Distinction Certificate”

+ Distinction Certificate Edit ▾

Restricted Not available unless: You achieve a required score in **Asbaran Solutions Exam I**



1.55 Click on “Edit certificate”

Distinction Certificate

[View certificate](#)

Recipients: 0

Nothing to display

[→ Honors Certificate](#)

- ⚙ Edit settings
- ⚙ Edit certificate
- ✓ Verify certificate
- 👤 Locally assigned roles
- 📄 Permissions
- 🔒 Check permissions
- ⌵ Filters

1.56 Scroll down to “Load template”, choose “Distinction” in the dropdown menu, then click the Load button

▼ **Load template**

[Manage templates](#)

[Load](#)

1.57 Click “Continue” to confirm template load

Confirm

Are you sure you wish to load this template? This will remove any existing pages and elements for this certificate.

[Continue](#) [Cancel](#)

1.58 Scroll to the bottom of the page and click “Save changes”



1.59 Click on the Course name to get back to the main page

Novel: Asbaran Solutions

[Dashboard](#) / [Courses](#) / [4HU Voluntary Off-World Assessments \(VOWS\)](#) / [Guild History Track](#) / [GHT-10](#) / [General](#) / [Distinction Certificate](#)

1.60 On the main page, click on the exam

Asbaran Solutions Exam I Edit

View Receive a grade

This is the first of two courses covering detailed knowledge of the Four Horsemen Universe (4HU) novel Asbaran Solutions by Chris Kennedy.

1.61 Scroll to the bottom and click on “Edit quiz”

No questions have been added yet

Edit quiz

1.61 Put a check mark in “Shuffle” then click on “Add”

Editing quiz: Asbaran Solutions Exam I

Questions: 0 | This quiz is open

Repaginate Select multiple items

Maximum grade 10.00 Save

Total of marks: 0.00

Shuffle

Add

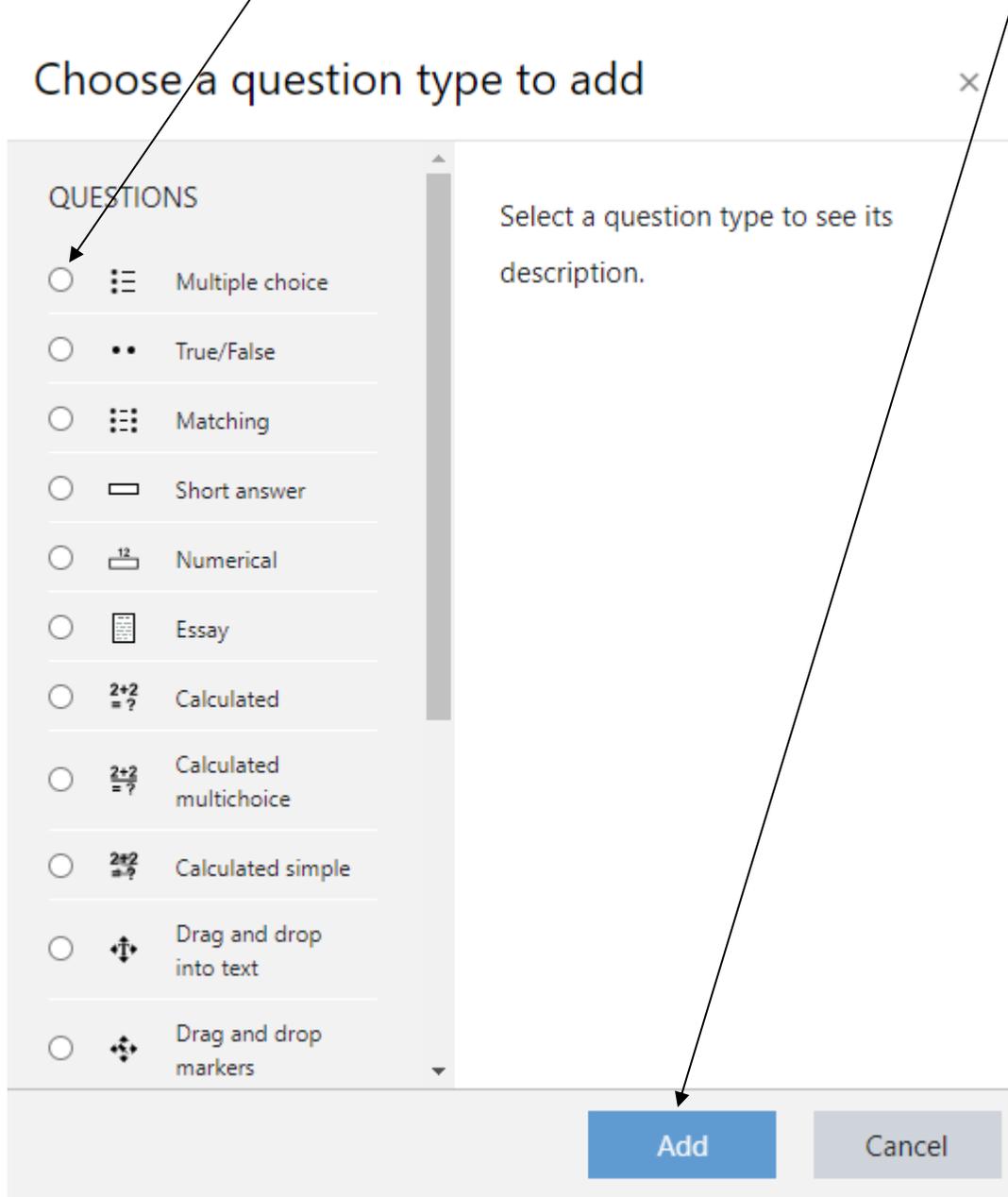
1.62 In the dropdown menu, choose “+ a new question”

Add

- + a new question
- + from question bank
- + a random question



1.63 Click the radio button in front of the type of question being added then click “Add”



The following screen shots show how to enter new questions into the interface



1.64 Input the following information into the top of the screen

1.64.1 Question name = question number (1, 2, 3, etc)

1.64.2 Question text = actual question text

Adding a Multiple choice question

▶ Expand all

▼ General

Category

Question name

Question text

1.65 Scroll down and choose a single or multiple answers, put a check in “Shuffle the choices?” and verify that there is no numbering

One or multiple answers?

Shuffle the choices?

Number the choices?

NOTE: One or multiple answers?

“One answer only” for a single answer question

“Multiple answers allowed” for questions with more than a single choice for a correct answer.

You will only have the choice of “True” or “False” on the T/F questions



1.66 Scroll down and input the answer choices (typically 4 – 1 correct, 3 incorrect)

1.66.1 For the “grade” on each choice – if there is only one correct answer, choose “100%” for that one answer and leave the rest at “none”. For questions with multiple answers, divide 100 by the number of answers and choose that percentage in the drop-down menu (i.e., 5 answers would mean 20% per correct answer; 2 answers would be 50% per correct answer, etc.)

1.66.2 To prevent getting full credit for selecting all answers in a multi-answer question, assign negative percentages to the wrong answers. For example, a question with five choices and three correct answers would be graded like this:

Q1, correct with a percentage of 33%

Q2, correct with a percentage of 33%

Q3, incorrect with a percentage of -33%

Q4, correct with a percentage of 33%

Q5, incorrect with a percentage of -33%

1.66.3 If needed, click on the “Blanks for three more choices” button at the bottom of the page for space to add more answer choices

1.67 Save changes

1.68 Repeat steps 1.61 through 1.67 for each question

1.69 Once the course is complete, update the question total (Maximum grade) at the top of the screen and save. The Maximum grade is the total number of questions in the quiz

The screenshot shows a user interface for setting quiz parameters. It features a label 'Maximum grade' followed by a text input field containing the value '25.00'. To the right of the input field is a grey button labeled 'Save'. Below this section, the text 'Total of marks: 25.00' is displayed. The entire interface is highlighted with a yellow border.

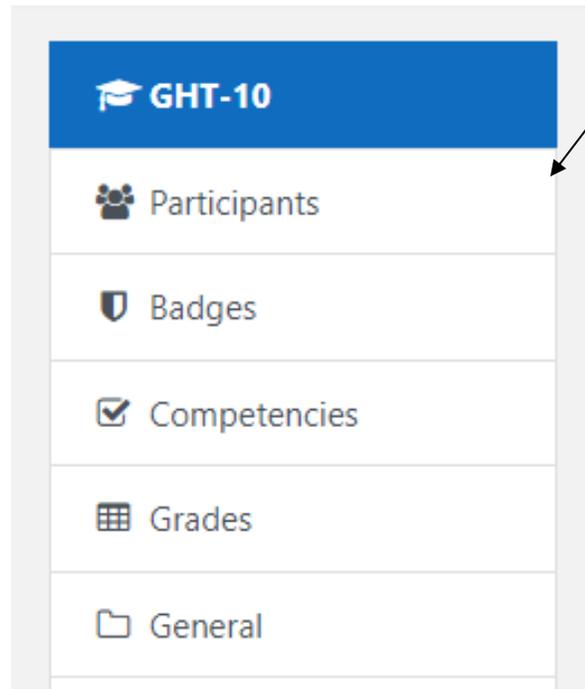


1.70 Click on the Course name to get back to the main page

Novel: Asbaran Solutions

[Dashboard](#) / [Courses](#) / [4HU Voluntary Off-World Assessments \(VOWS\)](#) / [Guild History Track](#) / [GHT-10](#) / [General](#) / [Asbaran Solutions Exam I](#) / [Edit quiz](#)

1.71 On the left-hand side of the page, click on "Participants"



1.72 Click on the down arrow next to the gear on the right

Participants

Enrol users



1.73 Choose “Enrolment methods”

- Enrolled users
- Enrolment methods
- Manual enrolments
- Groups
- Permissions
- Check permissions
- Other users

1.74 Click on the eye shape to the right of Self enrolment (Student) to enable self-enrollment

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	0	↓	
Guest access	0	↑ ↓	
Self enrolment (Student)	0	↑	

1.75 Click on the Course name to get back to the main screen and complete the process

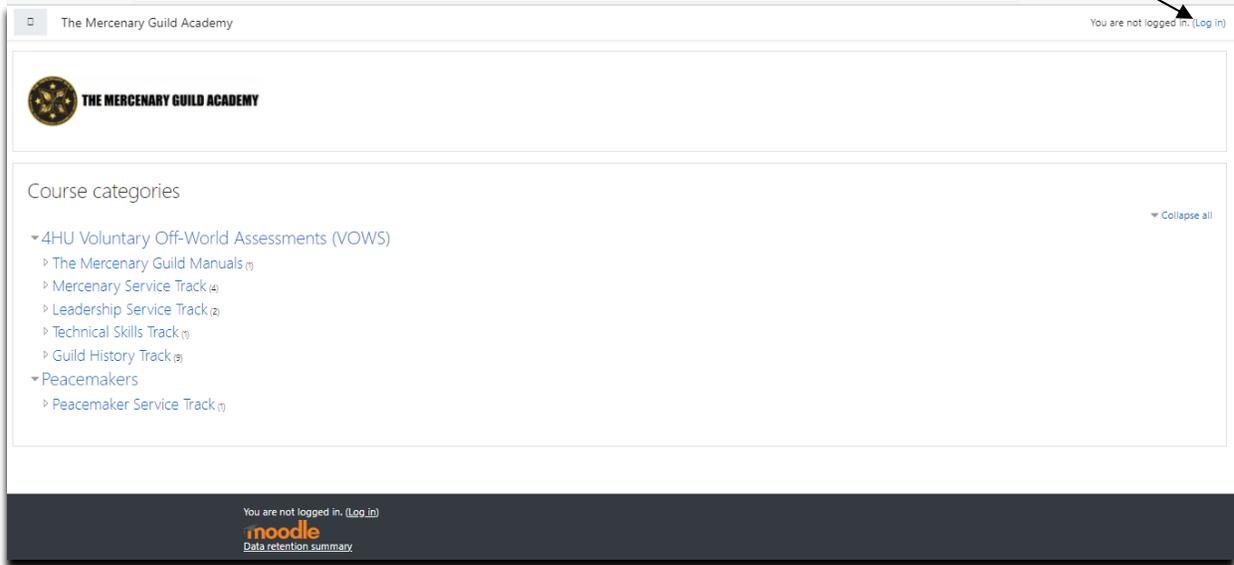
Novel: Asbaran Solutions

[Dashboard](#) / [Courses](#) / [4HU Voluntary Off-World Assessments \(VOWS\)](#) / [Guild History Track](#) / [GHT-10](#) / [Users](#) / [Enrolment methods](#)

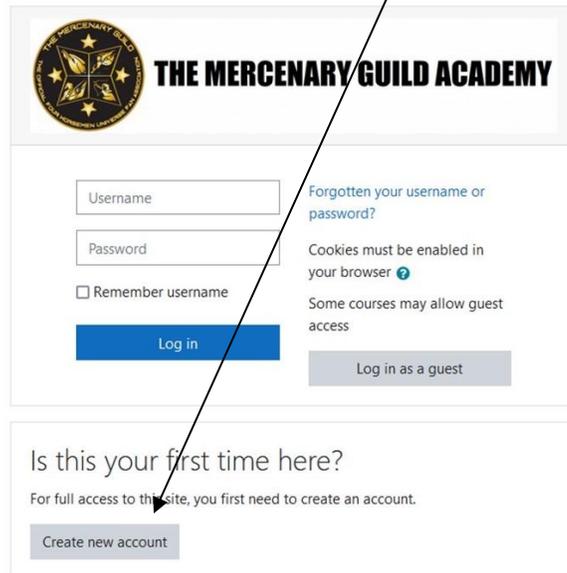


2.0 Creating an Account in Moodle

2.1 Go to the VOWS portal at <http://vows.themercenaryguild.org>. Click here to log in



2.2 To set up a new account, click on the “Create new account” button at the bottom of the screen



This will take the member to the Registration screen



2.3 Enter the following information:

Username: this **MUST** be the member's TMG ID number (i.e., tmg-18-00045 include the dashes and zeros)

Password: 8 characters; 1 upper case, 1 lower case, 1 number, and 1 special character is required

Email address: this needs to be a real email address the member can access to complete their registration

First name: the member's first name

Surname: the member's last name

The city/town and country fields are there but not required

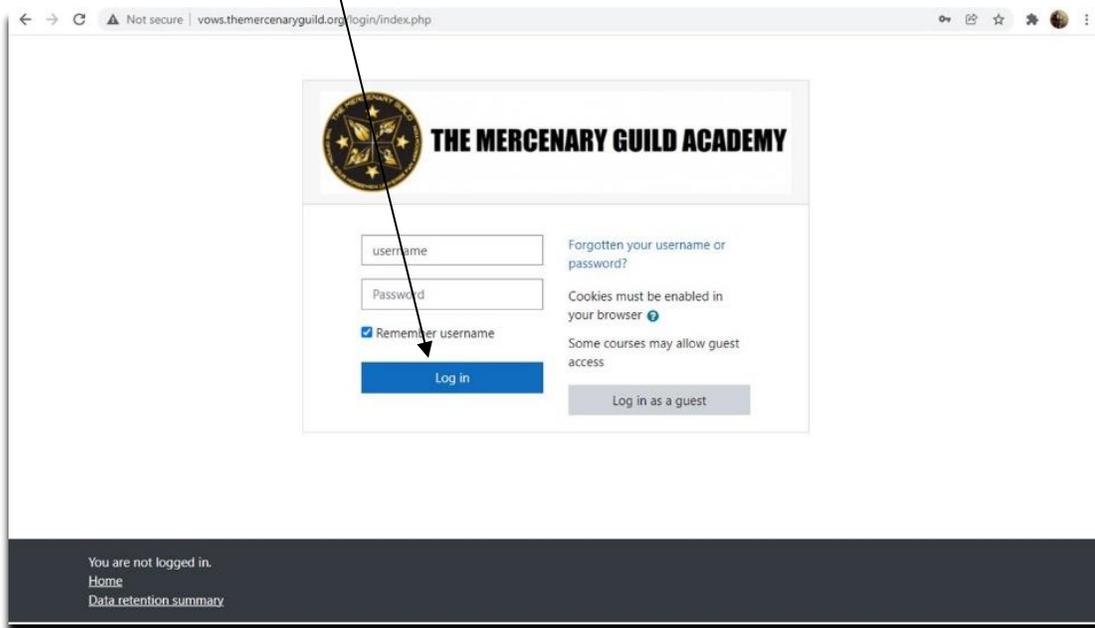
2.4 Once this information is entered, click on the "Create my new account" button

2.5 The member will be sent back to the Home page. Click on the Log in link in the upper right-hand corner again to be directed back to the log in page

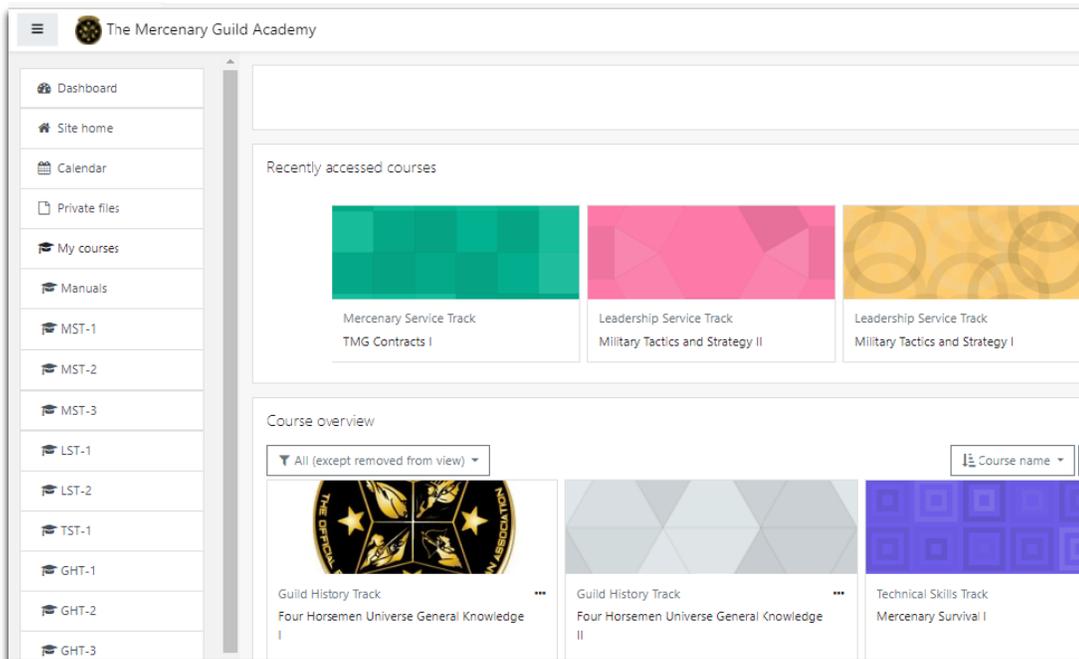


3.0 Accessing Courses in Moodle

3.1 Go to the VOWS portal at <http://vows.themercenaryguild.org>. Type in the username and password then click [here](#) to log in



3.2 The Dashboard is displayed





3.2.1 If the menu along the left side of the page is displayed, click the Site home choice.

If the menu is not displayed, click on the small button in the upper-left of the page with the three horizontal lines.



This will bring up the menu on the left of the page. Click Site home.

3.3 This will bring up the Course Categories page. Here is a list of all the Academy Tracks that are available. It also shows a link for “The Mercenary Guild Manuals” which the student can use while doing the courses.

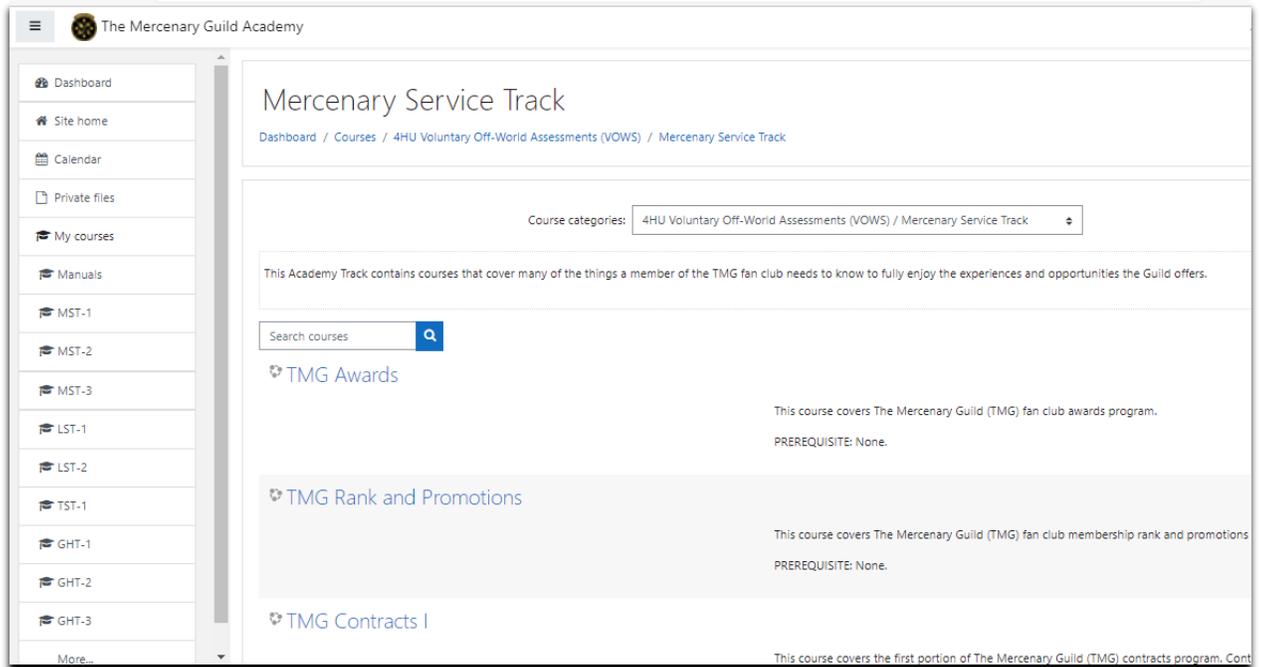
 **THE MERCENARY GUILD ACADEMY**

Course categories

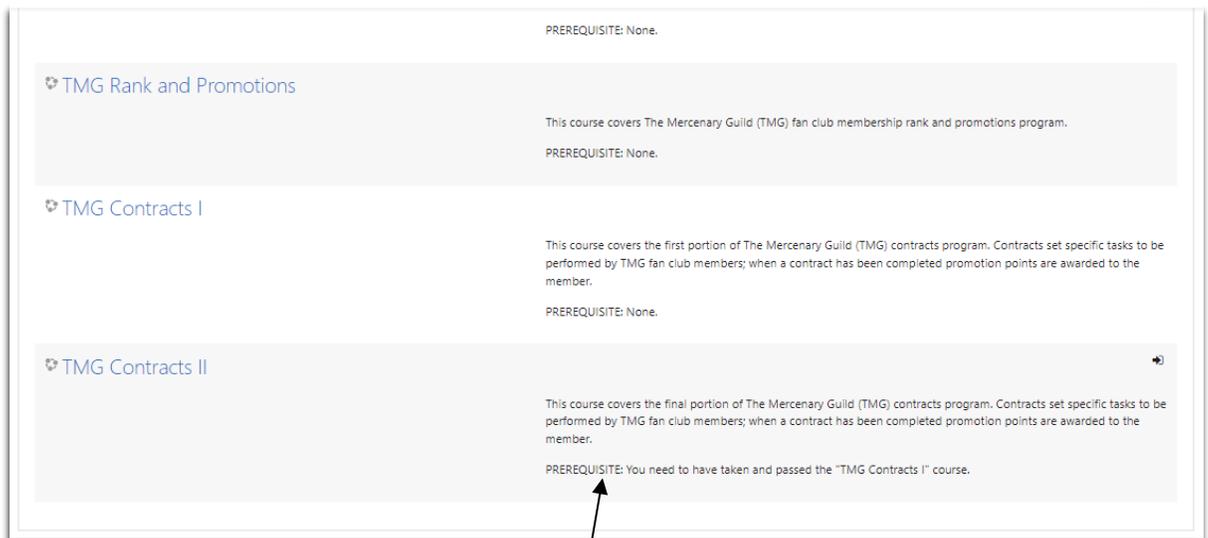
- ▼ 4HU Voluntary Off-World Assessments (VOWS)
 - The Mercenary Guild Manuals (1)
 - Mercenary Service Track (4)
 - Leadership Service Track (2)
 - Technical Skills Track (1)
 - Guild History Track (3)
- ▼ Peacemakers
 - Peacemaker Service Track (1)



3.4 Click on one of the Academy Tracks to see the courses in that track. This will display the Course Catalog page for that track.



3.5 Scroll down to see all the courses available for that track.

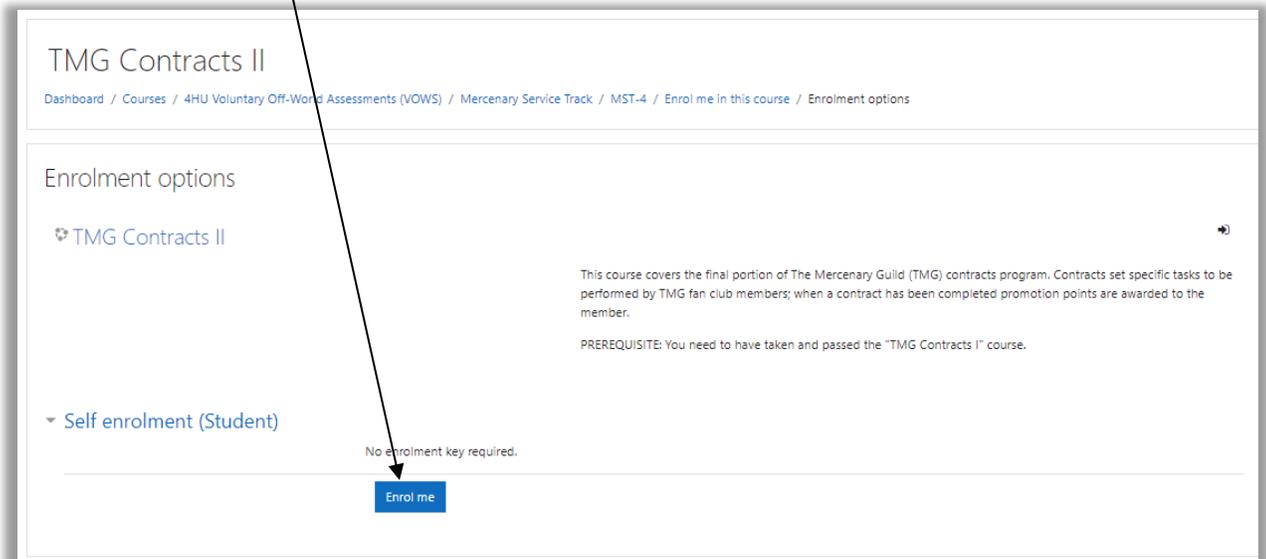


NOTE: Once the student has chosen a course you want to take, they must make sure they meet the PREREQUISITE shown for it.



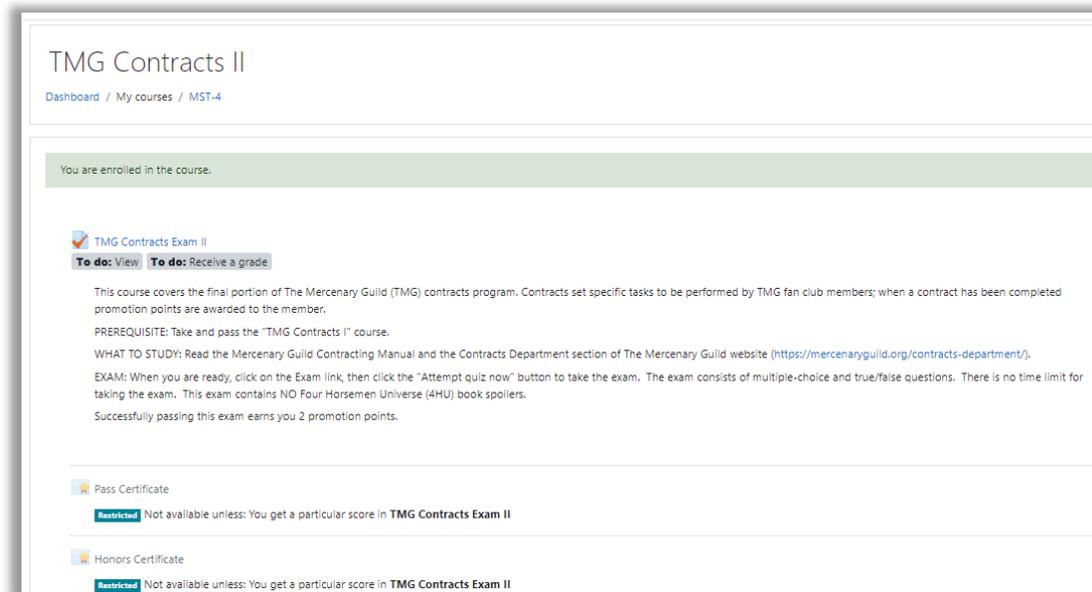
3.6 Once qualifications are verified, click on that course title to get started. This will take the student to the Enrollment page for that course.

3.7 Click on the “Enrol me” button to enroll in that course.



NOTE: “Enrol” is the British English spelling for “Enroll”.

3.8 This takes the student to the Course Content page



NOTE: This page describes the course in more detail and provides the student the instructions they need for completing it. The boxes at the top start out as “To do”. Once the course has been completed, the boxes will display “Done”.



3.9 Click the exam link. This will take the student to the Exam Access page for that course.

TMG Contracts Exam II
Done: View **Done: Receive a grade**

This course covers the final portion of The Mercenary Guild (TMG) contracts program. Contracts set specific tasks to be performed by TMG fan club members; when a contract has been completed promotion points are awarded to the member.

PREREQUISITE: Take and pass the "TMG Contracts I" course.

WHAT TO STUDY: Read the Mercenary Guild Contracting Manual and the Contracts Department section of The Mercenary Guild website (<https://mercenaryguild.org/contracts-department/>). For the manual, see "The Mercenary Guild Manuals" under 4HU Voluntary Off-World Assessments (VOWS).

NOTE: Exams are also called 'quizzes'.

3.10 Click the "Attempt quiz now" button.

4HU Voluntary Off-World Assessments

Four Horsemen General Knowledge I

Dashboard / Courses / Voluntary Off-World Assessments / Mercenary Service Track / MST-1 / General / The Four Horsemen Basic Knowledge Exam I

The Four Horsemen Basic Knowledge Exam I

View **Receive a grade**

EXAM: When you are ready, click the "Attempt quiz now" button to take the exam. It avoids major book spoilers but does contain some names and places mentioned in Cartwright's Cavaliers and other 4HU books.

Attempts allowed: 1
Grade to pass: 21 out of 30

Attempt quiz now

Jump to... Pass Certificate

3.11 Question #1 will be displayed. Each time an answer is submitted, the next question will be displayed

3.12 Upon completion of the final question, submit the exam

3.13 If completed successfully, the student will get emailed a certificate of completion. Copies of all certs are also sent to vowscerts@gmail.com for archival purposes



4.0 Entering Grades

4.1 This section is in place to describe the process of entering grades once the database is up and running

5.0 Records Retention

5.1 All course completions will be entered into a spreadsheet or other approved method to maintain records of member participation

5.2 Copies of all course completion certificates are sent to the vowscerts@gmail.com by the Moodle system. These copies are filed in individual member files for backup purposes and proof of course completion

6.0 Process Notes

6.1 For courses with all multiple-choice or true/false questions on the exam, once the quiz is submitted, it will be automatically graded, and the student will see their score. If they passed the quiz (a minimum score of 70% is required to pass), VOWS will email the student their certificate of completion.

6.2 For exams that involve a research paper, they won't be automatically graded by the system. The VOWS staff will forward the student's paper to a faculty member. That instructor will read it and manually grade it. Once the grade is entered in the system by the VOWS faculty member, the VOWS system will email the completion certificate to the student.

6.3 If a student fails the course, they should send an email to DepVOWS@gmail.com and they will reset the course

6.4 When doing multiple choice questions, if the answer choices are preceded by circles, there is only one correct answer. If the answer choices are preceded by squares, there are MULTIPLE correct answers, and all correct answers must be chosen to receive full credit for that question. Choosing every answer choice – right or wrong – will not result in full credit, wrong answers result in negative scores. If some of the student's answer choices are correct, they will receive partial credit for that question.

6.5 The student doesn't have to complete the exam in one sitting. The exam site will allow them to stop in the middle and come back later to finish it. There is NO time limit for completing an exam.

6.6 After the student has answered all the questions, they are encouraged to click back through all of their answers to review them (and to make sure they didn't accidentally miss one).



6.7 For exams that involve a writing project, the student will NOT be marked down for spelling, grammatical errors, or word choices, just as long as the instructor can decode what they are trying to say.

6.8 If a quote is used from a novel, textbook, or Wiki in the student's writing project, they must include that paragraph, sentence, or portion of a sentence in double-quotes.

7.0 Current Curriculum

Mercenary Service Track

- TMG Awards Course
- TMG Rank and Promotions Course
- TMG Contracts I Course
- TMG Contracts II Course

Leadership Service Track

- Military Tactics and Strategy I Course
- Military Tactics and Strategy II Course
- TMG Vetting Exam Level I
- TMG Vetting Exam Level II
- Book: The New One Minute Manager

Technical Skills Track

- Mercenary Survival I Course
- Mercenary Aircrew Fundamentals of Flight
- Mercenary Infantry Weapons Company

Guild History Track

- Four Horsemen Universe General Knowledge I Course
- Four Horsemen Universe General Knowledge II Course
- The Four Horsemen GALNET Research Project I Course



- The Four Horsemen GALNET Research Project II Course
- The Four Horsemen GALNET Research Project III Course
- The Four Horsemen GALNET Research Project IV Course
- The Four Horsemen GALNET Research Project V Course
- Novel: Cartwright's Cavaliers I Course
- Novel: Cartwright's Cavaliers II Course
- Novel: Asbaran Solutions I Course
- Novel: Asbaran Solutions II Course
- Novel: The Golden Horde I Course
- Novel: The Golden Horde II Course

Peacemaker Service Track

- Peacemaker I Course

Links / References / Attachments

The Mercenary Guild Academy Website

<http://vows.themercenaryguild.org/>

The Mercenary Guild Website

<https://themercenaryguild.org/>

The Mercenary Guild Facebook Page

<https://www.facebook.com/groups/469402930466832/>

The Mercenary Guild Discord Server

<https://discord.com/channels/693108215520428063/694923528515879024>

The Four Horsemen Universe (4HU) Facebook Page

<https://www.facebook.com/groups/536506813392912>



- **Revision History**

Revision	Date	Description of Change	Requested By	Written By	Approved By
1	6/15/22	Original Document	The Guild Council	Michael Malotte	Michael Ciaravella