

# Module Test Instructions

At the end of each module, you will be required to complete a mandatory test. You will have one week to complete the test. The test will be posted to the course website at the end of the module as a Microsoft Word document, which you will download and complete by indicating your responses as described in this document, and submit for grading through the course website. Your facilitator will then grade your test (please expect this process to take 7-10 days as your facilitator is grading multiple tests), and a link will be sent to you to download your graded test with your score and facilitator's comments.

Each test will consist of 5-8 open-ended questions. You will choose 4-6 questions to respond to with a short essay using appropriate citations and limiting your response to the word count limit specified in the question (e.g., 450-500 words).

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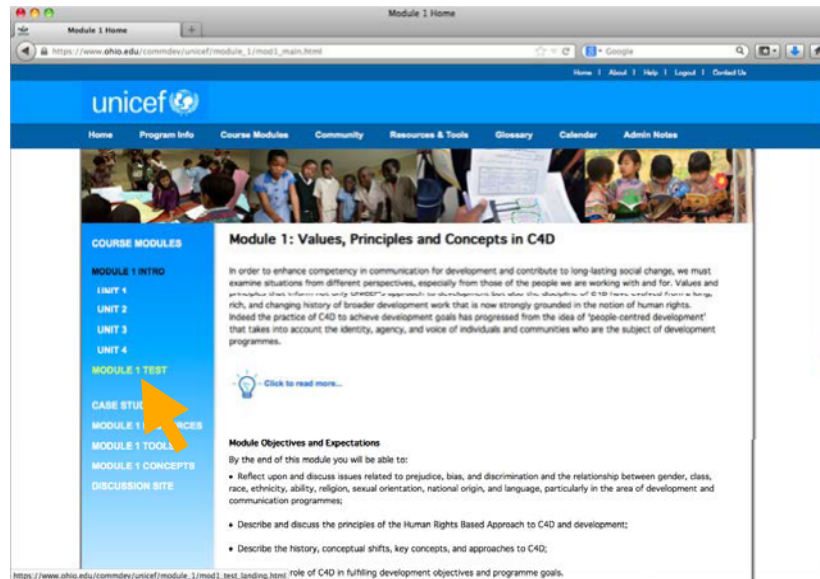
Please follow the instructions below to access and complete the end-of-module test. The same instructions apply to all module tests:

## PART 1: DOWNLOADING YOUR TEST AND INSTRUCTIONS

1. Log in to the course website (<https://www.ohio.edu/commdev/unicef/index.html>).
2. Click on the "Course Modules" tab, and select the module, for example "Module 1: Concepts," as indicated with the orange arrow.



3. In the left navigation panel, select “Module 1 Test,” as indicated.



4. You will now see a link to download the test instructions (this document) and test file, as well as the file upload area where you will submit your test once you're finished. Download these files, and complete your test as instructed (refer to PART 2: COMPLETING YOUR TEST in this file).



## PART 2: COMPLETING YOUR TEST

1. Enter your name and group number (either Group 1 or Group 2 or Group 3) at the top of your test in the spaces provided.
2. Respond to open-ended questions by typing your response below the prompt, as shown in the example below. Remember to limit your response to the word limit specified in the question.

### The question would appear like this:

Question 1.) Discuss one example of implementing C4D principles that you have learned from one of your colleagues in the discussions. Remember to cite your sources, and limit your response to # of words.

Your response to Question 1:

### You would type your response below like this:

Question 1.) Discuss one example of implementing C4D principles that you have learned from one of your colleagues in the discussions. Remember to cite your sources, and limit your response to # of words.

Your response to Question 1:

One example of implementing C4D...

3. When you have answered all questions and are ready to submit your test for grading, **you must save your test with the correct naming convention.** Save your file (as a Word document, either .doc or .docx) using the following naming convention before submitting your test on the course website:

**ModuleNumber\_GroupNumber\_LastNameFirstName.doc** (or .docx)

For example:

**Jane Smith** is a **Group 1** participant submitting her **Module 1 test**, so the file name for her test would be:

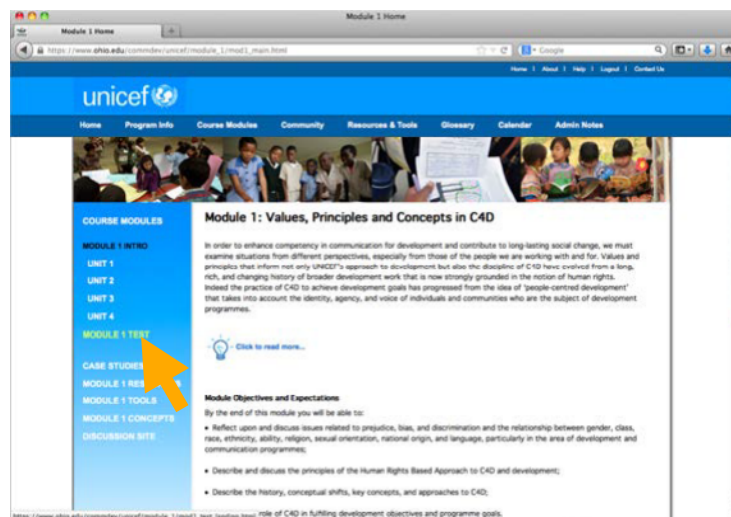
**Module1\_Group1\_SmithJane.doc**

## PART 3: SUBMITTING YOUR TEST

1. Log in to the course website (<https://www.ohio.edu/commdev/unicef/index.html>).
2. Click on the “Course Modules” tab, and select the module.



3. In the left navigation panel, select “Module 1 Test,” as indicated.



4. You will now see the same page where you downloaded your test and test instructions. Below those links is the test submission area, where you will upload your completed test file.

**Submitting the Module 1 Test**

After you have finished and named your test, submit your test using the submission area below:

**Submit your Module 1 Test here!**

Detailed instructions for how to submit your test can be found on the Program Information page and in the Orientation readings.

File Upload:  No file selected.

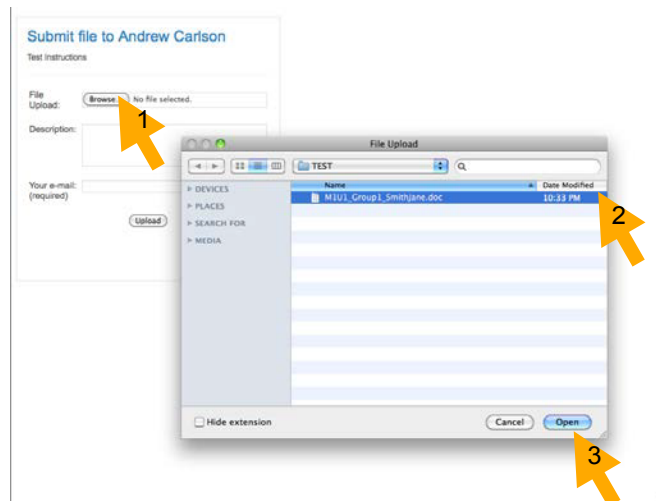
Description (255 characters maximum):

Your e-mail (required):

powered by **box**

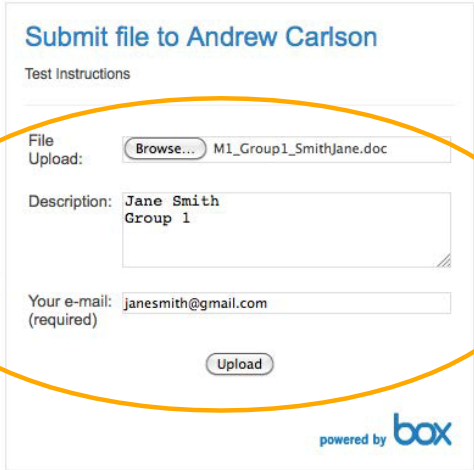
If your test has been uploaded successfully, you'll see a message that says "Success. Your file has been uploaded, and the folder owner has been notified". Please limit the length of your responses to the short answer questions to no more than 500 words (less for the Orientation test).

5. Click the "Browse" button (1). A window will pop up. Select your test document (2), and click "Open" (3).



6. You will now see your file listed in the area next to the “Browse” button. In the “Description” area, type in your name and group number. Then type in your email address.

For example, **Jane Smith** from **Group 1** would enter her information as shown:

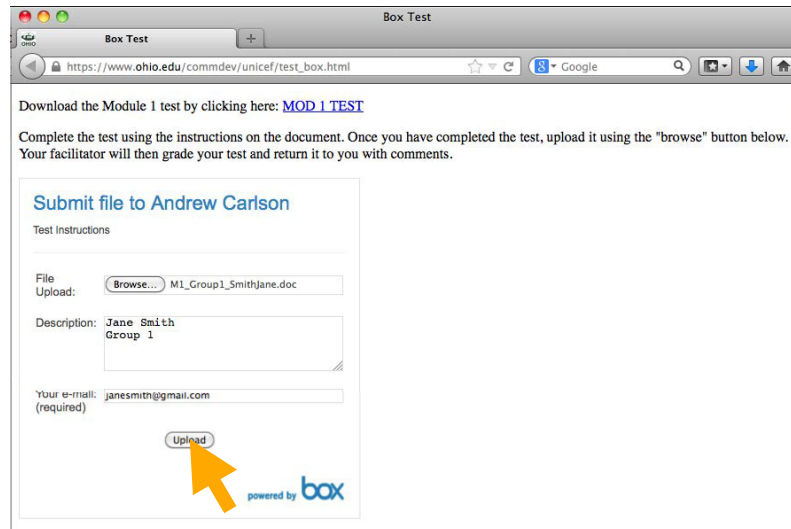


The screenshot shows a web form titled "Submit file to Andrew Carlson" with the following fields and content:

- File Upload:** A text box containing "M1\_Group1\_SmithJane.doc" with a "Browse..." button to its left.
- Description:** A text area containing "Jane Smith" and "Group 1" on separate lines.
- Your e-mail (required):** A text box containing "janesmith@gmail.com".
- Upload:** A button located below the email field.
- Powered by:** The Box logo is visible at the bottom right of the form.

A large orange oval highlights the "File Upload", "Description", and "Your e-mail" sections of the form.

7. To submit your test, click “Upload.”



8. If your test has been submitted successfully, you will see the following message:

“Success. Your file has been uploaded, and the folder owner has been notified.”

In 7-10 days after you've submitted your test, your facilitator should have all tests graded and you will receive a link to download your test with your score and facilitator comments on your responses.



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Questions? Please contact your group administrator at:

Group 1 members send queries to:  
[unicefc4d.group1@gmail.com](mailto:unicefc4d.group1@gmail.com)

Group 2 members send queries to:  
[unicefc4d.group2@gmail.com](mailto:unicefc4d.group2@gmail.com)

Group 3 members send queries to:  
[unicefc4d.group3@gmail.com](mailto:unicefc4d.group3@gmail.com)

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Welcome to the course and good luck!