

# Cadmus Exams: Student user submission guidance

This student guide explains accessing Cadmus exams, completing and submitting exams within the **Cadmus Student Environment**, and additional features such as Reading time and formatting tools.

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## What is Cadmus?

- Cadmus is a **secure online assessment platform**, accessed through Blackboard. With Cadmus, you complete all your work in the **Cadmus Student Environment** which you can access by clicking the assessment link on your module page.
- Within the **Cadmus Student Environment**, you can:
  - access your assessment instructions
  - view additional resources your teacher has uploaded
  - take notes and plan your work
  - write your submission (with your work saved automatically to the cloud)
  - access university guides about referencing and academic skills while you work
  - submit drafts and finals
  - access your grades and feedback once marking is completed

## Need further support?

- During an exam, contact your school's assessment team directly for urgent support. Contacts are provided in your module's exam instructions.
- The **Cadmus Help Docs** website has a section for students containing an introduction, working in Cadmus, submitting, grades and feedback, drafts, and FAQs: <https://support.cadmus.io/students>.
- Further advice for students is available in this **student FAQ document**: <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=71074>.
- For technical support, contact **eLearning** here: <https://www.itservices.manchester.ac.uk/help/elearning/>.

## Completing a Cadmus exam

### 1. Accessing the Cadmus exam:


The exam link will be available through the **Assessments** folder in your Blackboard course page.



**Example Cadmus Exam submit HERE by 14:00 GMT Wednesday 18th December 2024**

Please access your exam by clicking the link above. Complete your exam within Cadmus.

Click the link to open Cadmus. You must **read and agree** to the **collection notice** and **privacy policy**, then click **Go to Cadmus** to access the exam.




Module title

## Example Cadmus Exam submit HERE by 14:00 GMT Wednesday 18th December 2024

☐ I have read and agreed to the [collection notice](#) and [privacy policy](#)

GO TO CADMUS

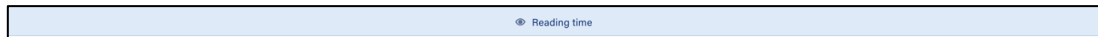
**Exam start:** Wednesday 18 December 2024 at 11:13 am GMT  
**Duration:** 30 minutes in one sitting (includes reading time)



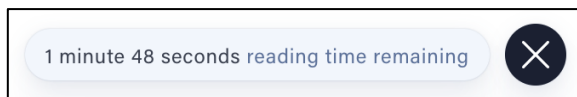
## Reading time:

On some assessments, you will be given additional time to review the exam instructions. This is known as **Reading time**.

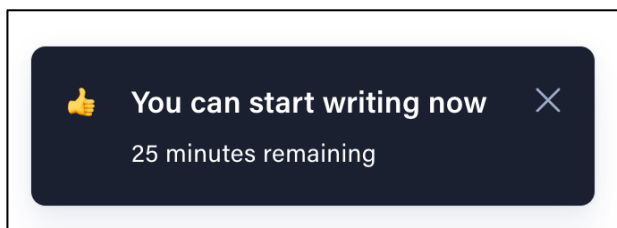
During **Reading time**, you cannot edit the document to start your assignment. There will be a blue bar across the top of the page:



And a timer in the bottom-right corner:



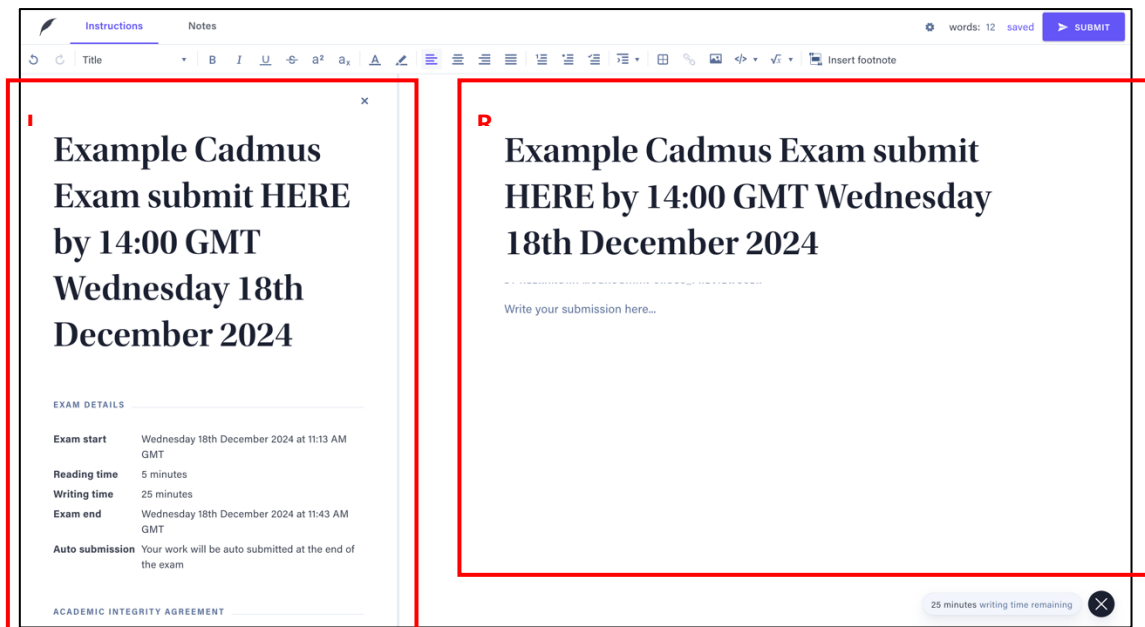
When **Reading time** is finished, you can start writing your exam. A **new pop-up timer** in the bottom-right corner will remind you how long the exam is.



## Completing the exam:

The **left pane** of the exam page contains the **instructions** and **exam details**.  
Read these to understand the exam format, reading time, writing time, and any other requirements, such as referencing.

Use the **Workspace** text editor in the **right pane** to compose your exam responses.



The screenshot displays the exam interface with two main panes. The left pane, outlined in red, contains the exam instructions and details. The right pane, also outlined in red, is the workspace text editor. Below the panes, two boxes provide descriptions of each pane's content.

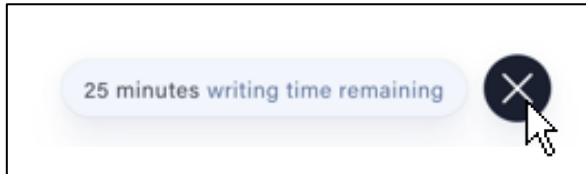
**Left pane: exam details and instructions.** Scroll to view all information.

**Right pane: the Workspace text editor.** Format using the top formatting bar.

The **formatting toolbar** allows you to structure your answers appropriately, including changing the **style** of text, inserting **images**, **equations**, **code**, and **footnotes** as appropriate.



The **exam timer** is in the bottom-right corner, indicating the remaining time. You can **click to hide or show** the timer as needed.



The **Notes** tab is available to jot down any thoughts or outlines. Remember, content in the Notes tab **will not be submitted with your exam**.



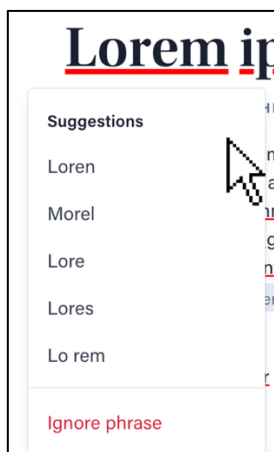
## Reviewing and referencing your work:

Cadmus allows you to copy and paste content within the Student Environment (e.g. from the **Instructions** to the **Workspace**), and from external sources.

**When pasting large paragraphs of external content**, Cadmus will tell you how many words have been inserted into your document and prompt you to consider **paraphrasing** or **quoting** the material. This can be useful for recognising and preventing potential academic integrity issues before you submit.

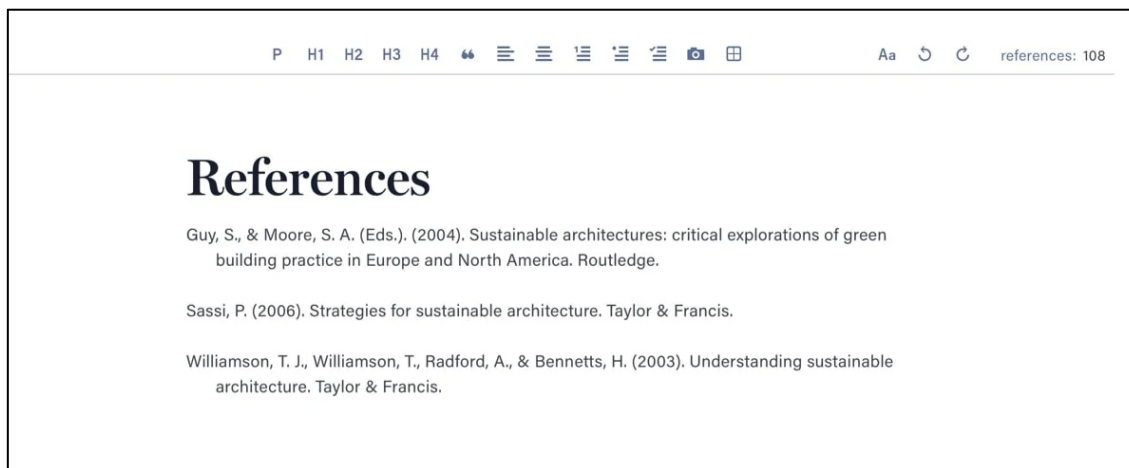
69 words pasted. Consider paraphrasing or quoting ✕

Errors within your text will be **underlined in red**. Right-click these words to view editing suggestions or to ignore the error.



If **referencing** is enabled in the exam, these can be added at the **bottom of the Workspace**. You can compile references externally, e.g. in EndNote and copy them in, or type them directly into Cadmus.

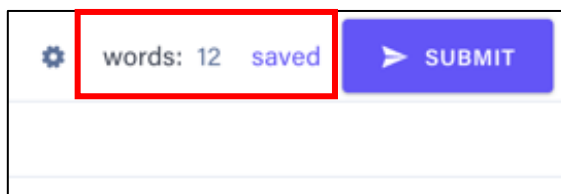
Guidance for **Harvard Manchester** style referencing is available within Cadmus and is accessible in exams.



### **Saving work:**

Cadmus **autosaves** your work **every few seconds**. Check the status of your submission in the top-right corner, next to the submit button. This is also where you can see the **wordcount**.

Please note, Cadmus requires a **minimum of 20 words to submit**.



## Submitting work:

Depending on the exam settings, you may be able to resubmit multiple times before the due date and complete a late submission. This information will be available in the exam instructions.

**Auto-Submission:** If enabled, your work will be automatically submitted at the end of the writing time. This will be indicated in the **Exam Details** section.

**Manual Submission:** If auto-submission is not enabled, you'll be prompted to submit your exam at the end of the writing time. **Confirm** your submission to finalise the process.

**Early Submission:** You can choose to submit your exam before the allotted time ends by clicking the **Submit** button.



Once you have submitted, a **confirmation** page will appear, and a confirmation email will be sent to your university email address.

Please note students **will not receive a copy** of the completed exam.

