

## **Live Remote Invigilation**

## **Al Assistance Removal Guide**

Version 2.1 Last modified 11-October-2024 For external use

## **1.** Artificial intelligence software

You must ensure that no Artificial Intelligence (AI) software or similar AI assistance applications are running on the PC or laptop used for the test. This includes the cloud-based typing assistant application Grammarly. Any application is **not** permitted for use during any assessment if it can be used to:

- identify spelling, punctuation and grammar errors
- suggest improvements to the text
- to draft text for responses
- complete mathematical calculations

You must uninstall or disable any prohibited software before the day of the test.

If any AI software is detected during a test (regardless of actual use), the invigilator will stop the test immediately and raise it as potential malpractice. If after the investigation you are found to have used any AI software, we will inform your centre, your test will not be marked, and you will receive a fail grade.

## 2. Checking browsers for AI assistive programs

It is up to you to ensure that no applications are running on your computer whilst doing the exam. You can find potential applications on your browser by performing the following checks:

### 2.1. Microsoft Edge

#### 2.1.1. Disabling AI extensions

To check your Microsoft Edge browser for pre-installed AI programs like Grammarly, follow these steps:

1. Launch Microsoft Edge: Start by opening the Microsoft Edge browser on your computer

#### Access Extensions

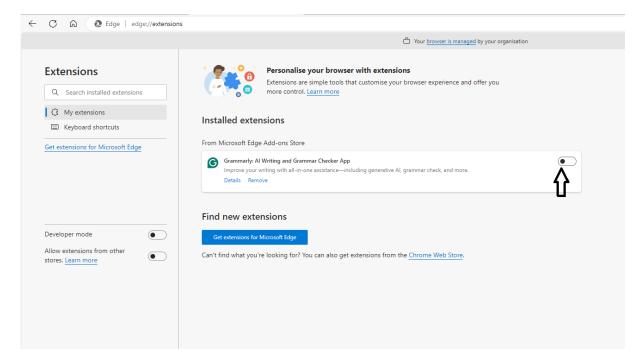
- 2. Open **Extensions Menu**: Click on the three horizontal dots (…) located at the top right corner of the browser window to open the Edge menu
- 3. Select **'Extensions'**: From the dropdown menu, choose "Extensions." This will take you to the Extensions page. Alternatively, you can type **edge://extensions/** in the address bar and press Enter to go directly to the Extensions page
- 4. Inspect Installed Extensions: On the Extensions page, you will see a list of all installed extensions in your Edge browser. Look through the list to find Grammarly or any other AI-based extensions. These extensions are usually categorized under "Productivity" but can be found in the general list as well.

#### Additional Checks

5. Search Feature: If you have many extensions and finding a specific one is challenging, use the search bar (if available) at the top of the Extensions page to type "Grammarly" or the name of the AI program you're looking for. This will filter and show you if the extension is installed.

#### Turning off the Extension

6. **Turning off the Extensions**: If you find Grammarly or any other AI program and wish to disable it, click on the Toggle Switch (see image below) to turn it off. If it is disabled, it should be grey (as shown below).



#### 2.1.2. Turning off writing assistance

- 7. Launch Microsoft Edge: Start by opening the Microsoft Edge browser on your computer
- 8. Open **Settings Menu**: Click on the three horizontal dots (…) located at the top right corner of the browser window to open the Edge menu
- 9. From the dropdown menu, choose "Settings." This will take you to the Settings page.
- 10. Select "Languages". Alternatively, you can type edge://settings/languages in the address bar and press Enter to go directly to the Languages page.
- 11. Turn off all the options under Writing assistance:

		Your browser is managed by your organisation
Q     Search settings       Image: Contract of the setting set	Offer to translate pages that aren't in a language I read When this setting is on, Microsoft Edge detects the language on your wel Preferred languages. The webpage text will be sent to Microsoft Translato Learn more about how the Microsoft Translator service uses your data Mic	r service for translation, where the text is stored for service improvements.
Privacy, search, and services  Appearance  Sidebar	Writing assistance	
Start, home, and new tabs Share, copy and paste	Collaborate with Copilot as you write on the web Use AI writing assistance to help you draft, rewrite text, and adjust your st	yle.
<ul> <li>Cookies and site permissions</li> <li>Default browser</li> <li>↓ Downloads</li> <li>☆ Family safety</li> </ul>	Use text prediction When this is on, typed characters in certain text boxes on the web are sen Enable grammar and spellcheck assistance When you use Microsoft Editor, text typed in certain text boxes on the we	
At Languages         Printers         System and performance         Reset settings         Phone and other devices         Accessibility         About Microsoft Edge	grammar check. Learn more. Microsoft Editor (Recommended) Editor provides enhanced grammar, spelling, and style suggestions, so you can confidently write clear, concise posts and emails on the web. Writing assistance languages When you add languages at the top of this page, the writing assistance set English (United Kingdom) English English (United States)	Basic Get basic spell checking assistance from Microsoft Edge when you write on the web. ettings will appear below.
	Customise dictionary	1

## 2.2. Google Chrome

#### 2.2.1. Disabling AI extensions

1. Launch Google Chrome: Begin by opening the Google Chrome browser on your computer

#### **Access Extensions**

- 2. Open **Extensions Menu**: Click on the three vertical dots (:) located at the top right corner of the browser window to open the Chrome menu
- Select 'Extensions': Hover over "Extensions" with your mouse, and then click on "Manage Extensions" from the submenu that appears. Alternatively, you can type chrome://extensions/ in the address bar and press Enter to go directly to the Extensions page.

#### **Review Installed Extensions**

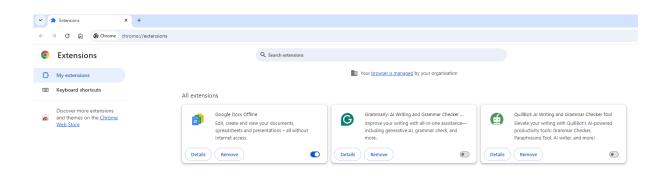
4. Inspect **Installed Extensions**: On the Extensions page, you'll see a list of all the extensions installed in your Chrome browser. Look through the list to find Grammarly or any other AI-based extensions.

#### **Additional Checks**

5. **Use the Search Feature**: If you have many extensions installed, and finding a specific one is difficult, use the search bar (if available) at the top of the Extensions page to type "Grammarly" or the name of the AI program you're looking for. This will filter and show you if the extension is installed.

#### **Managing Extensions**

7. **Disable Extensions**: If you find Grammarly or any other AI program and wish to remove it, click on the Toggle Switch (see image below) to turn it off. If it is disabled, it should be grey (as shown below).



#### 2.2.2. Turning off spell check

- 1. Start by opening the Google Chrome browser on your computer
- 2. Open **Settings Menu**: Click on the three vertical dots (:) located at the top right corner of the browser window to open the Chrome menu
- 3. From the dropdown menu, choose "Settings." This will take you to the Settings page.
- 4. Select "Languages". Alternatively, you can type chrome://settings/languages in the address bar and press Enter to go directly to the Languages page.
- 5. Under spell check, turn off "Check for spelling errors when you type text on web pages":

← → C A O Chrome chrome://settings/languages	÷	$\rightarrow$	C	ŵ	Chrome	chrome://settings/languages
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#### Settings

- G You and Google
- I Autofill and passwords
- Privacy and security
- Performance
- Appearance
- Q Search engine
- Default browser
- 也 On start-up

#### 🗚 Languages

- + Accessibility
- 🖏 System
- C Reset settings
- 🗅 Extensions 🛛
- About Chrome

#### Q Search settings

Your browser is managed by your or	rganisation
Preferred languages	
Websites in your languages Let websites know the languages that you speak. They'll show content i languages, when possible.	in those Add languages
1. English (United Kingdom) This language is used when translating pages	:
2. English (United States)	:
3. English	:

#### Spell check

Chec	k for spelling errors when you type text on web pages	
0	Basic spell check	
0	Enhanced spell check Uses the same spell checker that's used in Google search. Text that you type in the browser is sent to Google.	
Use s	spell check for	
	English (United Kingdom)	
	English (United States)	
	English	
Custo	omise spell check	•

## **3.** How to Disable the Grammarly Desktop application

Open the Grammarly desktop application. Once open you will need to click on 'Settings', once the settings menu is open you will need to turn off the Toggle Switch of the following options:

- Detect tone in my writing
- Launch at startup
- Show on text selection
- Show for email replies

	<b>G</b> Grammarly (v1.2.104.1487)	×
G grammarly	Settings	
	Customization Account Block List	^
	Detect tone in my writing	OFF
Grammarly is up and running	Writing style	Manage
Start typing in an app or on a website, and you'll see Grammarly's widget appear.	Launch at startup Grammarly starts working as soon as you start your computer.	OFF
	<b>Generative AI</b> Brainstorm, write, and rewrite with Grammarly's generative AI assistance.	
⊕ New Document ⊕ Settings	Show on text selection	

# 4. How to Uninstall Grammarly or other AI Desktop applications from your computer

It is up to you to ensure that no applications are running on your computer whilst doing the exam. You can find potential applications on your desktop by performing the following checks:

By selecting the Cog icon on the menu you will be able to open up the settings of your computer

Recently added

Office Apps

	G	Grammarly							
	Ó	Secure Browser		w	×			w	×
			Microsoft 365	Word	Excel		Microsoft 365	Word	Excel
	۶	Acrobat Reader							
			•				•	•	N
		Calculator	Outlook	PowerPoint	OneNote		Outlook	PowerPoint	OneNote
		Calendar	Company Resource	s			Company Resource	s	
	Ŷ	Clock		_					
		Company Portal		0	SS Remote			<b>@</b>	Remote
			OneDrive	Microsoft Edge	Desktop		OneDrive	Microsoft Edge	Desktop
	x	Excel				🚯 Louise Hammond	-		
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START

Settings											-	٥	×
					V	vindows Settings							
					Find a setting	)	Q						
	⊒	System Display, sound, notifications, power		Devices Bluetooth, printers, mouse		Phone Link your Android, iPhone		Network & Internet WiFi, flight mode, VPN	Ļ	Personalisation Background, lock screen, colours			
		Apps Uninstall, defaults	8	Accounts Your accounts, email, sync, work, other people	。 A字	Time & Language Speech, region, date	Ģ	Ease of Access Narrator, magnifier, high contrast	Q	Search Find my files, permissions			
	A	Privacy Location, camera, microphone	C	Update & Security Windows Update, recovery, backup									

In the Windows Settings screen, select Apps. Where you can find Grammarly listed and be able to click and select 'Uninstall'

← Settings	
⇔ Home Apps & features	
Find a setting	269 MB 09/04/2024
Apps Google Chrome	02/05/2024
E Apps & features	02/05/2024 356 KB
E Default apps	20/07/2023
Contracting 10.20.0.19992	18/04/2024
Apps for websites     Grammarly for Windows     12.75.1386	02/05/2024
□ Video playback	
	Modify Uninstall
Helf Image Extensions Microsoft Corporation	16.0 KB 11/04/2024
HP System Information HP Inc.	8.00 KB 04/07/2023
Intel® Graphics Command Cer	nter 16.0 KB 15/04/2024
Local Administrator Password 1	Solution 129 KB 20/06/2023
Mail and Calendar	6.17 MB
Microsoft Corporation	28/04/2024
Microsoft 365 (Office)	15.7 MB



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We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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