

Live Remote Invigilation

AI Assistance Removal Guide

Version 1

Last modified 24-May-2024

For external use



1.1. Artificial intelligence software

You must ensure no Artificial Intelligence (AI) software, or similar AI assistance applications are installed 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 text
- to draft text for responses
- complete mathematical calculations

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

If any you use any AI software during a test, the invigilator will stop the test immediately and raise it as potential malpractice. 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

Candidates must ensure that no AI software, or similar AI assistance applications are installed on any PC or laptop used for an e-volve onscreen test. An application is not permitted for use during any assessment if it can be used to gain marks illegitimately in an assessment, for example to:

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

If any candidate is seen to have AI software on their machine during a test, the invigilator will stop the test immediately and raise it as potential malpractice. The centre will be informed, the test will not be marked, and the candidate will receive a 'fail' grade.

2.1. Microsoft Edge

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.

Managing Extensions

6. **Remove Extensions:** If you find Grammarly or any other AI program and wish to remove it, click on the "Remove" button next to the extension in the Extensions page of your browser.

2.2. Google Chrome

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
3. Select **'More tools':** Hover over "More tools" with your mouse, and then click on "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.

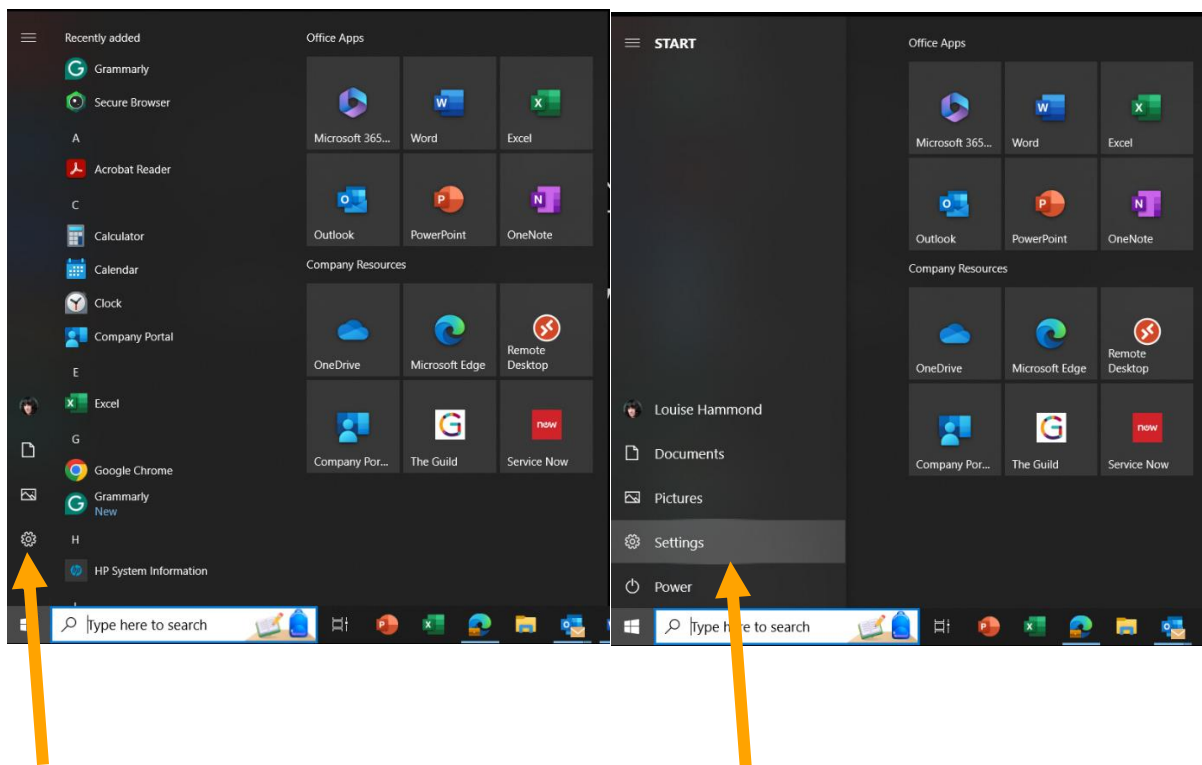
Managing Extensions

7. **Remove Extensions:** If you find Grammarly or any other AI program and wish to remove it, click on the "Remove" button next to the extension in the Extensions page of your browser.

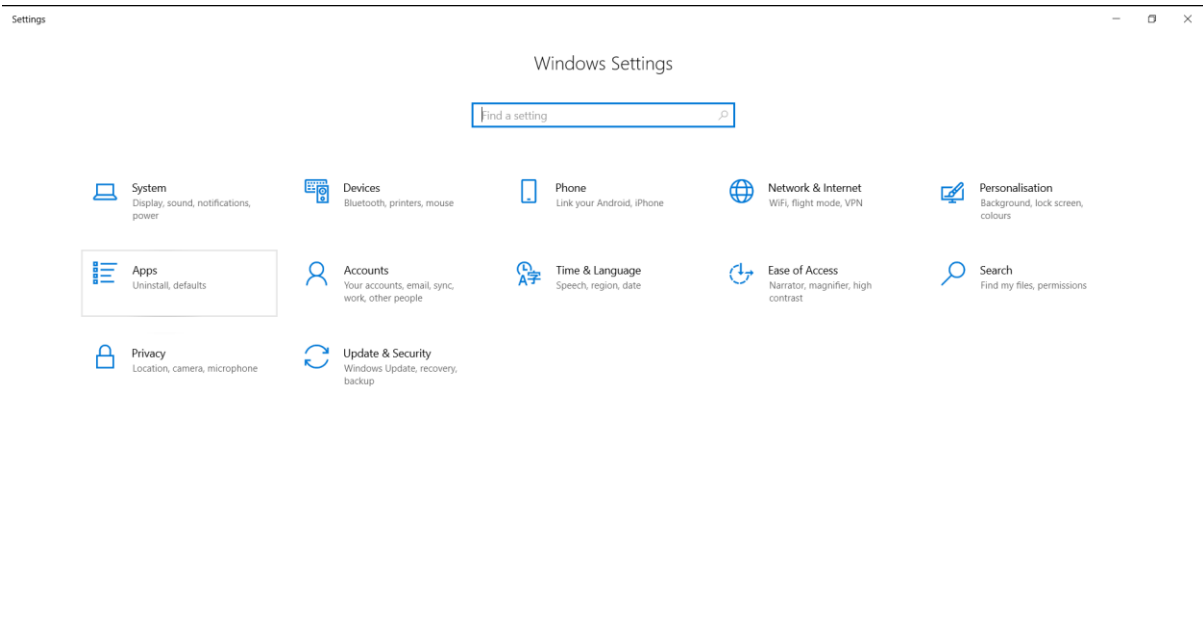
2.2.1. How to Uninstall Grammarly or other AI Desktop applications from your computer



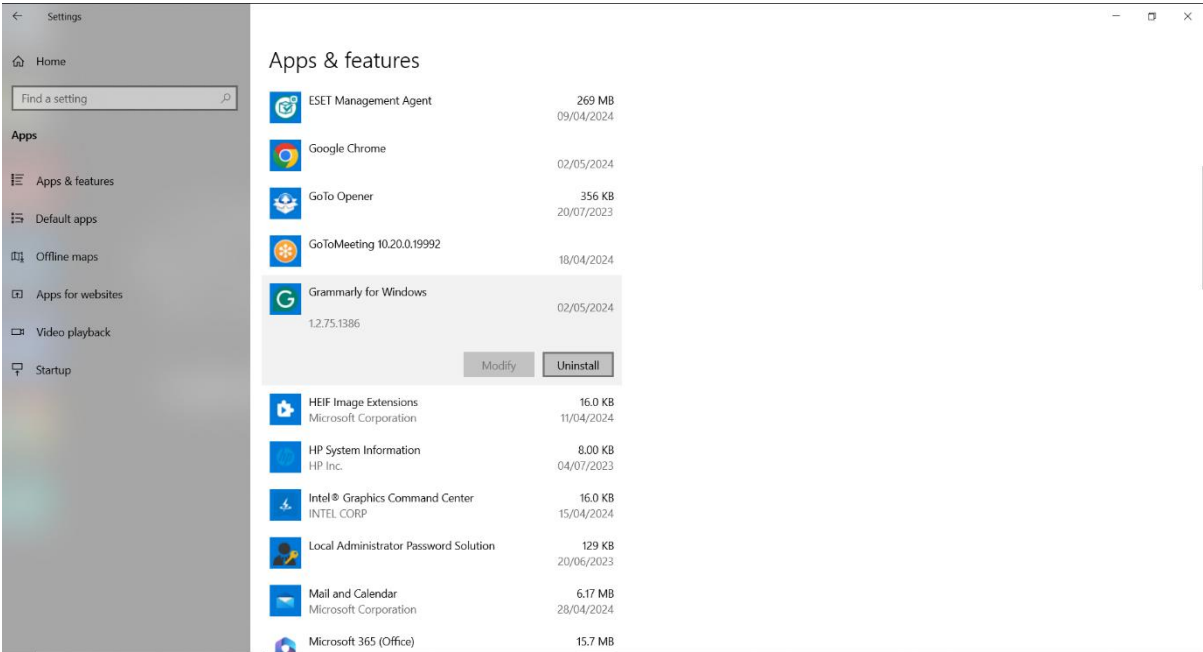
On your Windows desktop. Select the Start button on the bottom left corner of the screen. Which should present you with the following menu:



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



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



Contact us

Giltspur House 5-6 Giltspur Street London EC1A 9DE

general.enquiries@cityandguilds.com

01924 930 801

www.cityandguilds.com

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