

Live Remote Invigilation

AI 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

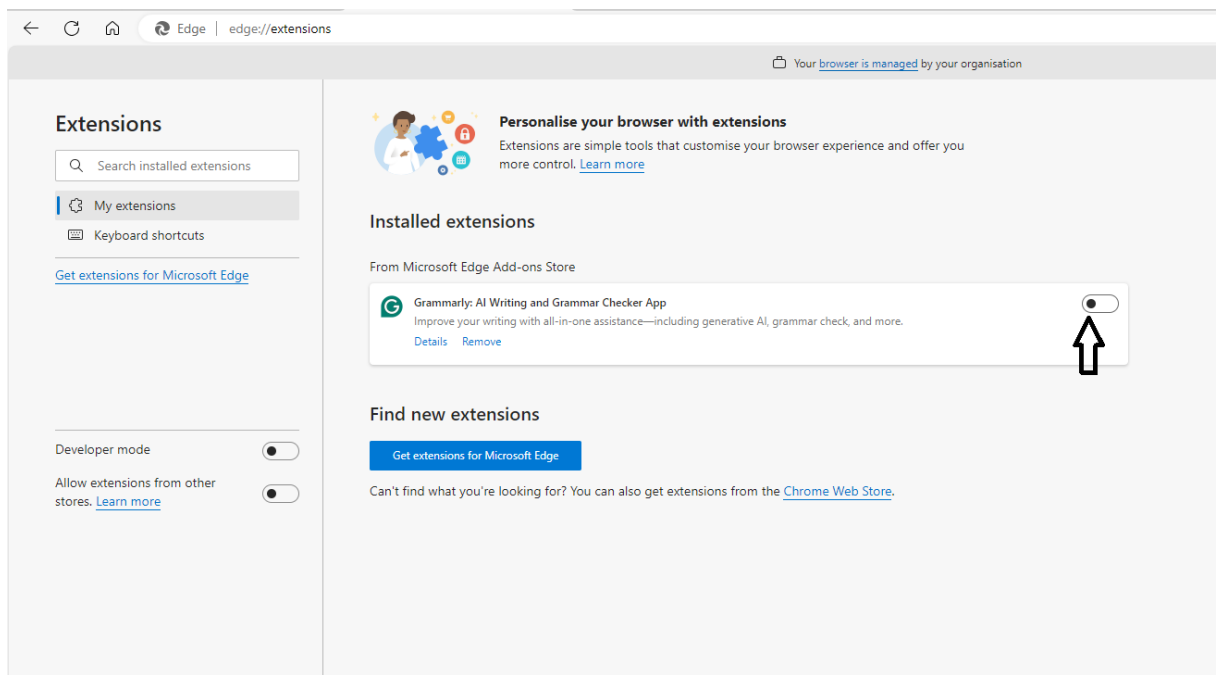
2. Open **Extensions Menu:** Click on the three horizontal dots (...) located at the top right corner of the browser window to open the Edge menu
3. Select **'Extensions':** From the dropdown menu, choose "Extensions." This will take you to the Extensions page. Alternatively, you can type **edge://extensions/** 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.

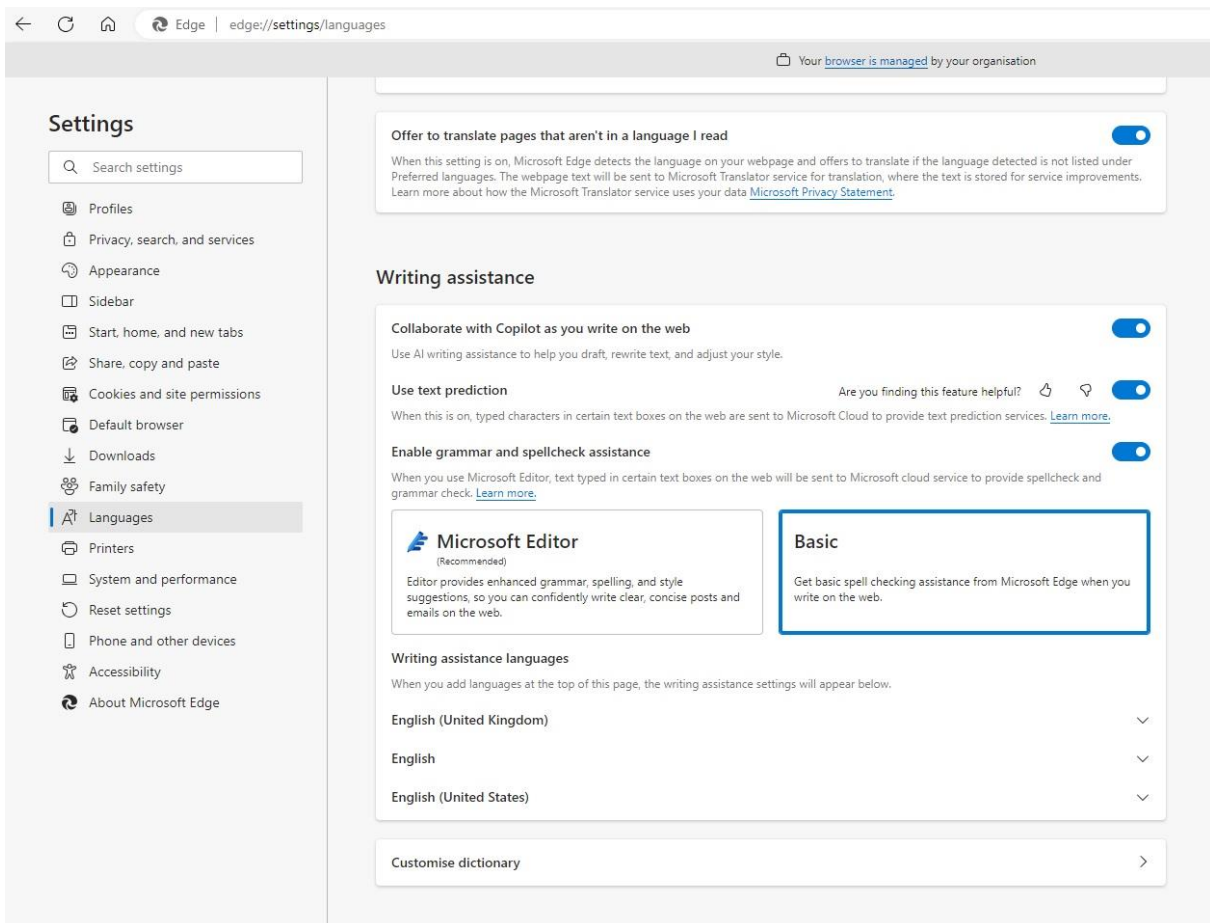
Turning off the Extension

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:



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
3. 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

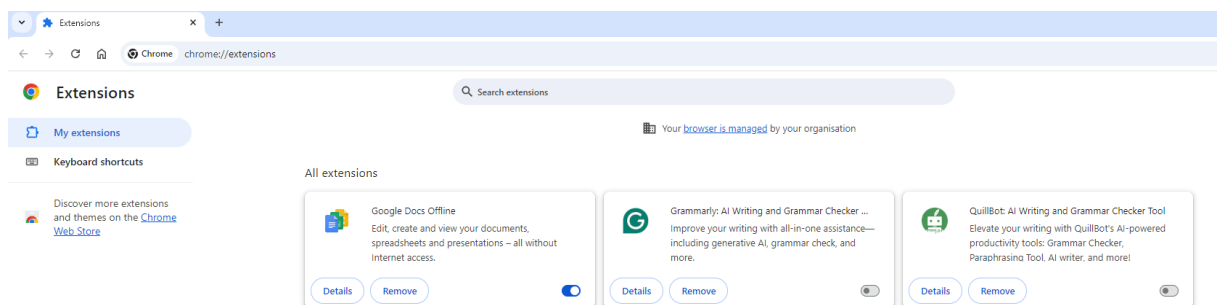
4. Inspect **Installed Extensions**: On the Extensions page, you'll see a list of all the extensions installed in your Chrome browser. Look through the list to find Grammarly or any other AI-based extensions.

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":

Settings

- You and Google
- Autofill and passwords
- Privacy and security
- Performance
- Appearance
- Search engine
- Default browser
- On start-up
- Languages**
- Downloads
- Accessibility
- System
- Reset settings
- Extensions
- About Chrome

Search settings

Your browser is managed by your organisation

Preferred languages

Websites in your languages

Let websites know the languages that you speak. They'll show content in those languages, when possible.

Add languages

- English (United Kingdom)
This language is used when translating pages
- English (United States)
- English

Spell check

Check for spelling errors when you type text on web pages



- Basic spell check
- 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 spell check for

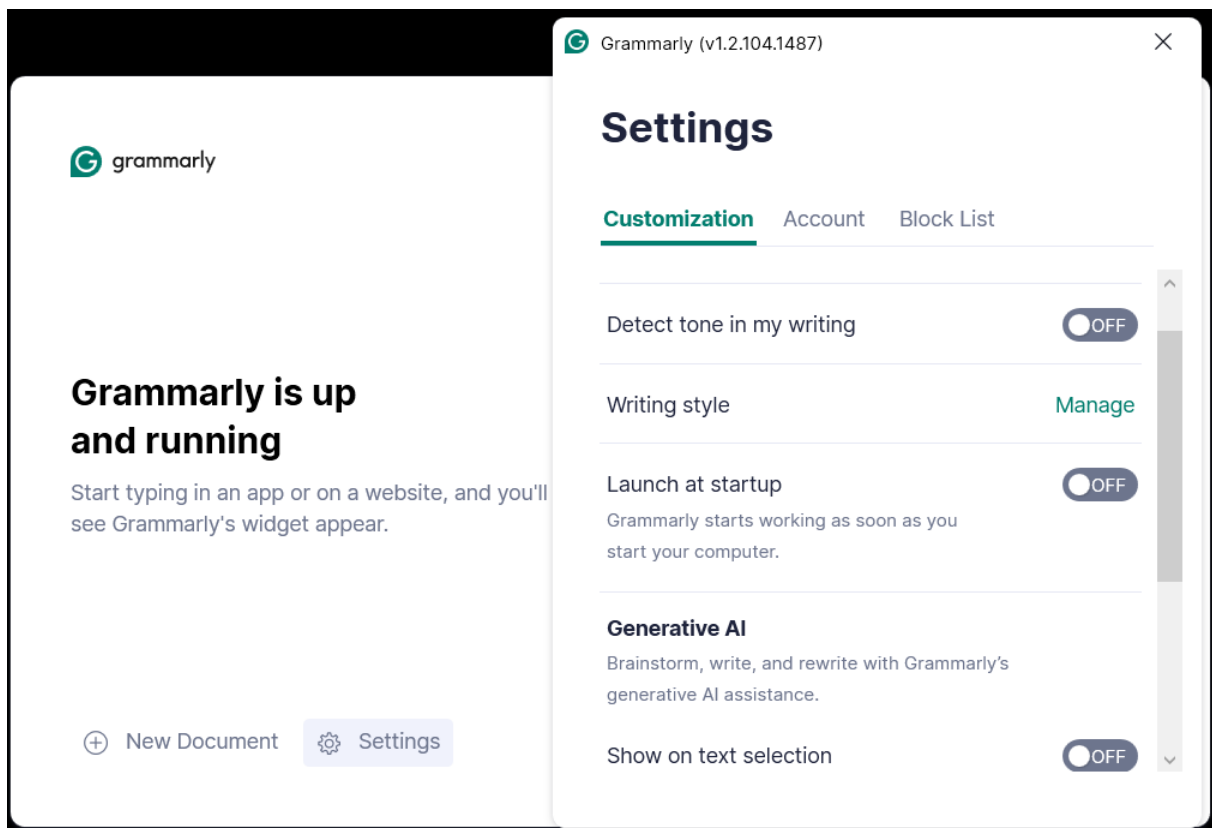
- English (United Kingdom)
- English (United States)
- English

Customise spell check

3. How to Disable the Grammarly Desktop application

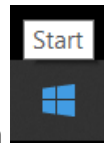
Open the Grammarly desktop application. Once open you will need to click on 'Settings', once the settings menu is open you will need to turn off the Toggle Switch of the following options:

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

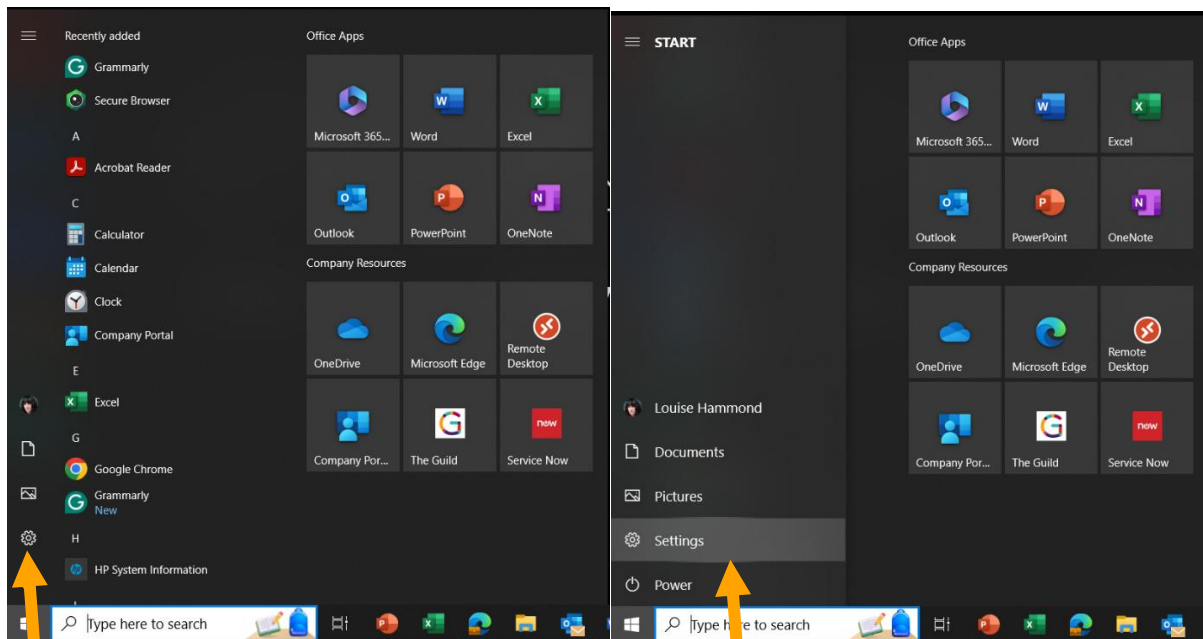


4. How to Uninstall Grammarly or other AI Desktop applications from your computer

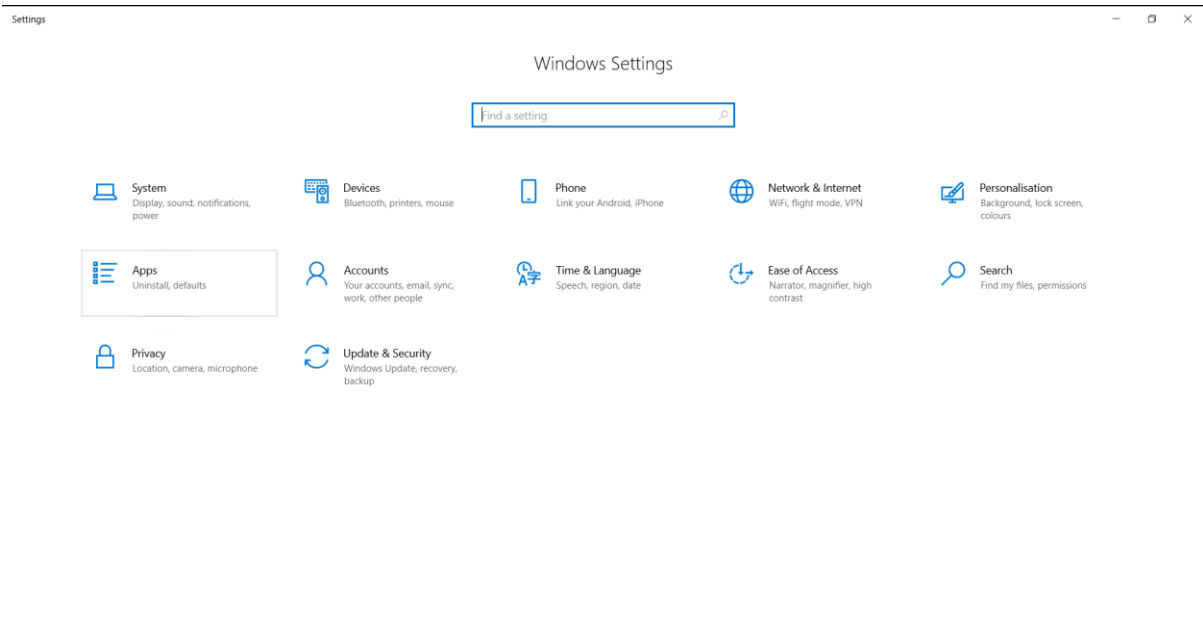
It is up to you to ensure that no applications are running on your computer whilst doing the exam. You can find potential applications on your desktop by performing the following checks:



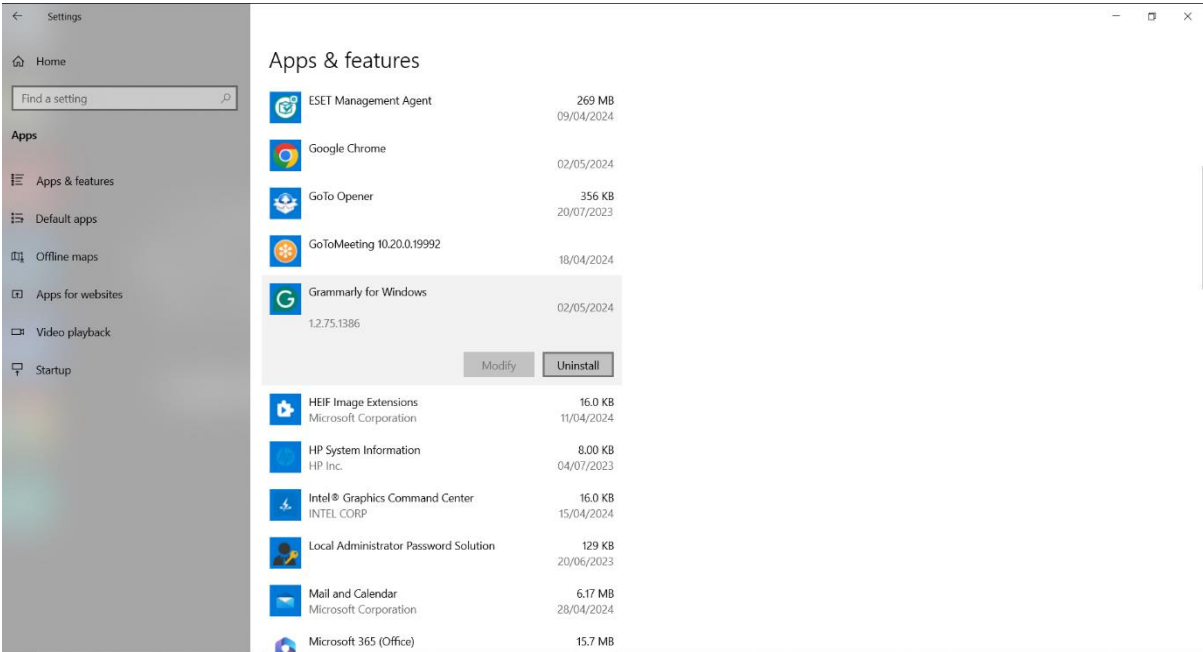
On your Windows desktop. Select the Start button on the bottom left corner of the screen. Which should present you with the following menu:



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'



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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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