Live Remote Invigilation

AI Assistance Removal Guide

Version 2
Last modified 9-August-2024
For external use

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 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. Uninstalling 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.
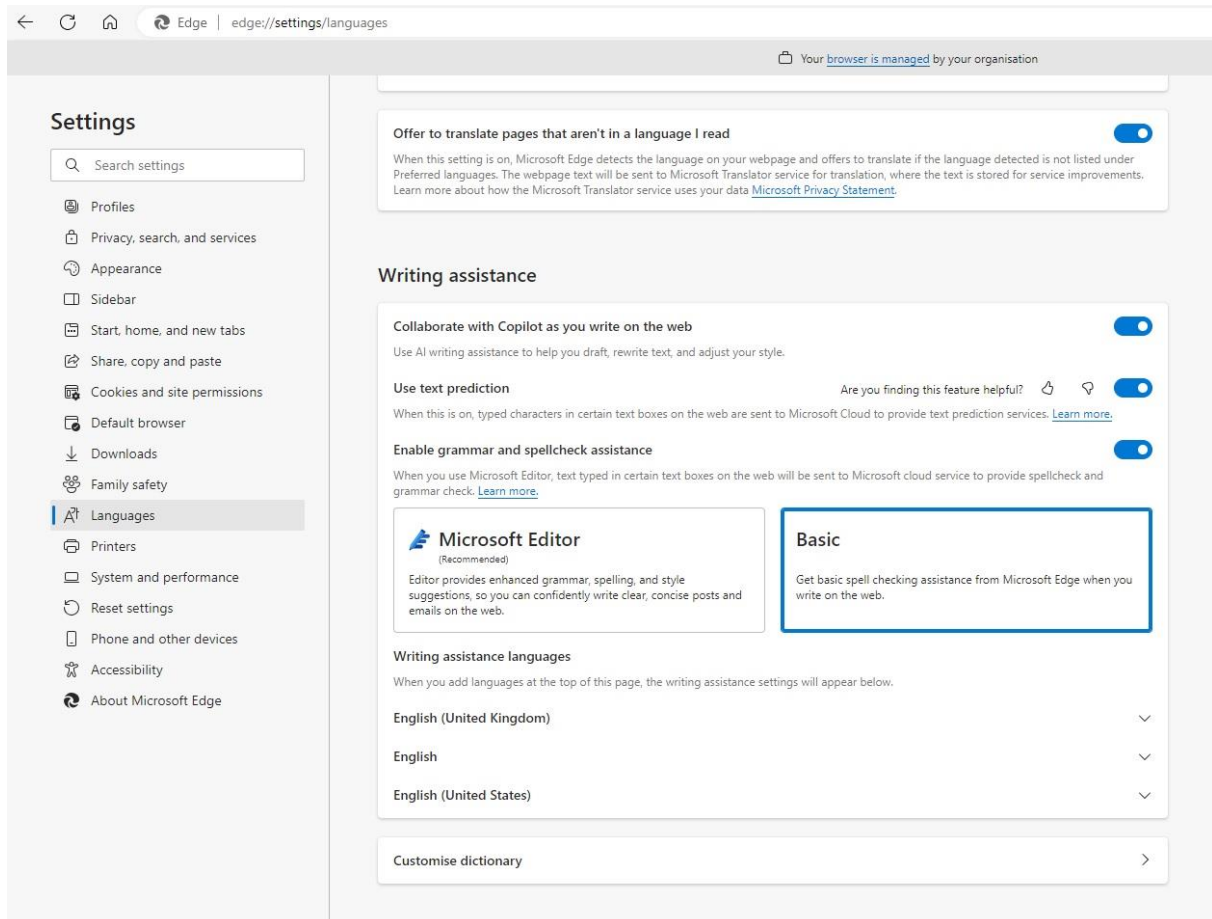
Managing Extensions

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.

2.1.2. 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. Uninstalling 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 **'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.

2.2.2.   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]

1. English (United Kingdom)
   This language is used when translating pages   ⋮

2. English (United States)   ⋮

3. 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   ○

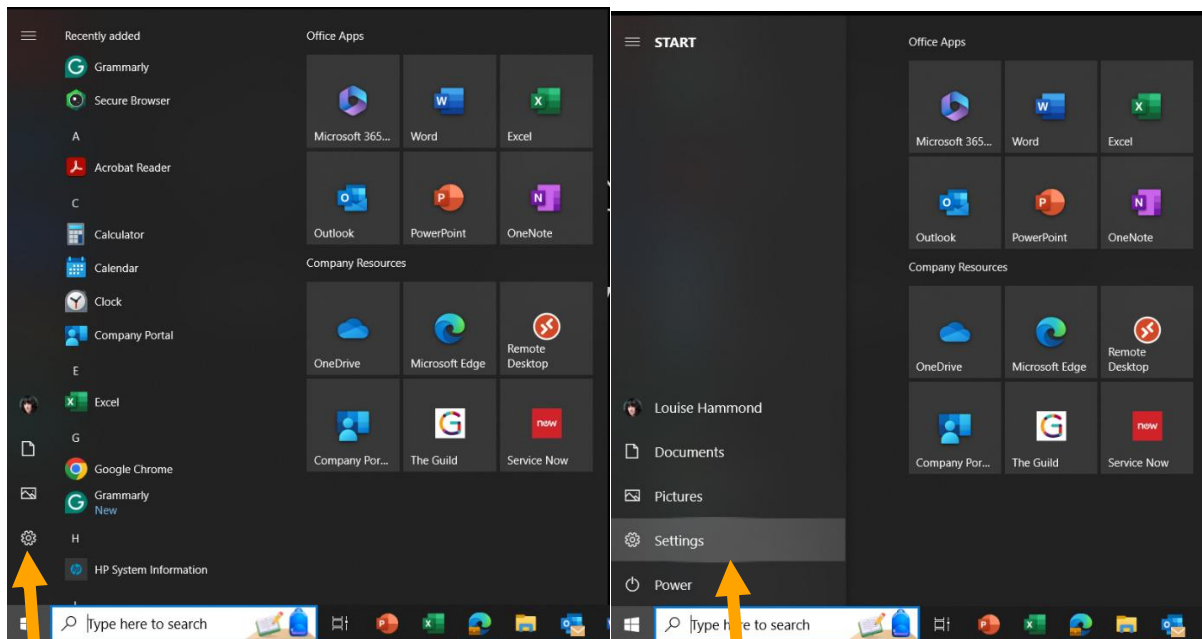Customise spell check   ▶

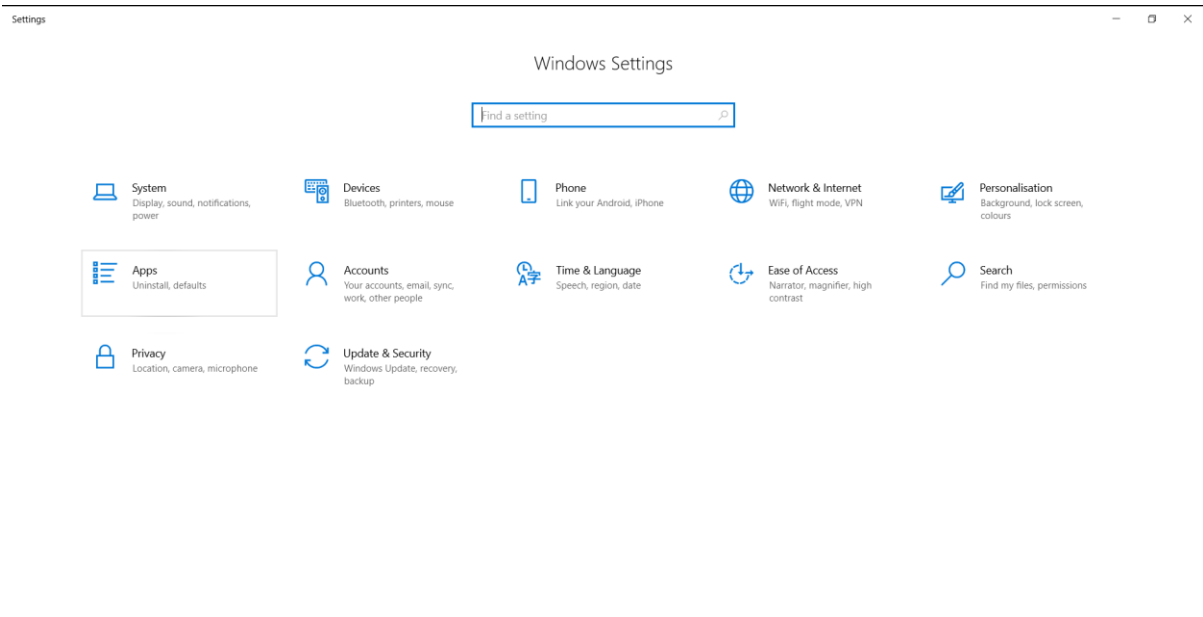## 3. How to Uninstall Grammarly or other AI Desktop applications from your computer

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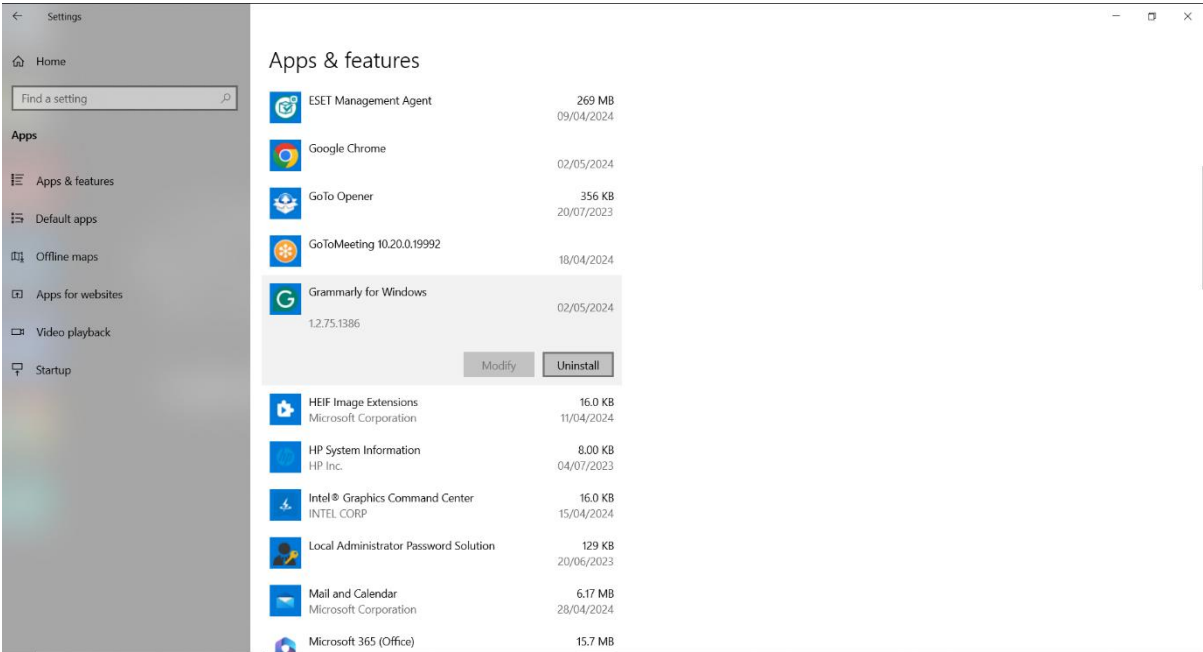
On your Windows desktop. Select the Start button on the bottom left corner of the screen. Which should present you with the following menu:

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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About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

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.