



# **School Policy on the Completion of Additional Assessment Components (AACs)**

## ***(Revised Senior Cycle)***

### **1. Introduction**

Under the Revised Senior Cycle, all subjects will include Additional Assessment Components (AACs) as part of their overall assessment structure. AACs are externally assessed components other than the final written examination and are designed to assess a broader range of student skills, competencies, and learning outcomes.

This policy sets out the school's procedures for the completion, supervision, authentication, and submission of AACs, in line with the State Examinations Commission (SEC) Coursework Rules and Procedures and relevant subject specifications.

## **2. Purpose of the Policy**

The purpose of this policy is to:

- Ensure fairness, integrity, and equity in the completion of AACs
- Safeguard the authenticity of student work
- Clarify roles and responsibilities of students, teachers, and school management
- Provide consistent whole-school procedures for authentication and submission
- Ensure compliance with SEC regulations and national assessment requirements

## **3. Scope**

This policy applies to:

- All Leaving Certificate subjects with an AAC component
- All students entered by the school for State examinations
- All teachers responsible for delivering subjects with AACs
- School management, including the Principal and Deputy Principals

This policy also applies, where relevant, to:

- External candidates completing AACs in the school
- Students completing AACs in host schools, in accordance with SEC procedures

## **4. Definition of Additional Assessment Components (AACs)**

Additional Assessment Components are components of external assessment other than the final written examination. AACs may include:

- Coursework
- Projects or portfolios
- Practical, oral, or performance-based tasks
- Digital, written, or artefact-based submissions

AACs are school-based, integrated into teaching and learning, and completed over an extended period under teacher supervision

## **5. Principles Governing AAC Completion**

The following principles underpin all AAC activity in the school:

1. All AAC work submitted must be the student's own individual and authentic work
2. AACs must be completed under the regular supervision and oversight of the class teacher
3. AACs are a timetabled component of the subject
4. Academic integrity must be upheld at all times
5. Equity and fairness must apply to all candidates
6. SEC rules and subject-specific briefs must be strictly followed

## **6. Roles and Responsibilities**

### **6.1 Students**

Students must:

- Engage ethically and responsibly with all AAC work
- Complete AACs independently and authentically
- Adhere to deadlines and completion dates
- Cooperate fully with teacher supervision and monitoring
- Retain drafts and evidence of their work process
- Properly reference all sources, including AI tools where permitted
- Sign the SEC Authentication Form (Form P.2), confirming authenticity

### **6.2 Class Teachers**

Class teachers are responsible for:

- Delivering AACs in line with subject specifications and SEC briefs
- Ensuring AACs are integrated into teaching and learning
- Providing clear guidance on permitted support and prohibited assistance

- Closely monitoring student progress throughout the AAC process
- Ensuring appropriate use and acknowledgement of AI tools
- Authenticating student work based on ongoing supervision
- Completing and signing the SEC Authentication Form (Form P.2)
- Reporting any concerns regarding authenticity in accordance with SEC procedures

Teachers must not over-direct or over-assist students in ways that compromise authenticity.

### **6.3 Principal and School Management**

The Principal, on behalf of the Board of Management, is responsible for:

- Ensuring this policy is implemented consistently across the school
- Ensuring all staff and students are familiar with SEC AAC requirements
- Verifying that robust authentication processes are in place
- Confirming that subjects with AACs are timetabled and available for SEC monitoring
- Signing the Authentication Form (Form P.2) to verify compliance
- Ensuring secure storage of AAC materials where required
- Ensuring suspected breaches are reported to the SEC using the appropriate forms

## **7. Authentication of AACs**

Authentication is a process, not a single event, and involves:

- Ongoing teacher oversight during the development of AACs
- Regular engagement with student work
- Review of drafts, planning, and developmental evidence
- Final verification through the SEC Authentication Form (Form P.2)

Where a teacher or principal cannot authenticate work, a Report of Suspected Inauthentic Coursework (Form P.20) must be submitted to the SEC within the prescribed timeframe.

## **8. Use of Artificial Intelligence (AI)**

The school recognises that AI tools may support learning when used appropriately.

### **Permitted Use:**

- Brainstorming ideas
- Clarifying concepts
- Supporting research

### **Prohibited Use:**

- Generating coursework content
- Paraphrasing or submitting AI-generated text as original work

All use of AI tools must be:

- Discussed with the class teacher in advance
- Clearly documented and acknowledged in the AAC submission

Unacknowledged or inappropriate use of AI constitutes plagiarism and a breach of SEC regulations

## **9. Reasonable Accommodations (RACE)**

Where students have approved Reasonable Accommodations:

- AACs will reflect the student's normal way of working
- Accommodations will not alter the assessment of learning outcomes
- Any concerns regarding accessibility or assessment validity will be referred to the SEC

## **10. Completion and Submission of AACs**

- Completion dates set by the SEC are final and must be adhered to
- Schools do not have discretion to extend AAC completion dates

- In exceptional circumstances, applications for extensions must be made directly to the SEC
- Submission methods (digital, postal, retained in school) will follow SEC instructions
- All AAC materials must be stored securely where required until the assessment process concludes

## **11. Breaches of Regulations**

Breaches may include:

- Plagiarism or copying
- Inappropriate use of AI
- Excessive assistance
- Failure to allow adequate teacher oversight

Consequences may include loss of AAC marks, loss of subject results, or more serious penalties, as determined by the SEC and the Department of Education and Youth

## **12. Communication with Parents/Guardians**

The school will:

- Provide clear information on AAC requirements
- Emphasise the importance of authenticity and independent student work
- Clarify that parental assistance beyond general encouragement is not permitted

### **13. Review and Ratification**

This policy will be:

- Reviewed annually or as SEC guidance is updated
- Amended as required to reflect changes in subject specifications or assessment arrangements
- Ratified by the Board of Management

**Date of Ratification:** June 2026

**Date of Review:** June 2027