

Code of Practice for Additional Assessment Components

Adopted by _____ Examination year _____ Review _____

This Code sets out what the school, the teacher and the student each commit to, so that an AAC is completed as a process with a record behind it. The stages are set, handed up, marked and recorded on CourseworkHQ, so that the record is a by-product of doing the work rather than a separate job.

1. What the State Examinations Commission requires

- **10.1** — the candidate must maintain “**a record of work in progress throughout the duration of the coursework**”. This is a requirement on the student.
- **10.2** — the teacher provides “**regular supervision, monitoring and oversight**” but must not “**over-assist or over-direct**”.
- **15.3, Form P.2** — the candidate declares the work is their own; the teacher co-signs, satisfied.
- **Section 18** — plagiarism, submitting work that is not your own, or having someone else do it. Penalties extend to withholding results.
- **Appendix 2** — any use of generative AI must be disclosed: the tool, its developer, the date, what it was used for, and the prompts.

2. The school will

1. Publish a schedule of stages on CourseworkHQ for each AAC subject, with dates, at the start of the cycle.
2. Collect every stage on CourseworkHQ.
3. Give class time to the process.
4. Keep a record for every student at every stage — what was handed up, and when. CourseworkHQ keeps this automatically.
5. Settle access arrangements in advance, and treat a missed stage as a signal that a student needs help before it is anything else.

3. The teacher will

1. Break the AAC into stages on CourseworkHQ before the cycle starts, and publish the dates.
2. Explain the authentication requirement early in the year.
3. Give feedback on the process, not on the text — see the table below. Feedback on CourseworkHQ is highlighting a phrase and commenting on it; a student’s text cannot be edited.
4. Record every stage, and keep earlier drafts — CourseworkHQ keeps every earlier version rather than overwriting it.
5. Note any concern in a sentence at the time it arises.
6. Sign the authentication only on evidence actually held; the report CourseworkHQ produces for each student gathers that evidence into one file. Where the final artefact does not resemble the staged work, raise it before signing.

This is supervision	This is direction
Asking what evidence supports a claim.	Supplying the evidence.
Pointing out that a section does not answer the question asked.	Rewriting the section so that it does.
Naming a part of the brief the student has not addressed.	Telling them, sentence by sentence, what to put there.
Saying a conclusion is not carried by the findings above it.	Writing a conclusion that is.
Correcting a misunderstood concept.	Correcting the text line by line.
Pointing at the referencing standard.	Compiling the reference list.

4. The student will

This section is written to be handed to students as it stands.

1. **Submit only your own work.** You will sign a declaration saying so, and your teacher will sign one too. Both of you are being asked to say something true.
2. **Hand up every stage on CourseworkHQ, on the date, finished or not.** A half-done stage is worth far more than a missing one: it gets you feedback while there is time to use it, and it becomes part of the record that proves the work is yours.
3. **Keep your own record** — drafts, notes, sources, dates. Everything you hand up on CourseworkHQ is dated and kept for you; your notes and sources are not, and you are required to keep them.
4. **Reference everything that is not yours:** books, articles, websites, videos, interviews, statistics, images, and anything generated by AI. Give enough detail that a reader could find it. Include the link and the date you read it for anything online.
5. **Declare every AI tool you used**, in full, even where the use itself was allowed — on CourseworkHQ that is the declaration attached to the stage. Undeclared use is malpractice on its own.
6. **Do not share your work, and do not take anyone else's.** Giving another student your work is malpractice by both of you, even if you were only trying to help.

5. Artificial intelligence

Declaring AI use is required by the SEC. What use is acceptable is a decision for the school; the position below is a default to adopt or amend, and it should be stated the same way by every teacher. On CourseworkHQ the declaration is attached to the stages where the teacher has switched it on.

- **Ordinarily acceptable, and still declarable:** explaining a concept the student did not understand; suggesting search terms or lines of enquiry, where the student then does the research; checking spelling and grammar in text the student wrote.
- **Not acceptable:** generating any text that appears in the work, however edited afterwards; generating the structure, argument, analysis or conclusions; producing data, quotations or references.

Adopted. Signed _____ Role _____ Date _____

Section 1 is drawn from the State Examinations Commission's Coursework Rules and Procedures — check the edition current for your examination year. Sections 2 to 5 are not SEC requirements; they are one school-level way of meeting them, offered to be argued with. Published free by CourseworkHQ, courseworkhq.ie. Yours to edit, rename and put your own name on: no attribution required, no permission needed.