

Policy on the Authentication of Senior Cycle Coursework

(In line with the State Examinations Commission Coursework Rules & Procedures
2025–2026)

1. Purpose of the Policy

This policy outlines the procedures and responsibilities for the **authentication of coursework** completed as part of State Examinations Commission (SEC) Senior Cycle assessment.

Its goals are:

- To ensure that all coursework submitted by candidates of **Coláiste Bhríde Carnew** is **authentic, original, and completed according to SEC rules**.
- To set out the roles of **candidates, teachers, and school management** in the authentication process.
- To describe the procedures to follow **when coursework cannot be authenticated**.
- To clarify the school's position on **externally completed coursework** and restrictions concerning **private tutors**, in line with the S.E.C. rules.

2. Roles & Responsibilities

2.1 Candidate (Student) Responsibilities

Students completing coursework in Coláiste Bhríde Carnew must:

1. Be familiar with **SEC Coursework Rules & Procedures 2025–2026** and all subject-specific coursework briefs.
2. Produce work that is fully **their own**, completed ethically and with integrity.
3. Complete coursework **under teacher supervision**, allowing for regular monitoring and review.
4. Maintain **drafts, notes, plans, logs, and other process work** to demonstrate the development of their work, over the time period allowed.
5. Properly **reference all sources**, including the use of AI-generated content, in line with SEC rules.
6. Sign the **SEC Form P.2** to confirm that the work submitted is entirely their own.
7. Understand that **any breach** of SEC coursework regulations may lead to penalties, including loss of marks for the coursework component, or withheld results.

2.2 Teacher Responsibilities

Teachers of Coláiste Bhríde Carnew will:

1. Adhere to the SEC **Coursework Rules & Procedures 2025–2026** and the specific coursework brief for their subject.
2. Provide clear instruction to candidates on the requirements, timelines, and authentication procedures.
3. Supervise and monitor coursework **on an ongoing basis**, ensuring they have sufficient evidence to authenticate the work.
4. Be objective in authenticating the coursework of candidates and ensure they are not coerced by others in conducting this process.
5. Ensure that no work is completed **after the official SEC completion date**.
6. Use their professional judgement to ensure that they are satisfied that candidate's coursework has been completed by the candidate themselves and can therefore authenticate it.
7. Sign **Form P.2**, confirming that the work submitted is, to the best of their professional judgement, the candidate's own.
8. Avoid giving excessive guidance or support that would compromise the authenticity of the candidate's work.
9. Where authentication is **not possible**, document concerns and complete **Form P.20 – Report of Inauthentic Coursework**, in consultation with school management.

2.3 School Management Responsibilities

School management at Coláiste Bhríde Carnew will:

1. Ensure all teachers, parents students are familiar with relevant SEC rules, forms, timelines, and procedures. These will be communicated to parents via the School App and to student year groups on Teams.
2. Provide for appropriate **schedules and structured class time** for coursework completion.
3. Ensure that there is a system in place within each subject department for coursework to be **secured and stored** appropriately, in line with SEC requirements.
4. Oversee the proper and timely completion and submission of **Form P.2** for each candidate.
5. Support teachers in cases where coursework cannot be authenticated and ensure **Form P.20** is processed correctly.
6. Communicate with the SEC as required and maintain documentation and records of all coursework authentication processes.

3. Procedure When Coursework Cannot Be Authenticated

If a teacher believes that coursework cannot be confidently authenticated, Coláiste Bhríde Carnew will follow this process:

1. **Teacher Review:**
 - The teacher documents specific concerns regarding authenticity (e.g., unusual changes in style, lack of drafts, inconsistent progress).
2. **Internal School Consultation:**
 - The teacher meets with school management to review supervision notes, drafts, logs, or other evidence.
3. **Meeting With Candidate:**
 - The candidate is informed of the concerns and given an opportunity to respond or clarify.
4. **Completion of Form P.20:**
 - If concerns remain, the teacher and school principal complete **SEC Form P.20 (Report of Inauthentic Coursework)**.
5. **Submission to SEC:**
 - The completed P.20 is submitted to the SEC in accordance with official procedures and deadlines.
 - Coursework may be withheld from assessment pending SEC decision.
6. **Record Keeping:**
 - All related documentation (notes, drafts, logs, correspondence) is retained securely by Coláiste Bhríde Carnew.

4. Students Studying a Subject Externally

Students taking a subject externally but presenting for examinations through **Coláiste Bhríde Carnew** must meet the following requirements:

1. Coursework may only be authenticated if it has been completed in a **recognised school or recognised SEC-approved centre**.
2. Students studying externally must ensure that the teacher in the recognised centre directly supervising the coursework can provide the required authentication.
3. All SEC authentication forms associated with external study must be completed **in full**, ensuring that regular monitoring and supervision took place.
4. Coláiste Bhríde Carnew will only accept externally completed coursework when **proper SEC authentication** has been completed by both:
 - The supervising teacher in the recognised centre
 - The principal of that recognised centre



5. Coursework Completed with Private Tutors

In compliance with SEC regulations:

1. **Coursework completed solely with a private tutor** or in any **non-recognised setting** cannot be authenticated by Coláiste Bhríde Carnew.
2. The school cannot authenticate coursework that was not completed under the **supervision of a teacher in a recognised school or approved centre**.
3. Students relying on private tutoring for a coursework subject must be informed that:
 - o Coursework **cannot** be accepted.
 - o Marks for the coursework component may be **forfeited** if proper authentication is not possible.

*Please refer to page 15 of the SEC's Coursework Rules and Procedures 2025/26
- Seven scenarios for coursework authentication

6. Integrity, AI Usage & Academic Misconduct

- All submitted work must be **authentic** and comply with SEC rules regarding plagiarism, AI usage, and referencing.
- Any unexplained or sudden changes in quality or style may trigger a review under the **inauthentic coursework** procedure.
- Unacknowledged AI-generated content is treated under SEC rules as **plagiarism**.

7. Communication & Staff Training

- At the beginning of each school year, or prior to coursework commencement, Coláiste Bhríde Carnew will:
 - o Brief staff on coursework rules and authentication processes.
 - o Provide students with clear guidance on expectations, timelines, and submission requirements.

8. Review of Policy

This policy will be reviewed **annually** or upon release of updated SEC Coursework Rules & Procedures.

Revisions will be approved by school management and communicated to staff and students.



**COLÁISTE
BHRÍDE**



Version number	1
Policy drafted by	Staff and SLT
Approved by the Board of Management	3.2.26
Sent to KWETB for verification	
Next review date	

Signed  _____
Chairperson of the Board of Management

Date 3.2.26

