

FSU-5.100 Confidentiality and management of examination and assessment materials

- (1) This regulation governs all examination and assessment instruments, including directly related developmental materials and workpapers that are prepared, prescribed or administered by a university.
- (2) All such documents are exempt from disclosure under section 119.07(1), Florida Statutes, and section 24(a), Article I, Florida Constitution, as provided in section 1008.23, Florida Statutes.
- (3) Access, maintenance and destruction of examination and assessment instruments and related developmental materials and workpapers shall, at a minimum, be protected and managed by the university as follows:
 - (a) Protecting the security and confidentiality of examination and assessment instruments from unauthorized access or disclosure.
 - (b) Maintaining the security of such instruments through encrypted electronic means or secure storage, as applicable.
 - (c) Requiring third-party contractors responsible for administering or proctoring examinations or assessments to comply with the university regulation.
 - (d) Destruction of obsolete examination and assessment instruments and related materials pursuant to records retention schedules applicable to state universities.
 - (e) Defining permissible access to, or authorized disclosure of, examination and assessment instruments to faculty, staff and students outside of the regular examination or testing process.

Authority: BOG Regulation 3.005, s. 1008.23 F.S., BOG 1.001(3) (j) and BOG Regulation Procedure History: New _____