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 __________