

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-5.0072 Examination and Assessment Instruments

- 1) All examination and assessment instruments, including developmental materials and workpapers directly related thereto, that are prepared, prescribed or administered by the University are confidential 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 and Board of Governors Regulation 3.005 Examination and Assessment Instruments.
- 2) Examination and assessment instruments that have been completed by a student are student records and subject to the disclosure restrictions in FPU-3.001 Confidentiality of Student Records and Applicant Records and the Family Educational Rights and Privacy Act of 1974, as amended, (“FERPA”).
- 3) This regulation governs the access, maintenance and destruction of examination and assessment instruments and related developmental materials and workpapers for all University academic units, testing centers, technology services, and online curriculum management systems.
 - a) The University protects the security and confidentiality of examination and assessment instruments from unauthorized access or disclosure through encrypted electronic means or secure storage.
 - b) Third-party contractors responsible for administering or proctoring examinations or assessments must comply with this regulation.
 - c) Examination and assessment instruments are maintained and destroyed in accordance with applicable General Records Schedules and University regulations, policies, and procedures.
 - d) Access to, or authorized disclosure of, examination and assessment instruments to faculty, staff, and students outside of the regular examination or testing process is generally not permitted. However, faculty, in their reasonable discretion or as otherwise directed by the Provost’s office, may share examination and assessment instruments with appropriate University personnel.

Authority: Section 7(d), art. IX, Fla. Const.; Section 1008.23, Florida Statutes. BOG Regulation 3.005 History: New June 14, 2023