Safeguards for Protecting Exams and Exam Materials

Per proposed UF Regulation 7.050, the UF Data Classification of exam and assessment instruments will change from Sensitive to Restricted[1]. This means additional policy requirements and security controls will apply to these materials that may require changes in technology or handling to comply.

Faculty will be responsible for ensuring that they only use UF technology that has been risk assessed as appropriate for use with Restricted Data. The UF Fast Path Solutions[2] list contains many software products and services that have been pre-assessed, with notes of which data types they appropriate for, and any required usage limitations. In general, most UF Enterprise IT services are appropriate for use with assessment instruments, and faculty will just need to be careful to limit use to those solutions.

For instance, the following pre-assessed solutions are acceptable for exam instruments:

- o UF Canvas
- o Examsoft
- o UF Office 365 (Outlook, OneDrive, Teams, etc)
- o UF Dropbox
- o UF Google Suite
- o Share drives hosted by UFIT

Faculty will need to submit a risk assessment[3] through the UF IRM system before using any other software, service, or technology – including exam content or administration services provided by a third-party.

These information security controls do not address additional measures that will also be needed to ensure security and confidentiality of physical (e.g., paper) assessment instruments, or procedures to ensure proper destruction of obsolete assessment instruments.

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[1] UF Data Classification Policy:
    https://it.ufl.edu/it-policies/information-security/data-classification-policy/
UF Data Classification Guidelines:
https://it.ufl.edu/it-policies/information-security/related-standards-and-documents/data-classification-guidelines/
[2] https://irm.ufl.edu/fast-path-solutions/
[3] https://security.ufl.edu/resources/risk-assessment/