

As noted in the March 23, 2023, [UF Administrative Memo](#), the UF Board of Trustees approved [UF Regulation 7.050](#) in response to recently enacted [Florida Statute 1008.23](#) and [Florida Board of Governors Regulation 3.005](#). The overarching purpose of this UF regulation is to ensure security and confidentiality of examinations and assessment instruments, as defined as follows:

*Formal instruments (class exams and quizzes, qualifying exams, etc.) prepared by faculty to measure student learning within individual classes or after a series of classes. Exams and assessments that fall under BOG Regulation 3.005 and UF Regulation 7.050 are those determined by the faculty instructor or the University as needing protection and confidentiality. These items must be safeguarded as described below and shall not be shared or made public in any fashion.*

Translating this UF regulation to course management practices, all examination and assessment instruments must be protected and safeguarded by University faculty and staff. Accordingly, the University has reclassified all examination and assessment instruments as "[Restricted Data](#)." Moreover, UF and BOG regulations require examination and assessment instruments to be protected by encryption or other secure storage mechanisms to prevent unauthorized access. University faculty and staff are therefore responsible for using the appropriate University-provided tools and technology—such as those noted as appropriate for Restricted Data in the IRM Fast Path list—or have otherwise been approved by UFIT as acceptable for storing Restricted Data. Additionally, any third-party vendor having access to Restricted Data—including examinations and assessment instruments—must first be assessed positively through the Integrated Risk Management (IRM) process to verify security and compliance with UF Regulation 7.050.

Lastly, UF faculty, instructors, and staff are responsible for retaining examination and assessment instruments according to [UF's record retention schedules found here: <https://records.uflib.ufl.edu/record-retention/>](#).

Should you have any questions about appropriate technology and tools, or how to engage with the IRM process to assess additional tools, please contact your college or department IT staff.