

## Proctoring Procedure

### Grove City Community Library

The Grove City Community Library offers proctoring service for students depending on the availability of the qualified library staff. Proctored exams must be scheduled prior to sending the exam. All tests must be e-mailed or mailed to the library. Proctored exams will be scheduled at the convenience of the library staff (i.e. days when qualified staff is available). There is a \$20.00 charge per proctored exam. The student must pay prior to taking the exam via cash, credit, or check made payable to Grove City Community Library.

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