

# PROCTORING GUIDELINES

## Bedford Free Library

32 Village Green, Bedford NY 10506

### Contacts:

Ann Cloonan or Margaret Scott

### Guidelines:

- Provide your institution with the Library's contact information
- Schedule the date and time of the test at the Library
  - mornings preferable
  - Saturdays and evenings are not available
- Bring all necessary materials to the test (calculator, pencils etc)
- Provide a prepaid envelope if required
- No fee for this service

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## **Bedford Free Library**

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Bedford, NY 10506