



# Candidate Information Booklet

Effective January 2013

PEARSON

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# Introduction

The Candidate Information Booklet (CIB) contains instructions for taking the *Miller Analogies Test*<sup>™</sup> (MAT), as well as an explanation about what happens after you have taken the test. A printable version of this CIB can also be found at the MAT website:

**[www.MillerAnalogies.com](http://www.MillerAnalogies.com)**

## Important Notice to Candidates

While every effort has been made to ensure that information provided in the CIB is accurate and up-to-date, it is strongly recommended that candidates go to the MAT website to make certain they have the most current information. Any updates to the MAT policies and procedures will be posted on the MAT website, which is the definitive MAT information source.

It is critical that you strictly adhere to all MAT procedures and deadlines. By taking the MAT, you are agreeing to adhere to all the policies and procedures described in the most recent version of the CIB and stated on the MAT website.

**The most current MAT information is available at [www.MillerAnalogies.com](http://www.MillerAnalogies.com).**

# About the *Miller Analogies Test*

The *Miller Analogies Test* (MAT) is a high-level test of analytical ability that requires solving problems stated as analogies. The MAT consists of 120 partial analogies that you have 60 minutes to complete. The test measures your ability to recognize relationships between ideas, your fluency in the English language, and your general knowledge of the humanities, natural sciences, mathematics, and social sciences.

## Test Contents

The MAT is composed entirely of analogy items. An analogy is a statement suggesting that two terms are related to each other in the same way that two other terms are related to each other. The MAT analogy items are presented in an equation format as “Term A : Term B :: Term C : Term D.” This can be read as either “Term A is related to Term B in the same way that Term C is related to Term D” or as “Term A is related to Term C in the same way as Term B is related to Term D.”

Of the 120 MAT items, your responses to 100 of these items will count toward your score. The other 20 are experimental items that are being tested for future use on MAT test forms and will not affect your score. You will not know which items are experimental and which count toward your score, so it is very important that you do your best on all the items on the test.

Each MAT analogy item addresses two objectives: a specific type of analogical relationship and a specific subject matter or content area. The percentage of MAT items meeting each objective varies somewhat from test form to test form.

## Relationship Types Included in MAT Items

Relationship	Description
Semantic	Meaning, definition, synonym, antonym, contrast, degree, intensity, word parts, expressions
Classification	Hierarchy, classification, category, membership, whole/part
Association	Object/characteristic, order, sequence, transformation, agent/object, creator/creation, function, purpose
Logical/Mathematical	Mathematical equivalence, letter or sound patterns

## Content Areas Included in MAT Items

Content Area	Description
General	Culture, work, business, life experience
Humanities	History, fine art, literature, philosophy, religion, music
Mathematics	Numerical, quantitative, computation
Language	Vocabulary, word meanings, grammar, usage
Natural Sciences	Biology, chemistry, physics, ecology, astronomy
Social Sciences	Psychology, sociology, economics, political science, anthropology

## Test-Taking Strategies

### General Suggestions for Taking the MAT

The MAT involves general and academic knowledge and analytical skills acquired over years of study and learning, so cramming will not help much. Instead, familiarize yourself with the structure of the MAT by reviewing the content descriptions and sample items available in the MAT Study Guide at [www.MillerAnalogies.com](http://www.MillerAnalogies.com) (under “Preparing for the MAT”).

Work quickly but carefully, not dwelling on items that are unfamiliar or seem too difficult. Skip the items that are most difficult and return to them as time allows. Points are not deducted for incorrect responses. If you are not sure which answer choice is correct for an item, eliminate as many options as you can first. If you have doubts about an answer to an item, change your choice only if you have a valid reason.

When taking the test, be physically and mentally prepared—well rested, fed, and comfortably dressed.

### Specific Strategies for Solving MAT Analogies

For each MAT analogy, read each of the three given terms carefully. Then determine the relationships between the two possible pairs among the three given terms. Without looking at the answer options, think of a fourth term that would complete an analogy along with the three given terms. You may be able to identify more than one possible analogy that would include the three given terms. Finally, examine the answer options, and select the option that most closely resembles your idea of a term that would complete the analogy.

Regardless of how the terms in a MAT analogy are presented, there is only one valid and logical relationship that exists between each pair of terms.

For more detailed information about solving MAT analogies, and for examples of each type of analogy, go to the MAT Study Guide on [www.MillerAnalogies.com](http://www.MillerAnalogies.com).

### Online Practice Tests

The Practice Tests, available at [www.MillerAnalogies.com](http://www.MillerAnalogies.com), are designed to familiarize you with the types of items and the specific content areas that you will encounter on the MAT. Go to the website for more information about preparing for the MAT.

# Taking the *Miller Analogies Test*

## Registering at a Controlled Testing Center

Currently, more than 500 Controlled Testing Centers (CTCs) in the United States, Canada, and overseas administer the MAT. The locations and phone numbers of all the current CTCs are listed on the MAT website under “Find a MAT Testing Center.”

Each CTC determines its own testing fees and schedules. Be mindful of your admission deadlines when applying to take the MAT, and be sure to allow enough time for the schools you select to receive your scores.

Once you determine where you wish to take the MAT, contact that CTC directly for all pertinent testing information, including:

- Testing fees
- Testing schedules
- Registration procedures
- Test administration procedures

All versions of the MAT are now in computer-based test (CBT) format, which allows candidates to receive a Preliminary Score Report immediately upon completing the test.

If you are unable to reach a CTC at the number listed on the MAT website, contact MAT Customer Relations for assistance (see “MAT Customer Relations”).

If you live more than 100 miles from a CTC, you may request to take the MAT at an Alternative Testing Site (see “Requesting Optional Services”).

## Controlled Testing Center Guidelines and Procedures

### Test Day Procedures

When you report to the CTC to take the MAT, you must abide by the following procedures:

- **Arrive on time**  
Latecomers who arrive after testing begins will not be admitted.
- **Follow directions**  
Listen carefully to all the instructions given by the Test Administrator and completely follow all the directions and regulations required by Pearson.
- **Provide your Social Security number (American) or Social Insurance number (Canadian) if you have one**  
Failure to provide this number (if you have one) can delay the processing of your scores, cause difficulties for institutions receiving your scores, and also result in the incomplete reporting of previous test scores.

- **Provide your signature**

Before taking the MAT, you will be required to check a signature box that serves the same purpose as signing your name.

- **Ask questions before the MAT begins**

You will not be allowed to ask questions after testing has begun.

Be aware that no one will be permitted to leave the testing room until the scheduled end of the test (except in the case of an approved special accommodation or medical or other emergency).

## **Necessary Materials**

On the day of testing, you must have the following materials or you will *not* be able to take the MAT and your Test Fee will not be refunded.

### **Two Forms of Identification**

You must present two valid (i.e., unexpired) forms of identification (ID). Your primary form of ID must be government-issued and contain both your photograph and your signature. The second form of ID is not required to have your photograph or signature.

Acceptable primary forms of ID (government-issued with photograph and signature) include:

- Driver's license
- Government-issued identification card or passport

Acceptable secondary forms of ID (photograph and signature not required) include:

- Credit card
- Library card
- Utility bill with your name and address appearing exactly the same as on your primary form of ID

Any candidate providing false identification or misrepresenting his or her identity at any time will be dismissed from the testing room and have his or her MAT scores cancelled. Pearson may consider further legal action in such cases.

Also, be aware that admittance to the CTC does *not* guarantee the acceptability of your forms of identification or that your MAT scores will be processed. All reported cases of questionable identification are subject to review and approval by Pearson.

*Pearson strongly recommends that you bring several forms of ID with you, in case a Test Administrator questions one of them.*



## Recipient School Addresses

You may bring a piece of paper that has the addresses of any schools you wish to receive Official Transcripts if you believe they are not listed in the MAT School Codes.

The CTC staff will need to inspect any paper you bring into the testing room, so be sure to inform them prior to taking the test; otherwise, your scores may be invalidated. A Proctor will collect your piece of paper with recipient school addresses once you have completed the demographics section.

## Disallowed Materials

While taking the MAT, you are not allowed to have anything with you during testing. *If you are found to have violated this policy in any way, your MAT scores will be cancelled.*

You may not have any reference materials or electronic devices with you while you are taking the MAT, including:

- Books (reference or otherwise)
- Papers and/or notes
- Rulers
- Any electronic devices, including:
  - Calculators (including watch calculators)
  - Cameras
  - Cell phones
  - Headphones
  - Pagers
  - PDAs
  - Recording devices

Also, you are not allowed to have the following items in the testing room while taking the MAT:

- Any writing instruments other than pencils to use with scratch paper (scratch paper will be provided).
- Any food or beverages
- A hat with a bill or brim

If you need to wear such a hat for religious or medical reasons, you must submit an Accommodations Request Form (see “Accommodations for Candidates With Disabilities”).

- Purses, backpacks, briefcases, etc.

Neither Pearson, its affiliated companies, agents, contractors, nor the CTCs assume responsibility for the theft, loss, or damage to any prohibited electronic device or other personal property brought into the exam room.

## Testing Room Guidelines

Visitors are not allowed in the testing room and talking is not allowed during testing. Any candidate who gives or receives assistance during the test will be required to immediately leave the testing room.

Pearson reserves the right to cancel any MAT test score if an irregularity occurs that results in a faulty test administration, such as a disruption, cheating, or compromise of the time limits established for the test.

Pearson also reserves the right to take any action necessary for a candidate's failure to comply with the test administration regulations or with a Test Administrator's directions, including (but not limited to) cancelling your MAT scores and/or barring you from future testing. If your MAT scores are cancelled because of your failure to comply with Pearson's testing policies, your scores will not be reported and your fees will not be refunded (see "Score Cancellations").

## Raising Concerns

If you have any concerns or questions about the manner in which the CTC, its Administrators, or its Proctors administered the exam, please email Pearson (see "MAT Customer Relations"). Your correspondence should include a thorough description of any incident, including the date, type of incident, names of individuals involved, and your contact information so Pearson may follow up with you if needed. *Any email must be received no later than 14 days following the test date.* Please allow three to four weeks from the receipt of your email for a response.

# Scoring and Score Reporting

## Specifying Score Recipients

Your initial Test Fee includes the following:

- One Official Score Report

This report is for your personal use (see “Your Official Score Report”).

- Three Official Transcripts

For up to three Official Transcripts to be mailed at no additional fee, the score recipients must be designated at the time of testing. However, you are not required to designate three schools, or any schools, when you take the MAT. These reports are sent to score recipients specified when you take the MAT. (Score recipients are those schools and other institutions that you designate to receive your MAT score.)

If you plan to have your scores sent to an institution other than a North American postgraduate institution or have reason to believe that your institution may not be included in the list of codes, make sure you have the complete mailing address and department of that score recipient (often found on your graduate-school application) with you when you report to take the MAT. You will be able to specify the mailing information for this institution on the day of testing. An incomplete address will cause your request to be deleted.

When you specify the score recipients, keep a record of the institutions you choose in case there is a problem in the mailing or handling of your request (see “Requesting Optional Services”).

You will need to pay an additional Transcript Fee:

- If you want Official Transcripts sent to additional score recipients at a later time after you have taken the MAT
- If you indicate a school code incorrectly at the time of the test and you want an Official Transcript sent to the correct score recipient

*Under no circumstances will you be able to delete a recipient school code indicated at the time of testing after the examination has been completed.*

For more information about requesting additional Official Transcripts and the Transcript Fee, see “Requesting Optional Services.”

## How Your Test Is Scored

Your answers to the items on the MAT are scored electronically, and the data are stored on computer files from which Official Score Reports and Official Transcripts are generated. Pearson understands the importance of your test results and uses computerized and manual quality control procedures, both during and after the scoring process, to ensure the accuracy of scores.

The information on your Official Score Report is the only information available to you about your results. Because of the need to maintain test security, Pearson does not provide a list of the questions you answered incorrectly or correctly.

## The No Score Option

Should you decide while taking the MAT that you do not want the score you earn reported to anyone, you will be able to request that your test not be scored by clicking the Do Not Process This Score button.

If you choose the No Score Option, your score will not be reported to any score recipients, and there will be no reportable record of your having taken the MAT. You will be sent a blank Official Score Report.

*The No Score Option request is irrevocable, and the fees you paid will not be refunded. Any later request to score your test and report your scores will not be honored.*

## The MAT Scores

Your Official Score Report will provide you with the scaled score and percentile ranks you earned on the MAT. Your scaled score and percentile ranks are derived from your raw score—the number of items you answered correctly. Because there are multiple test forms of the MAT (each with a unique set of items) there may be slight variations in the level of difficulty between the MAT tests.

For this reason, a given raw score for two different test forms may not always have precisely the same meaning. To compensate for these slight variations, Pearson converts all MAT examinees' raw scores to scores on a common scale (scaled scores) based on the performance of the current norm group. The norm group consists of examinees who took the MAT for the first time from January 1, 2008, to December 31, 2011.

This reporting method makes it possible to compare the MAT scaled scores of one test form to another. The MAT scaled scores currently range from 200 to 600 with a mean (average) of approximately 400. The percentile ranks on your Official Score Report indicate the percentage of examinees in the norm group who received a scaled score lower than yours. Percentile ranks range from 1 to 99.

There is no passing scaled score or percentile rank established or recommended by Pearson for the MAT. Score recipient schools and institutions have their own standards, and these standards vary. A score interpreted as acceptable by one institution may be seen as unacceptable by another. In addition, the weight that schools place on MAT scores varies from institution to institution. A MAT score is only one of a number of factors used to select candidates for admission to graduate school programs. For more information on MAT scores, see [www.MillerAnalogies.com](http://www.MillerAnalogies.com) under "Scoring FAQs."

## Your Official Score Report

After taking the MAT, all candidates will receive an Official Score Report with MAT scores and a list of recipient schools indicated at the time the test was taken. This will be mailed to you approximately 10 to 15 business days from the date that you take the test. See Figure 1 for an example of an Official Score Report that is similar to the one you will receive.

The high volume of mail during holiday seasons may delay the delivery of Official Score Reports during that time of year. Pearson is not responsible for delayed, lost, or misdirected mail. Pearson is not responsible for any claims or damages resulting from the delayed transmission of test

scores for any reason whatsoever. Under no circumstances will scores be reported over the phone, emailed, or faxed.

Upon completion of the MAT CBT, you will receive a Preliminary Score Report. The scores displayed on this report are still pending verification by Pearson and therefore the Preliminary Score Report is not official and cannot be presented to schools as a substitute for an Official Transcript. Examinees are never sent Official Transcripts.

*The Official Score Report is for your information only and cannot be used as a substitute for an Official Transcript.*

<b>PEARSON</b>	<b>OFFICIAL SCORE REPORT MILLER ANALOGIES TEST</b>	<b>MAT™ MILLER ANALOGIES TEST</b>
Pearson 19500 Bulverde Road San Antonio, TX 78259		
	Scaled Score: 410 Percentile for Intended Major: 71 Percentile for Total Group: 70	Official Transcripts sent to the following schools: University of Sample City Sample State University Sample State College—School of Education
Information about this Score Report is located in the MAT Candidate Information Booklet and at <a href="http://www.milleranalogies.com">www.milleranalogies.com</a> . Pearson does not provide a Scaled Score to Raw Score conversion.		Test Date: 01/10/2013 Test Attempts: 2
JANE A. EXAMPLE		Scaled Score = Standardized score based on items answered correctly and test form difficulty. Percentile Rank = % of examinees from the current norm group earning lower than a given score.
<b>THIS IS NOT AN OFFICIAL TRANSCRIPT</b>		
<small>Scores based on normative data copyright © 2012 by NCS Pearson, Inc. All rights reserved.</small>		

**Figure 1** Sample Official Score Report

## Personal Information

Your name is listed on your Official Score Report exactly as you indicated when you took the MAT.

## Scaled Score

The scaled scores for the MAT are based on the number of test items answered correctly (see “The MAT Scores”). In Figure 1, the examinee’s scaled score is 410.

## Percentile for Intended Major

A percentile rank indicates the percentage of the norm group that received a scaled score lower than a given score. Percentile ranks are calculated separately for examinees from each intended major field. In Figure 1, a percentile of 71 is listed for the intended major. This indicates that the examinee received a MAT scaled score that was higher than 71% of the examinees from the norm group who indicated the same intended major.

## Percentile for Total Group

The total group percentile ranks an examinee's performance relative to the entire MAT norm group. In Figure 1, a percentile for total group of 70 indicates that the examinee received a MAT scaled score higher than 70% of all the examinees that comprised the norm group.

## Transcript Recipients

The schools and other institutions that you designated to receive your Official Transcripts are listed. In Figure 1, the examinee had scores sent to the University of Sample City, Sample State University, and Sample State College–School of Education.

## Test Date and Test Attempts

The date on which you took the MAT and the number of times you have taken the test in the last five years are listed. In Figure 1, the examinee took the MAT for the second time on January 10, 2013.

## Official Transcripts

All Official Transcripts will be sent directly from Pearson to each recipient school requested. It is your responsibility to make sure that the recipient schools have received your Official Transcripts.

The Official Transcripts list all the information that appears on your Official Score Report, except for the names of other institutions that will receive your test scores. The Official Transcripts also include all MAT scores you earned during the previous five years (unless you selected the Do Not Process This Score button at the time of testing).

## Ongoing Research

Pearson periodically uses MAT data for research purposes, such as investigating trends and creating new MAT test forms. It is possible that your MAT demographic and score information will be used for research purposes. By taking the MAT, you give permission for Pearson to use your demographic and score information for research purposes.

# Score Cancellations

Pearson is responsible for reporting scores that accurately reflect the performance of examinees. For this reason, Pearson adheres to a set of test administration and test security standards that requires the review of all MAT scores and administrative conditions.

The admission of an examinee to a MAT testing session or an examinee's completion of the test does not guarantee that the test results will be scored and reported. Pearson reserves the right to cancel any scores for any reason if they are believed to have been obtained in a questionable manner.

The cancellation of an examinee's MAT scores as a result of the policies described in this section in no way suggests that cheating or any other inappropriate action has occurred. A score invalidation is a technicality that may be an inconvenience for both the examinee and Pearson, but it is necessary in order to maintain the integrity of the test and to ensure that MAT scores are as accurate and as reflective of each examinee's ability as possible.

Regardless of the reason for a score cancellation, the affected examinee is notified on the Official Score Report that his or her most recent MAT score has been cancelled. All score cancellations are held in strict confidence, with the reason for the cancellation disclosed only to the examinee. An examinee whose scores are cancelled may apply to take the MAT again, and all applicable fees must be paid. Any such request to take the MAT again will be evaluated by Pearson with consideration of the reason the score was cancelled (see "Score Cancellation Appeals Process" or "Scoring and Score Reporting" for more information).

## Possible Reasons for Score Cancellations

Pearson may cancel MAT scores for any of the following reasons:

- MAT form repetition
- Group or individual testing irregularity
- Questionable item responses or unusual answer patterns
- Questionable score gain

### MAT Form Repetition

If an examinee took the same form of the MAT more than once within a 12-month period, his or her test score will be voided and the Test Fees will not be refunded. If a form repetition violation is not discovered until after scores have been sent out, Pearson will invalidate those scores and notify the examinee and any score recipients of the invalidation.

## Group or Individual Testing Irregularity

Testing irregularities are problems that occur during a test administration. These irregularities include, but are not limited to, the following:

- Computer problems during testing
- A disturbance (such as talking during testing, a cell phone ringing during testing, or any other action deemed disruptive by CTC staff)
- Disruptions to a test administration (such as a power loss or a natural disaster)
- Failure to comply with test administration regulations or with directions given by the Test Administrator or Proctor
- Having prohibited materials in the testing room
- Inappropriate seating or timing
- Misconduct
- Misrepresentation of identity
- Receiving or providing assistance of any kind during the test
- Unauthorized access to test contents

Violating any other test administration policies established by Pearson, as described in this Candidate Information Booklet or on the MAT website, could also result in score cancellation.

When a testing irregularity occurs, Pearson will examine the situation and determine whether corrective action is warranted, including cancellation of scores. If Pearson offers a retest and the examinee chooses that option, the examinee must retake the entire examination in order to produce a valid score. These are the only options available to examinees affected by a testing irregularity.

## Questionable Item Responses or Unusual Answer Patterns

An examinee's scores may be cancelled for any of the following reasons:

- An examinee answered too few test items to obtain a legitimate score.
- An examinee chose a disproportionate amount of one answer option compared to the other options (for example, chose mostly "A" responses).
- Two examinees who took the MAT at the same CTC have unusual similarities in responses.

Pearson will examine each situation and, at its sole discretion, will determine what corrective action is warranted. When Pearson decides to cancel test scores for reasons of questionable item responses or unusual answer patterns, the examinee is notified on his or her Official Score Report. The examinee can appeal the decisions (see "Score Cancellation Appeals Process").



## Questionable Score Gain

An examinee's MAT test results will be cancelled if both the scaled score and Total Group percentile rank earned on the most recent MAT form are 50 points or greater than the highest scaled score and Total Group percentile rank reported on a MAT form taken within the previous 12 months (not including test events where the No Score Option was chosen or other score invalidation occurred).

The affected examinee will be notified of the score cancellation on his or her Official Score Report, and he or she can appeal the decision (see "Score Cancellation Appeals Process"). After an appeal, Pearson may offer the examinee a free retest. If the examinee chooses to retake the MAT, the examinee must take the free retest within 30 days of the date that it is offered.

If, on the free retest, the examinee's scores are within 25 scaled score and 13 percentile rank points above or below the scores earned on the invalidated test, the scores on the free retest will be released and reported. If the scores are not within those parameters, no scores will be released or reported. Under no circumstances will scores from the invalidated test ever be reported.

## Score Cancellation Appeals Process

An appeal is not allowed for an examinee whose scores are cancelled due to a group or individual testing irregularity. An examinee whose MAT scores have been cancelled due to questionable item responses, unusual answer patterns, or a questionable score gain may contact MAT Customer Relations within 60 days of the MAT test date in question to discuss the available options (see "MAT Customer Relations").

If, after contacting MAT Customer Relations, the examinee is offered the option to submit an explanation, he or she will have 30 days from the time of the offer to respond. If the examinee chooses to appeal the score cancellation, the examinee must submit documentation (via email, mail, or fax) as evidence to support the legitimacy of the scores within 30 days of the date that Pearson offers this option.

The documentation submitted will be reviewed by Pearson within 30 days of the time the appeal is received, and the examinee will be notified regarding a determination.

If the appeal is accepted, Pearson will notify the examinee and release the appropriate scores depending on the reason for the invalidation.

If the appeal is denied, Pearson will notify the examinee that the scores will remain cancelled. Depending on the individual case, Pearson may offer other options to the examinee.

If the examinee takes no action at all within 60 days of the test date in question or fails to submit documentation to support an appeal within 30 days of being offered this opportunity, the MAT scores will remain cancelled, and no further options will be offered to the examinee.

# Fees and Optional Services

## Test Fee

You will pay the fee for taking the MAT directly to the CTC where you take the MAT. The MAT Test Fee varies from CTC to CTC. When you apply to take the MAT, the CTC will tell you what its Test Fee is and how to pay it. This Test Fee covers one Official Score Report that will be provided to you, and up to three Official Transcripts that will be sent to schools you specify when you take the MAT (see “Scoring and Score Reporting”). Anytime you test, including a retest, you must pay all appropriate fees.

## Optional Fees

Any additional services that you would like beyond the Official Score Report and the three Official Transcripts are optional and require additional fees. You must pay any additional fees directly to Pearson. Payment *must* be in the form of a money order payable to Pearson and *must* display your name. If you are paying from outside the United States, you *must* submit an international money order payable in U.S. dollars. If personal checks or cash are sent as payment for fees, your request will *not* be processed.

The following fees are required for additional services:

- **Alternative Testing Site Fee**—\$149.00
- **Transcript Fee**—\$25.00 per transcript
- **Score Verification Fee**—\$35.00

All MAT fees are subject to change without notice; see [www.MillerAnalogies.com](http://www.MillerAnalogies.com) for the most current information. All fees are nonrefundable unless stated otherwise in “Requesting Optional Services.”

Send additional fee payments and requests for optional services listed above to Pearson at the address listed on the Optional Services Request Form available at the MAT website ([www.MillerAnalogies.com](http://www.MillerAnalogies.com)).

- **Online Practice Test Fee**—See [www.MillerAnalogies.com](http://www.MillerAnalogies.com) for fee payable online.  
See “Online Practice Tests.”

## Requesting Optional Services

Make requests for optional services by submitting the Optional Services Request Form, available at [www.MillerAnalogies.com](http://www.MillerAnalogies.com) under “Fees and Optional Services.” Send the completed form to the address listed on the form.

Certain requests may require additional information or communication depending on the service. For any questions regarding requesting optional services that cannot be answered by the information on the MAT website under “Fees and Optional Services” or this Candidate Information Booklet, contact MAT Customer Relations (see “MAT Customer Relations”).

## Requesting an Alternative Testing Site

If you live more than 100 miles from a CTC, you may request to take the MAT at an Alternative Testing Site. It is your responsibility to locate a test site and make arrangements, including finding an Alternative Test Administrator, for the MAT to be administered to you.

A MAT Alternative Test Administrator for an Alternative Testing Site must have at least a bachelor’s degree, but preferably a master’s or doctorate, and experience administering a standardized test. This could be a private individual or a person who holds one of the following positions:

- A faculty member or administrator at a university, college, or school
- A U.S. Embassy administrator or consulate
- A Dantes TCO

You must also notify the Alternative Test Administrator with whom you arrange to take the MAT that he or she must send a letter or email to Pearson that includes the following information:

- An agreement to administer the MAT to you (by name)
- A brief resume stating the Alternative Test Administrator’s educational background and any standardized tests the Alternative Test Administrator has administered
- A street address to which the testing materials can be sent
- A telephone number, email address, and fax number where the Alternative Test Administrator can be reached in case Pearson has questions regarding the information provided
- The tentative date on which the test is to be administered

After making arrangements with an Alternative Test Administrator, you must submit the Optional Services Request Form and the Alternative Testing Site Fee to Pearson.

Once Pearson has received the completed Optional Services Request Form and fee from you and the letter or email from the Alternative Test Administrator, your request will be reviewed for approval. You will be notified whether the request is approved within ten business days. Also, the testing materials will be made available to the Alternative Test Administrator only after the approval is received. You should stay in touch with the Alternative Test Administrator so you can take the MAT as soon as possible after the materials are received. The Alternative Test Administrator is only allowed to keep the testing materials for a limited time before returning them to Pearson.

Alternative Testing Sites may charge an additional fee to cover the expenses involved in administering the MAT. This fee is paid directly to your Alternative Test Administrator and is in addition to the Alternative Testing Fee that you pay to Pearson.

## **Requesting Additional Official Score Reports and Official Transcripts**

### **Additional Official Score Reports**

If you originally provided your correct address information but have not received your Official Score Report six weeks after the date you tested or if you receive a damaged Official Score Report, Pearson will replace it at no cost to you. The replacement Official Score Report will not list any score recipients.

The Optional Services Request Form is available at [www.MillerAnalogies.com](http://www.MillerAnalogies.com) under “Fees and Optional Services.” Written requests for a replacement Official Score Report must be received by Pearson no later than eight weeks after your test date. Any requests for replacement Official Score Reports received more than eight weeks after your test date must include the Transcript Fee for each replacement Official Score Report requested. Only the most recent MAT score earned within the previous five years will be reported on an Official Score Report.

### **Additional Official Transcripts**

For MAT tests taken within the last five years, you may have Official Transcripts of your MAT scores sent to additional score recipients. Scores more than five years old will not be reported nor will results for any test for which you selected the No Score Option at the time of testing.

For additional reports, download the Optional Services Request Form from [www.MillerAnalogies.com](http://www.MillerAnalogies.com) under “Fees and Optional Services.” A list of recipient schools is available at the MAT website. Only requests submitted in writing will be accepted; phone requests cannot be accepted because the payment must accompany the request by mail.

Approximately 10 to 15 business days after receiving your request, Pearson will send by first-class mail an Official Transcript to your designated score recipient.

You are eligible to receive a replacement Official Transcript, at no cost to you, if a score recipient to which you had an Official Transcript sent has not received it 7 weeks after the date you tested as long as you specified the proper recipient school code and the correct address information.

Email your request to MAT Customer Relations no later than 10 weeks after the test date. Requests received after 10 weeks must be sent with the appropriate fees (see “Fees and Optional Services”).

*Pearson is not responsible for delayed, lost, or misdirected mail, and is not responsible for any claims or damages resulting from the delayed transmission of test scores for any reason whatsoever.*

## **Requesting Your Score Be Verified**

After you receive your Official Score Report, you may request that your score be verified by manually checking your item responses and recalculating your score. The scoring methods used by Pearson are highly reliable and accurate, and rarely does rescoring produce a change in a score. However, in the event that rescoring results in a change to your score, you will be reimbursed for the Score Verification Fee payment, you will receive a corrected Official Score Report, and corrected Official Transcripts will be sent to any institutions you had requested.

Requests must be received within 60 days of your test date. If received 60 days or more after your test date, the request for score verification will not be processed and your payment will be returned to you.

# Accommodations for Candidates With Disabilities

Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special testing arrangements. If your needs are such that you will require extra time or assistance to take the MAT, you will be given a nonstandard administration.

There is no additional charge for special accommodations for candidates with disabilities.

Most CTCs are able to administer the MAT to candidates requiring special accommodations. To ensure accommodations can be met, it is important that you notify your chosen CTC of your needs several weeks before your desired test date.

## Providing Documentation

Please refer to [www.MillerAnalogies.com](http://www.MillerAnalogies.com) under “Disability Accommodations” to access a printable Accommodations Request Form. If you have any questions about requesting an accommodation after reviewing the MAT website, email or call MAT Customer Relations (see “MAT Customer Relations”).

## Additional Documentation

Additional documentation may be required if a candidate does not provide sufficient documentation or requests changes to accommodations initially requested. In order to process a request for an accommodation, the additional information must be received by the CTC at least six weeks before the desired examination date.

## Retaking the MAT With Accommodations

If you receive special accommodations for a MAT administration and then wish to retake the MAT with the same accommodations within one year, you will need to submit a new Accommodations Request Form but will not need to provide the supporting documentation a second time. *However, you must contact MAT Customer Relations to confirm that your original documentation is still current and on file.*

## Appeal of Decisions

If a candidate’s requested accommodations are denied or modified and he or she wishes to appeal this determination, the candidate may do so by contacting Pearson’s ADA Coordinator in writing at MAT Customer Relations, 19500 Bulverde Road, San Antonio, Texas 78259, and requesting an appeal of Pearson’s decision within seven business days of the receipt of the decision. Within 12 business days of Pearson’s receipt of the candidate’s notice of appeal, Pearson’s ADA Coordinator, General Counsel, and any experts and consultants that Pearson may deem appropriate and necessary, will hear the appeal and you will be notified of the decision.

# MAT Customer Relations

Due to privacy and confidentiality issues, under no circumstance will *Miller Analogies Test* (MAT) Customer Relations communicate personal candidate information to anyone other than the candidate who is registered to take the MAT.

The definitive source for information about the MAT is:

**[www.MillerAnalogies.com](http://www.MillerAnalogies.com)**

Please refer to [www.MillerAnalogies.com](http://www.MillerAnalogies.com) for the most current information about MAT policies and procedures, and for answers to frequently asked questions about the test, including:

- Registering for the MAT
- Taking the MAT
- Requesting MAT transcripts
- Interpreting MAT scores

If you are unable to find the answer to your specific question, email MAT Customer Relations at:

**[MATScoring.Services@Pearson.com](mailto:MATScoring.Services@Pearson.com)**

Include as much information as possible in your email, including:

- Your full name
- The last four digits of your Social Security number (or Social Insurance number)  
*For security purposes, please do not email your full number.*
- Where and when you took the MAT (if applicable)
- The name and code of your designated score recipients (if applicable)
- A full description of your question or problem

MAT Customer Relations is also available Monday–Friday, 8:30 a.m.–5:00 p.m. Central Time by:

- Phone: 1-800-622-3231 or 210-339-8710
- Fax: 1-800-727-0811, 1-888-211-8276, or 210-339-8711

Please help maintain the security of the MAT test items. Contact MAT Customer Relations if you become aware of any Internet activity that you believe may compromise the security of MAT test items (e.g., discussion of items in chat rooms or blogs), so that Pearson can investigate and take any necessary action to maintain the integrity of the test.

## Contact Considerations

MAT Customer Relations can provide you with general information about the MAT. Specific questions regarding test fees and dates should be referred to individual CTCs (see “Registering at a Controlled Testing Center”). Also due to test security, MAT Customer Relations cannot answer highly specific questions about test materials.

Please do not contact MAT Customer Relations with questions or concerns about your performance on the test (e.g., your scores). MAT Customer Relations does not have access to this information and cannot answer these types of questions. It is your responsibility to completely and accurately provide all the required information when you register for the MAT.

Please do not call about information regarding how many answers you must get correct in order to get a particular scaled score, or ask for a conversion of a scaled score to a raw score. MAT Customer Relations does not have access to this information.