



# **Candidate Information Booklet**

**Effective January 2017**

**PEARSON**

*For orders and inquiries:*  
800.622.3231  
[www.MillerAnalogies.com](http://www.MillerAnalogies.com)

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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.

## Important Notice to Candidates

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.

## 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, but only when aggregated with other candidates' information. By taking the MAT, you give permission for Pearson to use your demographic and score information for research purposes.

# MAT Customer Relations

Due to privacy and confidentiality issues, under no circumstance will 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 this website 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**

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
- Fax: 1-800-727-0811

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 “[Find a MAT Testing Center](#)”). Also due to test security, MAT Customer Relations is not authorized to answer highly specific questions about test materials that are not available to the general public.

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.

Please do not call about information regarding how many answers you must get correct 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.

# About the *Miller Analogies Test*

The 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” (see the [MAT Study Guide](#) on the MAT website).

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 use on future MAT test forms. Because the experimental items are embedded, it is very important that you do your best on all the items on the test.

Each MAT analogy item addresses one of the analogical relationships and one of the content areas shown in Table 1. The percentage of MAT items meeting each objective varies somewhat from test form to test form.

**Table 1 Relationship Types and Content Areas**

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 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](#) on the MAT website.

Work quickly but carefully. Do not dwell 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

To solve a MAT analogy, read each of the three given terms carefully. Next, identify the two given terms that are related and how they are related. Without looking at the answer options, think of a fourth term that would complete the analogy. Finally, examine the answer options, and select the option that most closely resembles your idea of a term that would complete the analogy.

Each MAT analogy is carefully structured so that 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 the MAT website.

### Online Practice Tests

The [Practice Tests](#) available through the MAT website 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. For a list of the locations and phone numbers of all the current CTCs, refer to the [MAT Testing Centers](#) document available on the MAT website.

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.

It is your responsibility to completely and accurately provide all the required information when you register for the MAT. After 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 a computer-based test format, which enables you to receive a Preliminary Score Report immediately upon completing the test if you choose to have it scored.

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” in this booklet or “[Contact Information](#)” on the MAT website).

If you live more than 100 miles from a CTC, you may request to take the MAT at an Alternative Testing Site by completing the [Optional Services Request Form](#) available on the MAT website.

## 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**  
If you arrive after testing begins, you 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 (U.S.) 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 are not allowed to ask questions after testing begins.

Be aware that you will not be permitted to leave the testing room until the scheduled end of the test (except in the case of an approved special accommodation, medical situation, or 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
- Student ID

If you provide false identification or misrepresent your identity at any time, you will be dismissed from the testing room and your MAT scores will be canceled. 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. You can check whether a school has an assigned code by going to the list of [Score Recipient Codes](#) on the MAT website.

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 after you have completed the demographics section.

## Prohibited 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 canceled.**

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, but not limited to:
  - Calculators (including watch calculators)
  - Cameras
  - Cell phones
  - Headphones
  - Pagers
  - 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
- 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 to the testing site.

## Testing Room Guidelines

Visitors are not allowed in the testing room and talking is not allowed during testing. Also, if you give or receive assistance during the test, you 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 limit established for the test.

Pearson also reserves the right to take any action necessary if you fail to comply with the test administration regulations or with a Test Administrator's directions, including (but not limited to) canceling your MAT scores and/or barring you from future testing. If your MAT scores are canceled 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" in this booklet or "[Contact Information](#)" on the MAT website). 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

The schools you choose as the recipients of your three Official Transcripts included in your Test Fee must be designated at the time of testing. However, you are not required to designate any score recipients when you take the MAT. These transcripts are sent directly to score recipient schools specified when you take the MAT.

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 on a piece of paper 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 “[Fees and Optional Services](#)” in this booklet or on the MAT website).

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 demographics section is complete and the examination has begun.**

For more information about requesting additional Official Transcripts and the Transcript Fee, see “[Fees and Optional Services](#)” in this booklet or on the MAT website.

## 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, you will not receive a Preliminary Score Report, 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 MAT test forms (each with a unique set of items), there may be slight variations in the level of difficulty between the MAT forms.

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 statistically converts all MAT candidates’ raw scores to scores on a common scale called scaled scores.

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 candidates in the current norm group who received a scaled score lower than yours. The current norm group consists of candidates who took the MAT for the first time between January 1, 2012 and December 31, 2015. Percentile ranks range from 1 to 99.

Pearson does not establish a passing scaled score or percentile rank 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 [“Scoring FAQs”](#) on the MAT website.

## Your Preliminary and Official Score Reports

Upon completion of the MAT at a CTC, you will receive a Preliminary Score Report if you chose the option to have the test scored. Because the scores displayed on this report are still pending verification by Pearson, the Preliminary Score Report is not official.

After your scores are verified, you will receive an Official Score Report with your MAT scaled score and percentile ranks 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 Official Score Report is for your information only and cannot be used as a substitute for an Official Transcript. Official Transcripts are never sent directly to candidates.**

If you take the MAT shortly before or during the holiday season, the high volume of mail may delay the delivery of your Official Score Report. 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.



First Name I. Last Name  
12345 Main Street, Apt. 123  
Home Town, ST 12345

**Pearson**  
19500 Bulverde Road, Suite 201  
San Antonio, Texas 78259  
MATscoring.services@Pearson.com

## OFFICIAL SCORE REPORT

**Candidate Name:** First Name I. Last Name  
**Test Date:** January 24, 2017

**Scaled Score:** 420  
**Intended Major Percentile Rank:** 83  
**Total Group Percentile Rank:** 84

**Official Transcripts sent to the following schools:**  
XYZ University  
The University of ABC  
State University of XYZ

**Scaled Score:** A standardized score based on test items answered correctly and test form difficulty.

**Intended Major Percentile Rank:** The percent of candidates from the current norm group who indicated the same major field and earned lower than a given score.

**Total Group Percentile Rank:** The percent of candidates from the current total norm group who earned lower than a given score.

The scores displayed on this report are official  
but cannot be presented to schools as  
a substitute for an Official Transcript.

For more information, refer to: [www.milleranalogies.com](http://www.milleranalogies.com)

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mmddy-Z999999-0000000

**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.

## Test Date

The date on which you took the MAT is also listed. In Figure 1, the candidate took the MAT on January 24, 2017.

## 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 candidate’s scaled score is 420.

## Percentile for Intended Major

A percentile rank indicates the percentage of the current norm group that received a scaled score lower than a given score. Percentile ranks are calculated separately for candidates from each intended major field. In Figure 1, a percentile of 83 is listed for the intended major. This indicates that the candidate received a MAT scaled score that was higher than 83% of the candidates from the norm group who indicated the same intended major field.

## Percentile for Total Group

The total group percentile ranks a candidate’s performance relative to the entire MAT norm group. In Figure 1, a percentile for total group of 84 indicates that the candidate received a MAT scaled score higher than 84% of all the candidates that comprise the norm group.

## Transcript Recipients

The schools and other institutions that you designated to receive your Official Transcripts are listed. In Figure 1, the candidate had scores sent to XYZ University, The University of ABC, and State University of XYZ.

## 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 MAT scores earned within the previous five years (unless you selected the “Do Not Process This Score” button at the time of testing).

# Score Cancellation

Pearson is responsible for reporting scores that accurately reflect the performance of candidates. 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 a candidate to a MAT testing session or a candidate'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 a candidate'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 candidate and Pearson, but it is necessary to maintain the integrity of the test and to ensure that MAT scores are as accurate and as reflective of each candidate's ability as possible.

Regardless of the reason for a score cancellation, the affected candidate is notified on the Official Score Report that his or her most recent MAT score has been canceled. All score cancellations are held in strict confidence, with the reason for the cancellation disclosed only to the candidate. A candidate whose scores are canceled 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 canceled (see "Score Cancellation Appeals Process" or "[Scoring and Score Reporting](#)" in this booklet or on the MAT website for more information).

## Possible Reason for Score Cancellation

Pearson may cancel MAT scores due to a group or individual testing irregularity. Testing irregularities are problems that occur during a test administration. These irregularities include, but are not limited to:

- 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 your score is canceled because of a testing irregularity, Pearson may offer you a chance to retest. If you choose that option, you must retake the entire examination to produce a valid score. This is the only options available if your score is canceled because of a testing irregularity.

## Score Cancellation Appeals Process

If your scores have been canceled, you may appeal the decision by contacting MAT Customer Relations within 60 days of the MAT test date in question (see “MAT Customer Relations” in this booklet or “[Contact Information](#)” on the MAT website).

If, after contacting MAT Customer Relations, you are offered the option to submit an explanation, you will have 30 days from the time of the offer to respond. If you choose to appeal the score cancellation, you 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 you will be notified regarding a determination.

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

If your appeal is denied, Pearson will notify you that your scores will remain canceled. Depending on the individual case, Pearson may offer you other options.

If you take no action at all within 60 days of your test date in question or fail to submit documentation to support your appeal within 30 days of being offered this opportunity, your MAT scores will remain canceled, and no further options will be offered to you.

# 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](#)” in this booklet or on the MAT website). 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
- **Replacement Score Report Fee**—\$25.00 per report
- **Additional 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 on the MAT website ([www.MillerAnalogies.com](http://www.MillerAnalogies.com)).

- **Online Practice Test Fee**—Go to the [Online Practice Tests](#) e-testing site for fee payable online.

## Requesting Optional Services

Make requests for optional services by submitting the [Optional Services Request Form](#) available on the MAT website. 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 “[Fees and Optional Services](#)” section of the MAT website, contact MAT Customer Relations (see “MAT Customer Relations” in this booklet or “[Contact Information](#)” on the MAT website).

## 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.

After 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 Replacement Official Score Reports and Additional Official Transcripts

### Replacement 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 on the MAT website. 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 Replacement Score Report 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 the MAT website. Only requests submitted in writing on this form will be accepted; phone requests cannot be accepted because the payment must accompany the request by mail. A list of recipient schools is available on the MAT website. For any request, be sure to include an Additional Transcript Fee for each recipient school.

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.

Pearson will send 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 or the correct address information if no school code is available.

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 “Optional Fees”).

**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 for score verification must be submitted using the [Optional Services Request Form](#) and must be received by Pearson 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 of 1990 (ADA) or the ADA Amendments Act of 2008 (ADAAA) 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 “[Disability Accommodation](#)” on the MAT website 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 “[Contact Information](#)”).

## Additional Documentation

Additional documentation may be required if your documentation is not sufficient or you request changes to accommodations initially requested. To process your 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 your requested accommodations are denied or modified and you wish to appeal this determination, you may do so by contacting Pearson’s ADA/ADAAA Coordinator in writing at MAT Customer Relations, 19500 Bulverde Road, Suite 201, San Antonio, Texas 78259, and requesting an appeal of Pearson’s decision. Within 30 days of Pearson’s receipt of your notice of appeal, Pearson’s ADA/ADAAA 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.