

CANDIDATE INFORMATION

The Miller Analogies Test

There are several equivalent forms of the MAT administered in both computer-based and paper-and-pencil versions. The MAT is administered through a network of Controlled Testing Centers (CTCs) licensed by Harcourt Assessment, Inc. Harcourt Assessment has rigorous procedures that all CTCs must follow to administer the MAT. However, each CTC establishes its own testing schedule, application process, and fees.

Candidates apply directly to a specific CTC to take the MAT. Though Harcourt Assessment does all the scoring and reporting of scores for the MAT, the CTCs are responsible for administering the MAT.

Information about the *Miller Analogies Test* can also be found at the MAT website: www.milleranalogies.com

Harcourt Assessment, Inc.

Miller Analogies Test

Customer Relations

19500 Bulverde Road

San Antonio, Texas 78259

Telephone: (800) 622-3231 or (210) 339-8710

Monday-Friday, 8:30 A.M. - 5:00 P.M. Central Time

Fax: (888) 211-8276

E-Mail: scoring.services@harcourt.com

Test Fee

You pay the fee for taking the MAT directly to the same Controlled Testing Center (CTC) where 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 personal Score Report that will be mailed to you and Official Transcripts that will be sent to up to three schools specified by you when you take the MAT. **No walk-ins are accepted.**

Optional Fees

Any additional services that you would like beyond the personal Score Report and the three Official Transcripts are optional and require additional fees. **You must pay any additional fees directly to Harcourt Assessment. Payment must be in the form of a money order payable to Harcourt Assessment.** If you are paying from outside the United States, you must submit an international money order payable in U.S. dollars. The following fees are required for the following services:

Replacement Retest Admission Ticket Fee-\$25.00

Transcript Fee-\$25.00 per transcript

Hand scoring Fee-\$35.00

Send additional fee payments to Harcourt Assessment, Inc. at one of the following addresses.

• By regular mail:

Harcourt Assessment, Inc.

Miller Analogies Test

P.O. Box 7247-6707

Philadelphia, PA 19170-6707

• By overnight courier service:

Harcourt Assessment, Inc.

clo Citibank Delaware Team 2

Lock Box 6707, OPS3

1615 Brett Road

New Castle, DE 19720

Beginning in Fall 2004, the Transcript Fee can also be paid online with a credit card at the MAT web site: www.milleranalogies.com

Applying to Retake the MAT

After taking the MAT, you will receive both a personal Score Report and a Retest Admission Ticket. The Retest Admission Ticket indicates your MAT testing history. The test administrator will assign the MAT form you take based on the information on your Retest Admission Ticket. **If an examinee retakes the MAT and is administered the same form more than once in a 12-month period, the retest score will be voided and will not be reported to the examinee or to any recipient schools. For this reason, it is necessary for you to present your Retest Admission Ticket when applying to retake the MAT at a CTC and to inform the CTC that you have taken the MAT within the previous 12 months.** Failure to present your Retest Admission Ticket may result in your retest score being voided. If you need to retake the MAT but have lost your Retest Admission Ticket, you must write to Harcourt Assessment to request a replacement. The letter requesting a replacement Retest Admission Ticket must include the following information:

- Your name, address, and Social Security number (American) or Social Insurance number (Canadian)
- Your daytime telephone number
- The approximate date that you most recently took the MAT
- A previous name, if your name has changed since the last time that you took the MAT
- A **money order** for the **\$25.00 nonrefundable**, replacement retest admission fee made payable to Harcourt Assessment, Inc. and displaying your name

If you are writing from outside the United States, you must submit an international money order payable in U.S. dollars.

Requesting Special Testing Accommodations

Most CTCs are able to administer the MAT to candidates requiring special accommodations. It is important that you notify your chosen CTC of your needs several weeks before your desired test date. If your needs are such that you will require extra time or assistance to take the MAT, you will be given a nonstandard administration.

To qualify for a nonstandard administration, you must provide your CTC with a current letter (not more than three years old) from a licensed physician, optometrist, social worker, psychologist or other appropriate professional (including this person's title, address, and telephone number). This letter must be written on the person's letterhead and must explain the nature of your disability as it applies to taking a multiple-choice, standardized test and must describe the specific testing accommodations that you will need.

Your CTC will need to consider this letter before testing arrangements can be made and will inform you when you are to report for testing. Braille, large-print, and audio editions of the MAT are available for examinees with visual impairments and, if necessary, a reader will be provided by the CTC. If you have any questions, call Harcourt Assessment for assistance.

Specifying Score Recipients

Score recipients are those schools and other institutions that you designate to receive an Official Transcript of your MAT score. Official Transcripts will only be sent to accredited institutions of higher education and approved fellowship or scholarship organizations.

If you are applying to an educational institution that requires or accepts MAT scores as part of its admission or financial aid process, you will want to request that your score be sent there. Similarly, if the MAT is required or accepted as part of the application process for a fellowship or scholarship, you will want your score reported in support of your application.

As a general rule, it is reasonable to assume that admissions offices and counseling departments in educational institutions that require or accept MAT scores have staff members who are qualified to interpret MAT scores.

■ **Specifying Score Recipients When You Take the MAT**-Your test fee includes a personal Score Report that will be sent to you and up to three official score reports sent to recipients specified when you take the MAT. You are not required to specify any score recipient when you take the MAT. However, your test fee pays for the reporting of your score only to score recipients that you specify when you take the MAT.

You may specify no more than three score recipients when you take the MAT. You will not be able to request that your score be reported to additional score recipients until after you have taken the MAT. If you decide after taking the MAT that you wish to have an Official Transcript sent to an institution, you must send a written request to Harcourt Assessment and pay an additional transcript fee for each one requested.

■ **Selecting Score Recipient Codes**-On your answer document (for paper-and-pencil versions) or online (for computer-based versions), you will specify up to three score recipients by entering code numbers from a list that will be provided before the test begins. **Failure to properly complete this section may cause your scores to be reported to the wrong school or not at all.** In addition, if you indicate a school code incorrectly at the time of the test, you will later be required to pay a transcript fee to have an Official Transcript sent to that score recipient. **Under no circumstances will you be able to change or delete a recipient school code after the examination has been completed.**

■ **Writing in Score Recipients**-If you plan to have your scores sent to an institution **other** than a North American post-graduate institution, or have reason to believe that your institution may not be included in the list of codes, make sure you have with you when you report to take the MAT the complete mailing address of that score recipient. You will be able to enter the mailing information for this institution in a special area on the answer document (for paper-and-pencil versions) or online (for computer-based versions).

■ **Record Keeping**-You should keep a record of all the score recipients to which you request official scores to be reported in case there is a problem in the mailing or handling of your request.

Scoring and Score Reporting

Scoring Your Test

Your answers to the items on the *Miller Analogies Test* (MAT) are scored electronically, and the data are stored on computer files from which score reports are printed. Harcourt Assessment understands the importance of your test results and uses many quality control procedures, both computerized and manual, during and after the scoring process to ensure the accuracy of scores.

Because of the need to maintain test security, actual test items are not made available for review, and Harcourt Assessment does not provide a list of the questions you answered incorrectly or correctly.

Reporting Your Test Results

After you take the MAT, your answer document will be mailed to Harcourt Assessment for scoring and score reporting. Considering the transit time from the CTC to Harcourt Assessment, it may take several days from the time you take the test to the time your test is scored and processed. If you take a computer-based version of the MAT, your personal information and your test answers will be transmitted and processed immediately. Regardless of which version of the MAT you take, you can reasonably expect that you will receive your score report 10 to 15 business days from the date that Harcourt Assessment receives your test. The high volume of mail during holiday seasons may delay the delivery of score reports during that time of year. Harcourt Assessment is not responsible for lost, misdirected, or delayed mail.

Occasionally, Harcourt Assessment must cancel the scores of an examinee. In such cases, the examinee does not receive a personal Score Report, and the examinee's designated score recipients do not receive official score

reports. Instead, the examinee receives an official letter from Harcourt Assessment stating the circumstances and offering the opportunity to retest at no charge.

Your Personal Score Report

After you take the MAT, you will be sent a personal Score Report, a Transcript Request Form for additional Official Transcripts, and a Retest Admission Ticket that you must use to gain admittance to retake the MAT.

Three MAT scores will appear on your personal Score Report: your scaled score, your percentile based on the intended major you indicated, and your percentile based on the current normative population of MAT examinees (the total group percentile).

The personal Score Report is for your information only and cannot be used as a substitute for an Official Transcript. Examinees are **never** sent official score reports.

Your personal Score Report lists the following information:

- **Personal Information**-Your name, address, and Social Security number (American) or Social Insurance number (Canadian), exactly as you have indicated them on your answer document.
- **Scaled Score**-Based on the total number test items answered correctly.
- **Percentile for Intended Major**-Your percentile rank for the intended area of study that you indicate when you take the MAT.
- **Percentile for Total Group**-Your total-group percentile rank, relative to the general population of MAT examinees who comprised the norm group.
- **Score Recipients**-The schools and other institutions that will receive Official Transcripts for your MAT performance, indicated by you on the answer document when you take the MAT.

There is no passing scaled score or percentile rank established or recommended by Harcourt Assessment for the MAT. Score recipient schools and institutions have their own standards, and these standards vary widely. A score interpreted as "high" by one institution may be seen as "average" by another. In addition, the weight that score recipient schools place on MAT scores varies from institution to institution. An MAT score is only one of a number of factors used to select candidates for admission to graduate school programs.

Official Transcripts

Official transcripts are sent to the score recipients you specify when you take the MAT. These transcripts list the following information:

- Your name, address, Social Security number (American) or Social Insurance number (Canadian), date of birth, and intended major exactly as you state them on your answer document
- The date on which you have taken the MAT
- Your scaled score
- Your percentile score based on the current normative data of the general population of MAT examinees
- Your percentile score based on the current normative data for your intended major as indicated on your answer document or computerized registration form
- Any other MAT scores you have earned during the previous five years. Scores more than five years old will **not** be reported.

Replacement Score Reports

If you do not receive your personal Score Report four weeks after the date on which you test, or if you receive a damaged Score Report, Harcourt Assessment will replace it at no cost to you. Replacement score reports will **not** list any score recipients.

If a designated score recipient does not receive an Official Transcript four weeks after the date you tested, Harcourt Assessment will provide a replacement score report at no cost to you, providing that you specified the proper score recipient code when you took the MAT.

If you do not enter the proper recipient code on your Answer Booklet, you will be required to submit a Transcript Request Form (which is included with your personal Score Report) along with the transcript fee of \$25.00.

Written requests for replacement score reports must be received by Harcourt Assessment no later than six weeks after your test date. Requests for replacement score reports received more than six weeks after your test date must include the transcript fee of \$25.00 for each replacement score report requested.

Transcript Service

For five years after your MAT test date, you may have transcripts of your MAT score sent to additional score recipients. Scores more than five years old will **not** be reported. After you take the MAT, you can have your score reported to score recipient schools and other institutions by using the Transcript Request Form that you receive with your personal Score Report or by submitting a letter to Harcourt Assessment. Until September 2004, only requests submitted in writing will be accepted. Starting in Fall 2004, you will also be able to request additional transcripts online at the MAT web site: www.milleraloqies.com

If you choose not to use the Transcript Request Form or to request transcripts online, you must submit a letter to Harcourt Assessment specifying that you are requesting a transcript of your MAT score and must include the following information:

- Your name as you gave it when you took the MAT and your current address (If your name has changed, also give your current name.)
- Your daytime telephone number
- Your Social Security number (American) or Social Insurance number (Canadian), if you have one
- The date of your request
- The place and approximate date on which you took the MAT
- The complete address or addresses to which you want your score reported
- Your signature

With your Transcript Request Form or your letter, you must include a money order for the transcript fee of \$25.00 per transcript. The money order must be payable to Harcourt Assessment and must display your name. If you are submitting your request from outside the United States, you must submit an international money order payable in U.S. dollars. If you submit your transcript request online, you will make your payment with a credit card.

Within five business days of receiving your transcript request, Harcourt Assessment will send a transcript to your designated score recipient. Transcripts are sent by first class mail. The transcripts that you request will list the following information:

- Your name, address, Social Security number (American) or Social Insurance number (Canadian), date of birth, and intended major exactly as you stated them on your answer document
- The date on which you took the MAT
- Your scaled score
- Your percentile based on the current normative data of the general population of MAT examinees
- Your percentile based on the current normative data for your intended major as indicated on your answer document
- Any other MAT scores you earned during the five years preceding the date of your latest test date

If a score recipient for whom you requested a transcript has not received the transcript by three weeks after your request, Harcourt Assessment will provide a replacement transcript at no cost to you.

Cancellation of Scores by Harcourt Assessment

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

Harcourt Assessment reserves the right to cancel any score believed to be obtained in a questionable manner. In the event that a score is canceled, the examinee will be notified in writing and will be given the opportunity to provide additional information about the situation. The examinee will also be given the option to retest to verify the score at no additional charge. Harcourt Assessment will make no reimbursements for any expenses incurred by an examinee whose score is canceled. All score cancellations are held in strict confidence, with the reason for the cancellation disclosed only to the examinee.

Possible reasons for a score cancellation include the following:

■ **No Retest Admission Ticket**-The examinee did not submit the most recent Retest Admission Ticket to the Controlled Testing Center where the MAT was taken.

■ **MAT Form Repetition**-The examinee took the same form of the MAT more than once within a 12-month period.

■ **Administrative Irregularity**-An administrative irregularity occurred at the Controlled Testing Center where the MAT was taken.

■ **Questionable Score Gain**-This situation applies only to examinees who retake the MAT after taking it on one or more previous occasions. If an examinee's score seems questionable when compared to MAT scores obtained previously by the examinee, the score may be invalidated. The following policy is followed by Harcourt Assessment in determining when a score gain is considered questionable and thus invalid:

1. If an examinee's second (or most recent) test score is **25 points or greater** than the first (or most recent previous) score, **the second score is invalidated**. The examinee is notified that his or her score has been invalidated, and the examinee is allowed to **retake the MAT at no cost** to verify that the increase on the second score is accurate.

2. If the raw score on the free retest (a third test score) after an excessive score gain (a 25 point difference between the first and second tests) is **within 14 points** above or below the second score, **the second score is validated** and will be released.

3. If the raw score on the free retest (the third test score) after an excessive score gain (a 25 point difference between the first and second tests) is **more than 14 points** above or below the second score, **the second score is invalidated** and will not be released.

The invalidation of an examinee's MAT score as a result of this policy 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 Harcourt Assessment, but it is necessary in order to maintain the integrity of the test and to assure that MAT scores are as accurate and as reflective of each examinee's ability as possible.

An exception to this score-gain policy can be made **only** if a recipient school needs an MAT score before an examinee has time to retake the test after a score gain invalidation (more than 14 point difference between second and third tests). In this exceptional case, the **third score** can be released if it is **within 14 points** above or below the **first score**. This arrangement must be made individually by contacting Harcourt Assessment.

Testing Sites in the Southeast

Florida

Boca Raton, Florida Atlantic University 561-297-3160

Boca Raton, Lynn University 561-237-7308

Deland, Stetson University 904-822-8909
Fort Myers, Florida Gulf Coast University 239-590-7952
Ft Walton Beach, Troy State University-Ft. Walton Beach 850-244-7414
Gainesville, University of Florida 352-392-1575
Jacksonville, Jacksonville University 904-256-7193
Lakeland, Florida Southern College 863-680-4299
Miami Shores, Barry University-Miami Shores 305-899-3950
Orlando, Barry University-Orlando 407-275-2000
Palm Beach Gardens, Nova Southeastern University 561-622-8041 x19
Winter Park, Troy State University-Florida Region 407-599-6993

Georgia

Albany, Albany State University 912-430-4667
Atlanta, Georgia State University 404-651-2217
Augusta, Augusta State University 706-737-1469
Brunswick, Troy State University 912-264-9268
Columbus, Columbus State University 706-568-2226
Dahlonega, North Georgia College & State University 706-864-1799
Demorest, Piedmont College 706-778-0118
Gainesville, Brenau University-Gainesville 770-534-6220
Kings Bay, Brenau University 912-882-7125
Lawrenceville, Georgia Perimeter College 678-407-5322
Macon, Mercer University 478-301-2863
Marietta, Shorter College 770-951-8382
Milledgeville, Georgia College & State University 478-445-5016
Mt. Berry, Berry College 706-290-2660
Savannah, Armstrong Atlantic State University 912-927-5269
Statesboro, Georgia Southern University 912-681-5415
Valdosta, Valdosta State University 229-245-3878

South Carolina

Aiken, University of South Carolina-Aiken 803-641-3579
Allendale, University of South Carolina-Salkehatchie 800-922-5500
Central, Southern Wesleyan University 864-639-2453
Charleston, The Citadel 803-953-6799
Clemson, Clemson University 864-656-0515
Columbia, University of South Carolina-Columbia 803-777-2780
Florence, Frances Marion University 843-673-9707
Greenville, Furman University 864-294-3031
Hilton Head Island, University of South Carolina-Hilton Head 805-785-3995
Myrtle Beach, Coastal Carolina University 843-913-7887
Orangeburg, South Carolina State University 803-536-7024
Rock Hill, Winthrop University 803-323-2233
Spartanburg, University of South Carolina-Spartanburg 864-503-5195
Sumter, Morris College 803-934-3259