

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 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).

- **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.