Miller Analogies Test (MAT)

2011 Dates and Registration Information

<table>
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<th>Date</th>
<th>Location</th>
<th>Registration Deadline</th>
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<tr>
<td>Friday, June 17, 2011 9:00 AM</td>
<td>240 Luther Bonney Hall, Portland</td>
<td>6/14/11</td>
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<tr>
<td>Friday, July 22, 2011 9:00 AM</td>
<td>240 Luther Bonney Hall, Portland</td>
<td>7/19/11</td>
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<td>Friday, August 19, 2011 9:00 AM</td>
<td>240 Luther Bonney Hall, Portland</td>
<td>8/16/11</td>
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<td>Friday, September 16, 2011 9:00 AM</td>
<td>240 Luther Bonney Hall, Portland</td>
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<td>Friday, October 21, 2011 9:00 AM</td>
<td>240 Luther Bonney Hall, Portland</td>
<td>10/18/11</td>
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<td>Friday, November 18, 2011 9:00 AM</td>
<td>240 Luther Bonney Hall, Portland</td>
<td>11/15/11</td>
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<td>Friday, December 16, 2011 9:00 AM</td>
<td>240 Luther Bonney Hall, Portland</td>
<td>12/13/11</td>
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University of Southern Maine
Office of Academic Assessment
240 Luther Bonney Hall
Portland Campus
Miller Analogies Test (MAT)
Registration Information

The cost of the exam is $75.00. Checks or money orders made payable to USM can be accepted by mail or in person at our office. Credit cards and cash can be accepted in person at the USM Student Accounts Office. Completed registration forms with payment should be mailed or delivered to:

USM Academic Assessment
Kristen Beahm, Testing Coordinator
240 Luther Bonney Hall
96 Falmouth Street
Portland, Maine 04104-9300

1. The test administration is approximately ninety minutes.
2. Once we receive a completed registration form and payment, a confirmation will be emailed to you. Make sure your email address is correct so you receive this important information.
3. Please bring the confirmation email and two forms of non-expired positive ID, one of which must include a photograph and a signature such as a driver's license, state ID card, or passport. A second form of positive identification may include a credit card, library card, or utility bill with your name and address appearing exactly the same as on your other form of identification. You will not be admitted without these documents.
4. A MAT Candidate Information Booklet is available online at http://www.milleranalogies.com. This booklet has some sample test items which may help you prepare for the test. There are also study guides available at bookstores.
5. The following items are not permitted in the testing room: food and beverage, calculators, books, papers, notes, pagers, PDAs, cell phones, cameras, recording devices, or any other electronic devices or reference materials. Only test candidates are allowed in the testing room.
6. Room temperatures may vary throughout the exam. Please dress accordingly.
7. You may not wear or take a hat with a bill or brim into the testing room unless worn for a religious or medical reason, in which case you must obtain an Accommodations Request Form and the appropriate documentation explaining the need for this accommodation.
8. You will be asked to enter your Social Security number (American) or Social Insurance number (Canadian). Failure to provide this number can delay the processing of your scores or may cause difficulties for institutions receiving your scores.
9. There will be no rest breaks during the testing. No one will be permitted to leave the testing room until the exam has ended.
10. You will be able to print an unofficial score report immediately after you finish your exam. An official score report will be mailed in 3-4 weeks. Most applications require the official report, so please consider this turn-around time to meet graduate program application deadlines.
11. If you have a documented disability in which special accommodations are required, please contact Kristen Beahm (228-8086) as early as possible to make special arrangements.
12. USM Parking and Transportation offers the following information for on-campus parking: All visitors to the Portland Campus are to park in the Parking Garage or at a metered spot. Parking garage hours are M-F, 7 a.m. to 11 p.m., 780-4718. Please check the parking information pages on the USM website before coming to the campus as a visitor: www.usm.maine.edu/parking.
Directions for Completing Registration Form (see attached form)

- Complete your name, social security number, mailing address, and phone number. If your information is not complete or readable, your registration form will be returned to you.

- Choose the most desired test date based on the MAT scheduled test dates. Also, choose a second date (from the MAT schedule). The second date is referred to as the transfer date; you will be allowed to transfer your registration to the second date without additional cost. Please read the cancellation/transfer policies if you decide to cancel your registration.

- Check "yes" or "no" if you have taken the MAT on a previous date (prior to this registration). If so, write the month and year last taken.

CANCELLATION/REFUND POLICY: If you must cancel, please contact the Office of Academic Assessment during office hours (8 a.m. to 4:30 p.m.). To receive a refund, you must complete an MAT Refund Form (obtainable at our office located at 253 Luther Bonney, Portland). Refunds may take up to six (6) weeks to process.

- If you cancel fourteen (14) days or more before the test date, you will receive a refund of $55.
- If you cancel thirteen (13) to seven (7) days before the test date, you will receive a refund of $35.
- If you cancel six (6) days or less before the test date, you will not be eligible for a refund.

RESCHEDULING POLICY: If you must reschedule your test date, please contact the Office of Academic Assessment during the office hours.

You may transfer your MAT registration to your second choice without an additional charge (the date you listed on the registration form), if you call at least six (6) days before the originally scheduled test date. A $10 fee will apply if you reschedule to a date not listed on your original registration form.

If you do not reschedule your test date within a three-month period, your registration will become inactive and you must go through the registration process again.

CANCELLATION/WEATHER POLICY: If USM cancels classes due to weather conditions, the MAT's are automatically cancelled. Please call the USM Storm Hotline at 1-800-800-4876 or (207)780-4800 to verify if testing will be held. If your exam is cancelled, Academic Assessment will contact you to reschedule the MAT.

DEADLINE DATE: The Office of Academic Assessment must receive your registration form before the deadline date of your desired test date. Space is limited, therefore, early registration is recommended.

RETEST POLICY: If you wish to retake the MAT, you must follow the registration process again. You will receive a retest admission ticket in the mail with your score report from Psychological Corporation. You're required to bring your retest admission ticket along with your USM admission ticket to your next scheduled test date.

*If you have question about these policies, please contact the Office of Academic Assessment at (228-8086) or TTY (780-4395) Monday-Friday between 8 AM and 4 PM.