ACKNOWLEDGEMENT OF RESERVATION REQUEST

Dear Examinee,

Thank you for reserving your place to take the electronic version of the Millers Analogies Test (MAT) at the University of La Verne. **This is not confirmation of your registration.** Confirmation of registration is provided when your exam fee has been received and processed. **To complete Pearson’s MAT exam registration process, please include your Social Security Number with your payment (either in the memo line of your check or on a separate piece of paper). You cannot be officially registered to take the exam without this information.** Mail or deliver in person to the address below, attention: Corrine Hinton.

Location Information:

University of La Verne
Learning Enhancement Center
Campus Center, 2nd floor (corner of Second and C Streets)
La Verne, California 91750
(909) 593-3511, ext 4342

On Exam Day…

- Please arrive 20 minutes before your exam’s start time to ensure timely check in of all exam participants.
- You must bring two valid forms of identification, at least one of which should be a **primary form** of identification (must include your photograph and your signature). **IDs are only valid if they are not expired. Primary forms of identification include:** (a) driver’s license, (b) government-issued identification card (including military ID), or (c) valid passport. **Secondary forms of identification include:** (a) a valid credit card (with or without photo), (b) library card, and (c) utility bill with your name and address appearing exactly the same as the ones on the primary form of ID. There are NO exceptions to this policy; failure to provide acceptable identification will result in a forfeiture of your exam reservation.
- **Acceptable items** to bring into the testing center with you: required identification, a piece of paper with the names/addresses of the schools to which you would like your exam scores sent, and/or pencils.
- **Prohibited items:** books, papers/notes, rulers, electronic devices (including calculators, cameras, cell phones, headsets, pagers, PDAs, recording devices, laptops/e-pads/e-readers), writing utensils other than pencils, food/beverages, hats with bills or brims (unless approved by Pearson through ADA Accommodation),
purses/backpacks/briefcases. **Pearson makes no exceptions to this policy:** candidates who refuse to store these items outside of the testing center prior to the exam’s start time will be denied access to the exam.

**Payment, Refund, and Reservation Change/Cancellation Information**

You must secure your MAT exam reservation **at least three business days prior** to the exam date by sending your $70.00 payment ($50.00 exam fee + $20.00 administration fee) by check (payable to the University of La Verne and mailed to the address above), money order, or cashier’s check. [Administration fee of $20.00 is waived for current University of La Verne students with valid student ID #.] Payments (including cash) are also accepted in person at the Learning Enhancement Center. **Your exam reservation is not secure until payment has been received and processed.** In the event you cancel or change your reservation or are denied access on exam day (due to improper identification, prohibited items, other noncompliance matters), your exam fee will be refunded to you within 5 business days. **Your administration fee is nonrefundable.** You may change your requested exam date no later than 48 hours before the exam start time by calling (909) 593-3511, ext 4342. **No administration fee refunds will be issued for changes within 48 hours of the exam’s start time.** Failure to appear on the intended exam day without prior notification of a change or cancellation will result in a forfeiture of the entire exam payment.

**Parking Information**

Parking on the University of La Verne campus is restricted to students, faculty, and staff. Lots are patrolled daily and tickets will be issued to any vehicle without a valid University parking permit.

Examinees who are not La Verne students with a valid parking permit should plan to park in any of the three-hour spaces (available along Third Street, between B & C Streets, or along D Street, between Second Street and Arrow Highway). Three-hour spaces are maintained and enforced by the City of La Verne. Neither the Learning Enhancement Center nor the University of La Verne can be held liable for any violations incurred due to improper parking by examinees or other campus visitors.

A limited number of temporary parking permits may also be available on exam day (but cannot be guaranteed). An online campus map is available for download here: http://laverne.edu/locations/files/2011/06/Campus-Map.pdf.