



# MAT Computer Based Test Console Version 4.0 Installation Instructions



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## **MAT CBT Version 4.0 Download & Installation Instructions**

A new version of the MAT CBT has been released that is compatible with Transport Layer Security (TLS) 1.2. The Payment Card Industry (PCI) has defined the end-of-life for TLS 1.0 as June 30, 2018. As a result, the *previous MAT CBT version 3.0 will no longer function after June 30, 2018*. Please refer this document to *your Test Center's Technical Support Staff* to ensure the following:

***Prior to testing candidates***, please ensure your test center IT group has:

- a) uninstalled MAT CBT version 3.0.
- b) installed the new MAT CBT version 4.0 from <https://tpc-etesting.com/matchbtinstall>.
- c) installed .NET 4.6.2 or later.
- d) successfully administered a Trial form test without issue.

Administrative rights may be necessary to complete the steps above. See documentation below for more detail regarding these important steps.

***For Technical support issues, please contact Pearson Technical Support:***

Phone: (800) 249-0659 Option 2

Hours: Monday–Friday, 7:00 a.m.–6:00 p.m. central time

Email Contact Form: <https://support.pearson.com/usclinical/s/contactsupport>

### **Requirements for Installing the MAT CBT Version 4.0**

1. **Administrative Rights may be required** to uninstall and/or install the MAT CBT
  - a) If you do not have Administrative rights on the machine where you wish to install, then please contact your Technical Support Staff at your test center for assistance.
2. **The MAT CBT v3.0 must be uninstalled** prior to installing the new version.
  - a) Go to Control Panel | Uninstall a Program
  - b) Select **MAT CBT Console** (Publisher displays as PsychCorp) and click **Uninstall** to remove the program.
  - c) Note: The new 4.0 version does **not** uninstall or auto-update the 3.0 version; however, future versions will automatically update the 4.0 version as new updates are released.
3. **.NET Framework 4.6.2 or later must be installed.**
  - a) If the .NET version on your machine is older than 4.6.2, a message will display when launching the CBT for the first time after it is installed asking you to update your version of the .NET Framework.

- b) You can go to the **Microsoft download site** in several ways:
- i. By clicking the **click here** link on the MAT CBT v4.0 Install page
  - ii. By clicking **Yes** from the run-time message when launching the MAT CBT v4.0 for the first time, or
  - iii. By navigating directly to:  
[https://www.microsoft.com/net/download/dotnet-framework-runtime/net472?utm\\_source=getdotnet&utm\\_medium=referral](https://www.microsoft.com/net/download/dotnet-framework-runtime/net472?utm_source=getdotnet&utm_medium=referral)
- a) **Windows version Note:** Windows 7 machines typically have .NET 3.5 natively and will need to be updated. Windows 10 should already have the requisite version of .NET 4.6.2 (or later) installed but may need to be enabled via Control Panel | Add or Remove Windows Features.

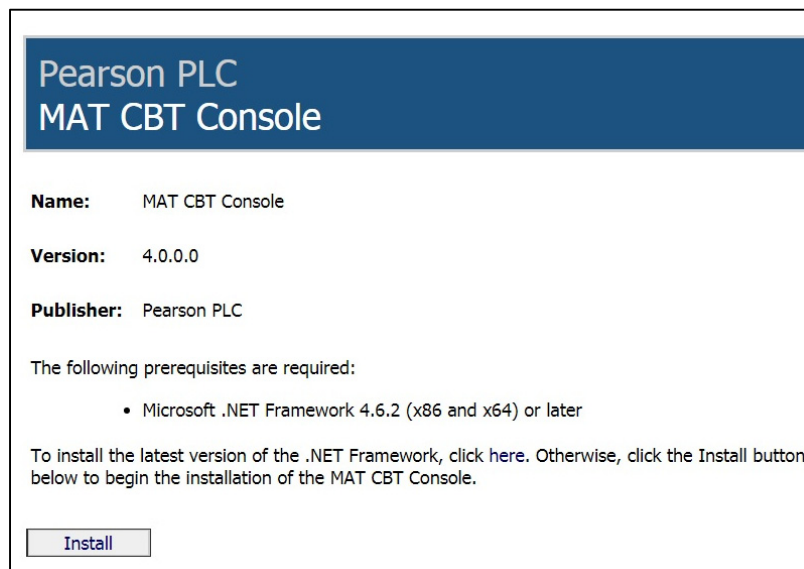
## Supported Operating Systems:

Microsoft Windows 7, 8, and 10 are supported by this release (MAT CBT v4.0)

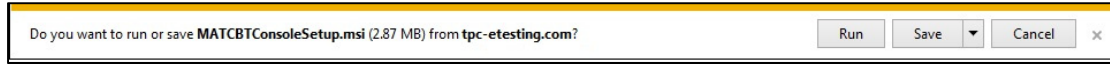
## Installing the MAT CBT Version 4.0

**Step 1:** Go to <https://tpc-etesting.com/matchbtinstall> and click **Install** to download the “MATCBTConsoleSetup.msi” install package.

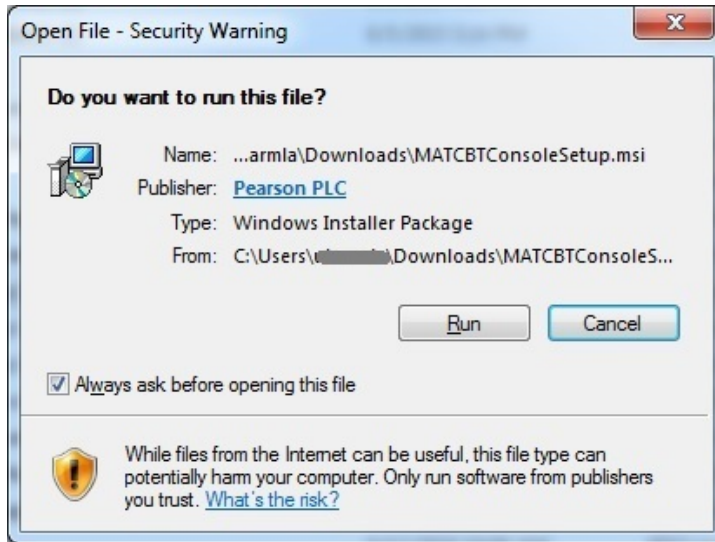
**NOTE:** If you have Windows 7 and know your .NET version requires updating, you may go ahead and install the latest .NET framework by clicking the **click here** link in the page below. If you are unsure, just proceed and you will be prompted later.



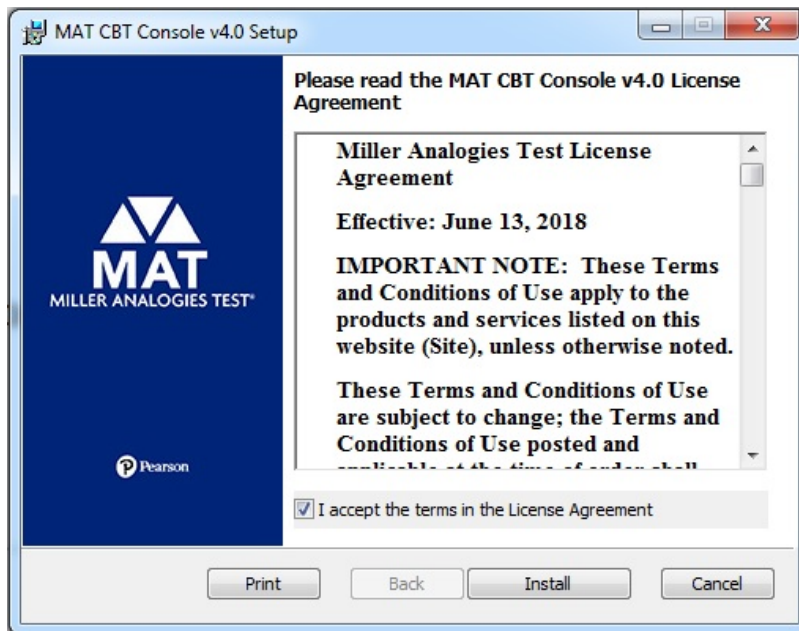
**Step 2:** The following “Run/Save” message may appear. Click **Run** to begin the installation (or click **Save** if you prefer to download to your local machine, and then run from there). If this message does not appear, check your default download folder for the file and run it.



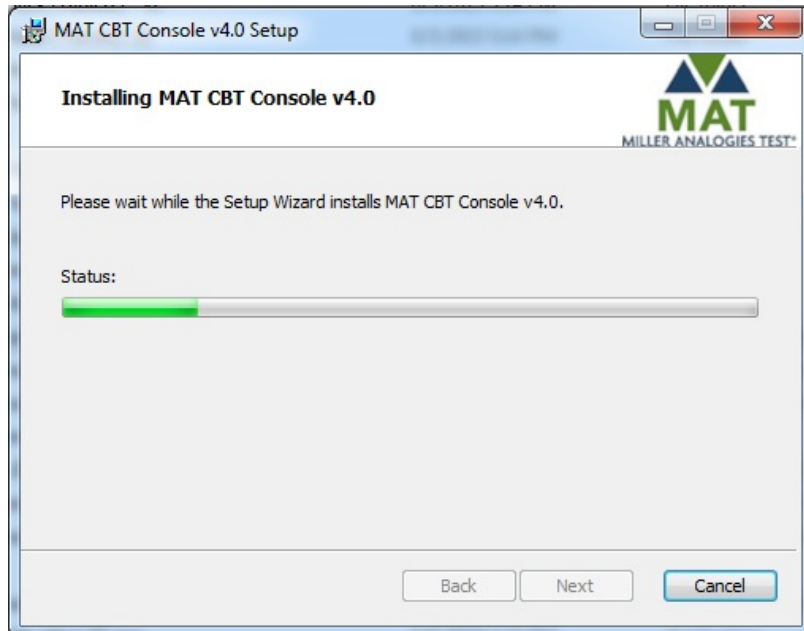
**Step 3:** If you see the Windows Security Warning, showing the Publisher as Pearson PLC, click **Run** to continue.



**Step 4:** When the MAT CBT License Agreement displays, check the box to accept the terms and then click **Install** to continue.

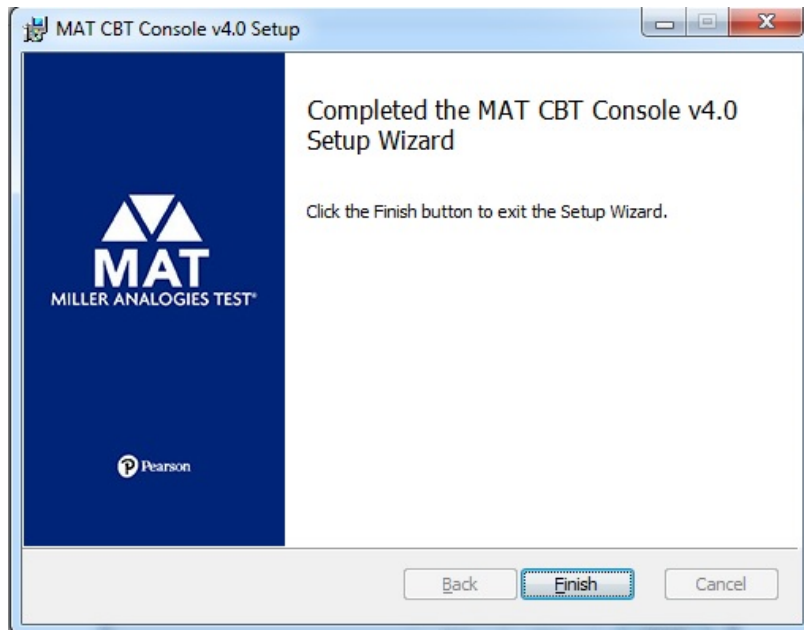


**Step 5:** The MAT CBT v4.0 progress bar displays while it is installing. The installation should only take a few seconds to complete.



**Step 6:** The MAT CBT Installation Setup Wizard is complete when this message displays. Click **Finish** to close the window.

**NOTE:** You are not finished with set up until you launch the MAT CBT to ensure the .NET version 4.6.2 or later is installed and activate the Test Console by completing the information on the Workstation Activation Window.



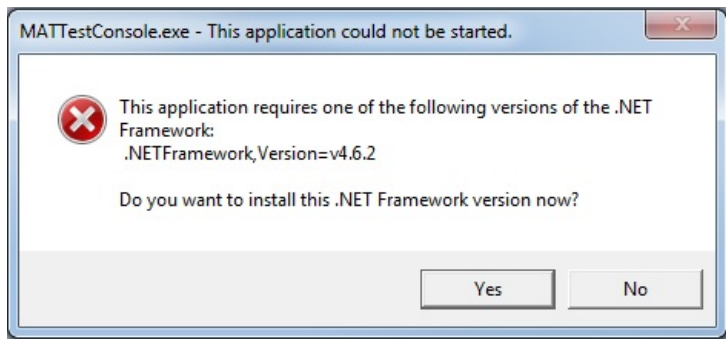
## Activating the MAT CBT Version 4.0

**Step 7:** Launch the MAT CBT either by going to Start | Programs | Pearson | MAT CBT Console v4.0 or by using the desktop shortcut.



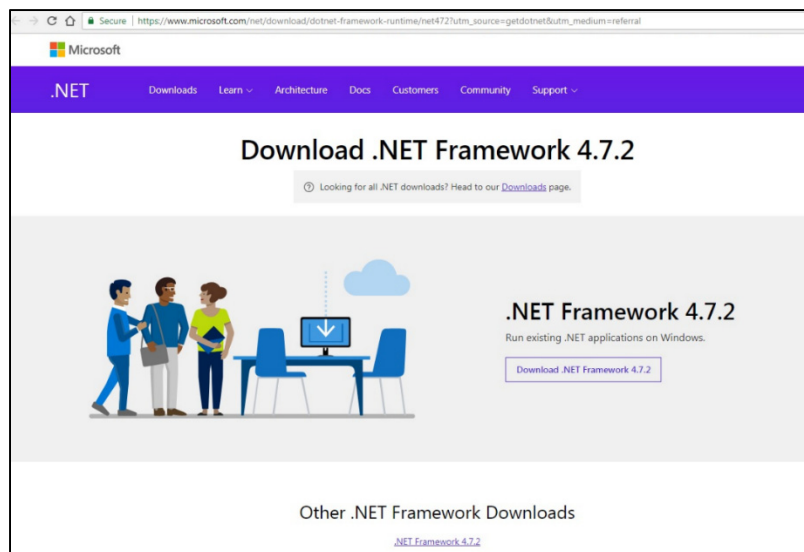
**Step 8:** If .NET 4.6.2 or later is not installed, then this message will be displayed. Click **Yes** on the message below to be redirected to Microsoft's download site at: [https://www.microsoft.com/net/download/dotnet-framework-runtime/net472?utm\\_source=getdotnet&utm\\_medium=referral](https://www.microsoft.com/net/download/dotnet-framework-runtime/net472?utm_source=getdotnet&utm_medium=referral)

**NOTE:** If this message is NOT displayed, then SKIP to STEP 16.

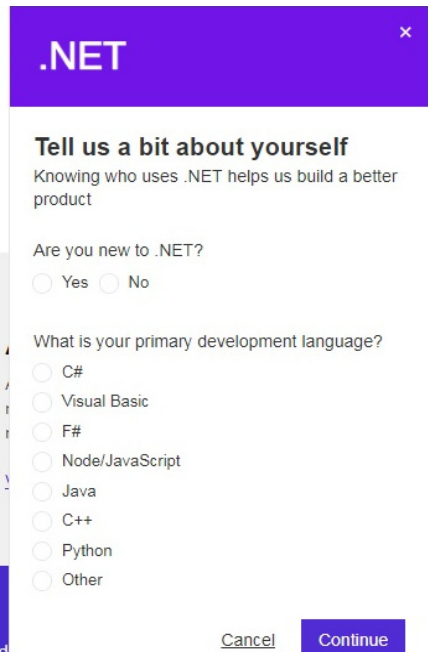


**Step 9:** On Microsoft's .NET download page, click **Download .NET Framework 4.7.2** (or later version).

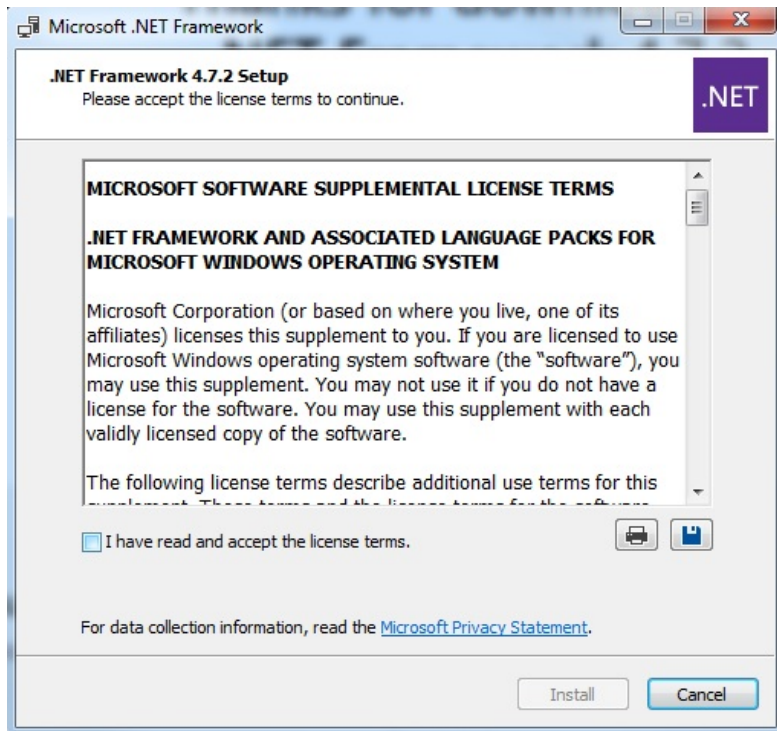
**NOTE:** .NET 4.6.2 is the minimum version required for MAT CBT v4.0.



**Step 10:** .NET asks you to tell them about yourself. Answer as you wish and click **Continue**.

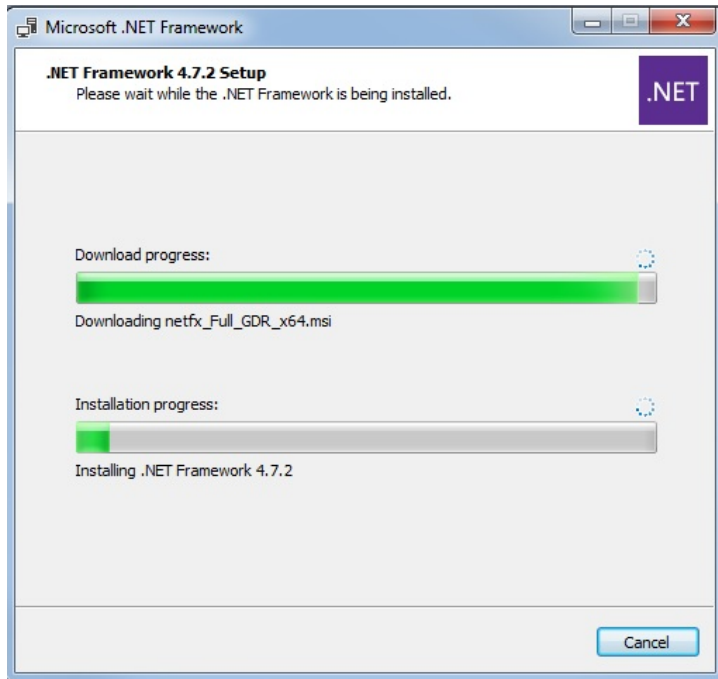


**Step 11:** The .NET License Agreement displays. Check the box and then click **Install** to continue.

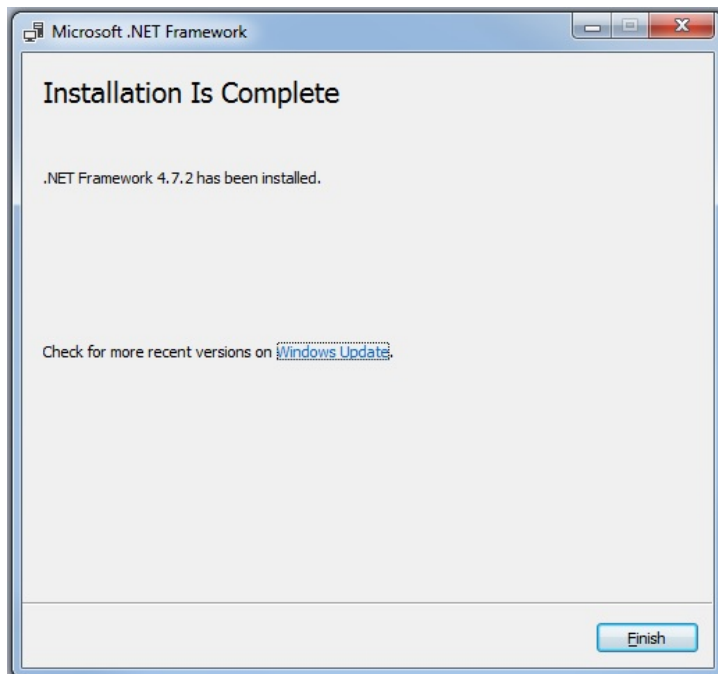




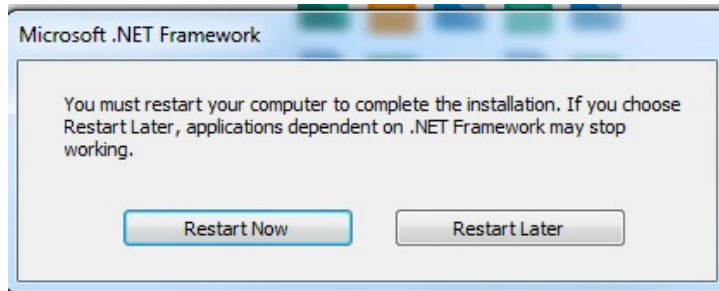
**Step 12:** The .NET Framework progress bars display during install.



**Step 13:** When the .NET Framework installation is complete, click **Finish** to close the window.



**Step 14:** Restart the computer. If you launch MAT CBT Console v4.0 without restarting, a message displays, asking you to restart the computer. If this happens, click **Restart Now**.



**Step 15:** After restart, launch the MAT CBT again. The splash screen briefly displays.



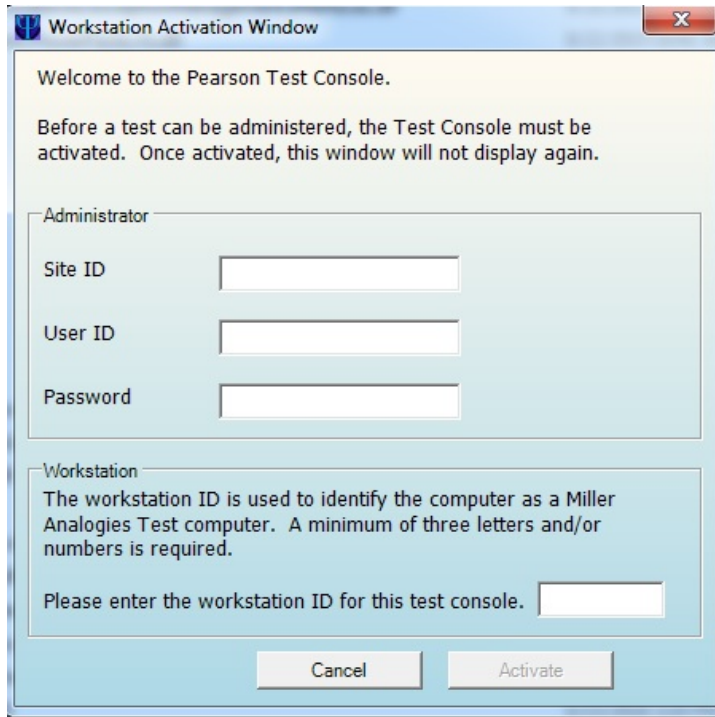
**Step 16:** The **Workstation Activation Window** displays the first time CBT is launched after installation. This window should only display once. After the CBT is activated, this window should not display again.

Enter your **Site ID** (Test Center Number), **Test Administrator ProctorUser ID**, **Password**, and the **Workstation ID** for the machine where you are installing the MAT CBT.

**NOTE:** To activate the MAT CBT Console, the User ID and Password *must* be the Test Administrator User ID and Password. Proctor (user level) credentials cannot activate the MAT CBT Console.

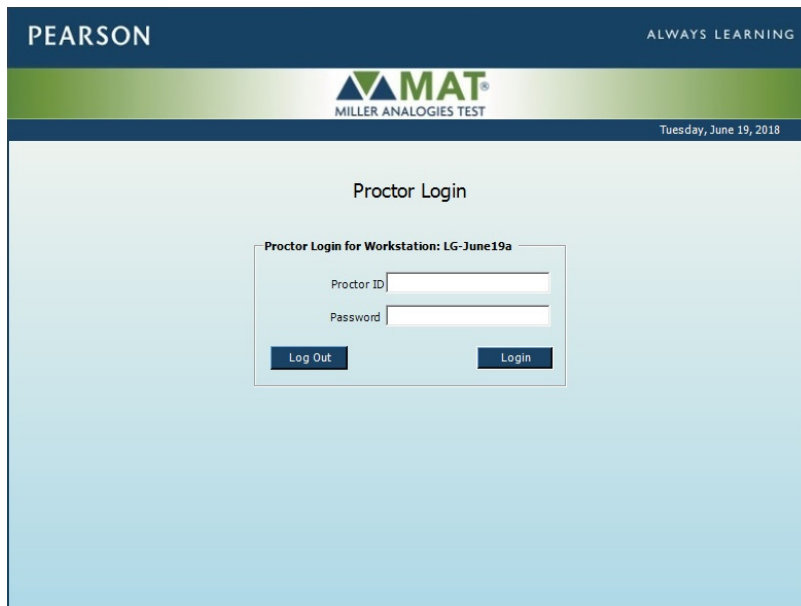
Then click **Activate** to launch the MAT CBT.

**Note about Work Station ID for current CBT users:** You may use the same workstation ID previously used with the CBT.



**Step 17:** After activating the Test Console, the Proctor Login window displays. Enter your Proctor Login credentials to proceed to Examinee Login.

**NOTE:** The credentials used do not have to be the Test Administrator's at this point. Any authorized Proctor login will work.



**Step 18:** After the proctor logs in, the Examinee Login window displays.

**Step 19:** With the Examinee Login screen displayed, exit the MAT CBT Console by following this two-step process:

1. While the Examinee Login is displayed, first hold down **CTRL** and **SHIFT** keys and then press the **E** key. This will take you to the Proctor Login screen.

2. Enter your Proctor login credentials and click **Log Out**.

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Tuesday, June 19, 2018

Proctor Login

Proctor Login for Workstation: 101-a

Proctor ID:

Password:

Log Out Login

**Step 20:** Follow the steps in “Administering a Trial Form Test” to ensure the MAT CBT v4.0 is working properly.

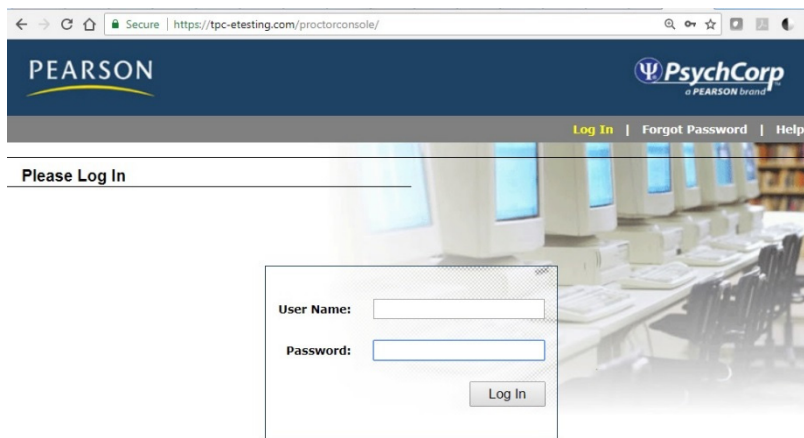
## Administering a Trial Form Test

To verify that the MAT CBT Console v4.0 installed correctly, please conduct a Trial form administration immediately following installation. Note that completing the Trial form is not recorded as a test event for cost purposes. ***Your Test Center is never billed for Trial form administrations.***

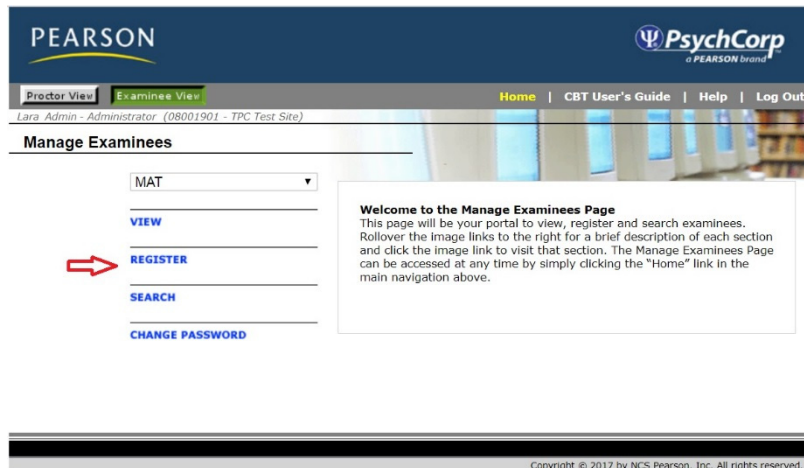
To administer a Trial form, you will need to register an examinee through the Proctor Console website, being sure to select Trial on the Form Version when registering. Then, administer the test through the MAT CBT Console v4.0. For detailed instructions, see the steps below.

### Registering an Examinee for the Trial Form Test

**Step 1:** Open the Proctor Console. Enter your User Name and Password and click **Log In**.



**Step 2:** On the Manage Examinees page, click **REGISTER** to go to the Examinee Registration window.



**Step 3:** Enter examinee information in each field. For the Trial form test, select the checkbox for No SSN and be sure to select **Trial** for the Form Version. *Note the date of birth you enter for the examinee; you will need it in a later step to start the Trial form test.* Click **Register** when done.

**Step 4:** For the examinee you just entered, click the **Ticket** link in the Print column.

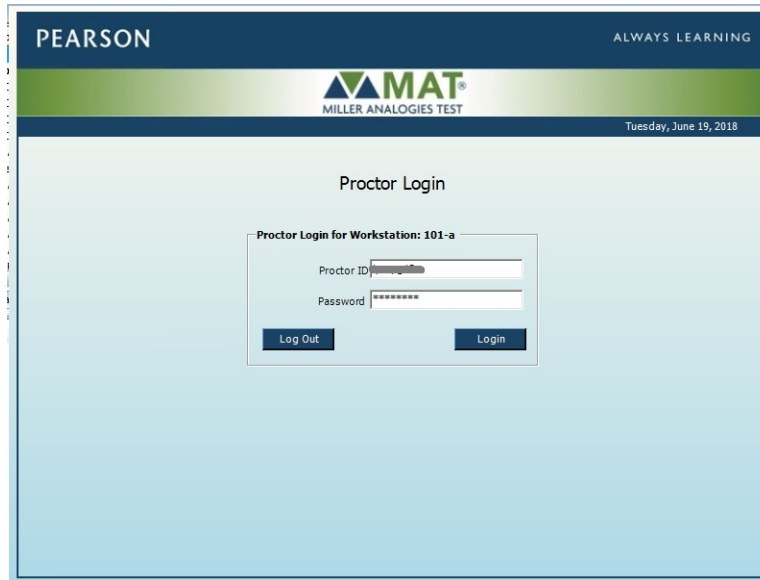
**Step 5:** Either print the ticket or make note of the Test Activation ID. You will need this in a later step to start the Trial form test.

## Administering the Trial Form Test

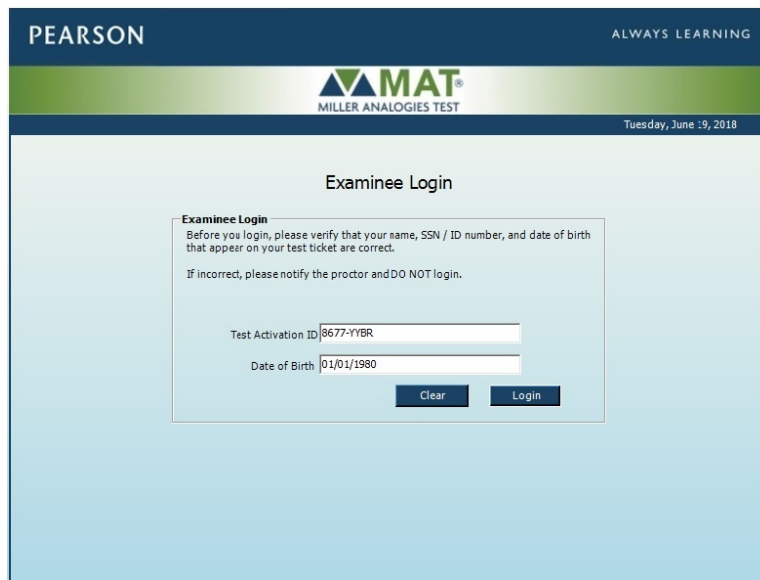
**Step 6:** Launch the MAT CBT Console v4.0.



**Step 7:** On the Proctor Login screen, enter your Proctor Login credentials and then click **Login**.



**Step 8:** On the Examinee Login screen, enter the Test Activation ID and Date of Birth entered when the examinee was registered. Click **Login** when done.





**Step 9:** On the Personal Information screen, complete the fields and then click **Next**.

**Step 10:** On the Verify Your Information screen, click **Next**.

**Step 11:** On the Education Status screen, select an option for each section, and then click **Next**.

**Step 12:** On the Choose Your Score Recipients screen, choose any option, and click **Select>>**. Then click **Next**.

**Step 13:** On the Information Release screen, select either option and then click **Next**.

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TPC Test Site - 08001901 Tuesday, June 19, 2018

### Information Release

**IMPORTANT NOTICE**  
Colleges, universities, and scholarship granting institutions may be interested in providing you with information about their services. Please indicate below whether or not you authorize the release of the biographical information you have provided here to these organizations. Your scores will NOT be released as part of the information.  
Release of information is not required for you or your designated schools to receive a score report.

YES, this information may be released.  
 NO, do NOT release this information.

Cancel Previous Next

**Step 14:** On the Electronic Signature screen, select the option **YES, I agree with the above statement**. Then click **Next**.

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MAT MILLER ANALOGIES TEST

TPC Test Site - 08001901 Tuesday, June 19, 2018

### Electronic Signature

I, Trial FormTest, agree to adhere to all the policies and procedures outlined in the current MAT Candidate Information Booklet and attest that the information provided by me here is true to the best of my knowledge. I further certify that my own name appears here. I understand that the test I am about to take cannot be scored without this authorization.

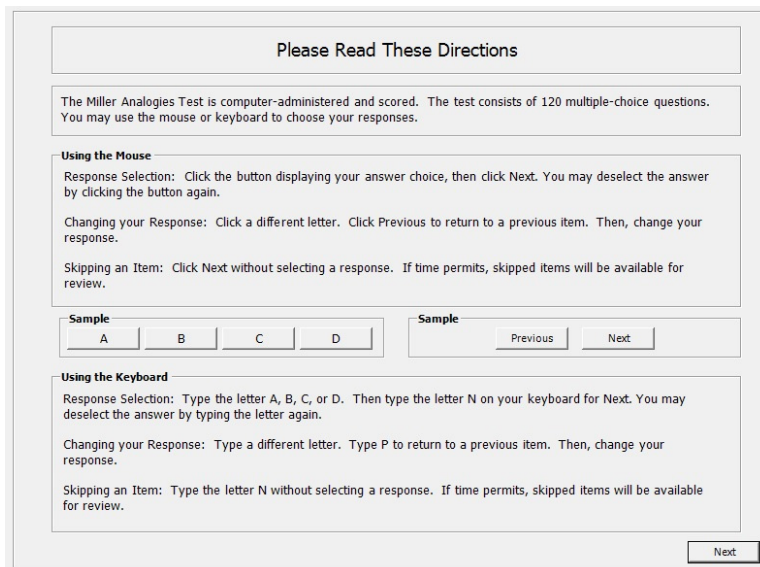
YES, I agree with the above statement.  
 NO, I do NOT agree with the above statement.

Cancel Previous Next

**Step 15:** On the Welcome screen, click **Next** to proceed to the testing procedures page.



**Step 16:** On the page with the testing procedures, you can choose to read through the instructions if you wish. When you are done, click **Next**.



**Step 17:** Complete each of the four sample analogies by selecting a letter option and then clicking **Next**.

**Sample Analogy A**

Each item in this test includes four choices, only one of which is correct. Look at the sample below. The correct answer is 'c. pain' because pain is related to pleasure as dark is related to light.

A small digital timer in the top left corner of the screen displays the time remaining. You may show or hide the timer by clicking the timer icon or typing the letter T. The timer is activated when the first item appears. The item number and total number of items display next to the timer.

Click Next or type N to move to the next sample item that displays exactly as it will during the test.

🕒 59:59 51 of 120

Light : Dark :: Pleasure : (a. picnic, b. day,  
c. pain, d. night)

A

B

C

D

Previous

Next

**Step 18:** On the Directions page, you can choose to read through the direction if you wish. When you are done, click **Begin**.

**Directions**

This test contains 120 analogies like the samples you just completed. 100 of the items will count toward your score, and 20 are experimental items that do not count toward your score. You will have 60 minutes to complete the test.

The items are arranged in order of difficulty. Do not linger on difficult items, but return to them after you have tried all the other items. If you are unsure of an answer, choose the response you think is correct. You will not be penalized for incorrect answers. Your score is based on the number of correct answers out of the 100 items that are counted.

After completing the final item, you will have the opportunity to review all of the items or review only those you have skipped. You may review the items and change responses for as long as time permits.

To see the sample items again, click Repeat or type R.

If you have any questions, you may ask the proctor now. No questions will be answered once the test begins. Click the Begin button or type G to begin.

Cancel

Repeat

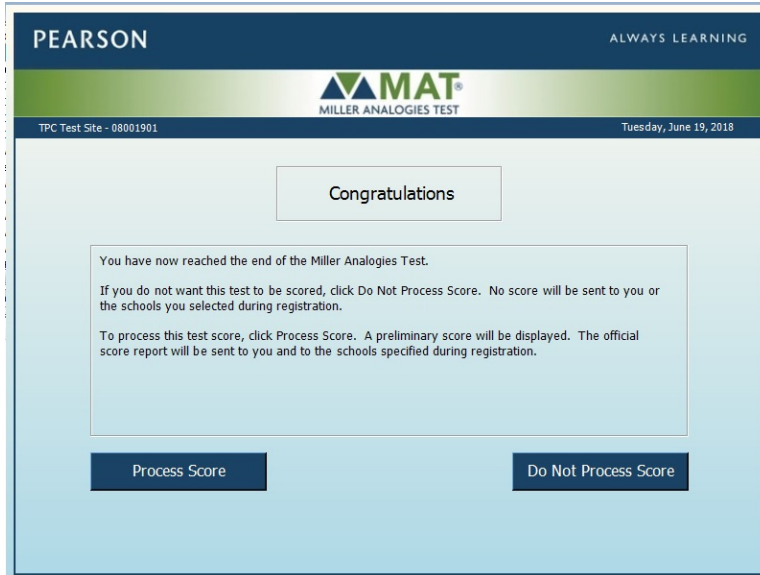
Begin

**Step 19:** Complete each item by selecting a letter option and clicking **Next**.

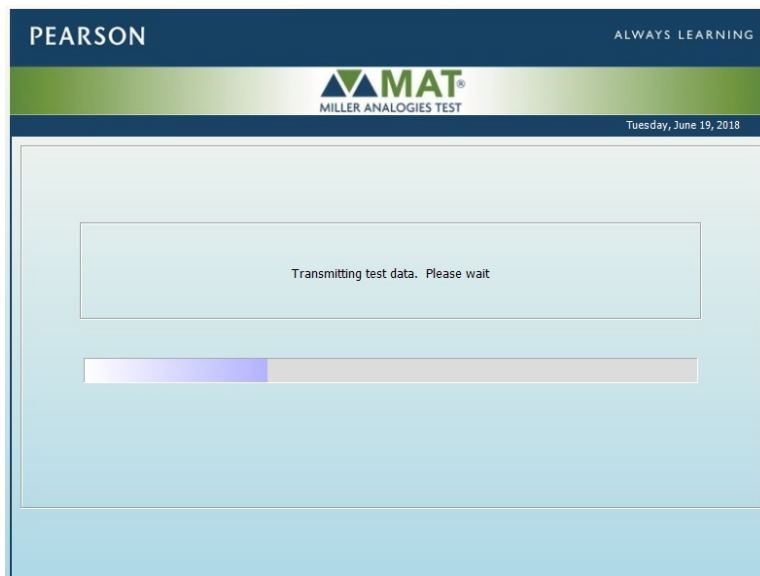
NOTE: On each item, you will see a note indicating that this is the Trial form.

**Step 20:** After the last item, you will be presented this screen so that you can review all the items, review only items that were skipped, or finish the test. Click **Finish**.

**Step 21:** On the next screen, you will be asked whether to process the score for this administration. Click **Process Score**.  
 NOTE: While data is sent to Pearson, scores are not reported for the Trial form regardless of which option is selected.



**Step 22:** A progress bar shows that the test data is transmitting.



**Step 23:** Once the transmission is complete, the Preliminary Scaled Score is displayed along with some information for the examinee. Click End Exam to complete the Trial form test.

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**Preliminary Scaled Score: 400**

Miller Analogies Test (MAT) scaled scores are based on the number of test items answered correctly and range from 200-600 with an average scaled score of around 400. You will find more information about the meaning of this score in the MAT Candidate Information Booklet available on the MAT website.

The score displayed above is not an official score. Your official scaled score and percentile ranks will be sent to you and the schools you have specified, pending verification that no irregularities have occurred that could have affected your performance.

Note: Pearson adheres to test administration and security standards that require the review of all MAT scores and administrative conditions. Pearson reserves the right to cancel any score believed to be obtained in a questionable manner. In the event that a score is cancelled, the examinee will be notified in writing and given the opportunity to provide additional information about the situation. The examinee will also be given the option to either retest to verify the score at no additional charge or to cancel the score. Pearson will make no reimbursements for any expenses incurred by an examinee whose score is cancelled. 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:

1. The examinee took the same form of the MAT more than once within a 12-month period.
2. The score seems questionable when compared to MAT scores obtained previously by the examinee.
3. An administrative irregularity occurred at the Controlled Testing Center where the MAT was taken.

**Exit Exam**

**Step 24:** To close the MAT CBT Console, while holding down CTRL and SHIFT, press E.

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Tuesday, June 19, 2018

**Examinee Login**

**Examinee Login**  
Before you login, please verify that your name, SSN / ID number, and date of birth that appear on your test ticket are correct.  
If incorrect, please notify the proctor and DO NOT login.

Test Activation ID

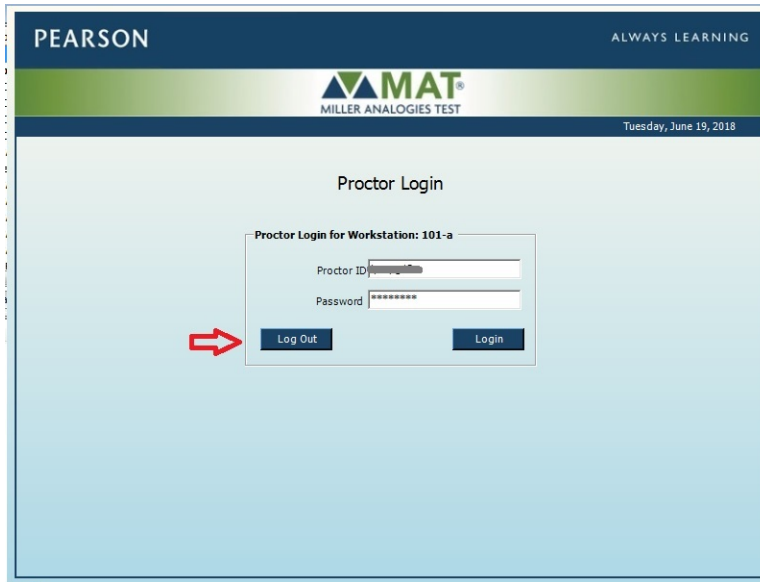
Date of Birth

**Clear** **Login**

[To exit: The Proctor clicks **CNTL-SHIFT-E** keys at same time to return to Proctor Login.]



**Step 25:** To completely close the application, enter your Proctor Login credentials and click **Log Out**.



**Step 26:** In the Proctor Console, navigate to the list of examinees, locate the Trial form test that was just completed. Note that the Status column reads “Complete” and then click the **Report** link in the Print column.

Examinee List

Date Assigned	Time (CST)	Examinee	Status	SSN/ID	Station ID	Details	Print
6/19/2018	11:21 AM	FormTest, Trial	Complete	1948	101-a	View	Report

**Step 27:** The Preliminary Score Report displays.

**MAT**  
MILLER ANALOGIES TEST

**Test:** Miller Analogies Test  
**Date:** Tuesday, June 19, 2018  
**Examinee Name:** Trial FormTest  
**CTC ID:** 08001901

**Score:**  
 Your preliminary scaled score is 400.

Miller Analogies Test (MAT) scaled scores are based on the number of test items answered correctly and range from 200-600 with an average scaled score of around 400. You will find more information about the meaning of this score in the MAT Candidate Information Booklet available on the MAT website.

The score displayed above is not an official score. Your official scaled score and percentile ranks will be sent to you and the schools you have specified, pending verification that no irregularities have occurred that could have affected your performance.

Note: Pearson adheres to test administration and security standards that require the review of all MAT scores and administrative conditions. Pearson reserves the right to cancel any score believed to be obtained in a questionable manner. In the event that a score is cancelled, the examinee will be notified in writing and given the opportunity to provide additional information about the situation. The examinee will also be given the option to either retest to verify the score at no additional charge or to cancel the score. Pearson will make no reimbursements for any expenses incurred by an examinee whose score is cancelled. 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:

1. The examinee took the same form of the MAT more than once within a 12-month period.
2. The score seems questionable when compared to MAT scores obtained previously by the examinee.
3. An administrative irregularity occurred at the Controlled Testing Center where the MAT was taken.

## Frequently Asked Questions MAT CBT v4.0

**Q1: What is the download link to the MAT CBT v4.0?**

**A1:** <https://tpc-etesting.com/matcbtinstall>

**Q2: Will TLS 1.0 for MAT CBT v3.0 continue to function beyond June 30, 2018?**

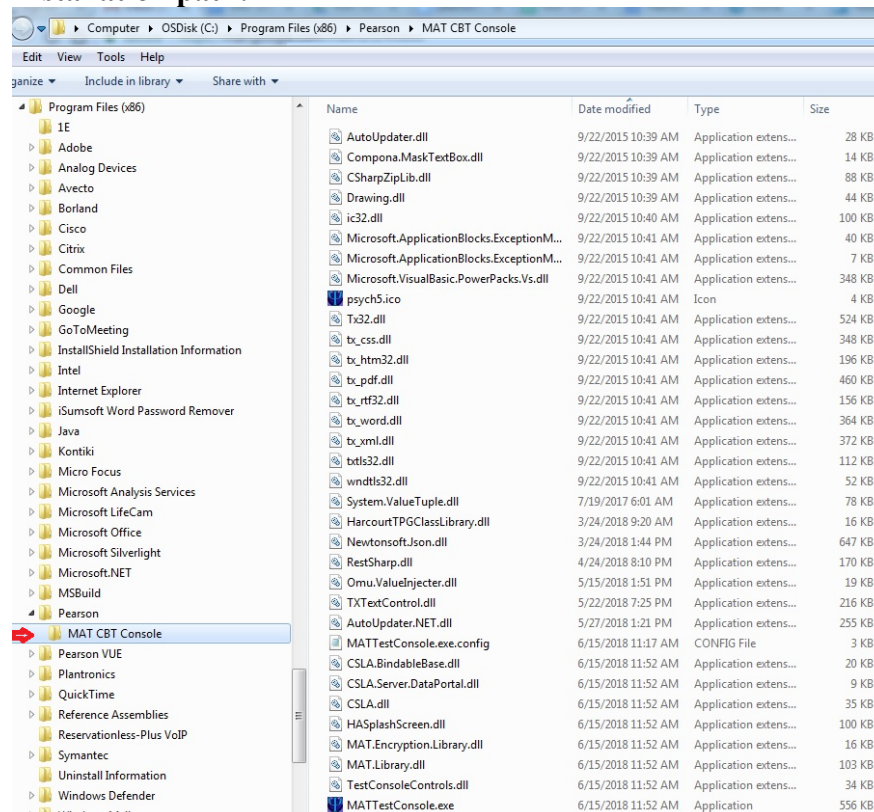
**A2:** No, it will not. Pearson is disabling support for both TLS 1.0 and 1.1 effective June 30, 2018. Please ensure your test center network has TLS 1.2 and MAT CBT v4.0 installed by this date. Please ensure you conduct a TRIAL Form administration to confirm functionality prior to a candidate testing. If you are having problems administering a test, please make sure that TLS 1.2 is enabled on the workstation.

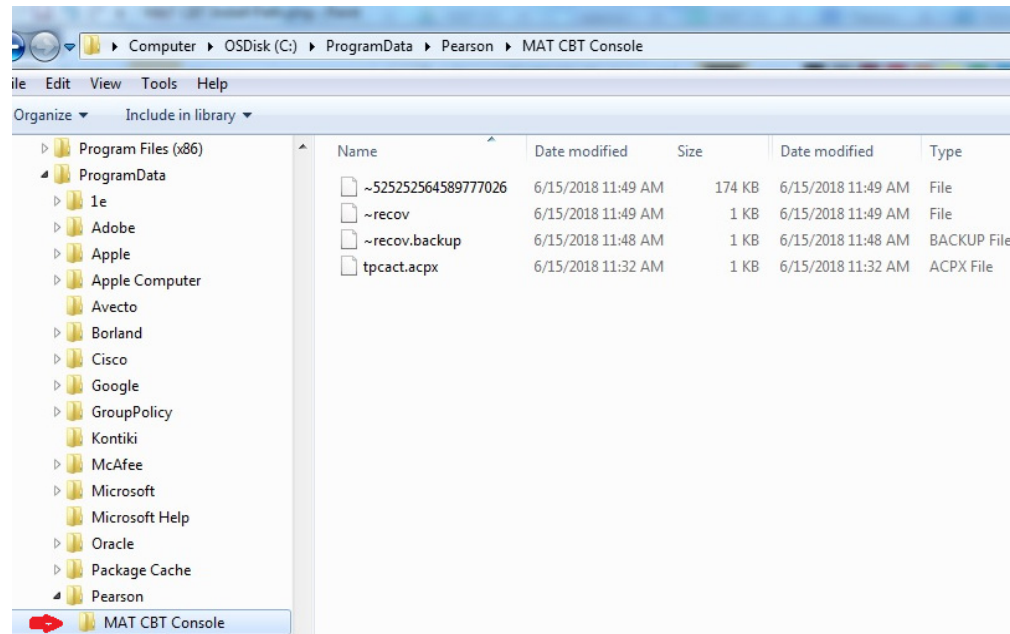
**Q3: Where is MAT CBT v4.0 installed?**

**A3:** The CBT is installed to one location and writes data files to another:

- a) Application installs to: C:\Program Files (x86)\Pearson\MAT CBT Console.
- b) Data files get written to: C:\ProgramData\Pearson\MAT CBT Console

### Installation path:



**Data Files written here:**

**Q4:** What version of .NET is required to run MAT CBT v4.0?

**A4:** .NET 4.6.2 or later is required.

**Q5:** If there is a power interruption or loss of internet connection during a student's test, can the test still be recovered?

**A5:** Yes, 99% of the time as long as (a) the machine has not been wiped clean using Deep Freeze (or if using Deep Freeze, then the path shown above should be "thawed"), and (b) the *same user must be logged into the computer* where the student experienced the interruption. This is because the recovery files will exist in the ProgramData\Pearson\MAT CBT Console folder of the machine where the candidate was testing.

For example, see the screenshot above for an example of recovery files:

~525252564589777026 (where these are all random numbers)

~recov

~recov.backup

For assistance with this process or for questions, please contact us at 800-249-0659 Option 2 from 7:00 a.m. until 6:00 p.m. central time, on regular business days.