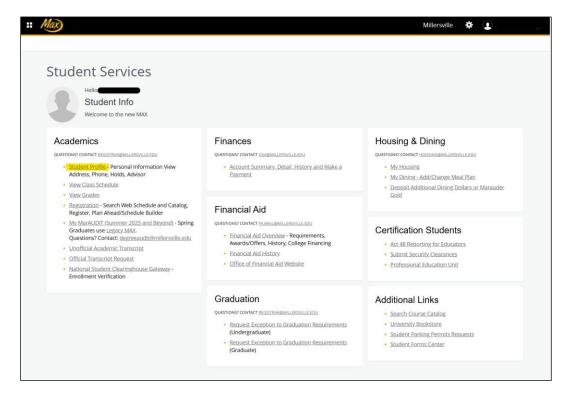
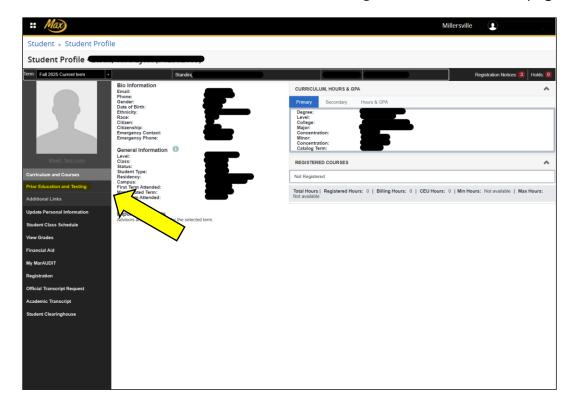
## How to View Certification Tests on file with the Certification Office through NewMAX:

- From your 'myVille' portal, select 'NewMAX' this will take you into your MAX account.
  - o You should see the heading 'Student Services' at the top. This is the MAX homepage.
- Click the 'Student Profile' link under Academics on the MAX homepage.



- Now you should be on the 'Student Profile' Screen
  - o Click the 'Prior Education and Testing' tab on the left side of page.



• Official test scores on file with the Certification Office will reflect under the 'Testing' section.

## Notes:

- Your highest test scores reported to Millersville University are reflected in this section.
  - o If you have taken the test multiple times, only the highest score will reflect.
- Students receive their unofficial score report before MU receives official scores.
  - MU typically receives test scores a few weeks after the student (if the student reported the scores to MU).
- Test scores must be reported directly from the test vendor to be considered official.
- Only official test scores will reflect in this section. Unofficial test scores are not reflected.
- Official test scores must be on file before recommendation to PDE can be made.

