

Instructions for Candidates

In the Chinese Language Exam

中文考试考生指南

As a reminder, if you do not test on the assigned testing date, your exam fee will be forfeited. No extensions are granted.

请注意，如果您没有在指定的考试日期参加考试，您的考试费用将不予退还，同时考试亦不能延期。

These instructions are for you to schedule your examination part(s) with Prometric. Please note that you have a separate authorization number for each part that you registered for. Questions regarding your registration should be directed to 86-4000-ima-cma (4000-462-262) or imachina@imanet.org. You should contact Prometric for your appointment(s) **as soon as possible** as ICMA is not responsible if you delay scheduling and there are no longer appointments available on your testing date. **Please be sure that your name as it appears on your authorization letter is the same as your name on the documents that you will use for identification at the testing center. If they are not the same, please contact ICMA to correct your name.**

以下说明可以帮助您通过普尔文公司（Prometric）安排各门考试。请注意，您预约的每门考试都有各自的授权号码。如果您对报名有疑问，请致电 86-4000-ima-cma（4000-462-262）或发邮件至 imachina@imanet.org。请尽早联系普尔文公司进行预约，如果因为考生自己延误预约，从而无法预约到考试，注册管理会计师协会考试认证部门（ICMA）将对此不承担任何责任。请确保授权信上的姓名与您将在考试中心出示的身份证件上的姓名相一致。如果不相符，请联系注册管理会计师协会（ICMA）进行更正。

Scheduling with Prometric

通过普尔文公司进行预约

The date shown on your authorization letter represents the date on which you are authorized to take CMA examination part(s).

您的授权信上显示的日期就是您被授权参加各门注册管理会计师认证考试的日期。

- Choose a test site by checking the listing of sites at www.prometric.com/ICMA (a link on the left hand sidebar on the screen will bring you to the Chinese Language Prometric website), or ask the Prometric Call Center representative to suggest a center close to your home or office.
- 您可以通过点击 www.prometric.com/ICMA 网站上列出的考点列表选择考点（屏幕左边目录有一个链接，可以引导您进入普尔文公司的中文网站），或者致电普尔文呼叫中心的客服代表帮您挑选一个距离您家或办公室较近的考点。
- Be sure you have your authorization number(s) from the accompanying letter with you, as you will be required to provide this information.
- 请确保随附的信函中包含您的授权号码，您需要在考试时提供这一信息。

- To schedule your examination, you can log onto the Internet 24 hours, 7 days a week by visiting www.prometric.com/ICMA. Online is the recommended choice to schedule your test. You can also contact the Regional Registration Center. Please note, using regular mail, email, or fax is not a valid scheduling option.
- 您可以随时（7*24 全天开放）登陆互联网站点 www.prometric.com/ICMA 预约考试。我们建议您选择在线的方式进行预约。您也可以联系区域注册中心。请注意，平信、电子邮件和传真都不是有效的预约方式。
- **Appointments must be scheduled 45 days prior to the test date.**
- 必须在考试日期之前 **45** 天进行预约。
- Once you have scheduled your appointment, it is strongly suggested that you confirm the date and time of your appointment by visiting www.prometric.com/ICMA and selecting the View/Print Appointment option.
- 如果您已经完成预约，我们强烈建议您登陆 www.prometric.com/ICMA，选择“查看/打印预约”选项来确认您预约的日期和时间。

Cancellation of a Scheduled Appointment

取消预约

Should you need to cancel your appointment you must do so **45 days** prior to the test date.

如果需要取消预约，您必须在考试日期前 **45** 天申请取消。

To cancel your appointment, please have your confirmation number ready and visit www.prometric.com/ICMA or call the Regional Registration Contact Center. Both options are available 24 hours, 7 days a week. If you do not sit for the exam on your assigned testing date you will need to reregister with the ICMA and REPAY the examination fee.

如果要取消预约，请准备好您的确认码，然后登陆 www.prometric.com/ICMA，或联系区域注册联络中心。以上两种方式均为 7*24 全天开放。如果未能在预约日期参加考试，您需要重新向注册管理会计师协会注册并重新缴纳考试费用。

General Instructions

一般说明

- You should arrive at the test site **30 minutes** before the scheduled start of the exam. If you are late you will not be admitted to the examination.
- 您应在开考前 **30 分钟** 抵达考点。迟到者将被取消考试资格。

Identification Requirements

身份证明相关规定

For admission to the exam, you must present proof of your identify. Only the following are acceptable forms of valid identification: Chinese National ID, or passport, or military ID.

为了验证您的考生身份，考生必须提供身份证明。我们只接受以下证件：身份证、护照或军官证。

You will NOT be permitted into the examination without proper identification. If you are not granted access to the exam, you will be required to register again for the exam and pay the full fee. Without the above listed identification- you will not be able to test.

如果考试不能提供相应证明，将被拒绝参加考试。如果被拒绝进入考场，考生需要重新注册考试并支付考试费用。如果您无法提供上述证件，考生将无法参加考试。

For admission to a Prometric Test Site, you must present proof of your identify. Only the following are acceptable forms of valid identification.

进入普尔文考试点，您必须出示本人身份证件。只有以下证件才是有效的身份证件：

You will NOT be permitted into the examination without proper identification. If you are not granted access to the exam, you will be required to register again for the exam and pay the full fee. Without the above listed identification, you will not be able to test.

无法提供有效身份证明证件者将无法进入考场。不被允许进入考场参加考试者需要重新进行报名登记并全额缴纳考试费用。无法提供上述身份证件者将无法参加考试。

Miscellaneous Information

其他

- Candidates can use the Texas Instrument's BA II Plus, Hewlett-Packard 10BII, OR the calculator provided by Prometric when taking the exams. Candidates will not be allowed to use calculators that do not comply with these restrictions.
- 考生可以使用德州仪器公司生产的 BA II Plus 型计算器，惠普公司生产的 10BII 型计算器，或者由普尔文提供的计算器。考生不得使用不符合以上规定的计算器。
- The test center will provide pencils for use in making calculations and notes on the provided scratch paper.
- 考试中心将提供铅笔，供考生在发放的草稿纸上计算和作笔记。
- The staff at the Prometric Testing Center is not involved in the development of the examination or the procedures governing the evaluation of your performance. Questions or comments on the examination content or performance evaluation should be directed only to the ICMA.
- 普尔文考试中心的人员不参与命题或阅卷。如果您对考试内容或考试评分有任何问题或建议，敬请直接告知注册管理会计师协会（ICMA）。

Regional Registration Contact Center Information

区域注册联络中心信息

You can also schedule 24 hours a day, 7 days a week on www.prometric.com/ICMA

您也可以随时（7*24 全天开放）登陆 www.prometric.com/ICMA，进行预约。

Tel: 86 10 82345674

电话：86 10 82345674