



## **Instructions to Candidates**

### **CMA Chinese Language Exam**

### **CMA 中文版考试考生指南**

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 your authorization to schedule the examination part(s) with Prometric. Please note that you have a separate authorization number for each part that you registered to take. Questions regarding your registration with ICMA should be directed to 800-638-4427 or 86-4000-462-262(China). We urge you to schedule your test appointment with Prometric as early as possible. 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特定的考试授权号。如果您对报名有疑问，请致电 86-4000-462-262 或发邮件至 [imachina@imanet.org](mailto:imachina@imanet.org)。请尽早联系普尔文公司进行预约，并请确认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**

#### **与普尔文公司预约考试**

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

您的考试授权信上显示的日期就是您被授权参加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](http://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](http://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），或者致电普尔文客服中心的代表帮您挑选一个距离您家或办公室较近的考点。
- ICMA is not responsible if you delay scheduling and there are no longer appointments available on your testing date.
- 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（ICMA）将对此不承担任何责任。
- Be sure you have your authorization number(s) from the accompanying letter handy, 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 visit [www.prometric.com/ICMA](http://www.prometric.com/ICMA). You can also call Prometric's Candidate Service Call Center at 800-479-6370 or the local Prometric Testing Center of your choice. For International candidates you should also contact the appropriate Regional Registration Center for initial scheduling requests by telephone (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](http://www.prometric.com/ICMA) 预约考试。您也可致电 800-479-6370 或联系中国区普尔文考试中心 86-10-6279-9911 预约考试。我们建议您选择在线的方式进行预约。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.
- 必须在考试日期前 **45 天**完成预约。
- 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](http://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](http://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。
- You may be scanned prior to each entry into the test room to ensure you do not have any prohibited electronic devices. If you decline to be scanned the test center administrator will be required to submit a report to Prometric and the ICMA.
- 在进入考场前，您可能要接受检查以确保没有携带违禁电子设备。如果您拒绝接受检查，考试监考人员必须将报告提交给普尔文和 ICMA。

## **Reschedule or Cancellation of a Scheduled Appointment**

### **重新预约考试或取消考试预约**

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 or reschedule your appointment, please have your confirmation number ready and visit [www.prometric.com/ICMA](http://www.prometric.com/ICMA) or call 800-479-6370 and select option 1 to be directed to the automated system. International candidates can visit the Prometric web site or call the Regional Registration Contact Center. Both options are available 24 hours, 7 days a week. If you do not comply with the cancellation policy, you will be considered a "no-show" and you will need to re-register with the ICMA and repay the examination fee.

如果要取消或重新预约，请准备好您的确认码，然后登陆 [www.prometric.com/ICMA](http://www.prometric.com/ICMA)，或致电 800-479-6370 选择 1 联系自动服务系统或联系中国区普尔文考试中心 86-10-6279-9911。以上方式均为 7\*24 全天开放。如果在考试当日未能参加考试，您需要重新和 ICMA 注册考试并重新缴纳考试费用。

## **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.

如果考生不能出示身份证明，将被取消考试资格。如果被取消资格，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身份证件，考生将无法参加考试。

### **The Day of the Exam**

- Arrive at the Prometric Testing Center 30 minutes before the time of your appointment. If you are more than 15 minutes late for your scheduled appointment, you will lose your scheduled sitting and be required to re-register at an additional cost.
- 在开考前 **30 分钟** 抵达考点。迟到超过 15 分钟者将被取消考试资格，并需重新缴费注册考试。
- You will be required to sign the Prometric Log Book.
- 在普尔文考试签到簿上签字。
- Bring valid forms of Identification.
- 出示有效身份证件。
- Bring an approved calculator.
- 携带许可的计算器。

### **Miscellaneous Information**

#### 其他

- Small battery or solar powered electronic calculators restricted to a maximum of six functions - addition, subtraction, multiplication, division, square root, and percent - are allowed. The calculator must be nonprogrammable and must not use any type of tape. Candidates also have the option to use the Texas Instrument's BA II Plus or the Hewlett-Packard 10BII calculators 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 HP 10BII 型计算器，或者简单的六功能（加，减，乘，除，平方根，和百分比）计算器。考生不得使用有程序功能或纸带功能的计算器或任何其他不符合以上规定的计算器。
- Candidates will receive one scratch paper booklet initially during their examination. However, if you require more sheets during the exam in order to complete calculations, you should raise your hand and ask the test center personnel for one additional booklet. Candidates are able to keep one used booklet in case they need to refer back to previous calculations. Candidates will be permitted to trade in one or two used booklets for one or two new booklets. Candidates are only permitted to have two booklets at any given time. The test center personnel will then collect and destroy all booklets from each candidate at the end of their testing session.
- 考试中心将提供一个演算簿，供考生在上面演算和作笔记。如果你需要多的演算簿，请举手告知监考人员。但考生最多可同时使用两个演算簿。监考人员在考试结束时必须收回所有演算簿并销毁。
- The test center will provide pencils.
- 考试中心将提供铅笔。
- 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）。
- At the beginning of your test administration, you will be given the opportunity to have a tutorial. The tutorial is not part of your testing time.
- 考前会宣读考试注意事项和规则，但不占用考试时间。
- Immediate results for the CMA examinations will not be provided because the essay questions will be graded offline. The scores for the multiple-choice section will be added to the scores of the essay section for a total weighted score of pass/fail reflected in a scaled score for the entire part.
- 因为情境题为线下阅卷，考生不会立刻获知成绩。选择题成绩与情境题成绩按比重整合为考生最终的考试成绩。

Refunds: After 30 days from the date of registration, examination fees are not refundable. Within 30 days of the registration date an examination fee may be refunded if no test appointment has been set. A processing fee will be deducted from the refund.

退款政策：注册考试30天后，考试费用不能退还。如果在注册考试后30天内，且考生没有和普尔文预约考位的情况下，可退还考试费用，但需扣除手续费。

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。

## **Regional Registration Contact Center Information**

### **区域考试预约联络中心信息**

You can also schedule 24 hours a day, 7 days a week on [www.prometric.com/ICMA](http://www.prometric.com/ICMA)

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

电话: **86 10 6279 9911**