

## Prometric 网上自助预约指导

访问普尔文英文网站 [www.prometric.com](http://www.prometric.com), 输入考试项目, 例: “ICMA”, 点击“Go”

The screenshot shows the Prometric website's main navigation area. At the top, there are links for 'ABOUT PROMETRIC', 'OUR SOLUTIONS', 'BECOME A TEST CENTER', 'NEWS & RESOURCES', and 'CONTACT US'. Below this is the Prometric logo and a search bar with the text 'SEARCH THIS SITE...'. Navigation buttons include 'Schedule My Test', 'Locate a Test Center', 'Reschedule/Cancel', and 'Prepare for Test Day'. A 'SITE MAP' icon is also present. A green bar at the bottom of the navigation area says 'SELECT YOUR LANGUAGE'. The main content area features a woman pointing towards a 'HOW DO I?' section with three icons: 'RESCHEDULE/CANCEL MY TEST', 'CONFIRM MY TEST', and 'PREPARE FOR TEST DAY'. Below these icons is a search bar with 'icma' entered and a 'GO' button. Underneath the search bar are tabs for 'OR SELECT FROM THE DIRECTORY' with categories: 'A - C', 'D - G', 'H - J', 'K - M', 'N - Q', 'R - T', 'U - Z', and 'ALL'. At the bottom, there are radio buttons for 'IT TEST TAKER Account Sign-In' and 'Pre-Licensing/Continuing Education'.

选择所要考试的项目,进行网上预约。

The screenshot shows the 'FOR TEST TAKERS: FIND MY TEST' section of the Prometric website. On the left is a navigation menu with options: 'For Test Takers' (selected), 'Schedule', 'Locate a Test Center', 'Reschedule/Cancel', 'Prepare for Test Day', 'Frequently Asked Questions', 'What to Expect', 'Test Drive', 'Arrange Testing Accommodations', 'Test Drive FAQs', and 'Test Center Regulations'. Below the menu is a 'GET STARTED' section with the text: 'As a first step, please let us know the name of the test you need to schedule or reschedule.' The main content area features a photo of a man smiling while looking at a laptop. To the right of the photo is the text: 'Prometric provides testing and assessment services to more than 400 of the world's most prestigious organizations.' Below this is a paragraph: 'You can easily find your exam by either typing the name of the testing organization in the search box below, or by clicking on one of the alphabetized tabs and reading through the list to find the name of the organization or exam.' At the bottom, there is a search bar with the text 'Search or select from the directory.' and a 'SEARCH' button. Below the search bar is a text input field with 'Enter Test Sponsor Name' and a 'SEARCH' button. Below the search bar are tabs for 'A - C', 'D - G', 'H - J', 'K - M', 'N - Q', 'R - T', 'U - Z', and 'Search'. Below the tabs is a list of results: 'ICMA - Institute of Certified Management Accountants'.

进入到考试项目说明界面，选择“SCHEDULE”

**I WANT TO...**

- SCHEDULE MY TEST
- LOCATE A TEST CENTER
- RESCHEDULE/CANCEL MY TEST
- CONFIRM MY TEST

**Test Sponsor**

- Find Another Test
- Prepare for Test Day
- What to Expect
- Frequently Asked Questions

**24 HOUR SCHEDULING**  
Schedule an exam on Prometric's website 24/7.

**RELATED LINKS**

- Contact Numbers
- Chinese
- Japanese

Information about ICMA  
[ICMA Testing Information](#) - Learn more about the tests offered by Prometric by visiting the ICMA Web site.

Rescheduling/Cancellation Fee - Prometric will charge a \$50 fee to candidates who reschedule/cancel appointments within 3 to 30 days of the original test date.

Saturday, July 30, 2016 Paper-Based Testing (PBT) Event Notice - **Two-part Chinese Language exam only**

On the Test Center Selection Page, search for one of the following 13 cities, and select the corresponding site #. Candidates scheduling for the Saturday, July 30, 2016 PBT event in China, please type in the location you chose in the Testing City field when entering your demographics.

- Beijing
- Shanghai
- Suzhou
- Nanjing
- Guangzhou
- Chengdu
- Xian
- Dalian
- Qingdao
- Wuhan
- ...

选择所要进行考试的国家，国家或地区请选择“CHINA”，点击“Next”继续

**PROMETRIC**

English

**SCHEDULE / RESCHEDULE**

**CMA**  
IMA's Certification for Accountants and Financial Professionals in Business

Choose the country in which you would like to schedule your appointment, or the country in which you've already scheduled your appointment, then click Next.

Country:

Reset Next >

个人信息保密声明, 请认真阅读确认理解和同意后方可点击“Next”继续预约.

The screenshot shows the 'NEW APPOINTMENT: PRIVACY POLICY REVIEW' page. On the left is a navigation menu with items: Information Review, Privacy Policy Review (highlighted), Eligibility Information, Appointment Selection, Test Center Selection, Date and Time Selection, Additional Information, Appointment Verification, and Appointment Complete. The main content area is titled 'Privacy Policy Review' and contains a 'Policy Notice' section with a paragraph of text. Below this is a 'Data Privacy Notice' section with another paragraph of text. At the bottom of the main content, there are radio buttons for 'I agree' (selected) and 'I do not agree', and two green buttons labeled '< Back' and 'Next >'. The top of the page features the PROMETRIC logo and a language selector set to 'English'.

要求输入个人的授权号码以及本人姓氏拼音的前4位, 确认信息输入正确后,点击“Next”继续

The screenshot shows the 'NEW APPOINTMENT: ELIGIBILITY INFORMATION' page. The navigation menu on the left highlights 'Eligibility Information'. The main content area is titled 'Eligibility Information' and contains the text 'Before proceeding, please provide the following information.' Below this are two input fields: 'Authorization Number :' and 'First 4 Characters of Last Name :'. A note below the fields states 'If you do not know your program identifier, please contact your sponsoring organization.' At the bottom of the main content, there are two green buttons labeled '< Back' and 'Next >'. The top of the page features the PROMETRIC logo and a language selector set to 'English'.

进入考场列表界面，请选择具体的城市的考场参加考试，并点击相应城市的“Schedule Appointment”

**PROMETRIC** English

### NEW APPOINTMENT: TEST CENTER SELECTION

Information Review  
Privacy Policy Review  
Eligibility Information  
Appointment Selection  
**Test Center Selection**  
Date and Time Selection  
Additional Information  
Appointment Verification  
Appointment Complete

#### Test Center Selection

12 test site(s) available. To view other sites, [choose a different location.](#)

<a href="#">Schedule Appointment</a> <a href="#">Test Center Info, Driving Directions</a>	Test Sites	Address
<a href="#">Schedule Appointment</a> <a href="#">Test Center Info, Driving Directions</a>	<b>BEIJING</b> Phone: 861082617799 Test Center Code: 8528	Unit 407, the 4th Floor, Raycom InfoTech Park Tower A, No. 2, Kexueyuan Nanlu BEIJING 100190
<a href="#">Schedule Appointment</a> <a href="#">Test Center Info, Driving Directions</a>	<b>CHANGSHA</b> Phone: 8673188644122 Test Center Code: 8502	Room 305, North Campus Office Building, Hunan University CHANGSHA 410005
<a href="#">Schedule Appointment</a> <a href="#">Test Center Info, Driving Directions</a>	<b>CHENGDU</b> Phone: 86-28-86519672 Test Center Code: 8503	Room 301,3F,Bldg 3#,hongxing guo j 159 #2 section hongxing road CHENGDU 610021
<a href="#">Schedule Appointment</a> <a href="#">Test Center Info, Driving Directions</a>	<b>FUZHOU</b> Phone: 8659187859000 Test Center Code: 8523	RM C 10F HangKong Building No.123 East Street Fuzhou FUZHOU 350003
<a href="#">Schedule Appointment</a> <a href="#">Test Center Info, Driving Directions</a>	<b>GUANGZHOU</b> Phone: 862083489427 Test Center Code: 8505	Room 205, Building 8 The Open University of Guang Dong GUANGZHOU 510091

选择考试日期界面，根据考试时长和授权的有效期选择 3 个月内的考场座位安排，然后点击“Go”，显示考场座位情况。

**PROMETRIC** English

### NEW APPOINTMENT: DATE AND TIME SELECTION

Information Review  
Privacy Policy Review  
Eligibility Information  
Appointment Selection  
Test Center Selection  
Prometric Biometric Consent  
**Date and Time Selection**  
Additional Information  
Appointment Verification  
Appointment Complete

#### Date and Time Selection

The appointment duration is 4-hour(s) and 30-minutes.

Select an available month and click the 'Go' button. When the calendar(s) appear, select an available date and then time.

Find available seats in a 3 month period.  
 Find available seats for a specific day.

August 2016

考场座位显示页面, 蓝色为可选日期, 选取某一具体日期后, 右侧会出现当天可选的时间段, 确认时间段后, 点击“Next”继续。

**NEW APPOINTMENT:**

Information Review  
 Privacy Policy Review  
 Eligibility Information  
 Appointment Selection  
 Test Center Selection  
 Prometric Biometric Consent  
**Date and Time Selection**  
 Additional Information  
 Appointment Verification  
 Appointment Complete

### Date and Time Selection

The appointment duration is 4-hour(s) and 30-minutes.

Select an available month and click the 'Go' button. When the calendar(s) appear, select an available date and then time.

Find available seats in a 3 month period.  
 Find available seats for a specific day.

August 2016

Select an available date

August 2016							September 2016							October 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6					1	2	3								1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
													30	31						

Select an available time

08:30 AM  
01:00 PM

If the available dates and times are not suitable to your schedule, please choose a different month and click the 'Go' button or choose [another Test Center](#) that may offer more convenient appointment options.

填写个人信息界面, 核对姓名, 填写正确的地址及本人联系信息, 并点击“Next”继续

Information Review  
 Privacy Policy Review  
 Eligibility Information  
 Appointment Selection  
 Test Center Selection  
 Prometric Biometric Consent  
 Date and Time Selection  
**Additional Information**  
 Appointment Verification  
 Appointment Complete

### Additional Information

The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that shows your name in the English alphabet, your signature and your photograph. Additional identification policies may apply; please check with your sponsoring organization for details.

Before proceeding, please provide the following information.

Required fields are marked with an asterisk (\*)

\* First (Given) Name:

Middle Name:

\* Last (Family) Name:

Company Name:

Street Address Line 1:

Street Address Line 2:

Street Address Line 3:

Street Address Line 4:

City:

\* Country:

State/Province:

Postal Code:

\* Email Address:

\* Validate Email:

Work/Day Phone:

Home (Evening) Phone:

Date of Birth:

核对信息界面, 核对姓名, 考试科目, 考场地址, 考试时间是否正确? 确认无误后, 点击“Complete Appointment”完成预约, 否则点击“Back”退回去, 更改信息。

Information Review	<b>Appointment Verification</b>
Privacy Policy Review	<b>To complete your appointment, you must:</b>
Eligibility Information	Verify your appointment information
Appointment Selection	Press the "Complete Appointment" button
Test Center Selection	
Prometric Biometric Consent	<b>Name:</b> [REDACTED]
Date and Time Selection	<b>Program Name:</b> Institute of Certified Management Accountants
Additional Information	<b>Appointment Name(s):</b> Part 1 Financial Reporting, Planning, Performance, and Control
<b>Appointment Verification</b>	<b>Test Center Code/Site Name:</b> 8528 - BEIJING
Appointment Complete	<b>Test Center Address:</b> Unit 407, the 4th Floor, Raycom InfoTech Park Tower A, No. 2, Kexueyuan Nanlu BEIJING CHN
	<b>Test Center Phone #:</b> 861082617799
	<b>Appointment Date:</b> 30 Sep 2016
	<b>Appointment Time:</b> 8:30 AM
	<b>Appointment Duration:</b> 4:30
	Prometric has a firm commitment to protecting your privacy. We will not disclose, to third parties, any specific personal identifying information about you without your permission.
	By clicking the "Complete Appointment" button below, you agree to all terms and conditions related to payments, reschedules, cancellations, refunds and other policies set forth by your sponsoring organization.
	<a href="#">&lt; Back</a> <a href="#">Complete Appointment</a>

确认界面, 预约完成会生成一个 885 开头的确认号码, 请记录此号码用于参加考试, 或者更改取消考试。

Information Review	<b>Appointment Complete</b>
Privacy Policy Review	Thank you for scheduling with Prometric.
Eligibility Information	Please save the information by either printing this page or writing it down.
Appointment Selection	Your appointment request has been confirmed with the following confirmation number(s):
Test Center Selection	<b>8850000000</b> [REDACTED]
Prometric Biometric Consent	<a href="#">Print Confirmation</a> <a href="#">Print Receipt</a>
Date and Time Selection	<a href="#">E-mail Receipt</a>
Additional Information	<b>Name:</b> [REDACTED]
Appointment Verification	<b>Address:</b> 130 Zhongguo Renmin University [REDACTED] CHN
<b>Appointment Complete</b>	<b>Home (Evening) Phone:</b> [REDACTED]
	<b>Program Name:</b> Institute of Certified Management Accountants
	<b>Appointment Name(s):</b> Part 1 Financial Reporting, Planning, Performance, and Control
	<b>Test Center Number:</b> 8528 - BEIJING
	<b>Test Center Address:</b> Unit 407, the 4th Floor, Raycom InfoTech Park Tower A, No. 2, Kexueyuan Nanlu BEIJING CHN
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	<b>Appointment Duration:</b> 4:30
	<b>Price:</b> 0.00 USD
	<b>Balance:</b> 0.00 USD
	<b>E-mail:</b> [REDACTED]