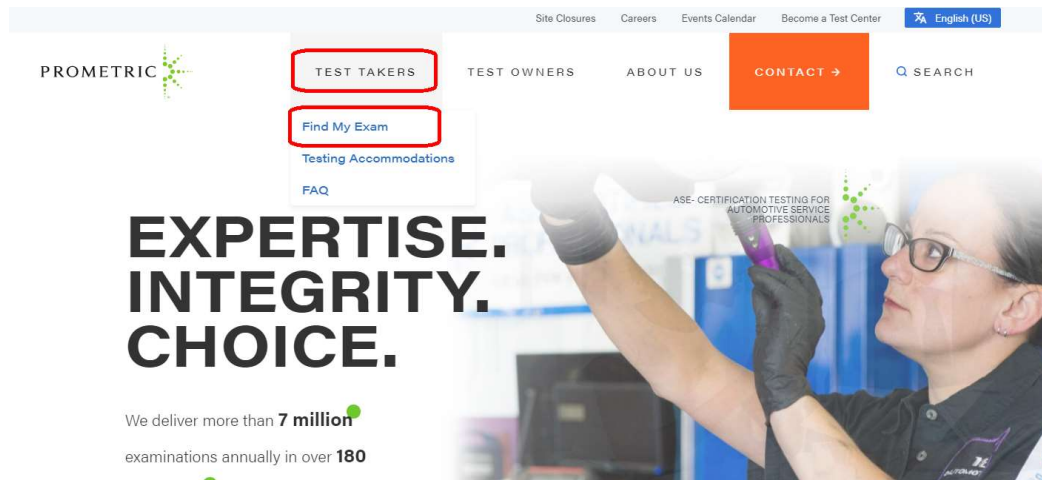
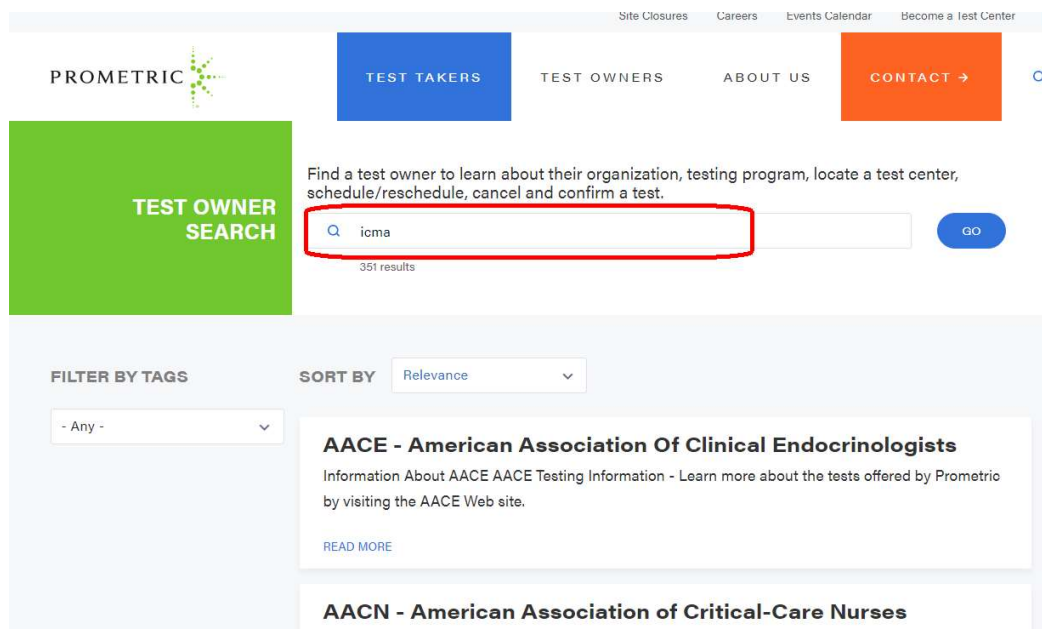


# Prometric 预约/更改/取消考试网上操作指导

访问 <https://www.prometric.com/>，找到 TEST TAKEERS，点击后选择“Find My Exam”。



在 TEST OWNER SEARCH 处输入相应的考试厂商，例如：ICMA 考生请输入“ICMA”，SOA 考生请输入“SOA”等，点击“Go”。在操作时，请注意每一步的提示，和预约，更改，取消考试的注意事项。下面是一些基本操作步骤，见图示。



选择所要考试的项目,进行网上预约.

PROMETRIC [TEST TAKERS](#) [TEST OWNERS](#) [ABOUT US](#) [CONTACT →](#)

**TEST OWNER SEARCH**

Find a test owner to learn about their organization, testing program, locate a test center, schedule/reschedule, cancel and confirm a test.

Q icma [GO](#)

1 result for "icma"

**FILTER BY TAGS** [- Any -](#)

**SORT BY** [Relevance](#)

**ICMA - Institute Of Certified Management Accountants**

About IMA® and the CMA® Program IMA® (Institute of Management Accountants), the association of accountants and financial professionals in business, focuses on advancing the management accounting profession. As one of the ...

[READ MORE](#)

## 预约考试

进入到考试项目说明界面，选择点击“SCHEDULE”按钮

PROMETRIC [TEST TAKERS](#) [TEST OWNERS](#) [ABOUT US](#) [CONTACT →](#)

**ICMA - INSTITUTE OF CERTIFIED MANAGEMENT ACCOUNTANTS**

**ACTIONS**

- [Locate](#)
- [Schedule](#)
- [Confirm](#)
- [Reschedule/Cancel](#)

[PREPARE FOR TEST DAY](#)

[WHAT TO EXPECT](#)

[FAQ](#)

**About IMA® and the CMA® Program**

IMA® (Institute of Management Accountants), the association of accountants and financial professionals in business, focuses on advancing the management accounting profession. As one of the largest and most respected global associations of its kind, IMA is committed to empowering finance and accounting professionals to strengthen on-the-job skills, better manage companies, and accelerate careers. Globally, IMA supports the profession through the CMA® (Certified Management Accountant) program, the CSCA® credential, continuing education, research, networking, and advocacy of the highest ethical business practices.

The CMA is a globally recognized certification program for

Saturday, November 9th, 2019  
Paper-Based Testing (PBT) Event  
Notice - **Two-part Chinese Language exam only**

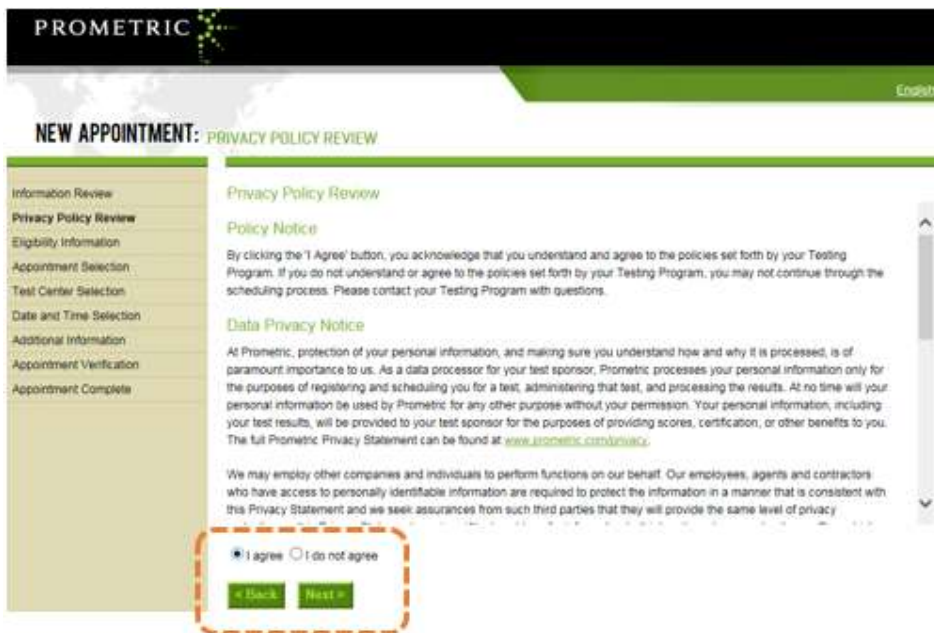
On the Test Center Selection Page, search for one of the following 27 cities, and select the corresponding site #.

Candidates scheduling for the Saturday, November 9th, 2019 PBT event in China, please type in the

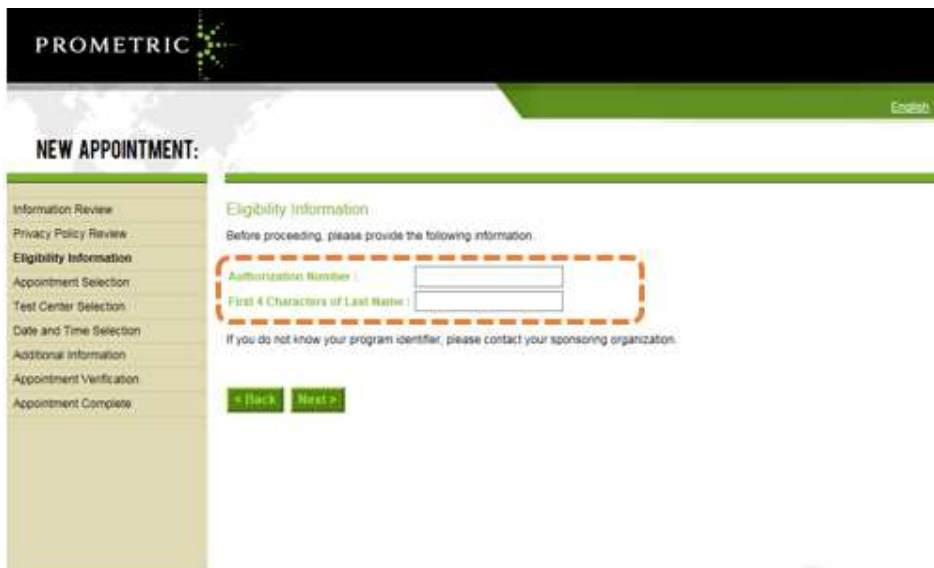
选择所要进行考试的国家，国家或地区请选择“CHINA”，点击“Next”继续



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。



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



进入考场列表界面, 请选择具体的城市的考场参加考试(考场列表可以翻页查看), 并点击相应城市的“Schedule Appointment”继续

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.](#)

Test Sites	Address
<p><a href="#">Schedule Appointment</a></p> <p><a href="#">Test Center Info, Drivers Directions</a></p> <p><b>BEIJING</b> Phone: 861082617799 Test Center Code: 8526</p>	Unit 407, the 4th Floor, Raycom InfoTech Park Tower A, No. 2, Xueyuan Nanlu BEIJING 100190
<p><a href="#">Schedule Appointment</a></p> <p><a href="#">Test Center Info, Drivers Directions</a></p> <p><b>CHANGSHA</b> Phone: 8673185644122 Test Center Code: 8502</p>	Room 305, North Campus Office Building, Hunan University CHANGSHA 410005
<p><a href="#">Schedule Appointment</a></p> <p><a href="#">Test Center Info, Drivers Directions</a></p> <p><b>CHENGDU</b> Phone: 86-28-86519672 Test Center Code: 8503</p>	Room 301,3F, Beiq 3# hong ying guo j 159 #2 section hongying road CHENGDU 610021
<p><a href="#">Schedule Appointment</a></p> <p><a href="#">Test Center Info, Drivers Directions</a></p> <p><b>FUZHOU</b> Phone: 8659187859000 Test Center Code: 8523</p>	Rm C, 10F, HangKong Building No. 123 East Street Fuzhou FUZHOU 360003
<p><a href="#">Schedule Appointment</a></p> <p><a href="#">Test Center Info, Drivers Directions</a></p> <p><b>GUANGZHOU</b> Phone: 862083489427 Test Center Code: 8505</p>	Room 205, Building B The Open University of Guang Dong GUANGZHOU 510051

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 Go

< Back Next >

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

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 Go

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

08:30 AM  
01:00 PM

< Back Next >

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。如果发现姓名或考试科目有误, 请暂停注册, 联系考试厂商, 例如: ICMA 考生请联系 IMA, 修改授权信息, 修改成功后再继续注册。如果是选错考场或日期, 可以点击“Back”退回去更改信息。

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

### Appointment Verification

To complete your appointment, you must:  
Verify your appointment information.  
Press the "Complete Appointment" button.

Name:

Program Name: Institute of Certified Management Accountants

Appointment Name(s): Part 1 Financial Reporting, Planning, Performance, and Control

Test Center Code/Size Name: 8528 - BEIJING

Test Center Address: Unit 407, the 4th Floor, Raycom InfoTech Park Tower A, No. 2, Kexueyuan Nanlu, BEIJING, CHN

Test Center Phone #: 861082617799

Appointment Date: 30 Sep 2016

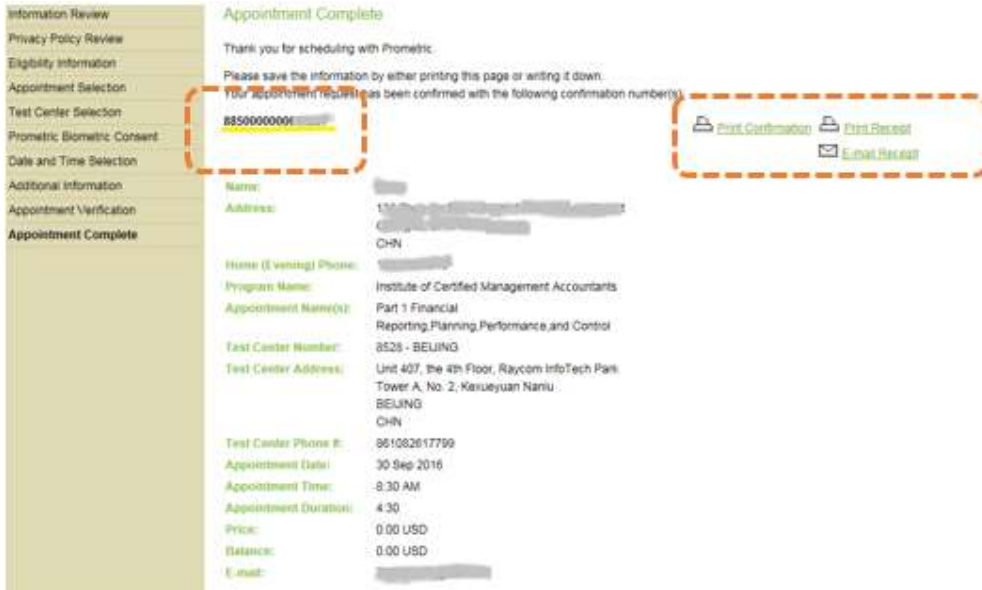
Appointment Time: 8:30 AM

Appointment Duration: 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.

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. **有些邮箱不能收到自动发送的确认信, 并不会影响考生参加考试. 但强烈建议考生手动点击 email Receipt 或者 Print Receipt 保留确认号, 或者截屏保存确认界面.** ICMA 纸笔考试请在考前一周 **下载准考证**



## 更改考试预约或者取消考试预约

选择更改/取消 RESCHEDULE/CANCEL

PROMETRIC TEST TAKERS TEST OWNERS ABOUT US CONTACT →

ICMA - INSTITUTE OF CERTIFIED MANAGEMENT ACCOUNTANTS

**ACTIONS**

- Locate
- Schedule
- Confirm
- Reschedule/Cancel**

PREPARE FOR TEST DAY

WHAT TO EXPECT

FAQ

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Saturday, November 9th, 2019  
Paper-Based Testing (PBT) Event  
Notice - **Two-part Chinese Language exam only**

On the Test Center Selection Page, search for one of the following 27 cities, and select the corresponding site #.

Candidates scheduling for the Saturday, November 9th, 2019 PBT event in China, please type in the

The CMA is a globally recognized certification program for

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:  
CHINA

Reset Next >

输入确认号 885 开头以及本人姓氏拼音的前 4 位，点击“Next”继续

PROMETRIC

English

SCHEDULE / RESCHEDULE RESCHEDULE OR CANCEL APPOINTMENT

Reschedule or Cancel Appointment

Please enter your Confirmation/Tracking Number.

Confirmation/Tracking Number:

First 4 Letters of Last Name:

< Back Next >

更改预约请点击 I want to reschedule my appointment 按钮继续

PROMETRIC

English

SCHEDULE / RESCHEDULE

Name: **\*\*\*\*\***

Program Name: Institute of Certified Management Accountants

Appointment Name(s): Certified Management Accountant Part 1 Chinese

Test Center Number: 8555 - ICMA Paper Exam Scheduling Site  
[Test Center Info, Driving Directions](#)

Test Center Address: FOR CHINESE LANGUAGE CMA PARTS 1 & 2 ONLY  
TEST SITE ADDRESS TO BE SENT LATER  
Beijing  
CHN

Test Center Phone #: 851062851808

Appointment Date: 01 Dec 2012

Appointment Time: 10:45 AM

Appointment Duration: 0:15

In accordance with the policies and procedures set forth by your sponsoring organization, there may be a fee associated with rescheduling or canceling your appointment. If there is a fee, you will be notified of the amount prior to providing a method of payment.

I want to reschedule my appointment

I want to cancel my appointment

重新选择考场和考试日期（参见预约考试步骤）

完成注册预约信息，点击“Complete Appointment”确认预约。

**NEW APPOINTMENT: APPOINTMENT VERIFICATION**

Appointment Verification

To complete your appointment, you must:  
Verify your appointment information  
Press the "Complete Appointment" button

Name: [REDACTED]  
Program Name: Institute of Certified Management Accountants  
Appointment Name(s): Certified Management Accountant Part 1 Chinese  
Test Center Code/Site Name: 8555 - ICMA Paper Exam Scheduling Site  
Test Center Info: [View Directions](#)  
Test Center Address: FOR CHINESE LANGUAGE CMA PARTS 1 & 2  
ONLY  
TEST SITE ADDRESS TO BE SENT LATER  
Beijing  
CHN  
Test Center Phone #: 861062861808  
Appointment Date: 01 Dec 2012  
Appointment Time: 10:45 AM  
Appointment Duration: 0:15

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.

[← Back](#) [Complete Appointment](#)

确认界面，确认号 confirmation number 与第一次预约相同。 **有些邮箱不能收到自动发送的确认信，并不会影响考生参加考试。 但强烈建议考生手动点击 email Receipt 或者 Print Receipt 保留确认号，或者截屏保存确认界面。**

**NEW APPOINTMENT: APPOINTMENT COMPLETE**

Appointment Complete

Thank you for scheduling with Prometric.

Please save the information by either printing this page or writing it down.  
Your appointment request has been confirmed with the following confirmation number(s):  
Confirmation number: 8850000000571734

[Print Confirmation](#) [Print Receipt](#)  
[Email Receipt](#)

Name: [REDACTED]  
Address: naidan  
beijing  
CHN  
Program Name: Institute of Certified Management Accountants  
Appointment Name(s): Certified Management Accountant Part 1 Chinese  
Test Center Number: 8555 - ICMA Paper Exam Scheduling Site  
Test Center Info: [View Directions](#)  
Test Center Address: FOR CHINESE LANGUAGE CMA PARTS 1 & 2  
ONLY  
TEST SITE ADDRESS TO BE SENT LATER  
Beijing  
CHN  
Test Center Phone #: 861062861808  
Appointment Date: 01 Dec 2012  
Appointment Time: 10:45 AM  
Appointment Duration: 0:15  
Price: 0.00 USD  
Balance: 0.00 USD  
Tax: [REDACTED]



取消预约请点击 I want to cancel my appointment 按钮继续

**PROMETRIC**

### SCHEDULE / RESCHEDULE

Name: [REDACTED]  
Program Name: Institute of Certified Management Accountants  
Appointment Name: Certified Management Accountant Part 1 Chinese  
Test Center Number: 8555 - ICMA Paper Exam Scheduling Site  
[Test Centers and Exam Conditions](#)  
Test Center Address: FOR CHINESE LANGUAGE CMA PARTS 1 & 2 ONLY  
TEST SITE ADDRESS TO BE SENT LATER  
Beijing  
CHN  
Test Center Phone #: 851062891908  
Appointment Date: 01 Dec 2012  
Appointment Time: 10:45 AM  
Appointment Duration: 0:15

In accordance with the policies and procedures set forth by your sponsoring organization, there may be a fee associated with rescheduling or canceling your appointment. If there is a fee, you will be notified of the amount prior to providing a method of payment.

[I want to reschedule my appointment](#)  
[I want to cancel my appointment](#)

确认取消考试，**确认前请联系厂商确认考试费的政策**，然后点击“**Yes, I want to cancel my appointment**”确认取消。

**PROMETRIC** English

### CANCEL APPOINTMENT: CONFIRM CANCELLATION

Appointment Verification  
Appointment Complete

#### Confirm Cancellation

You are about to cancel the appointment listed below. You must select the "Yes, I want to cancel my appointment" button below to complete the action. Depending upon the policies and procedures set forth by your sponsoring organization and their deadlines for cancellation, you may be required to reapply and pay appropriate fees to the sponsoring organization prior to scheduling a new appointment. Please contact your sponsoring organization for more information.

Appointment Date: 01 Dec 2012  
Appointment Time: 8:15 AM  
Appointment Duration: 0:15  
Test Center: 8555 - ICMA Paper Exam Scheduling Site  
Appointment Name: Certified Management Accountant Part 1 Chinese  
Program: Institute of Certified Management Accountants  
Confirmation Number: Confirmation Number: 88500000051734

[Back](#) [Yes, I want to cancel my appointment](#)

考试已被取消。

PROMETRIC

English

### CANCEL APPOINTMENT: CANCELLATION SUMMARY

Appointment Verification  
Appointment Complete

**Cancellation Summary**

Your appointment has been successfully cancelled.

[Print Confirmation](#) [Print Receipt](#)  
[Email Receipt](#)

<b>Name:</b>	<b>XXXXXXXXXX</b>
<b>Address:</b>	haidian Beijing CHN
<b>Program Name:</b>	Institute of Certified Management Accountants
<b>Appointment Name(s):</b>	Certified Management Accountant Part 1 Chinese
<b>Confirmation Number:</b>	885000000571734
<b>Test Center Number:</b>	8565 - ICMA Paper Exam Scheduling Site <a href="#">Test Center Info, China</a>
<b>Test Center Address:</b>	FOR CHINESE LANGUAGE CMA PARTS 1 AND 2 ONLY TEST SITE ADDRESS TO BE SENT LATER Guangzhou CHN
<b>Test Center Phone #:</b>	4104555555

非常感谢您选择 Prometric 参加考试，如果您还有其他问题请发电子邮件至：  
[chinareg@prometric.com](mailto:chinareg@prometric.com)  
祝您考试顺利！