

ESG Investing 考试流程（二）：考前准备工作

前序准备：已经预约考试时间，获得确认码 confirmation code, 类似准考证号。

一、查收官方邮件

强烈建议优先阅读 CFA 官方邮件里提供的说明！

预约后会收到 3 封邮件（如果约的急也可能没有 3 封）。

1. Appointment Confirmation letter, 预约完立即收到。第一次介绍准备工作。

重要信息都在 **PrometricPro User Guide** 文件里。

WHAT'S NEXT? ... BE PREPARED FOR EXAM DAY

- [CLICK HERE](#) to review the **ProProctor User Guide** in preparation for your exam.
- [CLICK HERE](#) to watch our "What To Expect?" video and read our Candidate Frequently asked Questions.
- Carefully read the Remote Proctoring Regulations listed below and adjust your testing environment accordingly.
- PRIOR to your exam launch, [CLICK HERE](#) to install the ProProctor Application and perform a System Check.

2. “Exam Day Is Almost Here” 考前一周收到，考前提醒

3. Appointment Reminder letter, 考前三天收到，详细介绍考前准备工作，包括环境要求、违禁物品、个人信息收集政策等。

二、考前准备工作（场所、软件、硬件设备）

1. 考试场所要求如下：

Your office or home setting must meet the following requirements:

- ✓ Testing location must be indoors (walled), well lit, free from background noise and disruptions.
- ✓ No third party may be present in the room or enter the room for the duration of the exam. If this occurs, your exam will be terminated and/or your results invalidated.
- ✓ Your workstation and surrounding area must be free of pens, paper, electronic devices, etc. No content that could potentially provide an unfair advantage during your exam, including that posted on walls or within your immediate area, should be present during your exam.
- ✓ Two tissues are permitted at workstation but must be inspected by the Proctor prior to start of exam.
- ✓ Additional items, as outlined by your test sponsor.
- ✓ If taking an exam from a company office, windows and/or glass doors must be covered or contain frosted glass to eliminate distractions and prevent outside viewing. If testing from a personal space (home office, hotel, etc.) candidates should cover windows and/or glass doors to eliminate distractions - if possible.

考试环境要求：

- 室内、光线明亮、远离噪音
- **全程不得有第三方进入房间，否则成绩作废！！**
- 周边不能有纸、笔、电子设备（包括手机、可穿戴设备）
- 允许带2张纸巾
- **重要！如果在办公室考的话，玻璃门必须挡住，或者是不透明的磨砂玻璃门窗**

综上，可选地点包括家里干净的房间，办公室或酒店。重要事项就是：

- 1) 无第三方（大人、小孩或宠物）出现
- 2) 办公室的玻璃门要挡住（见下图）、可以锁门并在门口贴条（“考试勿扰”）
- 3) 在家的话请确保网络通畅（家人不要占带宽）



官方正确操作：

Remote Proctoring Environment: Do's and Don'ts

DO'S



Clear, orderly, and well-lit room or workspace



Sit in an upright position



Testing alone for the entire exam



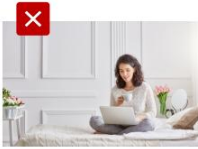
Desktop / Laptop must be on table or desk



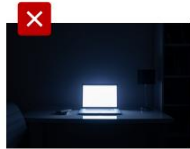
官方错误操作:

Remote Proctoring Environment: Do's and Don'ts

DONT'S



Sitting or reclining in a bed or couch with computer on your lap



Poorly lit room or workspace



Cluttered or crowded room or workspace



Person(s) or pet(s) present at any time in testing room area



Using a dual-monitor configuration to take exam

2. 硬件:

最好用 laptop 或台式机 (windows、苹果都可), 避免用平板电脑。

准备外置摄像头! 参考款式如下, 京东售价 36 元。

GESOBYTE 吉诺

带麦克风
即插即用
手动精细对焦
网课视频
180天只换不修



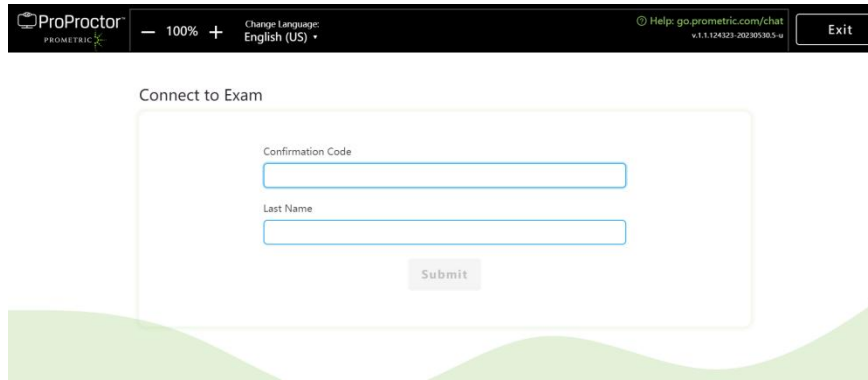
3. 软件准备:

下载官方考试软件 ProProctor App: <https://rpcandidate.prometric.com/>

进行设备测试, 重要! 考试当天不得有第三方在场, 所以测试必须提前进行!

步骤如下:

1) 先登录, 填写考试确认码和姓氏拼音



注意：登录 ProProctor 之后就无法切换到电脑其他应用了，这是考试软件的防作弊功能，除非退出 ProProctor app！

2) 再进行系统测试，包括屏幕分辨率、操作系统、麦克风、摄像头、带宽

考前测试①

1 System Readiness Check

Before installing the ProProctor application, you can run a system readiness check. This lets us know whether your operating system is compatible to install and run the ProProctor application so that you can take a remotely proctored exam.

CHECK NOW

重要！摄像头这里请点 Preview, 并手动选择外置摄像头 (USB camera)

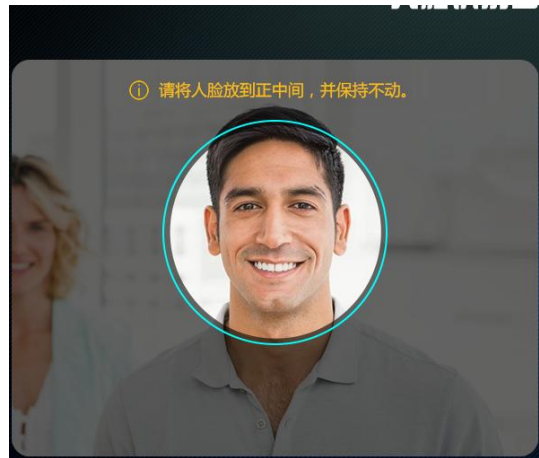
*设备具体要求如下 (见 *PrometricPro User Guide*)

System Requirements

<p>Laptop/PC Power Source</p> <p>Please plug your device directly into a power source, unattached from a docking station.</p>	<p>Screen Resolution</p> <ul style="list-style-type: none"> Recommended resolution: 1920 x 1080 Minimum resolution required: 1024 x 768 Minimum recommended screen scaling: 100% 	<p>Audio Hardware</p> <p>Working speakers and microphone required, wired headphone and microphone allowed. Bluetooth headsets are not supported.</p>	<p>IMPORTANT: To ensure a seamless security check-in process, we require that you take your test using an undocked computer with a movable web-camera.</p> <p>BE ADVISED: You must be using only a laptop or desktop computer for your exam. No dual-monitor configurations are permitted for testing (i.e.: a desktop with two monitors or a laptop with a separate monitor).</p>
<p>Web Cam</p> <p>Using a mobile device as a web camera is not supported.</p>	<p>Operating System</p> <p>Official builds of Windows 8.1 or higher and MacOS 10.13 or higher.</p> <p>IMPORTANT: MacOS Ventura 13.0 to 13.2.1 are not supported; please upgrade to 13.3.1 before testing. Note iPad/Android tablets are not currently supported. Microsoft Surface or similar can be used only when configured in laptop mode.</p>	<p>Wi-Fi Connection</p> <p>Please position your device where you can receive the strongest signal. For the best experience, please use an Ethernet cable to connect directly to the router, and make sure there is no additional load on your wi-fi connection from other users such as streaming videos, music, or games. Lack of signal strength during your exam may cause you to lose connection to our system (your exam). No VPNs or virtual machines are supported.</p>	
<p>Internet Connection</p> <p>Speed 1.0 Mbps or greater</p>			

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3) 接下来有一个拍照的测试，请用外置摄像头。测试分两步，第一步人脸放入框内拍照，第二步持身份证、人脸放入框内拍照（下图仅供参考）



4) 可以选择测试模拟考题(tutorial), 没有具体内容，就是练习点击 next 还有翻页操作。

总结：实践证明**选择考试地点是最重要的一项准备工作**，这一步做好了，在实际考试中能避免很多周折！

考试当天的流程见第三篇 《ESG Investing 考试流程三：考试当天的注意事项》