報名系統操作說明

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一、 註冊帳號 Create a New Account

1. 請連結報名系統網站: http://ap1.sc-top.org.tw/Web/Tester/Login.do
   Please visit our on-line registration website:
   http://ap1.sc-top.org.tw/Web/Tester/Login.do

2. 請點選「第一次使用報名系統嗎? 請先註冊新帳號。」的連結。
   Please click the link “First time user? Please click to create a new account.”

3. 完成註冊四步驟：Four steps required to establish a new account.

步驟一 申請帳號:請確實填寫紅框部分的欄位資料,並請閱讀藍框部分的注意事項。
Step 1. Create a new account: Please fill out the information in the red line section as below, and read the notice in the blue line section on the right side.

步驟二 在電子信箱收確認信：請到您的電子信箱收確認信，並請閱讀藍框部分的注意事項。

Step 2. Receive the confirmation letter： Please check your email for the confirmation letter, and read the notice in the blue line section as below.

確認信函的畫面如下，請點選紅框部分連結：「請按此連結以正式啟用您的帳戶」，完成 E-mail 確認動作。

The following is the content of the confirmation letter you will receive after creating an account. Please click the link in the red line section as below to complete the process of confirmation.

當您看到如下更新畫面，代表 E-mail 確認成功。

Your confirmation is successfully completed if you see the window as below.

步驟三 填寫個人資料：請確實填寫您的個人資料，有*記號者為必填欄位。

Step 3. Fill out your personal information: Please provide your personal information. Columns marked with “*” are required.

資料填寫完成後，點按「下一步」。

Please click “Next” after filling out all the information.

步驟四 填寫問卷：所有欄位一律必填。

Step 4. Fill out the questionnaire. All columns are required.

資料填寫完成後，點按「完成註冊」。

Click “Completed” after filling out all the information.

如果您看到下面畫面，恭喜您完成了所有的註冊動作。

Congratulations! Your personal account is created successfully if you see the window as below.

請注意：您尚未完成報名，請點按「登入系統」，選擇您想要的場次，進行報名。

Notice: You have NOT completed the registration. Please click “log in” as below and choose the test session to complete the registration.

二、 新增報名 Sign Up for a Test

1. 登入：請在首頁輸入您的 E-mail 或護照號碼以及您的密碼，並點按「登入」。
   Login: Please enter your E-mail address or Passport No. and your password, and click “log in”.

2. 請點按「考試報名」下的「新增報名」。

Please click “Sign up for a new test” under “Test Registration.”

3. 網頁上列出最近將會舉行的考試，在報名期間才會開放報名。請選擇您想要報名的考試，點按「報名」按鈕。

The upcoming tests will be listed out on the website, and the registration will be accepted only at the registration period. Please choose the test you will like to register, and click “Register.”

4. 網頁上列出所有的考場，請選擇您想要考試的地點，您可以先點按「地圖」，來查看考場的位置。

All test locations will be listed out on the website. Please choose the location you like, and click “Map” to see locations.

5. 網頁上列出所有的考試等級，請選擇您想要的等級。

All test levels will be listed out on the website. Please choose the level you would like to register for.

6. 網頁上列出所有的考試時間，請選擇您想要的場次。
All test sessions will be listed out on the website. Please choose the time session you like.

7. 請閱讀報名注意事項，確認報名時填寫的個人資料皆正確無誤後，點按「下一步」。若需要再次確認個人資料，請點按「我要再確認個人資料」連結。
Please read the Notice for Registration carefully. After confirming your personal information, please click “Next”. If you need to re-confirm your personal information, please click “I want to check my personal information again.”

2. 如果是報名正式考試，需要在**繳費截止日之前**繳交報名費用，您會看到「繳費注意事項」的頁面，請仔細閱讀，繳費方式有「現場繳費」及「郵局劃撥」兩種方式。

If you register for an official test, you need to complete the submission of the test fees **before the Payment Deadline**. You will see a window of “Notice for Fee Payment” as below. Please read it carefully. You can choose either “On-site payment” or “Remittance” to make the payment.

繳費注意事項
Notice for Fee Payment

請在繳費截止日之前完成繳費，否則您的報名記錄將會被取消。一經繳費視同完成報名手續。
Complete the submission of fees before the Payment Deadline. Otherwise your record of registration will be deleted. Once the submission of fees is confirmed, the registration is completed.

現場繳費 On-site payment

繳費截止日之前，至考試中心或推廣中心繳交現金。
You can pay the fee in cash by coming to the testing / promotion centers personally before the Payment Deadline.

郵局劃撥 Remittance

1. 下載傳真表格，並填寫完成。下載傳真表格
   Download the Fax Form and fill out it. download the fax form
2. 到郵局填寫劃撥單。劃撥單填寫範例
   Please remit the fee at the post office. Example
   匯款帳號Account number：19811726
   戶名Account name：國立台灣師範大學 National Taiwan Normal University
3. 將**傳真表格**和**匯款收據**傳真至本會。
   Please fax **the fax form** and **the postal transfer receipt** to SC-TOP.
   傳真電話FAX：02-3343-2413

下一步

現場繳費：請在**繳費截止日之前**，到考試中心或推廣中心繳交現金。考試中心或推廣中心查詢請連結 http://www.sc-top.org.tw/chinese/LR/official.php

On-site payment: Please pay the fee in cash by coming the test center or the promotion center personally **before the Payment Deadline**. The link for the locations: http://www.sc-top.org.tw/chinese/LR/official.php

郵局劃撥： Remittance

1、 下載傳真表格，並填寫完成。 (下載傳真表格)
Download the Fax Form and fill out it. (Download the Fax Form)

2、 到郵局填寫劃撥單 (劃撥單填寫範例)
匯款帳號：19811726　　戶名：國立台灣師範大學
Fill out the Postal Transfer Receipt at the Post Office. (See the sample of Postal Transfer Receipt)
Account Number: 19811726
Account Name: National Taiwan Normal University

3、 將傳真表格和匯款收據傳真至本會，FAX：02-33432413。
Fax the Fax Form with Postal Transfer Receipt to SC-TOP at 02-3343-2413

2. 您可點按「列印」，以列印考試資訊，或按「返回」，查看目前已報名場次資訊。
You may click “Print’ to print out the test information, or click “Return” to check the test you have registered for.

考試資訊
Test Information

中文姓名 Chinese Name：貓
英文姓名 English Name：cat
考試日期 Test Date： 2009/6/27
考試時間 Test Time： 上午 09:00:00
考試類別 Test Type：聽讀測驗(TOP Listening & Reading)
考試等級 Test Level：初等(Basic)
考試性質 Test Category： 正式
考試教室 Test Room：明園大樓(Mingyuan)
考試中心 Test Center：文藻外語學院(Wenzao Ursuline College of Languages)
考試地址 Test Center Address：高雄市三民區民族一路900號 求真樓3樓(3F, Qiuzhen Hall, No.900, Minzu 1st Rd., Sanmin District, Kaohsiung City, Taiwan) 地圖一 地圖二
聯絡電話 Test Center TEL：

考試注意事項
Notice

1. 請攜帶**附有照片的護照或居留證正本**到試場參加考試。如果沒有護照或居留證正本，請提出附有照片的雙證件正本，但姓名必須與報名資料一致。如果沒有帶身分證件正本，將無法參加考試。
2. 請務必攜帶**2B鉛筆**和**橡皮擦**。
3. 請務必準時進入考場，**遲到超過十分鐘**就不可以進場（以考場時鐘為準）。
4. 考試成績將在考後20天公佈，敬請自行登入本系統查詢成績。預試不提供成績單及證書，正式考試則在考後20天郵寄成績單和證書。

1. A test-taker should present either a **valid passport with photo attached or an ARC card** to the test centers. If a test-taker does not have the forms of identification mentioned above, TWO other forms of photo identification may also be accepted, but the test-taker's name on these IDs has to be consistent with the registration information. Those who fail to present the valid IDs are not allowed to take the test.
2. Please make sure to bring the **sharpened 2B pencils** and an **eraser**.
3. Be sure to enter the test room on time. Admittance is not allowed more than **10 minutes** after the test begins（as calculated by the clock in the test center）.
4. The scores will be announced within 20 days after the test. Please view your test results online. The paper score reports for pilot tests are not issued. The test score report for official tests will be sent by registered mail to the address provided by candidates within 20 days after the test. Qualified test takers will also be issued a certificate indicating the level and rank passed by the test taker.

列 印 Print　返 回 Back

目前已報名場次資訊如下:

The following is the test information you have registered for.

目 前 報 名 場 次
Your Registered Session(s)

請點選以下已報名場次，查看考試詳細資訊。
Click on the Registered Session for Detailed Information.

日期 Date	時間 Time	類別 Type	性質 Category	等級 Level	考試中心 Testing Center	考場 Location	費用 Payment
2009/05/02 09:00	上午 09:00:00	聽讀測驗 (TOP Listening & Reading)	正式	初等 (Basic)	逢甲大學華語文教學中心(Chinese Language Center, Feng Chia University)	408(408)	未繳費 (Not Paid)

您可以隨時點選紅色框中的連結，查看詳細的考試資訊。

目前「費用」狀態為「未繳費 Not Paid」，一旦您完成繳費(以郵局劃撥者，必須傳真劃撥收據至本會)，費用狀態會改為「已繳費 Had Paid」。

You may click the link in the red line section anytime to check the details of the test information. If you have not made the payment, the status in the green line section will show as “Not Paid”. Once the payment is made, the status will show “Had Paid.” (Note: If you choose to use “Remittance” at the post office, please remember to fax the postal transfer receipt to SC-TOP.)

三、 變更報名 Change a Test Session

1. 請點選「考試報名」的「變更報名」。
   Please click on “Test Modification” under “Test Registration.”

2. 選擇想要變更的報名場次，點按「變更」。
   Please choose the session you would like to change, and click “Change”.

3. 您可以重新選擇還有名額的場次，點按「報名」按鈕。
You may choose the test session with available seats again, and click "Register."

4. 請仔細閱讀變更報名注意事項，如果同意請按「下一步」。
Please read the Notice for Test Modification carefully. Click “Next” if you agree with the conditions.

5. 確定變更之後，在目前報名場次的表格可以看到新的場次。
After test modification, you will see the new test session on the form of “Registered test session.”

請注意：在報名期間內，考生可以自己上網修改考試等級或考試地點，不需要支付額外的手續費。

Notice: During the registration period, test takers may change the test level or the test site online with no charge for additional processing fee.

四、 取消報名 Cancel a Test Session

1. 請點選「考試報名」的「取消報名」。
   Please click “Test Cancellation” under “Test Registration”.

2. 選擇想要取消的報名場次，點按「取消」。
   Please choose the session you would like to cancel, and click “Cancel”

3. 請仔細閱讀取消考試的注意事項，如果同意請點按「同意」按鈕。
Please read the Notice for Test Cancellation carefully. Click “Next” if you agree with the conditions.

注意事項
Notice

申請期限 Application Deadline

報名截止日後7天內，詳細日期請參考2009測驗時程表，超過期限恕不受理申請。
Within 7 days after the registration deadline. Please refer to the 2009 test schedule for the list of testing dates. Late application will not be accepted.

手續費 Processing Fee

手續費是新台幣300元，
退費金額=報名費-手續費。
Processing Fee is NT$300.
Refund = Registration Fee - Processing Fee

申請方式 Application

1. 網路申請
   Online application
2. 傳真：將**報名費收據影本**傳真至華測會，**FAX：02-33432413**。繳交報名費用是採用現場付費者請提供考試、推廣中心開立之代收收據；郵局匯款者請提供匯款收據。FAX: Fax **the photocopy of registration fee receipt** to SC-TOP. FAX No.:02-33432413
   Those who paid on-site need to provide the receipt issued by testing/promotion centers.
   Those who used the postal order should provide the money transfer receipt.
3. 申請時間以本會收到傳真或E-mail時間為準，請務必主動來電確認。
   The confirmation of the successful application depends on the time when SC-TOP receives your fax or e-mail, thus please give us a call after faxing the receipt
4. 以上步驟皆無缺漏才算完成申請手續。
   All the aforementioned steps must be carried out to complete the application.

退費方式 Refund

一律以「郵政匯票」退還報名費餘額，所有退費作業皆於考後一個月以掛號方式寄送給考生。
Refund: The testing fee will be refunded by the postal order. All the refund will be sent out by registered mails within a month after the test.

同意 Agree　不同意 Disagree

確定取消之後，在目前報名場次的表格已經看不到該場的報名資訊。
You will not see the test information of the test session you have cancelled on the website after you completed the cancellation.

請注意：如果是報名正式考試而且已經繳費，取消報名會收取手續費用 300 元，退還費用＝報名費－手續費。網路取消報名後，必須將報名費收據傳真至本會，取消報名才算完成。
Notice: If you have registered for an official test and made the payment, a processing fee of NT$300 for cancellation will be charged. (The Refund = Registration fee – Processing fee) The process of cancellation is NOT completed until you faxed the receipt of registration fee to SC-TOP.

詳細的流程如下：
The following is the details of the process:

1. 請在網路上取消報名。
   Please cancel the registration online.

2. 下載傳真表格，並填寫完成。 (下載傳真表格)
   Download the Fax Form, and fill out it. (Download the Fax Form)

3. 請將傳真表格和報名費收據影本傳真至華測會，FAX：02-33432413。繳交報名費用是採用現場付費者請提供考試、推廣中心開立之代收收據；郵局匯款者請提供匯款收據。
   Please fax the Fax Form and the copy of Test Fee receipt to SC-TOP at 02-3343-2413. Those who made the payment by On-site payment, please provide with the receipt from test centers and promotion centers; those who make the payment by remittance, please provide with the postal transfer receipt.

4. 申請時間以本會收到傳真或 E-mail 時間為準，請一定要主動來電確認。
   The time of application for the cancellation will be dependent on the time of SC-TOP’s receipt of the fax and email from applicants. Please contact SC-TOP at 02-7734-5638 to confirm your fax is received.

5. 以上步驟皆無缺漏才算完成申請手續。
   You will not complete the test cancellation until you complete all the above steps.

6. 退費方式：一律以「郵政匯票」退還報名費餘額，所有退費作業皆於考後一個月以掛號方式寄送給考生。
   Refund: All the refund will be made with "postal money order", and will be sent out to the test taker with a registered mail one month after the test.

五、 查詢成績 Check Test Results

1. 登入報名系統後，請點選「成績查詢」。
   Please click on “check test results” after logging in.

2. 請選擇想要查詢的考試，點按「查看成績」，就會出現成績頁面。
   Please choose the test session and click “Check” which will lead you to the page of transcript.

3. 您可以點按「列印」將此頁面印出來，或是點按「返回」，就回到考試場次列表。請注意：成績單頁面僅供參考，並非正式的成績單。
You can click “Print” to print out this page. Or you can click “Return” to go back to the page of the test sessions list. Notice: This page of transcript is for your reference only. It is NOT an official score report.

華語文能力測驗預試

Pilot Test of TOP

姓名Name：
測驗等級Test Level：中等(Intermediate)
考生編號Test No.：
考試日期Test Date：2009 / 03 / 27
考試地區Test Area：台灣南區 (Southern Taiwan)

項目 Part	聽力理解 Listening Comprehension	閱讀理解 Reading Comprehension	總分 Overall Score	百分等級 Percentile Rank
分數 Score				

預試成績僅供參考，不列入正式記錄
The score report of pretest could only be used for reference rather than official purpose.

百分等級表示考生的測驗分數在所有考生中的相對位置。如果考生的百分等級爲95，代表他的分數比95%的考生高。
The percentile rank of a score is the percentage of scores in its frequency distribution which are lower or equal to it. For example, a test score which is greater than or equal to 95% of the scores of people taking the test is said to be at the 95th percentile.

返 回　列 印

六、 個人資料維護 Update Personal Information

1. 登入報名系統後，如果需要更新個人資料，請點選「資料維護」。
   Please log in and click “Update Personal Information” to update your personal information.

2. 資料更新完畢，請點按「完成」。
   After the update, please click “Completed.”

請注意：更新電子信箱，系統將會再寄一次確認信給您，請您到新的電子信箱收確認信，以完成 **E-mail** 確認動作。

Notice: After updating your new email address, the system will send out a confirmation letter to you again. Please check your email for the confirmation letter to complete the email verification.