

# CSCA Test Information Correction Guidelines

## Important Notice

- These guidelines apply to the correction of both registration information and score report information related to CSCA tests.
- CSCA Personal Information Correction Request will be processed free of charge for only one time. Before submission, test takers must carefully verify all materials for accuracy and completeness.
- All application deadlines are based on Beijing Time (UTC+8) as displayed in the CSCA registration system.

## I. Registration Information Correction

### Scope of Application:

This section applies to corrections of personal information entered by the CSCA Test Taker during registration, including but not limited to name, gender, nationality, date of birth, and identification number.

### Correction Deadline:

The correction request must be submitted before the CSCA Admission Ticket is generated. Once the Admission Ticket is issued, all registration information will be locked, and no further modification requests will be accepted.

### Correction Procedure:

1. Download and complete the [CSCA Information Correction Request Form](#)
2. Prepare the following materials:

- A valid identification document (e.g., scanned copy of the passport information page).
- Other supporting documents that can effectively verify the authenticity of the requested correction.

3. Send the completed form and supporting materials to the official email address: [cscaservice@cscdf.org](mailto:cscaservice@cscdf.org).

4. The CSCA Test Administration will review the request within five (5) business days upon receipt of all required documents and will notify the applicant of the result via email.

### Notes:

- Only the test taker or the legal guardian (if the test taker is a minor) may submit the request, and it must be sent from the registered email address.

- All documents must be genuine, accurate, clearly legible, and complete.
- Once approved, the corrected information will be updated in the registration system accordingly.

## **II. Score Report Correction**

### **Scope of Application:**

This section applies to corrections of personal information errors appearing on the score report, such as name, gender, nationality, or date of birth.

### **Correction Deadline:**

Requests must be submitted within 30 days after the score report is generated. Late submissions will not be accepted.

### **Correction Procedure:**

1. Download and complete the [CSCA Information Correction Request Form](#)

2. Prepare the following materials:

- A valid identification document (e.g., scanned copy of the passport information page).
- Other supporting documents that can effectively verify the authenticity of the requested correction.

3. Send the completed form and supporting materials to the official email address: cscaservice@cscdf.org.

4. The CSCA Test Administration will review the request and notify the applicant of the result via email. If approved, the corrected score report will be issued within five (5) business days.

### **Notes:**

- If a test taker has legally changed their name or nationality, an official document verifying the change must be provided to confirm identity consistency.
- Only the test taker or the legal guardian (if the test taker is a minor) may submit the request, and it must be sent from the registered email address.
- All documents must be genuine, accurate, clearly legible, and complete.
- Once a corrected electronic score report has been issued, any previous version will be voided, and only the latest report will remain valid.

# CSCA 考试信息更正说明

## 重要提示

- 本说明适用于 CSCA 考试报名信息与成绩报告信息的更正。
- 信息更正申请仅限一次免费处理。请考生在提交前仔细核对，确保材料准确完整。
- 所有申请的截止时间，均以 CSCA 报名系统所示的北京时间 (UTC+8) 为准。

## 一、报名信息更正

### 适用范围

本说明适用于考生在报名系统中填写的个人信息更正，包括但不限于：姓名、性别、国籍、出生日期、证件号码等。

### 更正时限

考生须在准考证生成前提出更正申请。准考证生成后，所有报名信息将锁定，不再受理任何修改。

### 更正流程

- 1.考生下载并填写 [《信息更正申请表》](#)；
- 2.准备以下材料：
  - 有效身份证件（如护照首页扫描件）；
  - 其他能够有效证明所申请更正事项真实性的材料。
- 3.将申请表及相关材料发送至官方邮箱：[cscaservice@cscdf.org](mailto:cscaservice@cscdf.org)；

4.CSCA 考务团队将在收到完整材料后 5 个工作日内完成审核，并通过邮件反馈结果。

### 注意事项

- 仅接受考生本人或法定监护人（如考生为未成年人）通过注册邮箱发送的申请。
- 所有材料须真实、准确、内容清晰、完整可辨；
- 信息审核通过后将同步更新报名系统数据。

## 二、成绩报告更正

### 适用范围

成绩报告上出现的个人信息错误（如姓名、性别、国籍、出生日期等）。

### 更正时限

成绩报告生成后 30 天内可提交申请，逾期不再受理。

### 更正流程

1.考生下载并填写 [《信息更正申请表》](#)；

2.准备以下材料：

- 有效身份证件（如护照首页扫描件）；
- 其他能够有效证明所申请更正事项真实性的材料。

3.将申请表及相关材料发送至官方邮箱：[cscaservice@cscdf.org](mailto:cscaservice@cscdf.org)；

4.CSCA 考务团队审核完成后，将通过邮件反馈结果；若审核通过，系统将在 5 个工作日内生成更正后的成绩报告。

#### 注意事项

- 若考生完全更换姓名或国籍，须提交官方出具的更名或国籍变更证明，以核实身份一致性；
- 仅接受考生本人或法定监护人（如考生为未成年人）通过注册邮箱发送的申请；
- 所有材料须真实、准确、内容清晰、完整可辨；
- 已发出的电子成绩报告将作废，以最新版本为准。