

Issued 30 September 2020

This document supersedes previous versions. Key amendments since the previous version are shown in red.

## Essential Information for Candidates taking PEB Qualifying Examinations in October 2020

This document contains key information about the 2020 Qualifying Examinations. It has been updated to take into account the results of the candidate trial.

### It is your responsibility to ensure:

- Before the examination week starts, that you have read and understand this information. **It supersedes the previous version, as well as the Information for Candidates and the FAQs. Please read it in conjunction with the Report on the Trial of the PEBX System.**
- Have a hard copy of this document with you when you take the examinations.
- Adhere to the instructions and guidance in this document.

**Covid 19:** PEB cannot provide advice to candidates or firms on safe working. You are advised to refer to Health and Safety Executive guidance on <https://www.hse.gov.uk/coronavirus/index.htm>.

**Post-examinations processes** will be dealt with in accordance with the PEB's Policies and Regulations, and other relevant information that PEB has published, including this Essential Information.

In the event that you make a Special Consideration request or apply for an Enquiry about Results, or your script is reviewed as part of a Malpractice Investigation, you will **not** be able to support any case you might wish to make on the basis that you relied on information about the examinations from sources other than PEB, such as internet blogs or posts on social media.

### 1. Before the Examination Week Starts

You will have received your Examination Instructions letter: check it is correct and have a **hard copy** with you during the examinations.

You are advised to consider what you would do in the event that you have IT problems during an examination. For example, if your internet connection fails, you might use a WIFI "hotspot".

In entering for the PEB examinations you have agreed to be bound by the relevant PEB Examination Regulations and Policies. Your attention is drawn to the Malpractice Policy and the Special Consideration Policy. You can find these documents [here](#).

You should also read the information on IT requirements (Appendix 1) and the lists of permitted and non-permitted items in the PEB examinations (Appendix 2).

## 2. Examination Times

The examination times are shown in Appendix 3. They have been calculated and then tested to ensure you have sufficient time to:

- Download the Question Paper
- Print the question paper (if wished)
- Answer the questions
- Take a screen rest break of 5 minutes each hour
- Save your Answer document to your hard drive as a PDF
- Scan any **handwritten timelines (FD1)**, or hand-annotated claims or diagrams (FD2, FD3 and FD4) and save them to the hard drive of your computer or lap top as PDFs
- Upload your Answer document(s) to the PEBX system.

The shaded rows in the table apply **only** to candidates whose application for Reasonable Adjustments of Extra Time/Rest Breaks has been approved by PEB.

**Within the total examination times, you can manage how you use your time as you wish. For example, you can take several short screen breaks, one longer break, or none.**

**You are responsible for** ensuring that you submit your Answer document(s) by the Examination End Time. **Answer documents uploaded after that time will not be accepted for marking.** The Total Examination times have been tested to ensure that candidates will have sufficient time for the additional tasks involved in taking the examinations on line.

**You are strongly advised to use the full time allocated for organising any hand-written/annotated documents, saving your Answer document to pdf and uploading it to the PEBX site before the clock on your summary page has counted the time down to 00.00.**

No additional time can be allowed if you start the examination late. However, if there is a genuine cause beyond your control that resulted in you being late, then you can apply for Special Consideration stating the reasons why you started the examination late.

**PEB will review the candidate data log on the PEBX system immediately after each examination. You should submit any application for Special Consideration to [peb@cipa.org.uk](mailto:peb@cipa.org.uk) by 12 noon on the day following the examination.**

## 3. The PEBX Online Examination System

The PEBX system has been designed specifically for candidates taking PEB examinations. It was tested by PEB and CIPA staff, patent attorneys and senior examiners before release for candidates to trial. Feedback received was that the system is simple and intuitive to use. However, there are some straightforward steps that can help ensure you can work as effectively as possible during the examination.

PEB will welcome feedback from candidates following the trial and again after the live examinations. However, changes cannot be made to the current system between the trial and the start of the examination week.

**Before the trial**, an email was sent to the email address that you provided to the PEB at registration. It contained the link to activate your account on the PEBX system. **You are**

**advised to save that link in your browser.** Once you have logged on to the system, you will only need to refer to the initial email again if you forget your password.

Once you had accessed the system you received a temporary password via email. You were advised to change that temporary password, as soon as you logged on, to something you were likely to remember. Click on “My account” in the blue ribbon at the top of the page to change the temporary password to your chosen password.

**If you did not receive the email, before you contact PEB,** check first your junk folder, and second, the email address that you notified to PEB when you registered.

**If you are taking examinations at a private address, you MUST connect to the Zoom examination room using the link you will see on your examination summary screen next to the relevant examination on the PEBX system.**

If you have experienced difficulties during the trial, you may find you need to try using a different browser.

#### **4. Candidate Trial of the PEBX Online Examination System**

During the candidate trial, the PEBX system worked in the same way as it will in the live examinations.

The candidate trial was set up so that you could:

- practise completing the full examination process in the time available (2019 Question Papers of all the examinations you have entered). In particular, you were strongly advised to practise typing your response into the Answer sheet document, converting your Answer documents to PDF, and uploading Answer documents, all within the Total Examination Time.
- ensure all your IT equipment was suitable;
- familiarise yourself with all features of the PEBX online examination system.

**You are strongly advised to delete any documents you produced during the trial so that you do not inadvertently upload the wrong document at the end of the live examination.**

#### **5 The Live Examinations**

**You must refresh your screen in the PEBX system at the Examination Start Time,** otherwise you will be delayed in accessing the Question Paper and Answer sheet document.

**The Declaration:** At the start of each examination you will be required to complete a Declaration. You will not be able to start the examination until you have acknowledged your acceptance of the Declaration. A copy of the Declaration is in Appendix 4.

**Downloading the Question Paper and Answer Sheet:** You should see the downloaded documents in the bottom ribbon and will need to click on the ribbon to open them.

**Question Paper:** You are advised to print the Question Paper, then save it to your desktop and close the associated browser.

**Read the Instructions to Candidates** on the Question Paper front sheet before you start answering the questions.

**Answer Document:** Click on the yellow “Enable editing” ribbon on the Answer document to start typing up your answers. **Save the document to your desktop. Do not change the file name: it is unique to you, for example FD1-12345-Answer. Set Word to autosave regularly.**

**If you experience major technical difficulties during the examination** such as a complete loss of internet connection, then you should email [pebxsupport@cipa.org.uk](mailto:pebxsupport@cipa.org.uk). **Please note:** this email address will only be monitored during examinations and should be used only for urgent technical issues. **PEB will prioritise responding to emails that are critical to the examination that is in progress: replies to non-urgent matters may be delayed.**

If your WIFI connection has failed completely, you should phone PEB on **020 7405 9450**. Please note: Please call this number **only** in the event of total internet outage or similar event. Covid-19 restrictions mean that the CIPA/PEB office will not be fully staffed and there may be a delay in dealing with your call.

**At the end of the Examination:** Ensure you allow yourself the full time allocated for saving, PDF-ing and uploading your answers. (See Appendix 3 column 4.)

It is recommended that you save and close your Answer document before uploading it.

If you see an error message that indicates your file has not uploaded, you may need to log out of the PEBX system and log back in and try uploading your answer document again.

You can check which document you have uploaded by clicking on the “**View document**” button.

Finally, click the “**End Exam Session**” button to submit your Answer document to the PEB.

If you have PDFs of annotated **timelines**, claims or diagrams, they should be saved in the format, **FD1-12345-Timelines**, **FD2-12345-Diagrams**, and **FD4-12345-Claims** etc.

## **6. If you are taking the Examinations at your Firm’s Office**

You must have your photo-ID and Examinations Instructions letter with you.

You should not attempt to log on to Zoom.

**If you have been approved to handwrite your answers as a Reasonable Adjustment**, you must log onto the PEBX system at the Examination Start Time and ensure you click the “Start Exam” button. Otherwise, the PEBX system will record non-attendance.

## **7. If you are taking your Examination(s) at Home or Other Private Address – Using Zoom**

You must have your photo-ID and Examinations Instructions letter with you.

You should join the Zoom examination room using the link next to the relevant examination on your examination summary page in PEBX.

You are strongly advised to access Zoom:

- for Foundation examinations – at least **30 minutes before the Examination Start Time**
- for Finals examinations – at least **1 hour before the Examination Start Time**.

You will have to wait in a Zoom “waiting room” until the host (the Invigilator) lets you into the Zoom examination room. When you have been let into the room you will be asked to do a

“sweep” of your examination room and to remove any unauthorised items. **It will be helpful if you ensure that you are ready to do the “sweep” of your room as soon as you are let into the Zoom examination room by the Invigilator.** After the “sweep”, you will then be transferred to a Zoom examination break-out room to settle yourself before the start of the examination.

**You will be under examination conditions from the point when the Invigilator has transferred you to the Zoom examination break-out room until you click the “End Exam” button.**

When all candidates have been checked, you will be transferred back to the main Zoom examination room.

The Invigilator will have a copy of your photo-ID. S/he will not check your identity before letting you in, but will try to carry out ID checks without disturbing you once the examination has started.

If you need to communicate with the Invigilator, for example because you wish to use the toilet or feel unwell, you should use the chat facility.

For more information about Zoom, watch <https://www.youtube.com/watch?v=9isp3qPeQ0E>.

## **8 After the examination**

Your results will be issued as published [here](#).

You may wish to refer to the PEB Special Considerations Policy [here](#), and the PEB Special Considerations Guidance [here](#).

In the event that a disturbance or internet failure affects your examination, you should consider applying for Special Consideration. **It will help support your application if you can provide evidence of any lengthy internet outage.**

Please contact the PEB if you wish to raise any issue or send any feedback in relation to the examination. Please send it as soon as possible after the examination to [peb@cipa.org.uk](mailto:peb@cipa.org.uk) using the Customer Feedback Policy which can be found [here](#). **In addition, candidates will have the opportunity to provide feedback through the Student Survey.**

## Appendix 1 IT Requirements

### IT equipment

- PC that is set up so that a single office-standard monitor is used  
OR a laptop (not tablet device)  
OR a laptop with the laptop screen switched off and a single office-standard monitor plugged into the laptop  
**Only one monitor is permitted.**
- Printer to print out the Question Paper
- MS Word v 2010 or above: **use of all Word functions is permitted, but you should not change the formatting of the Answer document i.e. tables in portrait not landscape are permitted.**
- Broadband (not dial-up)
- Adobe, or similar PDF viewer, so you can save your Answer documents as a PDF ready for upload. The PEBX system will only upload PDFs.
- Mobile phone (FD2, FD3 and FD4 only)

### If you are taking the examinations at a private address:

- The webcam must be placed so the Invigilator can see you facing your screen.
- Broadband must be sufficient for Zoom.
- **You can test your equipment for Zoom here <https://zoom.us/test>.**
- The printer must be close to you in the room where you are working.

### If you are taking the examinations at a firm's premises:

- Use of a corporate shared printer and "scan to email" is acceptable, so long as an Invigilator is supervising the process and ensuring examination conditions are maintained.

### Timelines, claims and diagrams

Different methods of **producing timelines (FD1) and** amending diagrams and claims sheets (FD2, FD3 and FD4) and creating PDFs are acceptable, such as those set out below – or combinations thereof.

**Whatever method you use, you must ensure that additional documents are saved using the file conventions in the final paragraph of Section 5 on page 4.**

**FD1 timelines** could be typed into the Answer document. Alternatively the timeline could be handwritten on a pre-printed Answer sheet and then incorporated into the Answer document using one of the methods suggested below for FD2/FD3/FD4. Alternatively the timeline can be saved and uploaded as a PDF document. You must ensure that it is clear to the Examiners which question the timeline relates to, otherwise it may not be marked.

### FD2, FD3 and FD4

The following, or combinations of the following are acceptable:

- hand amending printed copies of the blank diagrams/claims sheets;
- copying the blank diagrams/claims sheets from the Question Paper into the Answer sheet document and using Word functions to amend them;
- scanning hand-amended versions and saving them as PDFs;

- photographing the hand-amended versions and inserting the images in your Answer document;
- using a mobile phone “scan to PDF” facility, **in which situation it is permitted to have email open and to use it during the last 20 minutes of the Examination time (25 minutes for FD4)**;
- (if you are taking the examination at a firm’s office) using a corporate shared “scan to email” system, so long as an Invigilator is supervising the process and ensuring examination conditions are maintained. **In this situation it is permitted to have email open and to use it during the last 20 minutes of the Examination time (25 minutes for FD4).**

The Answer document must be uploaded as **one** file. Images of the hand-annotated sheets can be included in the Answer document if wished. If candidates prefer, the PDFs of hand-annotated sheets can be uploaded as separate documents. The instructions on file names in Section 5 should be followed.

### **Candidates who have been approved to handwrite their answers as a Reasonable Adjustment**

- A means of scanning the handwritten sheets and saving them as one single PDF. PEBX will not accept a handwritten script in the form of multiple single sheet documents.

**Please note: PEB does not have the expertise to advise on technical queries.**

## Appendix 2 Items Permitted and Not-Permitted in the Examination Room

### Essential Items

- Your Examination Instructions Letter – laid out on your desk
- Photographic identification such as a passport or driving licence – laid out on your desk
- Clock: the PEBX screen counts down the time you have left, but the Answer sheet document on screen will hide that.
- FD2, FD3 and FD4 candidates and candidates whose application to handwrite as a Reasonable Adjustment has been approved: a black pen (and a spare) – laid out on your desk or in a clear plastic bag or container
- Power source for your computer
- Printer paper

### Permitted Items

These must be laid out on your desk or be in a clear plastic bag or container.

- Essential medical equipment. Please bring this to the attention of an invigilator before the examination starts.
- Food and drink in clear plastic bags or containers
- Pens, pencils, ruler, eraser, blank 'Post it' notes or similar, highlighter pens, paper clips, clear plastic bag to keep these in on your examination desk
- Mobile phone (switched to flight mode) if needed to scan diagrams/claims (FD2, FD3 and FD4 only)

### What you must not have in the Examination Room

- Books (including dictionaries), notes and learning materials
- Calculators
- Adhesive tape, treasury tags, stapler
- Bags, coats, jackets
- Correcting fluid or pens
- USB **memory** sticks and electronic devices **such as smart watches**

## Appendix 3 Total Examination Times

RA – Reasonable Adjustments (if approved by PEB)

Exam	Length of exam	Screen break (5 minutes every hour) Minutes	Time allowed for printing, scanning/ PDF-ing, saving and uploading	Reasonable Adjustments (Rest Breaks/ Extra Time) if approved by PEB	Total exam time including screen breaks, printing, scanning, PDF-ing saving and uploading	Date	Exam Start Time (UK BST)	Exam End Time (UK BST)
FC1	3 hours	10	20		3 hours 30 minutes	Friday 16 October	14:00	17:30
FC1 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Friday 16 October	14:00	18:15
FC2	3 hours	10	20		3 hours 30 minutes	Monday 12 October	15:00	18:30
FC2 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Monday 12 October	15:00	19:15
FC3	3 hours	10	20		3 hours 30 minutes	Friday 16 October	10:00	13:30
FC3 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Friday 16 October	10:00	14:15
FC4	3 hours	10	20		3 hours 30 minutes	Wednesday 14 October	14:00	17:30
FC4 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Wednesday 14 October	14:00	18:15
FC5	3 hours	10	20		3 hours 30 minutes	Thursday 15 October	15:00	18:30
FC5 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Thursday 15 October	15:00	19:15
FD1	4 hours	15	25		4 hours 40 minutes	Monday 12 October	10:00	14:40
FD1 RA	4 hours	15	25	1 hour	5 hours 40 minutes	Monday 12 October	10:00	15:40
FD2	4 hours	15	25		4 hours 40 minutes	Thursday 15 October	10:00	14:40
FD2 RA	4 hours	15	25	1 hour	5 hours 40 minutes	Thursday 15 October	10:00	15:40
FD3	3 hours	10	20		3 hours 30 minutes	Wednesday 14 October	10:00	13:30
FD3 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Wednesday 14 October	10:00	14:15
FD4	5 hours	20	25		5 hours 45 minutes	Tuesday 13 October	10:00	15:45
FD4 RA	5 hours	20	25	1 hour	6 hours 45 minutes	Tuesday 13 October	10:00	16:45

## Appendix 4 Candidate Declaration

### Online Declaration

**You MUST complete this Declaration which you will see after you click on the 'start exam' button on the PEBX online examination system.**

**You will not be able to start the examination until you have indicated your acceptance of this Declaration.**

By clicking the check box below and submitting this Declaration you are confirming that:

- You have read the PEB Malpractice Policy.
- You understand that malpractice includes, and is not limited to:
  - Misuse of assessment material;
  - Introduction of unauthorised material into the exam room for example notes, study guides, personal stereos, mobile phones and other similar electronic devices (except when permitted by the invigilator and/or the PEB Essential Information for Candidates);
  - Attempting to gain an advantage by obtaining, receiving or exchanging information during the course of the examination by verbal communication, documents or electronic communication;
  - Copying from another candidate;
  - Collusion – working collaboratively with other candidates;
  - Disruptive behaviour including the use of offensive language;
  - Failing to abide by the instructions or advice of an invigilator, supervisor, or the PEB in relation to the examination rules and regulations;
  - Impersonation – pretending to be someone else or arranging for another person to take your place in an examination.
- The work you submit must be your own unaided work.
- You understand that serious consequences can result if an investigation by the PEB determines that you have committed malpractice. Those consequences could include the PEB notifying CIPA and/or your employer that an examination result had not been issued to you as a result of a malpractice finding.

(Click checkbox.)