

PEB Report on the 2025 Qualifying Examination Session

This report to candidates covers general and administrative matters. Examiners' feedback on the individual units can be found in the Principal Examiner Reports which can be found on the PEB website [here](#).

Concerns about any aspect of the examinations should be sent to peb@cipa.org.uk in accordance with the PEB Customer Feedback Policy [here](#).

2026 Examinations

The current syllabi for the Final Diploma examinations will continue to be tested from October 2026 and in the near future.

The PEB Governance Board has decided the form of invigilation/ proctoring that will be used in the 2026 Qualifying Examinations will be different from the 2025 examination session: both Foundation examinations and Finals examinations will be proctored.

Candidates should check the PEB website regularly for information on the examinations.

2025 Examinations

General

Candidates are again reminded that the answers to the most common queries about the examinations can be found in the Essential Information and Technical Requirements documents, both of which are published on the website in the August before the examinations.

In addition, there are some routine administrative actions that candidates are asked to take to help ensure their examinations run as smoothly as possible:

- Read the Essential Information and Technical Requirements documents - some candidates sat the trial without reading them.
- Read the information issued by PEB in advance to avoid emailing questions which are already answered in the published documents on the PEB website.
- Candidates must access the examination platform ahead of the exam to ensure they can access the PEBX system.
- A number of candidates forgot their passwords or inserted wrong passwords to access the PEBX system examination platform. Candidates are advised to keep a record of their passwords.
- Candidates are advised not to use firm addresses as a private address and to confirm with PEB if a Designated Contact is needed.
- If a candidate has an official name and they prefer this to be used on letters, they are advised to register with that official name as letters will be addressed to the "known as" name.
- Candidates must provide the certificate(s) that exempt them from FC examinations at registration for the examinations. If it is not available, they should provide the transcript as temporary proof and send the certificate to peb@cipa.org.uk on receipt

as soon as possible. Please note that the PEB needs to upload this exemption certificate on to the database to enable your results to be released.

- Some candidates requested changes of addresses when they received their confirmation of registration letters. Candidates are advised to provide any updated addresses to the PEB via email as early as possible and preferably before they register for the examinations.
- Some candidates provided the names of Designated Contacts late to the PEB. Candidates are advised to provide their Designated Contact information by the PEB stated deadline.
- Candidates are asked to inform the PEB promptly if there is a change to their examination location.
- A number of candidates used the "Upload time" to keep working on their Answer document and uploaded within the last few minutes/seconds. In some cases, candidates ran out of time and they could not "end exam" on the PEBX system. Candidates are advised to follow the instructions on the front of the question paper to avoid potential malpractice investigations.
- Some FD candidates joined the Zoom invigilation room late and missed the Invigilator's announcement.
- A few candidates did not follow the Technical Requirements instructions and kept their name on the Zoom platform when they joined instead of changing it to their candidate number.

The PEB expects candidates to act in a way which is consistent with what the IPReg Code of Conduct sets out for members of the profession, namely that they should not do anything that "might compromise ... the dignity and good standing of the regulated person or of the patent or trade mark professions" (Rule 5.2). It is recognised and understood that examinations can be very stressful for candidates. However, the PEB will not tolerate rude, disruptive or unprofessional emails or behaviour from candidates.

All candidates are reminded to familiarise themselves with the PEB Malpractice Policy. At the start of all examinations, candidates have to confirm they have read and understood the Policy before they can access the examination material.

Reasonable Adjustments

There was again a significant number of requests for Reasonable Adjustments. The PEB was pleased to note that many candidates had followed the evidence requirements in the Reasonable Adjustments Policy. However, there were a few candidates who had not provided evidence as specified and, unfortunately, this delayed them receiving the outcome of their request.

Designated Contacts

PEB is again very grateful to Designated Contacts for the support they provided which helped the examinations run smoothly.

The PEBX and ProctorExam Trials

The trial examinations are candidates' opportunity to check that the IT they plan to use is functioning properly and to get used to the PEBX system. The trials are a significant

expense for the PEB, which ultimately are paid for through the candidate examination fees. It is disappointing that a few candidates did not take part in the trial. Candidates are reminded that if they experience technical difficulties during their examination, mitigation cannot be put in place if they have not taken part in the trial.

Examination Timeline

Candidates are reminded that the Timeline in the Technical Requirements document is provided to help them.

Lead Invigilator's Briefing

A few candidates logged onto Zoom just a few minutes before the Exam Start Time and so missed the briefing by the Lead Invigilator. It is vital that candidates attend this briefing, because it provides key information about how the examination will run.

Failure to attend the Invigilator's briefing might be taken into account if there is a subsequent investigation into suspected malpractice.

Certificates

Candidates will receive a certificate for each examination they have passed. There is no charge for this service, and these will be posted to candidates within two months of the release of results.

Candidates are advised to ensure the PEB have their correct address for posting as there is a fee for the reissue certificates.

Patent Examination Board

March 2026