

ICPA: Introductory Certificate in Patent Administration

Mock Examination 2025–2026 Course

Thursday, 11 December 2025 10 am to 12.30 pm

Examination time: 2 hours 30 minutes plus 15 minutes upload time

The 2 hours 30 minutes is allocated as follows:

10 minutes – Downloading and printing the Question Paper and Resource pack;

15 minutes – Reading time;

2 hours – Answering the questions;

5 minutes – Screen break.

At the end of 2 hours 30 minutes, you MUST immediately stop answering the questions. You then have **15 minutes** in which to upload your Answer document and form(s) to the PEBX system.

You MUST upload your Answer document and form(s) to the PEBX system by 12.45. After 12.45, you will not be able to upload them and your examination will be void.

INSTRUCTIONS TO CANDIDATES

This examination pack comprises:

Instructions to Candidates	1 sheet
Question paper	4 sheets
Resource Pack	11 sheets

1. You have 15 minutes reading time at the start of the examination. During this time, you **must not type in the Answer document or write** on the forms, question paper, calendars or annexes.
2. You should attempt **all** the questions in this question paper.
3. The total number of marks available for this paper is 80.
4. Answers must be submitted in the Answer document and on the form(s) provided.
5. Do not attempt to change the font style, font size, font colour, line spacing or any other preset formatting in the Answer document.
6. Start each question on a new page. To begin a new page, press the Control key and the Enter key simultaneously.
7. When you begin a new question, type in the question number at the top of the page.
8. A **Resource Pack** is provided. The Resource Pack has a contents page and contains calendars, office closure dates, and forms.
9. Select and complete the relevant form(s) when instructed by the question.
10. Write your answers on the form(s) using black pen.
11. Where a question refers to 'today', assume today's date.
12. Do not state your name anywhere in your answers.

This question paper consists of **6 sheets** in total, including this sheet.

AT THE END OF THE EXAMINATION

13. Upload your Answer document to the PEBX system. You should upload it as a Word document. PEBX will automatically convert it to PDF.
14. Save the PDF(s) of your scanned form(s) to PEBX.

Question 1

A priority-founding (first filed) GB design application was filed on 21 October 2025. What is the Convention priority deadline? Show your calculations.

2 marks

Question 2

You filed a GB patent application on 15 September 2025. On 12 December 2025, you filed a divisional patent application from that GB patent application.

- a) What is the deadline for requesting a search on the divisional patent application? Show your calculations.**

5 marks

- b) What is the deadline for filing a PF7 on the divisional patent application? Show your calculations.**

4 marks

Total: 9 marks

Question 3

A GB patent application was filed on 1 September 2022. The patent was granted on 19 November 2025.

- a) By when is the first renewal fee due without using extensions? Show your calculations.**

3 marks

- b) What is the last date for late payment? Show your calculations.**

3 marks

Total: 6 marks

Question 4

A GB patent application was filed on 10 September 2021. The compliance date is 10 March 2026.

- a) To what date can the compliance date be extended as-of-right? Show your calculations.**

2 marks

- b) What action(s) must you take to request the as-of-right extension?**

2 marks

Total: 4 marks

Question 5

A UK Design was registered on 7 January 2021. The UK design claimed priority from a US Design application filed on 8 July 2020.

By when must the first renewal fee be paid, including any available extensions of time? Show your calculations.

4 marks

Question 6

A PCT application was filed on 13 January 2025. The PCT application has an earliest priority date of 15 January 2024. The PCT application was published in Japanese. You are now entering the European regional phase of this PCT application.

a) State one language in which the translation of the specification may be validly filed.

1 mark

b) By when must the translation be filed without incurring penalty fees? Show your calculations.

5 marks

Total: 6 marks

Question 7

List three routes through which a European patent can be sought.

3 marks

Question 8

List four requirements to obtain a filing date for an international patent application that does not claim priority.

4 marks

Question 9

A client of your firm wishes to oppose a granted European patent. The European Patent Office issued a communication dated 2 May 2025, informing the applicant that the patent would grant on 28 May 2025.

What is the deadline for filing a notice of opposition? Show your calculations.

5 marks

Question 10

List three parts of a patent specification.

3 marks

Question 11

The EPO issued an examination report in a communication dated 21 August 2025, and received in your office on the same day, setting a 4-month period for response. A 2-month extension of time was obtained.

By when must a response be filed? Show your calculations.

4 marks

Question 12

A decision to refuse a European patent application is dated 19 December 2025. You receive the decision the same day. You file a notice of appeal in due time.

What is the deadline for filing the grounds of appeal? Show your calculations.

4 marks

Question 13

The EPO performed the international search for a PCT application and prepared the associated Written Opinion (which raised objections). The European regional phase of this PCT application was entered in due time, paying all necessary fees. A Rule 161/162 communication was issued dated 29 July 2025 and received in your office on the same day. Notification of this communication sets a 6-month time limit to file a response to the Written Opinion.

a) By when must the response be filed? Show your calculations.

2 marks

b) If no response is filed by the date calculated in a), what actions can be taken to continue with the application and by when?

3 marks

Total: 5 marks

Question 14

You receive a memo from Shalanda, an attorney at your firm. Shalanda writes:

Good morning. Our client, Cheap and Cheerful Limited, would like us to file a priority-claiming GB patent application on the convention deadline. The new application is entitled 'Webcam magnifier', and will claim priority from their earlier application filed on 12 February 2025. As a reminder, the application number for that earlier application is GB 2572941.5.

The new application has:

15 pages of description
4 claims on a single page
a 1-page abstract and
3 figures on 2 pages of drawings.

Our reference is CNC55-GB. We'll file a search request too, and will pay the application fee and search fee at the time of filing. Please pay all the fees using the PF9A. The application fee is £90, and the search fee is £180. We will pay these fees from our IPO deposit account number 150008.

The client's details are: Cheap and Cheerful Limited, Unit K, Woodland Trading Estate, Glasgow, G23 7ER. Please can you prepare the forms for filing, listing me as agent, and providing my details wherever needed.

Many thanks!

Shalanda Gibbs (sgibbs@eurekaips.com)
Eureka IP Services LLP, 80 The Square, Glasgow, G1 9RB, UK

Prepare the forms required.

12 marks

Question 15

A PCT application was filed on 17 June 2024. The application claims priority from a US application filed on 27 July 2023.

- a) **When does the international phase end for this PCT application? Show your calculations.**

3 marks

- b) **What is the date of the time limit for entering the European regional phase for this PCT application? Show your calculations.**

3 marks

- c) **What is the due date for the first renewal fee due at the European Patent Office for the European regional phase application? Show your calculations.**

3 marks

Total: 9 marks

Total: 80 marks