

Information for Candidates taking ICPA Examinations in 2026-20267

The ICPA Mock and Live examinations are delivered by the PEB. The December 2026 mock examination and the January 2027 live examination will be delivered online.

This document contains essential information about the online mock and live ICPA Examinations. You should read it and ensure you understand it before you complete the PEB ICPA Examination section of the registration form.

Between now and the January 2026 examination, PEB will be working on the PEB examination system (PEBX). PEB will make every effort to release information as early as possible on the dedicated page of the PEB website [here](#).

During this period, PEB will not be able to reply to general queries about how the ICPA examinations will run. You should check the PEB website regularly for the most up-to-date information.

Work is under way to provide answers to frequently asked questions. FAQs will be included in the Technical Requirements document that will be published in November on the dedicated page of the PEB website. If you still have questions that are not already answered in this Online information or on the PEB website, please email them to peb@cipa.org.uk.

This document sets out the requirements of ICPA candidates so that their mock and live examinations can run smoothly.

1 Key Dates

	Activity	Date
1	Deadline for applications for Reasonable Adjustments and for submitting full supporting evidence – PEB will not issue reminders to candidates if evidence has not been received by this deadline.	28 August 2026
2	Deadline for applications to change venue of exam	25 September 2026
3	Essential Information for Candidates issued	One month before the exam
4	ICPA mock examination	Thursday 10 December 2026
5	ICPA live examination	10 am, Thursday 21 January 2027

2 Covid-19

It is your responsibility to ensure that you follow any Government or other relevant guidance in force at the time of the examinations.

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3 Examination location

You are required to sit your examinations in your work place. It is only in exceptional circumstances that you can make a request to take your examinations at home and this must be by written request by 25 September 2026 to peb@cipa.org.uk.

You need to arrange to sit the examination(s) in a place that meets the requirements below.

- The place where you will sit the examination(s) must be somewhere where you can work without distractions or disturbances.
- Before you log on for your examinations, you must remove from the room ALL books, bags, coats, notes and items (including items under your desk) that would not normally be permitted in PEB examinations.
- You are taking your examination(s) at your workplace, so you are recommended to arrange to have use of a standalone computer (**not networked**). See paragraph 4 **IT and communications requirements**.

Before you complete the ICPA online registration form, you **MUST** agree the arrangements with an appropriate senior staff member of the firm (for example, your line manager, a senior partner or an HR manager).

4 IT and communications requirements

You are responsible for ensuring that:

- the IT equipment you will use is functioning and reliable;
- you have use of the following IT equipment and software:
 - PC/desktop or laptop (NOT tablet device)
 - printer for printing out the Question Paper and Resource Pack
 - Google Chrome set as default browser on your computer
 - Windows 10 or higher
 - MS Word 2016 with autosave set (to avoid loss of your Answer document in the event of system failure)
 - Adobe, or similar pdf viewer, so that you can access the question paper
 - use of scanner so that you can upload completed forms as PDFs
 - reliable email and internet connection – broadband upload speed of 1.5 – 2 Mbit/s minimum. You should check the speed using one of utilities available online such as Speed test [here](#);
- your computer is plugged into the mains;
- your firm's IT department "whitelists" this URL to ensure you have access to the examination software: <https://pebx.scarboroughcloud.com/>.

There may be minor changes to this list of requirements. You should look out for the Essential Information for Candidates and the Technical Requirements documents which will be published on the PEB website.

You need to have your IT and communications equipment in place so that you can trial the PEBX system on 10 December 2026 during your mock examination.

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Forms: Full information about how you should deal with forms in the examinations will be provided in the Essential Information for Candidates which will be published in November 2026.

The mock examination is your opportunity to check that your IT equipment will work and that your room is suitable. It is **ESSENTIAL** that you take part in the mock examination.

PEB cannot put mitigation in place or accept Special Consideration requests after the examination:

- if you did not participate in the mock examination and find your room and/or IT equipment are unsuitable on the day of the examination;
- if you take your examinations at a location other than that stated on your ICPA registration form or notified to PEB before the deadline;
- if you experience failure of IT/communications equipment, systems or software.

5 Health & Safety

You should raise any health and safety concerns about arrangements for taking the examination at your workplace with an appropriate member of staff.

If the PEB has approved an application to take the examination(s) at home due to exceptional circumstances, then the individual candidate will be responsible for ensuring that their desk, chair and equipment are suitable.

PEB cannot advise on health and safety issues. You will find guidance on working at home on the HSE website <https://www.hse.gov.uk/home-working/index.htm>.

6 Photo identification

You must provide a colour image/scan of your photo-identification (passport, driving licence or identity card) at the relevant stage when you are completing the online ICPA examination registration. You should have your photo-ID with you during the mock and the live examinations.

8 How the Examination will run

Essential Information for Candidates will be posted on the PEB website [here](#) in November. This will contain detailed information about how the examination will run. Briefly, this will include:

- the time you should log on before the examination;
- the process for accessing the Question Paper, the Answer sheet and the form(s);
- how you should answer the question(s) that involve completion of forms;
- the process for saving and uploading your Answer documents.

The examination arrangements will allow sufficient time for administration, downloading documents, and uploading Answer documents for marking at the end of the exam.

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If you plan to prepare for the examinations by working through past papers, you are advised to practise typing the answers into a Word document.

8 Candidate Declaration

Before you can start answering the examination questions you will have to complete a Candidate Declaration in which you confirm that your answers will be your own unaided work and that you understand the potential consequences of malpractice.

9 Data protection

CIPA's Privacy Policy is downloadable [here](#).

Data logs will be made before and during examinations and up to the deadline for submission of answers. These will be used only for the purposes of ensuring that accurate results are issued to candidates and/or for investigating suspected malpractice.

Data logs will normally be retained until the final date for requesting an Enquiry about Results (EaR). If you request an EaR, then data logs relating to your examination(s) will be retained until the EaR process (including any Stage 3 Appeal) is complete.

If there is reason to suspect that malpractice may have occurred, then any relevant data logs will be reviewed as part of any investigation and may be retained beyond the conclusion of the investigation.

10 Suspected Malpractice

Candidates take the PEB ICPA examinations in preparation for roles providing support to patent attorneys. PEB expects ICPA candidates to act in a way which is ethical and professional.

In registering for the examination(s), you are confirming that you have read and understood the PEB Malpractice Policy [here](#).

PEB will investigate all cases of suspected malpractice. A malpractice investigation may involve scrutiny of all relevant information and data, including script evidence, data logs, Zoom recordings and logs of when documents were downloaded and uploaded etc.

An investigation may lead to a delay in results being issued until the matter is resolved. The penalties for malpractice are set out in the PEB Malpractice policy. In addition, CIPA and/or your employer may be notified of a finding of malpractice.