

PEB Qualifying Examinations – October 2026 Session

Pre-Registration Information for Candidates

This document contains essential information about the 2026 Qualifying Examinations. You should read it and ensure you understand it before you complete the Registration form.

In delivering the examinations, PEB has a responsibility to meet regulatory (IPReg) requirements and to maintain the rigour and integrity of PEB Qualifying Examinations. This document sets out the requirements of candidates that are designed to ensure PEB can meet its responsibilities.

Please note: Between now and the October 2026 examinations, PEB will be working on improvements to the PEBX system and the invigilation/proctoring systems. 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 examinations will run. You should check the PEB website regularly for the most up-to-date information.

The document Technical Requirements and Guidance for Candidates, including answers to frequently asked questions (FAQs), will be published in mid-August on the dedicated page of the PEB website [here](#). If you have questions that are not already answered in this Pre-Registration Information or in information on the PEB website, please email them to peb@cipa.org.uk.

1 Key Dates

	Activity	Date
1	Closing date for candidate registration and payments	24 July 2026
2	Technical Requirements and FAQs issued	Mid-August 2026
3	Deadline for applications for Reasonable Adjustments and for submitting full supporting evidence – PEB will not issue reminders if supporting evidence has not been received by this date	28 August 2026
4	Deadline for applications to change venue of exam	28 August 2026
5	Deadline for notifying PEB of name of Designated Contact (candidates sitting examinations at their place of work)	28 August 2026
6	Essential Information for Candidates, issued	One month before the exam
7	FC candidates – practice on PEB online examination system and final date for requests to change FC exam location (should the original chosen location for the October examination at registration before the trial proves to be unsuitable).	18 September 2026
8	FD candidates – practice on PEB online examination system and final date for requests to change FD	25 September 2026

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	exam location (should the original chosen location for the October examination at registration before the trial proves to be unsuitable).	
9	FC Examination week	12 – 16 October 2026
10	FD Examination week	19 – 22 October 2026

2 Online Registration Process

The candidate registration process for the 2026 PEB examinations will be online via a link on the PEB website under registrations [here](#).

Please note that you must register online for the examinations yourself and a colleague will not be able to register for them on your behalf.

As you go through the registration process, you will be required to provide the evidence needed to register for your examinations online.

Before you start the registration process, you are advised to have available an electronic colour copy of your identification document (photo page of your passport, driving license or identity card), your certificates and your evidence for Reasonable Adjustments (where required), as you will need to upload these documents at the relevant stages of the registration process.

On completion of the registration process you or your company would be sent an invoice within 48 hours of your registration.

In order to register and confirm your examination entry, the PEB must receive payment no later than the **closing date of Friday 24 July 2026**. Payment must be made on receipt of an invoice which will have been sent to your company or yourself.

If your firm's finance department is paying the invoice, please ensure they are aware of the need to: send a remittance advice to the PEB; quote the invoice number when making the transfer, and pay by the closing date of registrations of 24 July 2026 regardless of the date on the invoice.

We ask that candidates register for the examinations and make payment as early as possible and not leave it to the last minute.

Once the PEB receives payment and can associate it with your invoice, you will receive an Examination Confirmation letter by email.

3 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.

4 Examination location

Before you complete the Registration form, you need to have decided where you will take your examination(s).

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PEB strongly recommends that candidates take their examinations at their home or other private address.

If you decide to sit your examination/s in your firm, you must make the arrangements with a suitable member of staff (for example the HR manager, senior paralegal or partner). You must provide the name and telephone number of your Designated Contact in your firm to the PEB at pebapplications@cipa.org.uk **before or by the deadline of 28 August 2026. This is only to ensure that the PEB can contact you through your Designated Contact if there is an issue with the question paper.**

Requests for location changes made after the September practice sessions on the PEBX system can only be considered and processed in exceptional circumstances. If you make an application to change your examination location, you will need to explain the exceptional circumstances that have led to the request.

In order to pass the proctoring system checks, 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 a room where you can work without distractions or disturbances **on your own with no-one else in the room.**
- **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. Failure to remove such items from the room is a breach of the PEB Malpractice Policy.**

If your chosen location does not pass the proctoring system's checks before the examination, or the PEB's post-examination review, then your examination may be declared void.

5 IT and communications requirements

You are responsible for ensuring that:

- that the IT equipment you will use is functioning and reliable;
- that you have use of the following IT equipment:
 - PC or laptop (NOT tablet device) with webcam, microphone and speaker, and Google Chrome browser set as default browser (only one screen allowed)
 - FC candidates: the proctoring Chrome Plugin (details to be advised) installed on the PC or laptop
 - 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

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- Windows 10 or higher
- MS Word 2016 with autosave set (to avoid loss of your Answer document in the event of system failure)
- printer for printing out the question paper
- Adobe, or similar viewer, so that you can access the question paper;
- that your computer is plugged into the mains.

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

You need to have your IT and communications equipment in place before the PEBX system and proctoring system practice (FC examinations: 18 September; FD examinations: 25 September).

FD3 and FD4: You will be able to amend/annotate the claims sheet/ diagrams (using Word tools) within the Answer document. If you prefer, you can opt to hand-annotate the claims sheet/diagrams.

The practice session on the online system is the opportunity to check that your IT equipment will work and that your room is suitable. It is **ESSENTIAL** that you take part in the practice.

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

- if you did not participate in the practice session 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 Registration form or notified to PEB before the deadline;
- if you experience technical equipment failure of IT/communications equipment, systems or software you have provided or chosen to use, for example: intermittent breaks in Wi-Fi connection leading to loss of connection to the examinations system; firewall blocking access to the examination system; use of an internet browser other than that specified; or an out-of-date licence preventing use of word processing software.

6 Health & Safety

You are responsible for ensuring that your room, desk, chair and equipment are suitable.

If you decide to sit your examination(s) at a firm's premises, then you should raise any health and safety concerns with an appropriate member of staff.

PEB cannot advise on health and safety issues. You will find guidance on the HSE website [here](#).

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7 How the Examination will run

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

- the time you should log on before the examination so that the proctoring system can carry out identity checks and other administration;
- the process for accessing the Question Paper and the Answer sheet documents
- the process for saving and uploading your Answer documents.

The examination arrangements will allow sufficient time for the security checks, downloading documents, screen breaks where appropriate, and scanning (FD2, FD3 and FD4 only, if needed) and uploading documents at the end of the exam.

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 – ProctorExam

If you decide to sit the examination(s) at your firm's premises, you must take them in a separate room with no-one else in the room.

Before you can access the Question Paper (PDF) and Answer sheet (Word document), you will have to go through a series of security checks on ProctorExam.

You will be expected to allow the proctoring system access to your webcam at least 20 minutes before the examination start time, throughout the examination, and until you have finished uploading your answer document(s). Recording will take place throughout the process.

Before the examination starts, the proctoring system will ask you to confirm your identification, via webcam, and to show the photo-ID you provided at registration.

The proctoring system will also ask you to use the webcam to do a "sweep" of the room.

During the examination you may be contacted through the proctoring system and asked to make further sweeps of the room.

All times when you stop and start working on your computer will be logged.

Further detailed information about proctoring will be published in the Essential Information for Candidates on the PEB website in September.

9 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.

10 Data protection

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

ProctorExam will require use of your webcam. Data logs and recordings 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.

Recordings will normally be retained until the final date for requesting an Enquiry about Results (EaR). If you request an EaR, then data logs and recordings 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 recordings will be reviewed as part of any investigation and may be retained until after the conclusion of the malpractice investigation.

11 Suspected Malpractice

Candidates take PEB examinations in preparation for entering a regulated profession. PEB expects them 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).

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, proctoring data logs, webcam recordings and PEBX 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, IPReg and your employer may be notified of a finding of malpractice.