Issued 29 October 2024
You should read this document together with the Essential Information for Candidates and the Technical Requirements and Guidance documents here

# PEB Introductory Certificate in Patent Administration

# For Candidates taking ICPA in 2024-2025

# Arrangements for the ICPA Mock Examination

ICPA candidates are expected to have made e arrangements to take both the Mock and the Live examinations at their place of work.

If you have not already done so, you must provide PEB with the name and email address of your Designated Contact by **Monday 18 November 2024**.

**Normally, the Designated Contact will be your Mentor, or another suitable person such as a senior administrator, a partner or an HR officer.** Further information about the role of Designated Contacts is in the Essential Information for Candidates Section 1.4.

Exceptional circumstances (such as needing to shield or self-isolate) that provide a valid reason for taking your examinations at your home or other private address, **should have been notified to PEB by 27 September 2024,** so that arrangements can be made for your Live examination to be invigilated via Zoom. (The Mock examination will not be invigilated via Zoom.)

It is essential that you participate in the Mock examination.

**The purposes of the Mock examination** are so that you can:

- test and ensure that your IT arrangements will work for the Live examination;
- become familiar with the PEBX online examination system;
- practise working through a question paper under timed examination-style conditions;
- practise scanning and uploading your forms; and
- review your answers to typical examination questions with your Mentor afterwards.

**After the Mock examination PEB will release the mark scheme to Mentors. You should arrange to review your answers with your Mentor.**

**The ICPA Mock Examination 2024-2025 session**

## 1 Dates and times:

**Mock examination** Thursday, 12 December 2024 10 am to 12.30 pm plus 15 minutes upload time (UK time)

**Live examination** Thursday, 23 January 2025 10 am to 12.30 pm plus 15 minutes upload time (UK time)

**The ICPA Mock Examination 2024-2025 session**

## 2  Examination timeline

| | |
|---|---|
| **09.30 am UK Time (GMT)** | Login to the PEBX portal (https://pebx.scarboroughcloud.com/). <br> **Live examination only: If you are taking the examination at home**, use the Zoom button to access Zoom and your Zoom examination room. |
| **10.00 am** | **2 hours 45 minutes on the PEBX clock** <br> Examination starts. <br> Agree to the Candidate Declaration in PEBX <br> Download the Question Paper, Answer document and Resource Pack. (Click on the downloaded documents in the bottom ribbon to open them.) <br> Save the documents to your desktop. **Do not change the file names of the Answer document and the form(s):** they are unique to you, for example ICPA-12345-Answer. <br> Print the Question Paper and Resource Pack. <br> There is 10 minutes' printing time and 15 minutes' Recommended Reading time. <br> Read the Candidate Instructions on the Question Paper front sheet carefully. <br> Read through the Question Paper and Resource Pack. <br> Total 25 minutes is allowed for printing and Reading Time. |
| **10.25 am** | **2 hours 20 minutes left on the PEBX clock** <br> End of printing time and Recommended Reading Time. <br> Click on the yellow "Enable editing" ribbon at the top of the Answer document to start typing up your answers. |
| | 5 minutes (optional) screen break |
| **12.20** <br> **10 minutes before Exam End time** | **25 minutes left on the PEBX clock** <br> On-screen warning message telling you there is 10 minutes till the examination ends. |
| **12.30 pm** <br> **Exam End time and start of Upload time** | **15 minutes left on the PEBX clock** <br> Warning message telling you to stop working on your answers and begin uploading your Answer document. <br> **YOU MUST** immediately stop working on your answers and begin uploading your Answer document. <br> Save your Answer document (as a Word document). <br> Upload your Answer document (as a Word document) immediately. (PEBX will save it automatically as a PDF.) <br> Scan your completed form(s) and upload the PDFs to PEBX. <br> Use the "View Document" button to check that the correct documents are uploaded. <br> Click the "End Exam Session" in PEBX. <br> If you are taking the exam at a private address and being invigilated via Zoom, leave the Zoom room. |
| **12.45 pm** <br> **End of Upload time** | **Zero on the PEBX clock** <br> You are no longer able to upload your Answer document and your examination is void. |

## 3 Accessing PEBX for the Mock examination

You should read the Essential Information for Candidates and the Technical Requirements and Guidance documents carefully before the Mock examination.

Before the day of the Mock examination, an email will be sent **to the email address that you provided to the PEB at registration.** The email contains the link to activate your account on the PEBX system. **You are advised to save that link in your browser.** Once you have accessed the system, you will only need to refer to the initial email again if you cannot find the link.

When you have accessed PEBX you need to click on "Reset password" to receive a temporary password via email. When you have logged on you can change that temporary password to something you are likely to remember by clicking on "My account" in the blue ribbon at the top of the page.

**If you have not received the email about the Mock examination, before you contact PEB** check: first, your junk folder, second, the email address that you notified to PEB when you registered, and third, any other email addresses that you have.

**If you forget your PEBX password and you get locked out of the system do not email the PEB**. An email to reset the password will automatically be sent to the email address you provided to PEB.

You should use the time allowed during the Mock examination to ensure you are confident with the PEBX system and the examination processes.

**You are advised to delete any documents you produce during the Mock examination** afterwards and any practice answers, so that you do not inadvertently upload a wrong document at the end of the Live examination**.**

Answer documents and forms saved to PEBX during the Mock examination will not be marked. You should ensure you save them to your computer so that you can discuss your answers with the Mentor using the mark scheme.

## 4 Resource Packs and Forms

Sections 8.2 and 8.3 of the Technical Requirements and Guidance document explain how Resource Packs and forms should be dealt with during the examinations.