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Patent Examination Board

Instructions for Designated Contacts

2020 Examination Session

Designated Contacts and anyone invigilating candidates taking examinations in firms must familiarise themselves with the contents of these instructions before the examination takes place.

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PEB Qualifying Examinations – October 2020 Session

Instructions for Designated Contacts

PEB would like to thank firms and Designated Contacts for supporting its work by providing facilities and invigilation for the 2020 Qualifying Examinations.

As a Designated Contact you have agreed to undertake responsibility for managing the invigilation of candidates sitting PEB examinations at your workplace.

It is important that PEB retains the confidence of candidates and the profession in the integrity and rigour of the examinations. In particular, PEB has to meet IPReg requirements relating to quality assurance of the examinations. It is, therefore, essential that you follow these Instructions, which are based as closely as possible to those issued in previous years to Invigilators employed by PEB. They are also designed to ensure that candidates taking the examinations at their workplace will be subject to invigilation arrangements that are comparable to the arrangements for candidates sitting the examinations at a private address, who will be invigilated by trained PEB Invigilators via “Zoom”.

You should, therefore, ensure you are familiar with, and understand, these Instructions before the start of the examinations.

Designated Contacts **must** attend a briefing session (via Zoom) in late September.

You should also read the Essential Information for Candidates and have a copy available in the examination room(s).

1 Designated Contacts

1.1 Conflicts of Interest

This is the first time that PEB examinations will not take place under formal conditions with invigilation at all venues carried out to a common standard. It is evident that the perception exists that a conflict of interest is likely to exist in respect of candidates sitting examinations in their workplace.

The PEB Conflict of Interest Policy says that a conflict of interest arises when a decision maker is subject to an additional interest (the conflicting interest) which may not be germane to the decision being taken but which has the potential to influence the judgement of the decision maker. Assertion of not being influenced does not dispose of a conflict of interest, because influence can be subconscious. The test is that of a knowledgeable bystander – would she or he perceive a *potential* for a conflict of interest?

In the situation where members of staff are invigilating colleagues – who they may work closely with – conflicts of interest inevitably arise. Examples of “working closely” with a candidate include, but are not limited to, currently or previously line managing, supervising, mentoring or training the candidate. However, there are likely to be many other situations where a conflict of interest arises, particularly if social relationships exist outside work.

The existence of a conflict of interest is not necessarily a matter of concern.

However, failure to declare a conflict of interest is a matter of serious concern and, if this is found to have happened, a potential malpractice review of affected candidates’ scripts will take place.

PEB acknowledges that it will be difficult for small firms to avoid conflicts of interest. The Designated Contact will, therefore, be asked to declare all conflicts of interest, including potential conflicts. Appendix 3 shows the Declaration of Conflict of Interest form.

PEB will keep a log of conflicts of interest. The log will be available for review, as necessary, by senior Examiners at Awarding meetings, by the Members of the PEB Governance Board, and by the Regulator, IPReg.

1.2 The Designated Contact

A single Designated Contact within a firm will have overall responsibility for the conduct of the examinations.

In respect of candidates taking examinations at their office, the Designated Contact must:

- ensure the integrity and security of the PEB examinations;
- provide an emergency mobile phone contact number to PEB that will be used if it is necessary to phone Designated Contacts during the examination, for example because there is an error in the Question Paper;
- report all conflicts of interest to PEB;
- provide Deputy Designated Contact(s) and any other Invigilators with a copy of these Instructions;
- brief and supervise the Deputy Designated Contact(s) and other Invigilators;
- ensure the invigilation instructions in Section 2 are followed;
- ensure the examination room(s) is suitable (see Sections 3.2 and 3.3);
- ensure the minimum IT requirements have been put in place and are working (Section 3.4);
- print question papers and distribute them to candidates by the examination start time (Section 4.2).
- (FD2, FD3 and FD4 candidates only) supervise the scanning of any annotated documents at the end of the examination (Section 4.6);
- ensure the Designated Contact’s Report form (Appendix 4) is completed and emailed to peb@cipa.org.uk at the end of each examination.

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Question papers will be emailed to Designated Contacts 30 minutes before the examination start times so that printing can be carried out (See Section 4.2). The Designated Contact is therefore advised to put plans in place in case s/he is unavailable.

1.3 The Designated Contact's Deputy and Invigilators

It is advisable for the Designated Contact to have a Deputy such as a member of staff who will also carry out invigilation. The Deputy would stand in if the Designated Contact was unavailable. As necessary, additional suitable members of staff can be appointed to carry out invigilation.

2 Invigilation

2.1 The purpose of Invigilation

Invigilation should:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the integrity and security of the examination;
- prevent and report on any candidate malpractice;
- prevent and report on any administrative failure.

2.2 Invigilation Tasks

If you are invigilating the examinations you must:

- familiarise yourself with these instructions before the examinations start;
- have a copy of these instructions to hand during examinations;
- have an emergency contact mobile telephone to hand that is charged and set to silent. The PEB will use the emergency contact number that the firm has provided if it is necessary to get in touch (for example if an error in the question paper has been found);
- inform PEB as soon as reasonably possible if there is reason to believe there might be an error in the examination question paper;
- maintain the security and confidentiality of all aspects of the examination, including question papers, candidate responses and candidates' personal data;
- inform PEB after the examination if you have any concerns about the security and integrity of the examination or about potential malpractice.

You must **not**:

- respond to queries about the content of the examination question paper or individual questions, or offer any advice to candidates.

2.3 Invigilation Dos and Don'ts

You must:

- be able to observe each candidate in the examination room at all times;
- give full attention to supervising the examination: it is not acceptable to read, work, text message, etc.
- avoid walking around the examination room unnecessarily;
- **not talk** except to transmit essential information to other invigilators (away from within the earshot of the candidates if possible) or to candidates;
- not eat crunchy food (e.g. crisps, apples);

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- be vigilant and ready to respond, for example if there is suspected malpractice, or if a candidate has a technical problem, or becomes unwell (see Section 6 below);
- ensure any candidate who leaves the room for a rest break (if this has been approved under reasonable adjustments) is accompanied; otherwise the candidate cannot be re-admitted to the examination;
- not allow candidates to leave the room during the last 30 minutes.

3 Managing the Examinations

3.1 Health & Safety – Covid-19

It is the firm's responsibility to ensure that any Government, or other relevant guidance in force at the time of the examinations, is followed, and likewise that candidates' health and safety concerns are dealt with appropriately.

PEB cannot advise on health and safety issues.

3.2 The Examination Rooms

The rooms to be used for the examinations should be located:

- where you can be reasonably confident that candidates will not be disturbed: and
- ideally close to toilet facilities. While examinations are in progress, access to the toilet facilities should be restricted to the examination candidates. If this is not possible then you will need to arrange for additional invigilators to be available to escort candidates to the toilet.

You may wish to consider beforehand whether colleagues who normally work close to the examination room(s) should be warned beforehand that the examinations will be taking place.

It is recommended that "Quiet Please – Examination in Progress" notices are posted on the door of the examination room and in the area around it.

3.3 Setting up the examination room(s)

You are advised to set the room before the day of the first examination.

In normal circumstances, candidates taking examinations in a venue provided arranged by PEB are provided with tables of minimum size of 100 cm x 60 cm. Tables are at least 100 cm apart edge to edge. Firms are asked to try to meet these requirements as well as ensuring social distancing.

The following should be available in each examination room:

- a copy of these Instructions for Designated Contacts;
- a copy of the Essential Information for Candidates;
- a copy of Appendix 1 Total Examination Times;
- blank paper for candidates to make rough notes – lay out 5 sheets for each candidate and have spare paper available if required;
- spare black pens for candidates;
- Register – will be sent to the Designated Contact's email address in the week before the examination;
- Designated Contact Report form (to be completed at the end of the examination and emailed to PEB (peb@cipa.org.uk) on the day of the examination).

Other:

- Items such as books and notes that would not normally be permitted in PEB examinations should either be removed from the room or be placed where they cannot be accessed by candidates.
- Check beforehand whether a fire alarm test is scheduled to take place during the examination. If it cannot be cancelled, you will need to warn candidates before the start of the examination and record it on the Designated Contact Report form.
- Disconnect any telephones and/or remove them from the room.
- Ensure there is a clock in the room that is showing the correct time. The PEBX system will show candidates exactly how much time they have left, but they will not be able to see it while their Answer document is on screen.

On the examination day, candidates will need to have their computer set up and be ready to access the PEBX system before the Examination Start Time. It is therefore strongly recommended that the Designated Contact, or a Deputy, should be in the examination room **one hour before the examination start time** to ensure the examination room is in order, to answer any queries, and to help candidates log on and check their IT equipment.

It is essential that candidates can start the examination on time. The Examination End Time is the absolute deadline for candidates to upload their Answer documents to the PEBX system. The system will not extend the Examination End Time if candidates have not started their examination on time.

3.4 Minimum IT requirements

Candidates will need the following:

1. PC that is set up so that a single office-standard monitor is used
OR a laptop (not tablet device)
OR a laptop with the laptop screen switched off and a single office-standard monitor plugged into the laptop
Only one monitor is permitted.
2. Internet connection;
3. MS Word 2010 or above;
4. Adobe, or similar PDF viewer, so the Answer document can be saved as a PDF ready for upload
5. For **FD1**, FD2, FD3 and FD4, means of scanning **handwritten timelines** and hand-annotated, claims sheets and diagrams to PDF (see Section 4.6);
6. For candidates whose application to handwrite their answers has been approved: scanner **and** software that will merge the scanned pages into one PDF document for upload.

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3.5 Items Permitted in the Examination Room

Candidates **must** bring the following to the examination:

- Examination Instructions Letter;
- the photographic identification that they previously sent to PEB (passport or driving licence).

The following are permitted:

- drinks and snacks on their tables so long as they are in clear containers;
- pens, pencils, ruler, eraser, blank 'post it' notes or similar, highlighter pens, paper clips, clear plastic bag to keep these in on the examination desk;
- essential medical equipment. They should bring this to the attention of an invigilator before the examination starts.

Candidates may bring the following into the examination room, but should not have them on their desk or person:

- coats, jackets, bags, any non-transparent cases (e.g. glasses cases), electronic devices including smart watches;
- mobile phones unless they are to be used in FD1, FD2, FD3 or FD4 examinations for the purpose of scanning **handwritten**/hand-annotated documents **to PDF** under supervision of the Invigilator;
- any learning materials.

3.6 Items that candidates should not bring into the Examination Room

- Books, notes, correcting fluid or pens, calculators, adhesive tape, treasury tags, USB sticks, staplers.

4 On the day of the examination

4.1 Examination Timings

The PEBX system has been designed so candidates have a set time in which to produce their answers, take screen breaks, scan to PDF any hand-annotated documents (FD1, FD2, FD3 and FD4 only) and upload their Answer documents on the PEBX system.

The PEBX system will automatically allow the full time allowance to those candidates who have been approved for Extra Time or Rest Breaks.

Appendix 1 shows the Total Examination Times.

4.2 Printing the Question Paper

PEB will email the Question Paper to the Designated Contact's email address 30 minutes before the examination start time.

You should:

- print sufficient copies for the number of candidates. It may be quicker to print one copy and photocopy additional copies;
- check that the question papers are correctly collated (in page number order). You do not need to staple the Question Papers: candidates will probably want to spread the pages out on their desks.

4.3 Starting the Examination

Allow candidates into the room early enough for them to log on to their computers, check their computers are working, adjust their chairs and generally ensure they are comfortable.

- Check that candidates do not have any non-permitted items on their desks.
- If they wish to keep a jacket or jumper on their chair, ask them to show you what is in the pockets.
- Remind candidates that mobile phones and other electronic devices must be switched off and left where they are not accessible during the examination.
Note: See Section 3.5 in relation to FD1, FD2, FD3 and FD4 examinations and arrangements for scanning handwritten and hand-annotated documents.
- Approximately 10 minutes before the start time, ask candidates if they have any outstanding queries. **Do not delay the start time for other candidates if you have to check answers to queries.**
- Remind candidates they should have logged onto the PEBX system using the email link sent previously.
- Remind candidates they must not begin to open the Question Paper until you tell them they can start.

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- Distribute the Question Papers (face up so candidates can read the Instructions to Candidates printed on the front sheet while they wait for the instruction to start).
- Remind candidates they must log on to the PEBX system, complete the Declaration screen and download the Answer document before they can begin typing their answers.
- At the exact Start Time (as printed on the front sheet of the Question Paper) tell candidates they may begin.

Candidates who arrive late **cannot** be allowed additional time at the end of the examination. **The PEBX system will not accept Answer document(s) that are uploaded after the Examination End Time and they will not be marked.**

4.4 ID and Register checks

It is likely that Designated Contacts (or whoever is leading the invigilation) will know candidates at least by sight. Nonetheless, once the examination has started you should:

- Check that the information in the candidate's Examination Instructions Letter matches the candidate number and the examination taking place.
- Check the photographic identification.
- Record attendance or absence in accordance with the instructions on the Register.

Any candidates who arrive late should be admitted. Record late candidates on the **Register and on the** Designated Contact Report form (candidate number, time of arrival, and relevant circumstances).

Email the completed Register to peb@cipa.org.uk at the end of the examination.

4.5 At the end of the Examination

Do not give candidates a time warning: the PEBX system clock will tell candidates how much time they have left.

An Invigilator must remain in the examination room as long as there are still candidates finishing their examination, **even if they have gone beyond the time allowed.**

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4.6 Scanning and Printing of Hand-annotated Documents

Only candidates taking FD1, FD2, FD3 and FD4 (or those for whom handwriting has been approved as a Reasonable Adjustment) will need to be able to scan documents.

Different methods of producing timelines, amending diagrams and claims sheets, and producing PDFs are acceptable, such as the following – or combinations of the following:

- handwriting timelines;
- hand amending printed copies of the blank diagrams/claims sheets;
- copying the blank diagrams/claims sheets from the Question Paper into the Answer sheet document and using Word functions to amend it;
- scanning hand-amended versions and saving them as PDFs;
- photographing the hand-amended versions and inserting the images in your Answer document;
- using a mobile phone “scan to PDF” facility, so long as an Invigilator is supervising the process;
- using a corporate shared “scan to email” system, so long as an Invigilator is supervising the process and ensuring examination conditions are maintained. In this situation **only**, it is permitted to have email open and to use it during the last 20 minutes of the Examination time (25 minutes for FD4).

The Answer document must be uploaded as **one** file. **Candidates should not upload a series of Answer documents i.e. one for each question or one for different sections.** Images of the hand-annotated sheets can be included in the Answer document if wished. If candidates prefer, the PDFs of hand-annotated sheets can be uploaded as additional, separate documents. The instructions on file names in the Essential Information for Candidates should be followed.

4.7 Completing the Designated Contact Report Form (copy in Appendix 4)

At the end of each examination the Designated Contact Report Form must be completed and emailed to peb@cipa.org.uk

5 Candidates with Reasonable Adjustments

Reasonable adjustments can only be put in place if they have been approved by PEB in advance of the examination. The names of such candidates, and the arrangements allowed, are shown on the register and/or advised to the Designated Contact if out of the ordinary.

Appendix 1 (shaded rows) show the Total Examination Times for candidates with Extra Time or Supervised Rest Breaks.

The PEBX system is programmed to ensure candidates with Reasonable Adjustments have the Total Examination Time including the time approved under the Reasonable Adjustment. You do not need to monitor how candidates with Extra Time or Supervised Rest Breaks use their allotted time.

Extra Time and Supervised Rest Breaks are allocated at the rate of 15 minutes per hour of the examination up to a maximum of one hour.

If possible, candidates with Reasonable Adjustments should be seated in a way to minimise disruption to them and other candidates.

Extra Time Candidates Seat away from the door of the examination room.

Supervised Rest Breaks Seat near the door of the examination room. Supervised Rest Breaks should be taken in a different room. An Invigilator must accompany the candidate at all times during a supervised rest break.

Supervised rest breaks are allocated at the rate of 15 minutes per hour of the examination up to a maximum of one hour. It does not matter how the candidate chooses to use the time available (i.e. they may take a break of 20 minutes and a break of 10 minutes) as long as it does not exceed the maximum.

Handwriting Answer sheets for candidates who have been approved by PEB to handwrite their answers will be issued in advance of the **examination, in time for them to be printed beforehand**. Handwriting candidates should be issued with the Question Paper in the same way as other candidates.

Handwriting candidates must log on to the PEBX system and click the “Start Exam” button. Otherwise the PEBX system will record non-attendance. Before the Examination End time they will need to have scanned their Answer sheets as a single PDF and uploaded it to PEBX system.

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6 Unexpected events

In the event of a serious, urgent event occurring during an examination that you cannot resolve, you should telephone PEB/CIPA on 020 7405 9450 or email pebxsupport@cipa.org.uk for advice.

6.1 Technical problems

If the internet connection fails at the start of the examination and after 10 minutes from the Examination Start time candidates are still unable to access the Answer document, they should open a Word document, save it using their candidate number as the file name, and start typing up their answers.

If candidates lose the link to the PEBX system during the course of the examination, they will be able to continue working on their Answer document. Loss of connection will not impact on candidates until it is time for them to upload their Answer documents at the end of the examination. They should attempt to re-establish the connection. If this is not possible, the Designated Contact should email pebxsupport@cipa.org.uk. **This email address will be monitored only during examinations and should be used only for urgent technical issues.**

Report all such technical issues using the Designated Contact Report form stating the time and period that loss of connection occurred. PEB will be able to verify that loss of internet connection has occurred from data on the PEBX system.

So long as PEB has been informed of the nature of a genuine, unavoidable technical issues that resulted in candidates not having their full time allocation, PEB will automatically apply Special Consideration to their scripts.

6.2 Suspected error in the Question Paper

Candidates might ask whether there is an error in a question. You should tell them:

- that you are not allowed to answer questions about the question paper content;
- that they must use their own judgement to answer the question as they think appropriate;
- that you will seek advice from the PEB and get back to them.

Arrange for an Invigilator to remain in the examination room. Telephone or email the PEB (020 7405 9450 or pebxsupport@cipa.org.uk) for advice.

At the end of the examination, use the Designated Contact Report form to report the issue (or non-issue), the action you took and its impact.

If investigation confirms that there was an error in the Question Paper, PEB will take steps to ensure no candidate is disadvantaged.

6.3 Fire alarms, security alerts and other disruptions

- Tell candidates to leave all question papers and materials in the examination room.
- Evacuate the examination room and follow the firm's fire procedures.
- Instruct candidates not to discuss the Question Paper while they are out of the examination room.
- Supervise them as closely as possible.
- You **must phone or email** the PEB for advice.
- Note time and length of the interruption. **You cannot allow the candidates additional time.**
- **You must report the incident in full** to the PEB on the Designated Contact Report form. Once PEB has received this Report, candidates will automatically be awarded Special Consideration. You should explain this to candidates. Neither you nor the candidates will need to do anything further.

6.4 Candidate Illness

- An Invigilator should remain in the examination room while someone else seeks appropriate medical assistance.
- Use the PEB Designated Contact Report Form to report the time and length of the disruption, candidate numbers of those affected, and any actions taken.
- Phone the PEB for advice if required.

6.5 Suspected Malpractice

- If you suspect malpractice (see Appendix 2), advise the candidate(s) of your observations. Allow the candidate to complete the examination, removing any unauthorised material or equipment from their desk.
- These materials/equipment must be returned to the candidate at the end of the examination.
- Use the PEB Designated Contact Report Form to detail any incidents of suspected malpractice, and the action you took. PEB will investigate all incidents of suspected malpractice.

Appendix 1 Total Examination Times

RA – Reasonable Adjustments (if approved by PEB)

Exam	Length of exam	Screen break (5 minutes every hour) Minutes	Time allowed for printing, scanning/ PDF-ing, saving and uploading	Reasonable Adjustments (Rest Breaks/ Extra Time) if approved by PEB	Total exam time including screen breaks, printing, scanning, PDF-ing saving and uploading	Date	Exam Start Time (UK BST)	Exam End Time (UK BST)
FC1	3 hours	10	20		3 hours 30 minutes	Friday 16 October	14:00	17:30
FC1 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Friday 16 October	14:00	18:15
FC2	3 hours	10	20		3 hours 30 minutes	Monday 12 October	15:00	18:30
FC2 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Monday 12 October	15:00	19:15
FC3	3 hours	10	20		3 hours 30 minutes	Friday 16 October	10:00	13:30
FC3 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Friday 16 October	10:00	14:15
FC4	3 hours	10	20		3 hours 30 minutes	Wednesday 14 October	14:00	17:30
FC4 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Wednesday 14 October	14:00	18:15
FC5	3 hours	10	20		3 hours 30 minutes	Thursday 15 October	15:00	18:30
FC5 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Thursday 15 October	15:00	19:15
FD1	4 hours	15	25		4 hours 40 minutes	Monday 12 October	10:00	14:40
FD1 RA	4 hours	15	25	1 hour	5 hours 40 minutes	Monday 12 October	10:00	15:40
FD2	4 hours	15	25		4 hours 40 minutes	Thursday 15 October	10:00	14:40
FD2 RA	4 hours	15	25	1 hour	5 hours 40 minutes	Thursday 15 October	10:00	15:40
FD3	3 hours	10	20		3 hours 30 minutes	Wednesday 14 October	10:00	13:30
FD3 RA	3 hours	10	20	45 minutes	4 hours 15 minutes	Wednesday 14 October	10:00	14:15
FD4	5 hours	20	25		5 hours 45 minutes	Tuesday 13 October	10:00	15:45
FD4 RA	5 hours	20	25	1 hour	6 hours 45 minutes	Tuesday 13 October	10:00	16:45

Appendix 2 PEB Malpractice Policy

Malpractice is any deliberate action or practice that threatens the integrity of any PEB examination. The PEB strives to prevent the occurrence of malpractice in its examinations, in order to safeguard their consistency and integrity.

The following are examples of candidate malpractice:

- Misuse of assessment material, introduction of unauthorised material into the room where the candidate is sitting the exam. Unauthorised material includes: study notes, study guides, own blank paper, personal stereos. Except where they are specifically required to enable remote invigilation to be carried out, mobile phones and other similar electronic devices constitute unauthorised items.
- Obtaining, receiving, exchanging or passing on information which could be examination related by means of talking or using written papers /notes/material on the internet or on a computer or other electronic device.
- Copying from another candidate
- Collusion - working collaboratively with other candidates
- Disruptive behaviour including the use of offensive language
- Failing to abide by the instructions or advice of an invigilator, supervisor, or the PEB in relation to the examination rules and regulations
- Impersonation - pretending to be someone else or arranging for another to take one's place in an examination.

Reporting and Outcomes

All incidents of malpractice, irrespective of the nature of the incident, will be reported to the PEB in writing.

Candidates accused of malpractice will be made fully aware in writing at the earliest opportunity of the nature of the alleged malpractice. Candidates will have the opportunity to respond in writing to any allegations. Such responses should be submitted within 14 days of receipt of the allegations.

The PEB will determine:

- Whether the regulations have been adhered to
- Where the culpability lies for the breach in regulations
- The appropriate measures to be taken to protect the integrity of the award and to prevent future breaches as well as mitigate against any adverse effect
- The nature of any penalty to be applied.

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Penalties

The severity of the penalty will depend on the nature of the malpractice and the extent of any mitigation but may include:

- A mark of zero for the particular examination where malpractice was adjudged to have occurred
- A mark of zero for the particular examination where malpractice was adjudged to have occurred and a mark of zero for other PEB examinations taken in that year
- Permanent exclusion from all or a particular group of PEB examinations
- If the candidate is a CIPA member, PEB will advise CIPA of the malpractice finding. PEB may also inform IPReg.

Any candidate whom the PEB has decided is guilty of malpractice shall have the right of appeal (see Appeals Policy).

Appendix 3 Conflict of Interest Report

Name of firm:

(For multi-site firms, please also indicate location.)

For all cases where a conflict of interest (including a potential conflict) occurs, you should list the names of the Invigilators and the candidates concerned. The Instructions for Designated Contacts Section 1.1 Conflicts of Interest explains what constitutes a conflict of interest.

	Name of Invigilator	Role (Designated Contact/ Deputy/ Invigilator)	Names of Affected Candidates
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

(Insert additional rows as required.)

Any information you wish to bring to the attention of the PEB:

Name of person completing report:

Date completed:

Please email this report to peb@cipa.org.uk.

Appendix 4 Designated Contact Report Form

Patent Examination Board Designated Contact Report Form

The Designated Contact must complete this Report form for each examination and forward it to peb@cipa.org.uk within one day of the examination.

This form should be used to report issues affecting the conduct of specific examinations and/or potentially impacting on candidates' performance. In due course PEB will ask both candidates and firms for general feedback on the online examinations.

Date and time of examination	
Title of examination	
Name of firm and location	
Name of Designated Contact	
Names of other invigilators	
Number of candidates present	
Please provide a brief report on any issues arising during the examination.	
1 Administration	
2 Arrangements by the firm	

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3 Candidates with Reasonable Adjustments Please report any issues arising and any actions taken.			
4 Late candidates Please give details of any actions taken.			
5 Incidents or disturbances that occurred during the examination Please give the time the incident occurred, the nature and duration of the incident, and the potential effect on candidates' examination performance.			
6 Suspected incidents of malpractice Please list the names and numbers of the candidates involved, explain the nature of suspected malpractice and state action taken.			
7 Recommendations future examination sessions			
Signature of Designated Contact		Date	

Please send the completed report via email to peb@cipa.org.uk immediately after the examination.