

Optical Scan Tabulator BALLOT TEST DECK Preparation Instructions
Logic and Accuracy test of memory cards must be done 10 days before any election.

The purpose of preparing and running a test deck of ballots is to verify that the memory card was correctly configured by LHS to match the oval ballot positions for the various candidates and questions on the printed ballot. This test is called the “**Logic and Accuracy Test.**” Please make your marks with a **black felt tip pen** and completely fill the oval—this is not the time to try to “trick the tabulator” by making light or small marks.

Use some absentee ballots with scoring for folding and some official ballots for the test deck.

For the September Primary Election, you must prepare 1 test deck of ballots for each major party ballot, so in 2008, you must prepare a test deck for Democratic, Libertarian, Progressive and Republican ballots.

For the General Election, you will prepare 1 test deck according to the instructions below.

If your town has more than 1 ballot style (different candidates for state representative for example), you must prepare a ballot test deck for each ballot style.

If your town has only 1 ballot style, but you plan to use more than one tabulator, you can use the same test deck for your memory card(s) for the second tabulator.

In order to be certain that you have tested and verified EVERY ballot position, we strongly recommend that you follow these procedures when you mark “votes” on your test ballots:

1. **On Ballot #1** - Fill in the oval to vote for the same number of candidates as the “Vote for Not More than #” in each race (and no write-in positions). So if it is a Vote for Not more than ONE race, you vote for 1 candidate. If it is a vote for Not more than FIVE race, then fill in the oval for the first 5 candidates. If your ballot includes any public questions, fill in the YES position on each public question. (See test ballot #1.)
2. **On Ballot #2** - Fill in the oval to vote for the 2nd candidate in each “Vote for Not more than ONE” race and for the second group of 5 candidates if it is a Vote for Not more than FIVE race (and no write-in positions). If there were only 7 total candidates in the Vote for Not more than FIVE race, then you would only mark the remaining 2 candidates. If your ballot includes any public questions, fill in the NO position on each public question. (See test ballot #2.)
3. **On Ballot #3** - Fill in the oval to vote for the 3rd candidate in each “Vote for NOT more than ONE” race and for the 3rd group of 5 candidates if it is a Vote for Not more than FIVE race (and no write-in positions). If a race has less than 3 candidates, skip that race OR if there all the candidates in the Vote for Not more than FIVE race have already been marked, then skip that race. (See test ballot #3)
4. **On Ballot # 4** - Fill in the oval to vote for the 4th candidate in each race (no write-in positions). If a race has less than 4 candidates so that all of the candidates have already been voted for, skip that race.
5. **On each of the next ballots - Continue in the same manner until you have voted ONCE for EVERY candidate in EVERY RACE.**
6. AFTER you have voted enough ballots so that every candidate on the ballot has received 1 VOTE, then on the next ballot – Fill in the oval next to **all of the write-in position(s) on one ballot**. If you have a “Vote for Not More than FIVE”, fill in all 5 of the write-in ovals on this ballot.

You have now marked 1 “Vote” for each candidate and write-in position on the ballot. Take your tally sheet and mark 1 vote for each candidate, each write-in, Yes, and No.

7. **Take at least 10 more ballots** and fill in ovals randomly so that candidates in each race will have different counts.

Now two election officials must **HAND COUNT** the votes on your test deck of ballots by marking Tic marks on a Tally Sheet. You can save time by keeping the ballots that you marked for each candidate and write-in position in one stack—you can make 1 tic mark next to each candidate name and write-in position on the tally for this first set of ballots. Next go through the randomly marked ballots and add 1 tic mark to the Tally sheet for each vote on the randomly marked ballots.

Now add or sum the tally marks for each candidate and position so that you have total results for each candidate and write-in position ready to compare to the tabulator printout.

Make sure you count carefully because you will compare this Tally Sheet to the machine printout to verify that each memory card is configured and counting correctly. Remember when you have a vote for not more than FIVE, you will add all the ovals filled in for write-ins together to compare to the tabulator tape.

You are now ready to turn on your tabulator and follow the procedures to use the ballot test deck to check the memory card, known in the industry as the “Logic and Accuracy Test.”

Logic and Accuracy Test Procedures (aka processing the ballot test deck)

The Logic and Accuracy test must be done 10 days before the Election.

Every Vermont town or city has been given 2 memory cards for each tabulator. You can use the same test deck of ballots to test both of your memory cards. LHS has marked your memory cards with an “A” and a “B” so you can track the testing of each card. We suggest that you insert your Memory Card B, the backup card, into the tabulator and test it first. After the test is completed and the hand count and tabulator count are the same, remove the backup Memory Card B, place it in the card holder in the Accuvote Procedures Notebook, seal with a tamper proof seal, and make a notation of the seal # in your Chain of Custody Transaction log. Next, install Memory Card A, and repeat the test procedures. When test is completed, seal Memory Card A into the tabulator, log the information in your Chain of Custody Transaction log, and return the tabulator and your Accuvote Procedures Notebook to the vault.

1. Follow the procedures in **Tab 2 to charge the battery** overnight on the night before you plan to do your Logic and Accuracy test. You can also mark your ballots for the test deck the day before. After you are sure that your hand count tally is accurate, you are ready to begin.

2. Press the red switch on back to TURN ON the tabulator--remember it will hesitate for about 20 seconds. When the display reads “INSTALL MEMORY CARD,” open the front clip and install the memory card.

3. After the card is installed, look at the LCD display and respond:

<u>LCD Display</u>	<u>Response</u>
TEST BALLOTS?	Y
TEST UNVOTED BALLOTS?	N
TEST FULLY VOTED BALLOTS	N
COUNT TEST BALLOTS?	Y
PRINT ZERO TOTALS?	N
RECIRCULATE BALLOTS?	N

4. Feed each of the **test deck ballots** that you prepared according to the instructions on page 3-1 into the tabulator. Change the orientation for different ballots—some upside down, some front side down to test all orientations.

5. AFTER the last test ballot has been fed into the tabulator, take the ENDER CARD out of the bottom inside pocket of the carrying case, and have one election official HOLD the Yes and No buttons on the tabulator while you INSERT the ENDER CARD.

6. Look at the LCD display and respond:

<u>LCD Display</u>	<u>Response</u>
PRINT TEST RESULTS REPORT?	Y
If the message “PRINT FULL TOTALS REPORT?” Appears, then Press (This message may not appear)	N
PRINT SUMMARY TOTALS REPORT?	Y
PRINT LONG REPORT?	N

7. Compare the PRINTOUT with your tally sheet of the hand count of the test ballots. If the tally sheet from the hand count and the printout agree, **YOU ARE DONE TESTING** the memory card. If any result (candidate, write-in, Yes or No) on the printout doesn’t match your hand count total, **double check your hand count**. If it still doesn’t match, check to see if your OVALS are properly filled in. If your ovals are filled in completely, then please check your hand count again before following the next instructions.

8. Press the red switch to turn off the tabulator. Press the red switch to TURN ON the tabulator. Perform Steps 3 through 7 of the test again. If your hand count tally now matches the tabulator printout you are done testing. If you are sure that your hand count is correct and it still doesn’t match the machine printout, please call LHS Associates at 888-547-8683.

9. After your TESTING is complete—your hand count tally and the tabulator print out agree—look at the LCD display and respond:

<u>LCD Display</u>	<u>Response</u>
NEED ANOTHER COPY?	N
REPEAT TEST?	N
SEND TEST RESULTS?	N
PRINT TEST TOTALS REPORT?	N
PRINT AUDIT REPORT?	N

Make sure you will not need to do another public ballot test deck and that you are ready to put the tabulator into election mode before you respond to the next questions!

PREPARE FOR ELECTION?	Y
OK TO PREPARE FOR ELECTION?	Y

10. “REMOVE PREPARED MEMORY CARD” will appear on the LCD display.

If you have just completed testing **Memory Card B** (your backup memory card), you will remove **Memory Card B** and seal it in the memory card holder in section 4 of this notebook.

Now you will insert Memory Card A into the tabulator and follow the instructions again from No. 3 through 10 to complete the test of **Memory Card A**. When you have completed the testing of Memory Card A, **DO NOT REMOVE** Memory Card A. Instead, you will seal Memory Card A into the tabulator and the tabulator is now ready for the election.

11. Proceed to the next section, SECTION 4, to follow the instructions to store the test deck(s), hand count tally, printed tape results and backup Memory Card B.