



Voting System Logic and Accuracy Testing Steps

This Voting System Logic and Accuracy Testing Steps confirms the accuracy of procedures involved in the administration of elections. This Voting System Logic and Accuracy Testing Steps will be transmitted as an addendum to the Pre-Election Testing Guidelines to ELECT.

Date of Election (MM/DD/YYYY): _____

Election Title: _____

Precinct Name: _____

Precinct Code: _____

Please check-off completion of the following tasks and attach documentation with statistics by precinct, by

Voting System

- If needed, assemble ballot box to pre-stage each Precinct's voting equipment so that all voting equipment of the precinct can be tested at one time, attach the scanner (tabulator) unit
- Set up ADA units (on table if needed) for each precinct's equipment (some may have the ADA and scanners as the same equipment).

NOTE: Suggestion that ADA units set to accept all ballot styles in the locality.

- Record serial numbers of the precinct's voting equipment on Logic and Accuracy Test Form
- Load the election media into the scanner (tabulators) and ADA units (some may be the same equipment)
- Plug the scanner (tabulator) and/or ADA units into an AC outlet
- Check the ballot bins for the scanners (tabulators) to ensure they are cleared of any ballots or other materials
- If a test deck is not provided, mark a predetermined number of ballots:

NOTE: Use a 1-2-3 pattern. For example, for each office on the ballot, the first candidate receives one vote, the second candidate receives two votes, and the third candidate receives three votes, etc.

- Mark each of the "blank" ballots scanned as "BLANK" in the header area
- Mark each of the "under-vote" ballots scanned as "UNDER-VOTE" in the header area
- Mark each of the "over-vote" ballots scanned as "OVER-VOTE" in the header area



- Decide on the ADA units how you are going to vote.

NOTE: Some units have an automated L&A testing mode. Those that have to be manually voted, decide the voting pattern (1 for each contest, first position, 2 for each contest, first and second position one vote, etc.) The more complex in manually voting, the higher risk of the ballots being voted incorrectly and more time will be spent finding the difference.

- Power up the scanner (tabulator) and ADA units as described in the vendor instructions
- Vote the ADA units creating the ballots (some systems the ADA/scanner (tabulator) are the same. Other systems you have to feed the ADA ballots created into the scanner (tabulator))
- Run a calibration or diagnostics test on each scanner and/or touch screen prior to scanning ballots
- Open Poll
 - Print a zero tape on each device and keep the tape on the scanner until the end of testing
 - Verify election and precinct information
 - Verify data and time
 - Confirm all contest votes are "0"
 - Verify number of signature lines
- Insert test deck of ballots into the scanner one at a time, including ADA marked ballots
- Test different orientations (right side up, face down, head first, bottom first)
- Test query for over-vote, under-vote, blank ballot, multiple ballots
- Monitor the public count to insure it increases by one for each ballot inserted
- Close Polls
- Print a results total tape; tear the tape from the scanner and attach it to the Logic and Accuracy Form
- Verify results by comparing the test deck results to the expected results

NOTE: If the votes do not match, audit the test deck first, and then review the ADA ballots. Reconcile the difference.



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NOTE: *If a Tabulation Reporting Program is available, print a “Zero Report” from the test election database in the Tabulation Reporting Center. Upload media devices from all scanners into the Tabulation Reporting Computer. Verify the cumulative results for all races in all contests to the overall expected results. Additionally, confirm the number of undervotes and overvotes to the expected number.*

- Close and lock each scanner
- Remove all test ballots from the ballot box/container
- Seal equipment with numbered seals
- Record numbered seals on Logic and Accuracy Test Form
- Verify the deletion of the test election file and results from all scanner devices

NOTE: *After Logic and Accuracy Testing, confirm the public counter on the voting equipment is at zero. Voting equipment has different procedures. Some systems must reload election media to zero out the public count, others have automated Logic and Accuracy mode and are at zero after Logic and Accuracy Testing. See your vendor instructions for the correct process.*

- Confirm on each piece of voting equipment that the public count has been reset to zero. Make a note on your Logic and Accuracy Test Form that you have confirmed

NOTE: *If a Tabulation Reporting Program is available, verify the deletion of the test election database in the Tabulation Reporting Computer.*

- Document test process on Logic and Accuracy Test Form
- Attach results tape on the Logic and Accuracy Test Form
- If a printed test deck is not used, write **TEST** in the header area and initial each ballot
- Strike through and initial the Electoral Board Seal on the back of the ballot
- Submit the electronic version of **Form ELECT-633** to the Department of Elections or follow directives from ELECT on any new procedures to provide this form to ELECT

Election Worker I – Signature

Election Worker I – Printed Name

Date

Election Worker II – Signature

Election Worker II – Printed Name

Date