

Procedures for Logic and Accuracy Testing and Ballot Proofing

Long version testing

Purpose:

To Proof the programming of the ballot and to test each precinct, each ballot style, each contest position on the ballot.

Ballot Style Preparation:

1. Obtain district makeup report or ballot style sorts from Voter Registrar
2. For Federal Elections sort in this order:
 - Senator
 - US Rep
 - Legislative
 - JP
 - Commissioner
3. This sort will create your ballot style groupings (precincts that have all districts in common).
4. Insert a row in between each ballot style grouping.
5. Copy and paste the grouped precincts into column A of a new Excel spreadsheet.

L&A Layout

1. Insert 3 rows into the new spreadsheet:
 - Row 1 - Political Parties or Entity Names
 - Row 2 - Contest Titles
 - Row 3 - Candidate Names or Proposition choices
 - Row 4 begins the precincts/precinct splits groupings by ballot style
2. Insert a shaded row between each ballot style grouping
3. For each ballot style grouping shade out any races that do not apply to that particular ballot style (cells corresponding to contests that DO apply to a particular ballot style should be white)
4. Your finished layout should clearly indicate which races for each ballot style should be marked for voting

Marking the votes

1. For a single ballot style, find the contest with the largest number of candidates or choices.
2. For a single ballot style, make sure the number of precincts (ballots) that you will be testing is divisible by the largest number of candidates as listed above. For instance, if the largest number of candidates in any race is 5, your number of precincts (ballots) for that style will be divisible by 5 (To achieve this, copy and paste precincts from the same ballot style to end of the list of precincts. This will create some duplicate precincts in that ballot style).
3. Begin marking the cells with votes by entering a 1 into the cell.

4. Beginning with your first cell for the precinct (ballot), enter a 1 into all of the 1st candidate or proposition choices for all contests.
5. When all contests are marked with the 1st ballot position choices, move to the next precinct (ballot). Mark the second precinct by entering all 2nd position choices for all contests.
6. Moving to the 3rd precinct (ballot), mark all 3rd position choices. If there are no 3rd position choices in a contest leave that contest blank.
7. Continue with this method until you have completed marking all of the positions for the largest race. In our example we would vote 5 precincts (ballots) to complete the cascade pattern of votes.
8. Repeat this process until you have voted all precincts in the ballot style.
9. Once you have completed marking a ballot style proceed to the next ballot style and repeat the entire process.

Tallying the votes

1. Once all ballot styles have been marked, create a formula at the bottom of the spreadsheet to add up all cells in a column. This will give you the total number of expected votes for each contest, each candidate.
2. The results for all candidates in one contest should be equal to, or, in the case of a race where you may vote for more than one candidate, there should be a predictable mathematical progression.

Execution of the L&A Test

1. Manual votes are cast on DRE voting equipment by entering the votes indicated on the spreadsheet. All entries are made by a team of 2 people. One person calls out the votes and one person enters. Both team members verify the votes on the summary screen before the ballot is cast.
2. When all votes are cast, they are tallied and the results are compared to the results on the spreadsheet.