



**TEST PROCEDURE MANUAL FOR  
TABULATORS  
AND  
VOTER ASSIST TERMINALS (VAT)**

**MICHIGAN DEPARTMENT OF STATE  
Bureau of Elections**

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## PREPARATION OF VOTING EQUIPMENT

### PRE-ELECTION LOGIC AND ACCURACY TESTING OF TABULATORS AND VOTER ASSIST TERMINALS:

The conduct of Pre-election Logic and Accuracy Testing of all tabulators and voter assist terminals (VAT) prior to each election is the responsibility of the local election commission.

A **preliminary** accuracy test is required for all tabulators and VAT prior to each election. In addition a **public** test of one or more selected tabulators must be performed as discussed below. A public test of the voter assist terminal is not required.

The **preliminary** accuracy test should be conducted for both the tabulator and the VAT as soon as the program(s) and ballots are received by the clerk. The **public** accuracy test for the tabulator must be conducted no later than five days before the election. In addition, a notice of the test must be published in a newspaper or journal of general circulation at least 48 hours prior to the conduct of the test.

All election materials used to conduct the pre-election logic and accuracy testing (including the test deck, chart of predetermined results, zero tape and accuracy test results) must be secured in an approved ballot container for the duration of the retention period.

- The number on the seal used to secure the pre-election test materials must be recorded on the Tabulator Test Certification form, Voter Assist Terminal Preparation Checklist and Test Certification form, and the Ballot Container Certificate.
- The serial numbers on the seals used to seal the programs into the tabulator and terminal following successful testing must be recorded in the Poll Book (Clerk's Preparation Certificate).

It is acceptable to use the same ballot container for the preliminary and public tests (but **not** Election Day), provided that the following steps are taken to ensure proper security:

- A. The test materials from the preliminary accuracy test are sealed into an approved container directly following the test and the seal number is documented on the proper test certification forms and ballot container certificate.
- B. Prior to the conduct of the public accuracy test, the original ballot container seal is broken, verified and deposited into the container. The tabulator test deck is removed and used to conduct the public accuracy test.
- C. The test materials from the public accuracy test are deposited into the ballot container directly following the test and a new seal is affixed.

- D. The new seal number is documented on the test certification form and on the ballot container certificate.

Detailed instruction on pre-election logic and accuracy testing of tabulators and voter assist terminals can be requested for groups and associations depending on the availability of BOE representatives.

### **TABULATOR PROGRAMMING:**

To ensure an accurate vote count, all tabulators must be programmed to reject blank ballots, ballots containing overvotes and partisan primary ballots which are invalid due to crossover voting. If this programming feature is not employed as required, inaccurate vote results can occur due to ballots that contain false blank reads; ballots containing votes which cannot be scanned by the tabulator due to the voter's use of an improper marking implement; false overvotes; and false crossover votes (if a partisan primary).

Proper programming affords the election inspector assigned to the tabulator the opportunity to offer the voter a replacement ballot. When the tabulator rejects these ballots, without looking at the ballot, the election inspector discretely explains the reason for the rejection to the voter and steps away from the tabulator while the voter visually inspects his or her ballot. If it is determined that the error is a false read, a replacement ballot is issued.

If the tabulator is not programmed to identify and reject overvoted ballots, no vote will count in the race due to the false overvote which will, in turn, result in an inaccurate vote total.

An explanation of how false blank ballots, false overvotes and false crossover votes can result in inaccurate vote totals is provided below:

***False overvote created by ballot correction:*** Ballot instructs voter to "Vote for not more than 1." Voter: 1) records a vote by filling in the oval or box 2) changes his or her mind and crosses out or attempts to erase the mark and 3) votes for a different candidate by filling in a second oval or box.

***False overvote created by invalid write-in:*** Ballot instructs voter to "Vote for not more than 1." Voter: 1) records a vote by filling in the oval or box 2) enters the name of an individual who *is not a declared write-in candidate* in the write-in position assigned to the office and 3) records a vote for the write-in candidate by filling in the oval or box assigned to the write-in position. (A write-in vote is invalid if it is cast for an individual who is not a declared write-in candidate for the office and political party (if a partisan primary) involved.)

***Blank ballot which contains valid votes:*** Ballot instructions direct the voter to: "...use only a black or blue ink pen. DO NOT USE ANY OTHER INK COLOR!" The voter does not read the instructions and uses an unacceptable marking tool to mark his or her ballot or makes a mark that is not large enough or dark enough to be read.

**False crossover vote created by ballot correction:** The partisan primary ballot instruction advises voters: "IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter: 1) records a vote in one of the party columns appearing on the ballot 2) changes his or her mind and crosses out or attempts to erase the mark and 3) records a vote in one or more offices in another party column.

**False crossover vote created by invalid write-in:** The partisan primary ballot instructions advise voters: "IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter: 1) enters an "invalid" write-in in one of the party columns on the ballot 2) records the vote by filling in the oval or box assigned to the write-in position and 3) records votes in one or more offices in another party column. (A write-in vote is invalid if it is cast for an individual who is not a declared write-in candidate for the office or political party (if a partisan primary) involved.)

## TESTING OF ELECTRONIC VOTING SYSTEMS

Prior to each election all electronic tabulating equipment must be tested to verify that 1) the equipment is performing properly, 2) the ballots have been properly prepared for each precinct, and 3) that the programs will accurately count votes. It is the responsibility of the election commission to conduct a preliminary and public accuracy test where a "test deck" of voted ballots is tabulated by the electronic equipment and the results are verified against predetermined results.

This manual contains step-by-step procedures for creating test decks and charts of predetermined results for partisan primary, general and non-partisan elections. The procedures reflect the requirements established by Michigan Election Law (MCL 168.1 - 168.992) and the Electronic Voting Systems Promulgated Rules (R 168.771 - 168.793). Electronic voting system users are prohibited from using testing procedures which do not meet the requirements of the statute and promulgated rules.

Certain test considerations, such as split tickets (crossover votes), are only applicable to partisan primary elections and are not considered when preparing test decks and charts for general elections or non-partisan elections. Likewise, straight party voting applies only to partisan general elections and is not a consideration when preparing tests decks and charts for partisan primary elections and non-partisan elections.

While the laws and rules contained in this manual apply to all electronic voting systems, they were originally written for punch card. Therefore, all references to "punch" and "card" should be read as "mark" and "ballot" when being applied to voting systems and the voter assist terminal.

MCL 168.798(1) states in part:

Before beginning the count of ballots, the board of election commissioners shall test the electronic tabulating equipment to determine if the electronic tabulating equipment will accurately count the votes cast for all offices and on all questions.... The test shall be conducted in the manner prescribed by rules promulgated by the secretary of state pursuant to the administrative procedures act of 1969.... In the test, a different number of valid votes shall be assigned to each candidate for an office, and for and against each question.

R 168.776 provides:

- (1) The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.
- (2) The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.

## **PREPARING A CHART OF PREDETERMINED RESULTS**

It is recommended that the chart of predetermined results be prepared as early as possible prior to the election. The following information will be needed to complete this task: 1) a complete listing of all offices that will appear on the ballot 2) the total number of candidates whose names will appear under each office 3) the total number of votes allowed under each office and 4) the total number of proposals that will appear on the ballot. Preparing the chart of predetermined results as early as possible will help to ensure that the required tests and any needed repairs to voting equipment or corrections to ballots or programs may be carried out in a timely manner.

## **PREPARING A TEST DECK**

Once the official ballots are received, a test deck is prepared that mirrors the chart of predetermined results. Once the program is received, the program edit listing (tabulator zero report tape) must be checked against the ballot to verify that all office titles, candidate names, maximum number of votes allowed, number of write-in positions and proposals agree. After this check is successfully completed the preliminary test may be conducted.

While a single chart of predetermined results may be used for multiple precincts, a separate test deck must be prepared for each precinct to ensure that the program prepared for each tabulator and the unique code or precinct identifier contained in each ballot style will be recognized and accepted by the tabulator and that all votes will be properly awarded. Split precincts (precincts in which two or more

ballot styles will be issued) require a similar procedure. A separate test deck must be created for each ballot style.

Since test decks should always be made using the same ballots printed for use at the polls on Election Day, you will want to increase the number of ballots ordered for each precinct to be used for this purpose. It is also recommended that all ballots included in the test deck be marked using a black or blue ink pen and that a certain number of test ballots be folded to simulate the tabulation of absent voter ballots.

**NOTE:** If a test deck includes ballots marked by a printer and those ballots did not come from the stock that will be used on Election Day, at least three should be replaced and hand marked with Election Day ballots. This ensures testing of both the program and Election Day ballots.

**Rejection of Blank or Overvoted Ballots** - Tabulators must be programmed to inform the voter if their voted ballot contains one or more races or issues that are overvoted or their ballot is blank. In such cases, the voter must be offered an opportunity to revote the ballot. The test deck will include ballots designed to test for these requirements. It should be noted, however, that in an office where no candidates are running, it will not be possible to overvote the office because the write-in positions will always be equal to the maximum number of votes allowed. This exception is noted throughout the instructions.

**Write-in Votes** - The test deck will include ballots which contain marks in the write-in positions. While the tabulator will identify that a write-in vote was cast under a given office on the ballot, it will not be possible to verify the specific write-in position(s) used. The actual tallying of write-in votes for declared write-in candidates is carried out by the board of election inspectors following the close of the polls. If the ballots are processed in an absent voter counting center, write-in votes may be tallied throughout Election Day as time permits.

## **DEFINITIONS**

**Overvote**--vote for more than the number of candidates to be elected or nominated to an office or vote both yes and no on a proposal. No votes will be counted.

**Undervote**--vote for less than the number of candidates to be elected or nominated to an office or do not cast any vote on a proposal. Votes cast for candidates will be counted.

**Split Ticket (primary election ballot only)**--vote for candidates of more than one political party. No partisan section votes will be counted.

Straight Party Ticket (general election ballot only)--vote for all candidates of a single party by virtue of the straight party vote option. Each candidate under the party selected will receive a vote.

Split Ticket (general election ballot only)--straight party vote combined with direct votes for candidates of other political parties. Each candidate under the party selected will receive a vote except where superceded by a direct vote for a candidate.

Mixed Ticket (general election ballot only)-- no straight party vote is cast. Voter casts direct votes for candidates of multiple political parties.

Non-partisan candidate--candidate seeking a non-partisan office. Party affiliation is not considered, i.e., judicial candidates.

Partisan candidate--candidate seeking a partisan office under a recognized political party or a candidate seeking a partisan office with no party affiliation (NPA.), i.e., State Representative, DEM. or State Representative, NPA.

Party affiliation--political party represented by a candidate seeking a partisan office under a party, i.e., County Clerk, REP.

## **RULES RELATING TO ELECTRONIC VOTING SYSTEMS**

### **R168.773 PREPARATION OF PROGRAM**

#### **RULE 3**

(10) The vote tabulation portion of the program shall be written:

(a) To reflect the rotation sequence of the candidates' names and ballot position numbers as they appear on the ballot labels in the various precincts.

(b) To count valid votes cast by a voter for candidates for an office.

(c) To count valid votes cast by a voter for or against any question.

(d) So as not to count votes cast by a voter for an office or question if the number of votes cast by a voter exceeds the number which the voter is entitled to vote for on that office or question.

(e) To ignore punches in a ballot card in positions where a candidate's name or questions do not appear on the official ballot. These punches shall not have effect on the ballot.



(f) So that the partisan, nonpartisan, and proposal sections of the ballot are considered separate sections of the ballot. The action of a voter in 1 section of the ballot shall not affect the voter's action on another section of the ballot.

RULE 3 (11) NO LONGER RELEVANT – Party Qualification Section no longer appears on the primary ballot

(12) For a partisan general election, the vote tabulation section of the program shall be written as follows:

(a) A vote shall be counted for each candidate of the political party indicated by the voter's straight ticket vote, if any other vote does not appear on the partisan portion of the ballot.

(b) A vote shall not be counted if the voter has voted more than 1 straight ticket vote and another vote does not appear on the partisan section of the ballot.

(c) When only 1 candidate is to be elected to an office and the voter has voted a straight party ticket and voted for individual candidates, a vote shall be counted for each of the individual candidates voted for, and for each candidate of the party for which the straight party vote was voted and individual votes for candidates of other parties were not voted.

(d) When 1 or more candidates are to be elected to an office and the voter has voted 2 or more straight party tickets and the [sic] individual votes for partisan candidates, a vote shall be counted for each individual candidate voted for when the number of votes for that office does not exceed the number for which the voter is entitled to vote.

(e) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and has voted individually for 2 candidates of a different political party for that office, a vote shall be counted for each of the candidates for whom the individual votes were voted, but votes shall not be counted for the candidates of the party indicated by the voter's straight party selection for that office.

(f) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and that party has 2 candidates for that office, and the voter has voted an individual vote for 1 candidate for that office in a different political party, a vote shall be counted only for the candidate for whom the individual vote was made. Under these conditions, a vote shall not be counted for a candidate for that office by virtue of the voter's straight party selection.

(g) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and that party has only 1 candidate for that office, a vote shall be counted for the party candidate for that office and if the voter has voted for a candidate of a different political party for that office, that vote shall be counted.

(h) When a voter has voted a straight party ticket for a political party and has voted individual votes for members of that party only, a vote shall be counted for each candidate of that party. These conditions do not constitute an overvote.

#### R168.776 PREPARATION OF OFFICIAL TEST DECK

##### RULE 6

(1) The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.

(2) The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.

(3) A document, record, chart, or listing shall be prepared indicating the punches recorded in the test ballot card. This documentation shall indicate each valid or invalid vote.

(4) In addition to other requirements of the act, a ballot card for use in the test deck for a partisan general election shall be prepared:

(a) So that each political party receives not less than 2 straight ticket votes and so that any 2 parties do not receive the same number of straight ticket votes.

(b) So that 2 or more parties receive straight ticket votes on 1 ballot.

(c) So that at least 1 of the ballots with a straight ticket vote for a party shall be individual punches for candidates of the same party, candidates of a different party, candidates for the same office of different parties, and nonpartisan candidates and proposals.

(d) In which punches appear in positions other than those used for candidates, proposals, or to indicate straight party voting.

(e) In which a punch does not appear.

- (f) In which a punch appears in each position where a candidate or proposal appears on the ballot.
- (5) In addition to other requirements of the act, a ballot card for use in the test deck for a partisan primary shall be prepared:
  - (a) So that punches appear on the same ballot card for candidates of different political parties, along with candidates for nonpartisan offices and votes for proposals.

RULE 6(5)(b-c) NO LONGER RELEVANT – Party Qualification Section no longer appears on the primary ballot

RULE 6 (6-7) NO LONGER RELEVANT – applies to obsolete mainframe computer hardware used for punch card tabulation only.

## TEST PROCEDURES FOR PARTISAN PRIMARY ELECTION

Working with the ballot to be tested, prepare a chart that reflects each political party, office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading. Following the instructions below, use a "1" to show votes that count and a "0" to show votes that do not count due to an overvote within an office or proposal. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals. (See sample ballot on page 15 and sample chart on page 17.)

To create a test deck, vote ballots as follows.

1. This step will require three ballots. Vote all positions in a single party column that are used on the ballot for partisan offices. Skip the other party columns; then continue voting all non-partisan vote positions, and proposal vote positions. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible. On a second ballot do the same for all partisan offices in the second column also marking all non-partisan and proposal vote positions. Then do the same thing with the third party column.

R168.773 - Rule 3(10) (d). Will not count any votes.

See sample chart on page 17 - Test Ballots #1, #2 and #3

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, and proposals. To complete this step, mark the unused vote positions. (NOTE: Do not make marks in between the used vote positions.)

R168.733 - Rule 3(10)(e). Will not count any votes.

See sample chart on page 17 – Test Ballot #4

3. Insert 1 blank ballot into the test deck.

No applicable Law or Rule. Will not count any votes and ensures a blank ballot will be properly rejected. See sample chart on page 17 - Test Ballot #5

4. This step will require nine ballots. FOR EACH PARTY, vote the following:
- (a) Vote 1 ballot correctly in the partisan section and overvote the non-partisan and proposal sections of the ballot
  - (b) Vote 1 ballot correctly in the non-partisan section and overvote the partisan and proposal sections of the ballot
  - (c) Vote 1 ballot correctly in the proposal section and overvote the partisan and non-partisan sections of the ballot

EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible. R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the partisan section in (a). Will only count votes cast in the non-partisan section in (b). Will only count votes cast in the proposal section in (c).

See sample chart on page 17 - Test Ballots #6, #7, #8, #9, #10, #11, #12, #13 and #14

5. Using 1 ballot, vote the following: DO NOT OVERVOTE; VOTE A SPLIT TICKET.
- (a) Vote for candidates under each different party section in the partisan section of the ballot. Vote the non-partisan and proposal sections of the ballot.

R168.773 - Rule 3(11)(a) and R168.776 - Rule 6(5)(a). Will count votes in the non-partisan and proposal sections of the ballot. Will not count votes in the partisan section.

See sample chart on page 17 - Test Ballot #15

6. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 17 - Test Ballot #16

WHEN INSTRUCTIONS 1 THROUGH 6 ARE COMPLETED, PERFORM THE FOLLOWING:

- (1) Subtotal all columns on the chart to determine the total number of votes cast for each candidate and proposal that should be counted when the test deck is tabulated.

Vote additional ballots as necessary so that a different total number of valid votes are cast for each

candidate within an office, and for and against each proposal. NOTE: It is not required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a) and MCL168.798. None of the candidates, write-in positions, or proposals shall have an accumulated vote total of zero.

See sample chart on page 17 - Test Ballots #17 - #37

- (3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator.** (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.
- (4) Compare the predetermined totals with the tabulator totals for each candidate, write-in position, and proposal.
- (5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

**OFFICIAL BALLOT  
 PRIMARY ELECTION  
 TUESDAY, AUGUST 7, 2018**

PARTISAN SECTION			NON-PARTISAN SECTION
VOTE ONLY 1 SECTION			JUDICIAL
<b>REPUBLICAN PARTY SECTION</b> ↓ <b>STATE</b>	<b>DEMOCRATIC PARTY SECTION</b> ↓ <b>STATE</b>	<b>LIBERTARIAN PARTY SECTION</b> ↓ <b>STATE</b>	<b>JUDGE OF THE CIRCUIT COURT 1<sup>ST</sup> CIRCUIT INCUMBENT POSITION</b> Vote for not more than 1
<b>GOVERNOR</b> Vote for not more than 1	<b>GOVERNOR</b> Vote for not more than 1	<b>GOVERNOR</b> Vote for not more than 1	James B. Sweeny <input type="radio"/>
Lloyd C. Jenkins <input type="radio"/>	Peter Johanson <input type="radio"/>	Malcolm Simms <input type="radio"/>	Randall Calloway <input type="radio"/>
John L. Stark <input type="radio"/>	Wendell Todd <input type="radio"/>	<input type="radio"/>	Steve Mix <input type="radio"/>
<input type="radio"/>	Michael Pitts <input type="radio"/>		Jason Daniels <input type="radio"/>
	Marie Randolph <input type="radio"/>		Mitch Van Slyke <input type="radio"/>
	<input type="radio"/>		<input type="radio"/>
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>	
<b>REPRESENTATIVE IN CONGRESS 18<sup>TH</sup> DISTRICT</b> Vote for not more than 1	<b>REPRESENTATIVE IN CONGRESS 18<sup>TH</sup> DISTRICT</b> Vote for not more than 1	<b>REPRESENTATIVE IN CONGRESS 18<sup>TH</sup> DISTRICT</b> Vote for not more than 1	<b>PROPOSAL SECTION</b>
Maurice Berg <input type="radio"/>	Wilbur Stanley <input type="radio"/>	John Jones <input type="radio"/>	<b>COUNTY</b>
Tom Moore <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>PROPOSAL A</b>
<input type="radio"/>			A proposal to raise revenue for the paving of main street by establishing a tax on running shoes.
<b>LEGISLATIVE</b>	<b>LEGISLATIVE</b>	<b>LEGISLATIVE</b>	The proposal would:
<b>REPRESENTATIVE IN STATE LEGISLATURE 120<sup>TH</sup> DISTRICT</b> Vote for not more than 1	<b>REPRESENTATIVE IN STATE LEGISLATURE 120<sup>TH</sup> DISTRICT</b> Vote for not more than 1	<b>REPRESENTATIVE IN STATE LEGISLATURE 120<sup>TH</sup> DISTRICT</b> Vote for not more than 1	<ul style="list-style-type: none"> <li>establish a .2 cent tax on all running shoes sold in the county</li> <li>Obligate all funds raised by the "running shoe tax" to be spent on paving main street</li> </ul>
Alan Tubbs <input type="radio"/>	Nathan Larkin <input type="radio"/>	Greg Gallant <input type="radio"/>	
Michelle Watkins <input type="radio"/>	<input type="radio"/>	Kim Horton <input type="radio"/>	
<input type="radio"/>		<input type="radio"/>	
<b>DELEGATE</b>	<b>DELEGATE</b>	<b>DELEGATE</b>	
<b>DELEGATE TO THE COUNTY CONVENTION</b> Vote for not more than 1	<b>DELEGATE TO THE COUNTY CONVENTION</b> Vote for not more than 1	<b>DELEGATE TO THE COUNTY CONVENTION</b> Vote for not more than 1	Should this proposal be adopted?
Alan Tubbs <input type="radio"/>	Nathan Larkin <input type="radio"/>	Kim Horton <input type="radio"/>	YES <input type="radio"/>
Michelle Watkins <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NO <input type="radio"/>
<input type="radio"/>			

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards

Sample Ballot Chart																
Primary Election																
	Partisan Section													Non-Partisan Sec	Prop Sec	
	Republican Party Section				Democratic Party Section				Libertarian Party Section							
	Governor (1)	US Rep (1)	State Rep (1)	Pct Del (1)	Governor (1)	US Rep (1)	State Rep (1)	Pct Del (1)	Gov (1)	US Rep (1)	State Rep (1)	Pct Del (1)		Circuit Court (1)	A (1)	
B	C C W	C C W	C C W	C C W	C C C C W	C W	C W	C W	C W	C W	C W	C W	C C C C C W	Y N		
A	A A I	A A I	A A I	A A I	A A A A I	A I	A I	A I	A I	A I	A I	A I	A A A A A I	E O		
L	N N	N N	N N	N N	N N N N	N	N	N	N	N	N	N	N N N N N	S		
#	1 2	1 2	1 2	1 2	1 2 3 4	1	1	1	1	1	1	1 2	1 2 3 4 5			
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
Sub																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																
33																
34																
35																
36																
37																
Total																

Blank Sample Chart for Practice



Sample Ballot Chart																
Primary Election																
	Partisan Section													Non-Partisan Sec		Prop Sec
	Republican Party Section				Democratic Party Section				Libertarian Party Section				Circuit Court		A	
	Governor	US Rep	State Rep	Pct Del	Governor	US Rep	State Rep	Pct Del	Gov	US Rep	State Rep	Pct Del	(1)		(1)	
	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	
B	C C W	C C W	C C W	C C W	C C C C W	C W	C W	C W	C W	C W	C C W	C W	C C C C C W	Y N		
A	A A I	A A I	A A I	A A I	A A A A I	A I	A I	A I	A I	A I	A A I	A I	A A A A A I	E O		
L	N N	N N	N N	N N	N N N N	N	N	N	N	N	N N	N	N N N N N	S		
#	1 2	1 2	1 2	1 2	1 2 3 4	1	1	1	1	1	1 2	1	1 2 3 4 5			
1	0 0 0	0 0 0	0 0 0	0 0 0									0 0 0 0 0 0 0 0	0 0		
2					0 0 0 0 0	0 0	0 0	0 0					0 0 0 0 0 0 0 0	0 0		
3									0 0	0 0	0 0 0	0 0	0 0 0 0 0 0 0 0	0 0		
4	S T R	A Y	M A R	K S												
5	B L A	N K	B A L	L O T												
6	1	1	1	1									0 0 0 0 0 0 0 0	0 0		
7	0 0 0	0 0 0	0 0 0	0 0 0									1	0 0		
8	0 0 0	0 0 0	0 0 0	0 0 0									0 0 0 0 0 0 0 0	1 0		
9					1	1	1	1					0 0 0 0 0 0 0 0	0 0		
10					0 0 0 0 0	0 0	0 0	0 0					1	0 0		
11					0 0 0 0 0	0 0	0 0	0 0					0 0 0 0 0 0 0 0	1		
12									1	1	1	1	0 0 0 0 0 0 0 0	0 0		
13									0 0	0 0	0 0 0	0 0	1	0 0		
14									0 0	0 0	0 0 0	0 0	0 0 0 0 0 0 0 0	1		
15	0					0					0		1	1		
16	W R O	N G	P C T		0											
Sub	1	1	1	1	1	1	1	1	1	1	1	1	4	3 1		
17	1	1	1	1									1			
18	1	1	1	1									1			
19	1	1	1	1									1			
20	1	1	1	1									1			
21					1	1	1	1					1			
22					1	1	1						1			
23					1			1					1			
24					1								1			
25					1								1			
26					1								1			
27					1								1			
28					1								1			
29					1								1			
30					1								1			
31					1								1			
32					1								1			
33					1								1			
34					1								1			
35						1			1	1	1	1				
36									1	1	1	1				
37												1				
Total	3 2 1	3 2 1	3 2 1	3 2 1	5 4 3 2 1	2 1	2 1	2 1	2 1	2 1	3 2 1	2 1	6 5 4 3 2 1	3 1		

## TEST PROCEDURES FOR GENERAL ELECTION

Working with the ballot to be tested, prepare a chart that reflects each political party, office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading.

Following the instructions below, use a "1" to show votes that count, and a "0" to show votes that do not count due to an overvote within an office or proposal. Use a "(1)" to show votes that are awarded to candidates of a political party by virtue of a straight party vote. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals. (See *sample ballot on page 23 and sample chart on page 25.*)

To create a test deck, vote ballots as follows:

1. Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, proposals, and straight parties. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(d) and R168.776 - Rule 6(4)(f). Will not count any votes.

See sample chart on page 25 - Test Ballot #1

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, proposals, and straight parties. To complete this step, mark the unused vote positions. (NOTE: Do not make marks in between the used vote positions.)

R168.773 - Rule 3(10)(e) and R168.776 - Rule 6(4)(d). Will not count any votes.

See sample chart on page 25 – Test Ballot #2

3. Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 25 - Test Ballot #3

4. Using 1 ballot, vote a straight party ticket. Do not cast any other partisan votes on this ballot.

R168.773 - Rule 3(12)(a). Will count votes for all candidates within political party selected by virtue of the straight party ticket vote.

See sample chart on page 25 - Test Ballot #4

5. Using 1 ballot, vote 2 or more straight party tickets. Do not cast any other partisan votes on this ballot.

R168.776 - Rule 6(4)(b) and R168.773 - Rule 3(12)(b). Will not count any votes.

See sample chart on page 25 - Test Ballot #5

6. Using 1 ballot, and a different office for each instruction, vote the following:

- (a) Vote a straight party ticket
- (b) In a "vote for 1" partisan office, vote for 1 candidate of the same party used in (a)
- (c) In a "vote for 1" partisan office, vote for 1 candidate of a different party than used in (a)
- (d) In a "vote for 2" partisan office, vote for 2 candidates, from two different parties than used in (a)
- (e) Do not vote in a partisan office where a candidate appears under the party selected in (a)
- (f) Vote for 1 write-in candidate in either a partisan or non-partisan office (if applicable)
- (g) Vote non-partisan offices and proposals

R168.776 - Rule 6(4)(c) and R168.773 - Rule 3(12)(c). Will count votes in all of above including (b). Will count a vote in (e) by virtue of the straight party ticket vote.

See sample chart on page 25 - Test Ballot #6

7. Vote the following: **DO NOT VOTE THE STRAIGHT PARTY SECTION**

- (a) Vote 1 ballot correctly in the partisan section and overvote the non-partisan and proposal sections of the ballot
- (b) Vote 1 ballot correctly in the non-partisan section and overvote the partisan and proposal sections
- (c) Vote 1 ballot correctly in the proposal section and overvote the partisan and non-partisan sections

EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the partisan section in (a). Will only count votes cast in the non-partisan section in (b). Will only count votes cast in the proposal section in (c).

See sample chart on page 25 - Test Ballot #7, #8 and #9

8. Using 1 ballot, vote two or more straight party tickets. Using a different office for each instruction, vote the following:

- (a) In a "vote for 1" office, cast a vote for the candidates listed under the first and second party selected above
- (b) Repeat step (a)
- (c) In two "vote for 1" offices, cast a vote for the candidates listed under the first party selected
- (d) In a "vote for 1" office, cast a vote for the candidate listed under the second party selected above

R168.773 - Rule 3(12)d. Will count a vote for the candidates selected under (c) and (d). NOTE: Additional ballots may be required to complete instructions (c) and (d).

See sample chart on page 25 - Test Ballots #10

9. Using 1 ballot and a different office for each instruction, vote the following:

- (a) Vote a straight party ticket for a party where in a "vote for 2" partisan office there are 2 candidates from that party running
- (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a) running, cast two votes for candidates of a different party than used in (a)
- (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a) running, cast two votes for candidates of two different parties than used in (a)

R168.773 - Rule 3(12)(e). Will count a vote for all candidates within the political party selected in (a) by virtue of the straight party vote except for the offices used in (b) and (c). In those offices will count a vote for the individual candidates under the other parties selected. NOTE: Additional ballots may be needed to complete this test.

See sample chart on page 25 - Test Ballots #11

NOTE: If the ballot contains a "vote for 3" office and there are 3 candidates from that party running, an additional test ballot must be included following this same instruction. To do so, change all references to "two candidates" to "three candidates."

10. Using 1 ballot and a different office for each instruction, vote the following:

- (a) Vote a straight party ticket for a party where in a "vote for 2" partisan office there are 2 candidates from that party running
- (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a) running, vote for a candidate of a different party than used in (a)
- (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a) running, vote for a candidate of the party used in (a) and vote for a candidate of a different party
- (d) In a third "vote for 2" office, where there are 2 candidates from the same party used in (a) running, vote for a candidate of the same party used in (a)

R168.773 - Rule 3(12)(f). Will count a vote for all candidates within the political party selected in (a) by virtue of the straight party vote except for the offices used in (b) and (c). In those offices will only count a vote for the individual candidates selected. In (d), will count the individual vote and award the second vote by virtue of the straight party vote. NOTE: Additional ballots may be required to complete this test.

See sample chart on page 25 - Test Ballots #12

11. Using 1 ballot, vote the following:

- (a) Vote a straight party ticket where in a "vote for 2" partisan office there is only 1 candidate from that same party running
- (b) In that partisan "vote for 2" office, where there is only 1 candidate from the party used in (a) running, vote for a candidate of a different party than used in (a)

R168.773 - Rule 3(12)(g). Will count votes for all candidates within the political party selected in (a) by virtue of the straight party vote except for the office used in (b). In that office will count a vote for the straight party candidate and the individual candidate under the other party selected. NOTE: An additional ballot may be required to complete instruction (b).

See sample chart on page 25 - Test Ballots #13

12. FOR EACH PARTY, vote a straight party ticket and vote individually for candidates of the same party.

R168.773 - Rule 3(12)(h). Will count votes for all candidates within the political party selected by virtue of the individual votes cast. A vote shall not be counted for a candidate by virtue of the straight party vote. This condition does not constitute an overvote.

See sample chart on page 25 - Test Ballot #14, #15, and #16

13. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 25 - Test Ballot #17

WHEN INSTRUCTIONS 1 THROUGH 13 ARE COMPLETED, PERFORM THE FOLLOWING:

Subtotal all columns on the chart to determine the total number of votes cast for each party, candidate and proposal that should be counted when the test deck is tabulated.

(2) Vote additional ballots as necessary so that each party receives not less than 2 straight party votes and a different total number of valid votes are cast for each party in the straight party section, each candidate within an office, and for and against each proposal. NOTE: It is not required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a), R168.776 - Rule 6(4)(a) and MCL168.798. None of the parties, candidates, write-ins, or proposals shall have an accumulated vote total of zero.

See sample chart on page 25 - Test Ballots #18-28

(3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator**. (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4) Compare the predetermined totals with the tabulator totals for each party, candidate, write-in position, and proposal.

(5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

OFFICIAL BALLOT GENERAL ELECTION NOVEMBER 6, 2012		
PARTISAN SECTION	LEGISLATIVE	STATE BOARDS
<b>STRAIGHT PARTY TICKET</b> Vote for not more than 1	<b>REPRESENTATIVE IN STATE LEGISLATURE</b> Vote for not more than 1	<b>TRUSTEE OF MICHIGAN STATE UNIVERSITY</b> Vote for not more than 2
<b>REPUBLICAN PARTY</b> <input type="radio"/>	<b>Carlene Smith</b> <input type="radio"/> Republican	<b>John Williams</b> <input type="radio"/> Republican
<b>DEMOCRATIC PARTY</b> <input type="radio"/>		<b>Darla Scott</b> <input type="radio"/> Republican
<b>TISCH PARTY</b> <input type="radio"/>		<b>David Dutia</b> <input type="radio"/> Democratic
<b>STATE</b>	<b>STATE BOARDS</b>	<b>Anne Quinlan</b> <input type="radio"/> Democratic
<b>GOVERNOR AND LIEUTENANT GOVERNOR</b> Vote for not more than 1	<b>MEMBER OF THE STATE BOARD OF EDUCATION</b> Vote for no more than 2	
<b>James Bradford and Linda Kasmerski</b> <input type="radio"/> Republican	<b>Kelly Williams</b> <input type="radio"/> Republican	
<b>Al Lerner and Bill Preston</b> <input type="radio"/> Democratic	<b>Kim Waters</b> <input type="radio"/> Republican	
<b>Andy Prentis and Julia Wagner</b> <input type="radio"/> Tisch	<b>Don Singleton</b> <input type="radio"/> Democratic	<b>NONPARTISAN SECTION</b>
	<b>Emily Strauss</b> <input type="radio"/> Democratic	<b>JUDGE OF COURT OF APPEALS 1ST DISTRICT INCUMBENT POSITION</b> Vote for not more than 1
	<b>Bill Deets</b> <input type="radio"/> Tisch	<b>Roy Bean</b> <input type="radio"/> Judge of Court of Appeals
<b>SECRETARY OF STATE</b> Vote for not more than 1	<b>Mike Mallory</b> <input type="radio"/> No Party Affiliation	<b>Alyce Comley</b> <input type="radio"/>
<b>Amanda Bixby</b> <input type="radio"/> Republican	<b>Judith Suggs</b> <input type="radio"/> No Party Affiliation	
<b>James Q MacDonald</b> <input type="radio"/> Democratic		
<b>Lori Scanlon</b> <input type="radio"/> Tisch		<b>PROPOSAL SECTION</b>
		<b>STATE</b>
	<b>REGENT OF THE UNIVERSITY OF MICHIGAN</b> Vote for no more than 2	<b>Proposal 1 A PROPOSAL TO BAN BASS SPEAKERS IN AUTOMOBILES</b>
<b>ATTORNEY GENERAL</b> Vote for not more than 1	<b>Garth Wrenfrow</b> <input type="radio"/> Republican	The proposal would: Make it a felony to install bass speakers, or any peaker loud enough to cause a vehild to bounce as it travels down the road, in automobiles and trucks. Should this proposal be adopted?
<b>Roger Overstreet</b> <input type="radio"/> Republican	<b>Grace Charles</b> <input type="radio"/> Republican	<b>Yes</b> <input type="radio"/>
<b>Arnie Schmidt</b> <input type="radio"/> Democratic	<b>Brad Barr</b> <input type="radio"/> Democratic	<b>No</b> <input type="radio"/>
<b>Claude R. Raines</b> <input type="radio"/> No Party Affiliation	<b>Michael Gavagan</b> <input type="radio"/> Democratic	
	<b>Kimberly Herrera</b> <input type="radio"/> Tisch	
<b>LEGISLATIVE</b>		
<b>STATE SENATOR</b> Vote for not more than 1		
<b>Bob Jones</b> <input type="radio"/> Republican		
<b>Renee Wheaton</b> <input type="radio"/> Democratic		

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards







## TEST PROCEDURES FOR NON-PARTISAN ELECTION WITH PROPOSALS

Working with the ballot to be tested, prepare a chart that reflects each office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals.

Following the instructions below, use a "1" to show votes that count, and a "0" to show votes that do not count due to an overvote in an office or proposal. *(See sample ballot and sample chart on page 28.)*

To create a test deck, vote ballots as follows:

1. Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, and proposals. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(d). Will not count any votes.

See sample chart on page 28 – Test Ballot #1

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, and proposals. To complete this step, mark the unused vote positions. (NOTE: Do not make marks in between the used vote positions.)

R168.773 - Rule 3(10)(e). Will not count any votes.

See sample chart on page 28 – Test Ballot #2

3. Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 28 – Test Ballot #3

4. Vote the following:

Vote 1 ballot correctly in the non-partisan section and overvote the proposal section of the ballot

(b) Vote 1 ballot correctly in the proposal section and overvote the non- partisan section of the ballot

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the non-partisan section in (a). Will only count votes cast in the proposal section in (b).

See sample chart on page 28 – Test Ballot #4 and #5

5. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator’s rejection of this ballot.

See sample chart on page 28 – Test Ballot #6

WHEN INSTRUCTIONS 1 THROUGH 5 ARE COMPLETED, PERFORM THE FOLLOWING:

(1) Subtotal all columns on the chart to determine the total number of votes cast for each candidate, write-in position, and proposal that should be counted when the test deck is tabulated.

(2) Vote additional ballots as necessary so that a different total number of valid votes are cast for each candidate within an office, and for and against each proposal. Note: It is not required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a). None of the candidates, write-in positions, or proposals shall have an accumulated vote total of zero.

See sample chart on page 28 – Test Ballots #7, #8, #9, #10, #11, #12, #13, #14 and #15

(3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator**. (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4) Compare the predetermined totals with the tabulator totals for each candidate, write-in position, and proposal.

(5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

NON-PARTISAN SECTION		PROPOSAL SECTION	
LOCAL SCHOOL DISTRICT		LOCAL SCHOOL DISTRICT	
LOCAL SCHOOL DISTRICT BOARD MEMBER Vote for not more than 4		SCHOOL DISTRICT NAME	
Bill Wendt	<input type="radio"/>	SPECIAL MILLAGE REQUEST  This proposal would institute a special 1 mill levy, monies raised to be spent recruiting better high school football players.  Should this millage be adopted?	
Jill Collingsworth	<input type="radio"/>		
Morton A. Harrison	<input type="radio"/>		
Elsa Klein	<input type="radio"/>		
Calvin Lutz	<input type="radio"/>		
Wendy Preston	<input type="radio"/>		
Kris Stevenson	<input type="radio"/>		
	<input type="radio"/>		
	<input type="radio"/>	NO	<input type="radio"/>

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards

Sample Ballot Chart														
Non-Partisan Election with a Proposal														
NonPartisan												Prop.		
City Council												Millage		
(4)												(1)		
B	C	C	C	C	C	C	C	C	W	W	W	W	Y	N
A	A	A	A	A	A	A	A	A	I	I	I	I	E	O
L	N	N	N	N	N	N	N	N	1	2	3	4	S	
#	1	2	3	4	5	6	7							
Sub	0	1	0	1	0	1	0	1	0	1	0	0	0	1
7	1	1	1	1									1	
8	1	1	1	1									1	
9	1	1	1	1										
10	1	1	1	1										
11	1	1	1		1									
12	1	1	1		1									
13	1				1	1	1							
14	1				1	1	1							
15									1	1	1			
Total	8	7	6	5	4	3	2	1	1	1	1		2	1

## TEST PROCEDURES FOR SPECIAL PROPOSAL ELECTION

Working with the ballot to be tested, prepare a chart that reflects a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed under each proposal heading.

Following the instructions below, use a "1" to show marks that count and a "0" to show marks that do not count. Where instructed to "vote correctly" vote "yes" or "no" on all proposals. *(See sample ballot and sample chart on page 31)*

To create a test deck, vote ballots as follows:

1. Using 1 ballot, vote all positions that are used on the ballot.

R168.773 - Rule 3(10)(d). Will not count any votes.

See sample chart on page 31 – Test Ballot #1

2. Using 1 ballot, vote all positions that are not used on the ballot. To complete this step, mark the unused vote positions. (NOTE: Do not make marks in between the used vote positions.)

R168.773 - Rule 3(10)(e). Will not count any votes.

See sample chart on page 31 – Test Ballot #2

3. Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 31 – Test Ballot #3

4. Vote 1 ballot correctly.

R168.773 - Rule 3(10)(b). Will count all votes cast.

See sample chart on page 31 – Test Ballot #4

5. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 31 – Test Ballot #5

WHEN INSTRUCTIONS 1 THROUGH 5 ARE COMPLETED, PERFORM THE FOLLOWING:

- (1) Subtotal all columns on the chart to determine the total number of votes cast for each proposal that should be counted when the test deck is tabulated.
- (2) Vote additional ballots as necessary so that a different total number of valid votes are cast for and against each proposal.

R168.773 - Rule 3(10)(a). None of the vote positions shall have an accumulated vote total of zero.

See sample chart on page 31 – Test Ballots #6 and #7

- (3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator**. (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.
- (4) Compare the predetermined totals with the tabulator totals for each vote position.
- (5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

**OFFICIAL BALLOT  
 SPECIAL ELECTION  
 TUESDAY, MAY 5, 2015**

PROPOSAL SECTION	
STATE	
<p><b>Proposal 1</b>  <b>A PROPOSAL TO BAN BASS SPEAKERS IN AUTOMOBILES</b></p> <p>The proposal would:</p> <p>Make it a felony to install bass speakers, or any speaker loud enough to cause a vehicle to bounce as it travels down the road, in automobiles or trucks.                      Should this proposal be adopted?</p> <p>Yes <input type="radio"/>                      No <input type="radio"/></p>	

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards

Prop.		
(1)		
B A L #	Y E S	N O
1	0	0
2	Stray	Marks
3	Blank	Ballot
4		1
5	Wrong Pct	0
Sub	0	1
6	1	
7	1	
Total	2	1

Alternate Charting Method

Prop.		
(1)		
Alternate Method		
B A L #	Y E S	N O
1	0	0
2	Stray	Marks
3	Blank	Ballot
4		1
5	Wrong Pct	0
Sub	0	1
6	2	
Total	2	1

## TEST PROCEDURES FOR THE VOTER ASSIST TERMINAL (VAT)

Promulgated Rule R168.775 deals with the preparation of voting devices to be used in Michigan elections. Subsection (7) directs, “An assembled voting device shall be tested to determine if it is operating properly.” The following test procedures must be carried out prior to each election as directed, for programs, ballot styles and Voter Assist Terminal (VAT) that will be used at the election to ensure that the equipment is functioning properly.

Documentation of the completion of the required preliminary accuracy test is demonstrated through the test ballots created and the Voter Assist Terminal Preparation and Test Certification form which must be attested to by the local election commission or their authorized representatives and retained as a public record under the provisions of Michigan election law.

All test ballots must be numbered sequentially and marked “TEST.” It is further recommended that a notation be made on each test ballot that describes the condition being tested. While all test decks and programs must be retained in accordance with the provisions of Michigan election law, these materials are not subject to Federal retention requirements.

The VAT testing procedures are divided into three steps. The first step is designed to verify the accuracy of the programs that will be used to mark ballots. Because the programs installed into each terminal within the jurisdiction will be identical, only one memory device will need to be fully tested in this step. The second step is designed to ensure that all hardware is functioning properly. This step must be performed on every VAT. The third step is designed to verify that choices made on the terminal are what are being printed on the ballot. This step must be completed for one ballot style. If more than one ballot style is needed within the jurisdiction (due to differences in candidates, offices or proposals), each additional ballot style will need to be tested.

It is not required that VATs be demonstrated or tested at a public accuracy test. Election officials who wish to include a demonstration of the VAT at a public accuracy test may do so at their discretion.

**Step One - Program Testing** Within each jurisdiction, the program must be completely tested for one ballot style. If more than one ballot style is needed within the jurisdiction (due to differences in candidates, offices or proposals), only those instructions, offices, candidates and proposals that are unique to each additional ballot style will need to be tested.

1. Insert a test ballot into the VAT. Use either the touch screen or keypad to complete this step. Navigate through the ballot comparing the audio presentation of the ballot (instructions, offices, candidates etc.) and the visual presentation of the ballot against the official ballot. Pay particular attention to the pronunciation of each word and the names of all candidates. If adjustments are needed, contact the persons responsible for programming.



Create a blank ballot. Write the words “Test 1 - Blank Ballot” at the top of this test ballot.

**Promulgated Rule 168.775(5) This step is used to ensure that a voter can record a blank ballot.**

2. Insert a test ballot into the VAT. Cast the maximum number of votes in each office. In each “Vote for one office,” the selection of a second choice should de-select the previous choice. In offices where more than one selection is allowed, once the maximum number of choices has been made, a candidate must be manually de-selected before another choice can be made. To complete this step, it will be necessary to test each vote position to ensure that it is functioning properly; this means that all vote positions must be selected and de-selected.

Next, using the same ballot style, record the maximum number of votes allowed for each office and proposal. Print the ballot with the maximum number of votes marked for each office. Write the words “Test 2 - Program Validation and Maximum Votes” at the top of this test ballot.

**Promulgated Rule R168.773 (10)(d) This step is used to verify that over voting will not be permitted and that voters will be able to cast the maximum number of votes allowed for each office. This step is also used to proof the audio and visual presentation of the ballot.**

**Step Two - Hardware Testing** Performed on all VATs within the jurisdiction to ensure that all elements of the terminal are working properly and that the memory device is properly prepared for the election at hand.

1. Insert a ballot into the VAT
  - a. Test all keys on the keypad, such as Volume, Select, Forward, Back, etc.
  - b. Test all buttons on the touch screen, such as Next, Back, Mark, More, etc.
  - c. Test the headphones.
  - d. Eject the blank ballot.
  - e. Mark this ballot “Test 3 – Hardware Test Ballot.”

Repeat this step on all terminals to be used on Election Day.

**Step Three – Vote Position Testing** Within each jurisdiction, the vote position printing and tabulation must be completely tested for one ballot style. If more than one ballot style is needed within the jurisdiction (due to differences in candidates, offices or proposals), each additional ballot style will need to be tested.

On one ballot cast valid votes for the first candidate of every office on the ballot and the “Yes” position for all proposals on the ballot. Label this “Test 4 – 1st Vote Positions.” On a second ballot, cast valid votes for the second candidate of every office on the ballot and the “No” position for all proposals on the ballot. Label this “Test 4-2nd Vote Positions.” On a third ballot cast valid votes for the third candidate of every office on the ballot. Label this ballot “Test 4-3rd Vote Positions.” Continue in this manner until votes have been cast for all candidates and proposal options on the ballot.

Once all the vote positions have been exercised prepare a tabulator to open polls and run a Zero Tape. Tabulate the ballots generated by the VAT in Test 4 and run a totals tape. All candidates and the “Yes” and “No” for each proposal should show one vote.

For a General Election, Straight Party Choices must be exercised separately and tabulated separately. On one ballot choose the first straight party option. Continue the ballot numbering from where you left off above. Once ballots have been created with votes cast for each of the straight party options, ensure the tabulator has been zeroed and tabulate this new test deck. The totals tape should show one vote for each party choice and for each party representative.

## TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION

\_\_\_\_\_ Jurisdiction \_\_\_\_\_ County \_\_\_\_\_ Election Date: \_\_\_\_\_

**PRELIMINARY ACCURACY TEST:** (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the Preliminary test to an authorized assistant.) The undersigned certifies that the listed precinct tabulators have been tested using the test deck prepared under the direction of the Election Commission, the tabulator results agree with the predetermined test deck results and the official ballots have been compared and agree with the zero tape.

Precinct #	Tabulator Serial #	Memory Device Seal #	Memory Device Seal # (Dominion Only)	Prelim Test Date	Public Test Date (if Tabulator was tested at Public Test)

Further the zero tapes, test deck, program predetermined results, and the results of the Preliminary Test were secured and sealed in an approved ballot container with seal number \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_ / \_\_\_\_\_  
 Member(s) of Election Commission or Authorized Assistant(s)

**PUBLIC ACCURACY TEST:** We, the Election Commission, hereby certify that notice of this test was published in accordance with Michigan Election Law prior to the conduct of the test and the container holding the testing materials was sealed with the seal recorded on the Preliminary Accuracy Test Certificate. The precincts listed above were tested at the Public Accuracy Test using the test deck prepared under the direction of the Election Commission and the results agree with the predetermined test deck results. In addition, the tabulators were reset to zero and memory devices were sealed with the seal numbers recorded on this form and on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the tabulator was assigned.

Further the zero tapes, test deck, program predetermined results, and results of the Public Accuracy Test were secured and sealed in an approved ballot container following the test with seal number \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_ / \_\_\_\_\_  
 Member(s) of Election Commission

**NOTE:** If a vendor completed the preliminary testing and that vendor also programmed the election, the Election Commission Certification form is required to be completed.

**CLERK'S PREPARATION CERTIFICATE  
 FOR  
 OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL**

Tabulator Serial No.  Tabulator Seal No.   
 Terminal Serial No.  Terminal Seal No.

I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded above.

**X**  
 Ward / Precinct No. \_\_\_\_\_ Signature of Clerk or Authorized Assistant \_\_\_\_\_ Date \_\_\_\_\_

**ELECTION INSPECTORS' PREPARATION CERTIFICATE**

- WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.
- The oath of office was administered to and signed by all election inspectors present.
  - Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
  - All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.
  - The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

**OATHS OF INSPECTORS OF ELECTION**

STATE OF MICHIGAN, }  
 COUNTY OF \_\_\_\_\_ } ss.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on Tuesday the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ according to the best of my ability.

\_\_\_\_\_ **X** \_\_\_\_\_  
 Taken, subscribed and sworn to before me this Signature of Chairperson  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ **X** \_\_\_\_\_  
 Signature of Person Administering Oath

STATE OF MICHIGAN, }  
 COUNTY OF \_\_\_\_\_ } ss.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on Tuesday the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ according to the best of my ability.

**Signatures of Persons Taking Oath and Certifying Preparation Certificate**

<b>X</b> _____	<b>X</b> _____
<b>X</b> _____	<b>X</b> _____
<b>X</b> _____	<b>X</b> _____
<b>X</b> _____	<b>X</b> _____
<b>X</b> _____	<b>X</b> _____

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ **X** \_\_\_\_\_  
 Signature of Person Administering Oath



# Public Notice

## Sample Township

NOTICE IS HEREBY GIVEN that the  
Public Accuracy Test for the  
May 6, 2008 Election  
has been scheduled for Thursday  
May 1, 2008 at 10:00 AM in the  
Township Hall Meeting Room,  
24821 Front Ave.  
Mattawan, Michigan.

The Public Accuracy Test is conducted  
to demonstrate that the program  
and computer that will be used  
to tabulate the results of the  
election, counts the votes in  
the manner prescribed by law.

Mary Smith  
Sample Township Clerk

