

Pre-election Logic & Accuracy TESTING

RESPONSIBILITY OF THE LOCAL ELECTION COMMISSION

PRELIMINARY ACCURACY TEST

(ALL tabulators and VAT, perform ASAP once ballots and program(s) are received by clerk.)

Refer to MI Election Laws MCL 168.1 - 168.992 and Promulgated Rules R 168.771 - 168.793.

1. TEST DECK GRAPH: Use the pre-marked graph.
2. Mark the Test Ballots according to the graph and Jan. 2019 State Instructions, Special: Pages 29-31. (https://www.michigan.gov/documents/TEST_DECK_MANUAL05_131814_7.pdf) All ballots should be marked "TEST", and notate condition being tested.
 - * T1, T2, T3, etc.
 - * 'O' means you will mark the ballot, but the vote will NOT count;
 - * Use '1' when the vote should count.
 - * When marking an over-vote, one extra is sufficient per office (keep it simple!)

Sub-total graph.

Mark additional ballots as necessary so a different total is cast for and against each proposal.

3. Set Up ICP
 - * Place tabulator on ballot container. Plug short power cord into 20V (pull tabulator toward you, the 20V is behind the 'imageCAST precinct' label on left. Push tabulator back and clamp in to place).
 - * Using **ElectionSource ICP Guide** follow '**Inserting the Cards**' ... Insert #1 GREEN compact flashcard into front compartment on RIGHT side, #2 RED compact flashcard into front compartment on LEFT side.
 - * Using **ElectionSource ICP Guide** follow '**Opening the Polls**' ... Remove large power cord from back-top of Tabulator Box (oval grey cover), plug into an AC power outlet, WAIT ... enter Election Security Code, Enter, ... confirm/set date/time ... select ZERO, NO additional copies are necessary. The Systems is now Ready!
4. Check TABULATOR ZERO REPORT from ICP against the BALLOT to verify the following agree: Jurisdiction, Precinct, and Proposals (1 vote allowed).
5. Test ICP (Note: Press the **GREEN CAST button** to override ALL rejected ballots so they are accepted by the tabulator - exception: tabulator should not accept ballot #5 from the wrong precinct/different ballot)
 - * Using **ElectionSource ICP Guide** refer to '**Warning Messages**'.

6. Test ICX, Voter Assist Terminal (VAT) Pages 32-34.
All ballots should be marked "TEST", and notate condition being tested.
Test ONE ballot style completely (most complicated ballot), if additional styles are used it is only necessary to test the details that are unique to each additional ballot style.
 - Using **ES ICX Operations Guide** follow **LOADING NEW ELECTION** instructions:
 - insert flash drive into back of ICX, insert TECHNICIAN smart card, log-in, MODIFY date/time if necessary otherwise select CONFIRM, tap LOAD ELECTION DATA and select the current election file, tap Select, Copy, OK, remove Technician smart card from the ICX, remove flash drive.
 - Follow **OPENING POLLS** instructions:
 - insert POLL WORKER (PW) smart card, log-in, select Tabulator from drop-down, OK, ensure AVS Controller and Manual Session Activation are checked, tap Open Poll, confirm YES, remove PW card.
 - Continue Testing/Marking/Printing ballots according to Steps 1, 2 and 3 (Test Proc. Manual pages 32-34) OR refer to 'Steps for ICX Testing' for easier reference.
 - Follow **CLOSING POLLS** instructions:
 - re-insert PW card, log-in, select ADMIN MENU (may need to wait 15 seconds), tap Close Polls, Yes, [I like to Reset Public Counter, Yes, enter pin again, OK], tap red Power Off in bottom right corner, confirm Yes.
 - Seal both top and bottom compartments of the ICX, record seal numbers in the Clerk's Preparation Certificate in the Poll Book, complete the VAT Certificate, and unplug the ICX and printer.
 - Insert ONLY and EACH Test 4 ICX ballot into the ICP.
7. Using **ES ICP Guide 'Closing the Polls'**: Hold Security Key until you see Admin Menu. Tap CLOSE POLL, log-in, **ENTER, YES**. One Results Tape will print automatically. Print additional copies as needed.

Compare totals (tape & chart), when the totals BALANCE, transmit results to county via cellular modem or RTM.

For cellular modeming, refer to **ES ICP Guide 'Modeming Results' on page 9**. Once complete unplug modem device.

DO NOT Power Down yet!

8. ReZero Test Results: **UTILITIES / REZERO / [enter code] / ENTER**.
9. Power down Tabulator (**POWER DOWN / YES**)

10. Sealing

* ICP:

- Memory Device Seal # is the seal going through BOTH Compact Flashcard Memory Device ports (use either [Easy Twist Wire Seal](#) or [White Pull Tite Seal](#));
- 2nd Memory Device Seal # is the seal on the inside of the **modem** port.
If you are not using the modem, place a seal at this inside location. (placing seal on outside of modem door will prohibit sliding or removal of tabulator)
(use either [Memory Pack Seal](#), [Padlock](#), [Easy Twist Wire Seal](#) or [White or Blue Pull Tite Seal](#)).
- Use the ICP Key to lock the Auxiliary Bin, Ballot Access Door, and the door where Tabulator is clamped to the ballot box;
- 2 State Security Tamper Resistant Seals should be permanently placed on both sides of the Tabulator placing the # on the sides where it can be seen.
NOTE: these seals will only be broken during maintenance.

* ICX:

- Memory Device Seal #'s are the 2 seals on the back
(use either [Memory Pack Seal](#), [Padlock](#), [Easy Twist Wire Seal](#) or [White Pull Tite Seal](#))
- Also record these Seal #'s in the Poll Book, Clerk's Preparation Certificate.

- * TEST MATERIALS: place/secure ballots, chart, zero tape and results in an approved ballot container. Record # on Tabulator Program Testing & Security Certification form, VAT Testing & Security Certification form and the Ballot Container Certificate.

11. [Complete the Tabulator Program Testing and Security Certification](#) Page 35 (http://www.michigan.gov/documents/sos/OPTICAL_SCAN_PROGRAM_TESTING_AND_SECURITY_CERTIFICATION_271690_7.pdf).

12. [Complete the VAT Testing and Security Certification](#) Page 37 (http://www.michigan.gov/documents/sos/VAT_test_certification_form_576487_7.pdf)

Continued

PUBLIC ACCURACY TEST

(one or more select tabulators, VAT not required; conduct no later than 5 days before election, publish notice at least 48 hrs. prior to test in a newspaper of general circulation.) Refer to MI Election Laws MCL 168.1 - 168.992 and Promulgated Rules R 168.771 - 168.793.

1. Test ICP (Note: Press the **GREEN CAST button** to override ALL rejected ballots so they are accepted by the tabulator - exception: tabulator should not accept the ballot from the wrong precinct)
 - * Using **ElectionSource ICP Guide** follow '**Opening the Polls**' ...
Remove large power cord from back-top of Tabulator Box (oval grey cover), plug into an AC power outlet (refer to Preliminary Test Step 1)
 - * Using your Test Deck Graph, Pre-marked Test Ballots, and **ElectionSource ICP Guide**, perform your Public Test.
(simply a repeat of the Preliminary Test, but the Public can be in attendance this time).

Note: a public test of the VAT is not required; however, if the County prepared your Test Deck chart, the ICX ballots are included.

As in Preliminary Test follow Step 7, '**Closing the Polls**', **Print Results Tape**, **Compare totals** (tape & chart), when the totals BALANCE, **transmit results** to county.

2. ReZero Results: **UTILITIES** / **REZERO** / **[enter code]** / **ENTER**.
3. Power Down Tabulator: (**POWER DOWN** / **YES**)
4. **Secure all election materials (ballots, chart, zero tape and results) in an approved ballot container. Record #** on Tabulator Program Testing & Security Certification form, VAT Testing & Security Certification form and the Ballot Container Certificate.
5. **Complete the Clerk's Preparation Certificate** in the Poll Book Page 1
Indicate the Serial and Seal No's for both the ICP and ICX; Clerk or Authorized Assistant should sign and date the certificate (date must be prior to Election Day).
6. **Complete the Tabulator Program Testing and Security Certification** (from Preliminary)
http://www.michigan.gov/documents/sos/OPTICAL_SCAN_PROGRAM_TESTING_AND_SECURITY_CERTIFICATION_271690_7.pdf.

GOOD LUCK !!