Recommended Electronic Pollbook (EPB) Logic and Accuracy (L&A) Steps

L&A testing for electronic pollbooks is a two-step process. The first step relates to the hardware device(s). The second step includes the download of voter registration files and/or ballot identification data and confirmation of its accuracy. The Electronic Pollbook and Accuracy steps confirms the accuracy of procedures involved in the administration of elections. This Electronic Pollbook Logic and Accuracy Testing Steps document must be retained with all other election materials in accordance with the Library of Virginia's General Schedule No. GS-01, Series Number 000510 (Page 4).

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

Locality: _____   Precinct Name: _____   Precinct Code: _____

EPB Vendor: _____   EPB model and version #: _____

Please check-off completion of the following tasks and attach documentation per locality, for EPB)

High level steps for EPB L&A testing include:

☐ Confirming the contents in precinct pollbook equipment cases

☐ Reviewing pollbook device settings

☐ Downloading voter data

☐ Merging ballot identification data to voter precinct/split precinct

☐ Reviewing and confirming voter/ballot

The following more detailed tasks should also be included:

☐ Assemble and turn on all pollbooks

☐ Verify EPB date and time are correct

☐ Keyboards function correctly

☐ Battery is full

☐ Verify password works and EPB has proper password hierarchy in place

☐ Log into windows

☐ Launch the vendor's program on all pollbooks

☐ Verify election date and polling place are correct

☐ Log into the pollbooks using the precinct password

☐ Verify the number of registered voters are correct

- ☐ Prior to opening polls on EPB verify voter check-in count is zero

- ☐ In training mode, if possible, check in several voters on each pollbook

- ☐ Whenever possible, test *What If* scenario voters within the EPB and subsequent EPB scripts or prompts

- ☐ Verify voter check-in count is correct based on the number of pollbooks. For example, two pollbooks should have the same count of voters checked-in

- ☐ Verify that the EPB's scanner is working correctly, by using it to check-in voter

- ☐ Verify Voter Status is working correctly by searching for random voters that should show up with AB, EV/VOTED or other status indicators. Ensure the voter's status in VERIS and the pollbook file match what you see on screen when bringing up the voter

- ☐ Ensure counts of various check-in options are correct on all EPBs synched, e.g., your test script checks-in 3 outside poll voters, all synched EPBs show 3 checked, etc.

- ☐ If the locality has set-up the ability for officers of election to make voter notes, mark voter notations, or update voter details etc., in the EPB, that ability should be verified to be in working order

- ☐ If using an ADA\BMD or receipt printer with the EPB, ensure the printer works with the system as expected

- ☐ Complete an incorrect check-in or do something incorrectly that would show an error message or force an admin override or chief officer override with a password. This is to verify that error messages and hierarchy passwords are working

- ☐ Record check-in count on L&A test form

- ☐ Verify summary screen provides required information

- ☐ Close polls on one pollbook

- ☐ Verify that all pollbooks are closed

- ☐ Verify your bags/cases all have the proper contents and information in them, e.g., mouse pads, screen cleaners, cables, power, EPB instructions, hubs etc

Common missed steps:

Verifying final pollbook file downloaded from VERIS to be used in the election is valid, timely (as up to date as possible), and has correct data present in it.

Verifying cords, connections (local network) and devices used to connect EPB are in good working order and work as expected. The method of connection varies by vendor, such as peer to peer through a Cradle, Ubiquity, Merlin, ethernet switch or adapter etc. For EV, make sure wireless communication is secured and working properly. EPBs must only connect to each other during early voting or on election day

Ensuring EPB voter designations\flags work on options like; "challenged voter", "Provisional voter", "OP (curbside) voter" and "Assistance" voter by testing said options on a selected voter.

Archiving, if necessary, and where appropriate, old election files, creating spare election files/drives for backups for emergencies, and ensuring accuracy when creating, formatting, adding, or modifying election options (or pollbook templates) using vendor software.