★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Recommended Voting System (ADA Ballot Marking Devices -BMD)

Logic and Accuracy (L&A) steps

This Voting System Logic (ADA/BMD) and Accuracy Testing Steps confirms the accuracy of procedures involved in the administration of elections. This Voting System (ADA/BMD) 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: _____

Voting System (ADA/BMD) Vendor: _____

Voting System (ADA/BMD) model and version #: _____

Please check-off completion of the following tasks and attach documentation per locality, for Voting System (ADA/BMD)

☐ Set up the Americans with Disabilities Act Ballot Marking Device (ADA\BMD) unit(s) along with the precinct's optical scan unit(s)

☐ Check printer paper & toner (if applicable)

☐ Record serial number(s) onto logic and accuracy test form

☐ Plug the ADA\BMD unit(s) into an AC outlet

☐ Power up the ADA\BMD unit(s) as described in the vendor instructions

☐ Load the election media into the ADA\BMD unit(s)

☐ Run a calibration or diagnostics test on each unit(s)

☐ Open Poll

☐ Make sure machine can print 3 zero tape(s)

☐ Verify election and precinct information

☐ Verify date and time (account for day light savings when necessary)

☐ Prepare and print a predetermined number of ballots on the ADA\BMD unit(s)

    ☐ **Tip for ballot test deck**: 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.

    ☐ Ensure you have a "blank", "under-vote", and "Write-in" ballot

☐ Write the corresponding descriptor in the header of each ballot

☐ Verify all the ADA\BMD unit's options or peripherals work as expected

☐ Review all prepared ADA\BMD test ballots have the predetermined voting pattern, blank, over, and under test deck expected. Reconcile if ballots are not present

☐ Write **TEST** in the header area and initial each ballot

☐ Collect all test ADA\BMD ballots for inclusion in the precinct's optical scan test deck

☐ Close Poll

☐ Print results tapes (where applicable)

☐ Verify results by comparing test deck results to the expected results (where applicable)

☐ If number of ballots printed does not match, audit test deck and reconcile differences

☐ After L&A testing, confirm public counter on ADA/BMD machine (if applicable) is reset to zero

☐ Seal equipment with numbered seals

☐ Close and lock each ADA/BMD unit

☐ Record seal numbers onto logic and accuracy test form

☐ Document test process on logic and accuracy test form (keep for your records)