



## Recommended Voting System (Optical scan/digital machines)

### Logic and Accuracy (L&A) steps

This Voting System Logic and Accuracy Testing Steps confirms the accuracy of procedures involved in the administration of elections. This Voting System 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 Vendor: \_\_\_\_\_ Voting System model and version #: \_\_\_\_\_

**Please check-off completion of the following tasks and attach documentation per locality, for Voting System**

- ☐ If a test deck is not provided, mark a predetermined number of ballots
- ☐ If a printed test deck is used, write "**TEST**" in the header area and initial each ballot
- ☐ Strike through and initial the electoral board seal on the back of the ballot
- ☐ **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.
  - ☐ Mark each of the "blank" ballots as "BLANK" in the header
  - ☐ Mark each of the "under-vote" ballots as "UNDER-VOTE" in the header
  - ☐ Mark each of the "over-vote" ballots as "OVER-VOTE" in the header
  - ☐ Remember to test write-in spaces, to make sure write-ins are recorded correctly
- ☐ If needed, assemble ballot box(es) to pre-stage each precinct's voting equipment so that all voting equipment can be tested at one time
- ☐ Record serial numbers for the precinct's voting equipment onto logic and accuracy test form
- ☐ Check the ballot bins of the scanner (tabulator) to ensure they are cleared of any ballots or other material
- ☐ Plug the scanner [tabulator(s)] into an AC outlet
- ☐ Power up the scanner [tabulator(s)] as described in the vendor instructions
- ☐ Load the election media into scanner [tabulator(s)]
- ☐ Run a calibration or diagnostic test on each scanner and/or touch screen prior to scanning ballots
- ☐ Open poll



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- ☐ Print a zero tape on each device and keep the tape on the scanner until the end of testing
- ☐ Verify election and precinct information
- ☐ Verify date and time
- ☐ Confirm all contest voters are “0”
- ☐ Verify number of signature lines
- ☐ Begin inserting test deck ballots into the scanner(s)
- ☐ Test different orientations (right side up, face down, head first, bottom first)
- ☐ Test queries for over-votes, under-votes blank ballot, and multiple ballots
- ☐ Monitor the public count to insure it increases by one for each ballot inserted
- ☐ Close poll
- ☐ Print a results total tape; tear the tape from the scanner and attach it to the logic and accuracy form
- ☐ Verify results by comparing the test deck results to the expected results
- ☐ If the votes do not match, audit the test deck and reconcile the differences
- ☐ If a Tabulation Reporting Program is available, print a “Zero Report” from the test election database in the Tabulation Reporting Center. Upload media devices from all scanners. Verify the cumulative results for all races in all contests to the overall expected results. Confirm the number of undervotes and overvotes to the expected number
- ☐ If a Tabulation Reporting Program is available, verify the deletion of the test election database in the Tabulation Reporting Computer
- ☐ After logic and accuracy testing, confirm the public counter on each machine is reset to zero.
- ☐ Verify the deletion of the test election results from all scanner devices (removed “file and”)
- ☐ Remove all test ballots from the ballot box/container
- ☐ Close and lock each scanner
- ☐ Seal equipment with numbered seals
- ☐ Record numbered seals onto logic and accuracy test form
- ☐ Document test process on logic and accuracy test form and pass along for second review
- ☐ After final sign off, keep all documents created through L&A testing for your records