

Guilford County
PEB, Votronic Terminal & Printer Setup and Test Procedures

1. At the time the Master and Activating PEBs are burned, a TEST PEB should also be burned, for each precinct, and labeled.
2. The Terminal serial numbers to be used in the election should be identified and printed out, from the Access database, together with the corresponding case numbers. The machines to be used for "test voting" will be marked, on this list, by the Director and should be marked, with color coded button stickers, prior to beginning set up and testing for an election. (The color of the sticker used here should be different from the color used to tag a terminal as "cleared and tested.")
3. Since any "Qualified" PEB may be used for clearing and testing terminals, we will use a set of "Qualifying PEB's" that do not contain a ballot but which are "Qualified" for the election. (The Master and Activating PEB's can then be placed directly into the PEB delivery pouch(s) and placed in the appropriate place(s) in the supplies. The TEST PEBs can be kept in order in the test voting area.)

The "Clear and Test" procedure will be performed on all terminals to be used in the election. This loads the "Election Qualification Code" for the election to each terminal, tests each terminal's status and logic and clears all previous data from the terminal.

4. When a terminal is "cleared and tested," the "Clear and Test" procedures sheet should be filled out and signed. A tag, in the form of a color coded button sticker, should be placed on the terminal at completion of the procedure.
5. One test vote will be performed for each precinct. Test voting should take place on the selected terminals. Each test vote shall be performed on a different voting terminal. Such terminals shall be "cleared and tested" prior to and after each test vote with the "Clear and Test" procedures sheet being filled out and the color coded button sticker applied after the second "clear and test" is performed.

All test votes should be executed in accordance with the printed "Test Vote" pattern provided. (The test vote pattern typically is designed to yield a 1-2 or 1-2-3 pattern of votes among candidates and options.) Upon completion of a test vote, the tester should print the tape **using the printer that is assigned to the precinct for which the test vote is being performed.** Printing of the second copy may be interrupted after it has started, but it should be allowed to start to document that a second copy is being printed. The tape should be checked for both accuracy and clarity of print. **If OK, the tester should initial the test tape at the bottom.** The entire test tape should be preserved. (Test tapes containing errors may be discarded.) If printer cartridges are replaced, an additional copy of the test tape should be printed after the new cartridge is installed but the original should also be preserved.

(All "Clear and Test" procedures sheets should be periodically returned to the Testing Supervisor who will review them for completeness and accuracy and place them in **numerical order**, by terminal serial number. Duplicates, if any, should be stapled together.)

6. Upon completion of each test vote, the test tape(s) should be given to the Testing Supervisor for review. Tapes should be checked for clarity, completeness (full tape information and initials of tester) and accuracy (correct dates, times and test vote pattern). Tapes should be placed **in order, by precinct**, and delivered at the end of each day to the Director.
7. Test PEBs should also be returned to the Testing Supervisor and, if test tapes are correct, the PEBs placed in a ballot box and returned to the Director.
8. If a test tape contains an error, the PEB and tape should be immediately returned to the Testing Supervisor. The TS should confirm the error *then clear all votes from the PEB*. The test should then be redone. The same terminal upon which the error occurred should be used, after "clearing a testing" for the next test vote. This is to insure that the error is not the result of the functioning of the terminal as opposed to a voting error by the tester.
9. Each day's test tape will be checked for clarity, completeness and accuracy by the Director or Deputy Director and, if approved, initialed. The TEST PEB's will be read into the Election Reporting Manager system and aggregated results examined to confirm that each precinct's results is being properly aggregated by the results tabulation program.
10. All test tapes and "Clear and Test" sheets shall be preserved for the required retention period.
11. An additional test shall be executed on one voting machine for each election. This test shall include the casting of 150 to 250 votes (a typical maximum per machine in even large elections) using replications of the test vote pattern for the first and last contests on the ballot. Prior to executing this test, the date and time shall be reset on the machine to replicate an election day voting scenario. The test vote shall be executed during a 13 hour period starting at 6:30 a.m. on the machine and ending at 7:30 p.m. on the machine. This test is to probe for hidden code that is triggered by date and time or after some threshold of votes cast on a voting machine. The number of test votes cast shall be determined for each election by the Director.