# LOGIC AND ACCURACY TESTING

This protocol provides the state elections administrator with the steps and resources for representing the Secretary of State’s Office at an official public test of voting system equipment.

**What is your role?**

* Confirm that the test corresponds with the ballot
* Verify the results, including the WEI display, correspond with the test
  + Expected results
  + Order of races/issues & candidates

**What do I need to know?**

File locations:

* Logic and Accuracy test information is retained at [S:\Election-Specific Information\L&A](file:///\\elections\shared\Election-Specific%20Information\L&A)
* County information for the 2013 Primary are found in - [S:\Election-Specific Information\L&A\2013--keep until 2019\2013 Primary\County Folders](file:///\\elections\shared\Election-Specific%20Information\L&A\2013--keep%20until%202019\2013%20Primary\County%20Folders)
* A sample scheduling email for confirming your schedule with the county is located at [S:\Election-Specific Information\L&A\Documentation](file:///S:\Election-Specific%20Information\L&A\Documentation)
* Blank certificates, checklists and county preparation material are all available in the WEI Help Manual [http://weihelp.sos.wa.gov/help/Checklists/LandA/Pages/PreparingfortheTest.aspx](http://weihelp.sos.wa.gov/help/Checklists/LandA/Pages/PreparingfortheTest.aspx%20)
* Test schedule spreadsheet recording [S:\Election-Specific Information\L&A\2013--keep until 2019\2013 Primary\2013 Date-Time Prim Schedule.xlsx](file:///S:\Election-Specific%20Information\L&A\2013--keep%20until%202019\2013%20Primary\2013%20Date-Time%20Prim%20Schedule.xlsx) . This is the document that tracks all testing schedules and documents received. You are welcome to add additional information such as travel arrangements.
* Hard copy files, including certificates checklists and addendums are located in the C&T work cubicle.

**What do I need to do before I begin my test route?**

1. OSOS preparation
   1. Calculate your travel arrangements and travel times. Be sure to add lunch and downtime for road construction, slow moving vehicles and potty stops. Do not arrive late to the test!!!
   2. Review the test plan and sample ballot for issues/candidates/order and pattern.
   3. Access test schedule spreadsheet [S:\Election-Specific Information\L&A\2013--keep until 2019\2013 Primary\2013 Date-Time Prim Schedule.xlsx](file:///S:\Election-Specific%20Information\L&A\2013--keep%20until%202019\2013%20Primary\2013%20Date-Time%20Prim%20Schedule.xlsx) and log in that the county has been contacted and the test materials are received and in the folders (last two columns).
2. OSOS to County preparation:
   1. Confirm L&A travel schedule with your counties. If you are on a route, send the entire route to all of your counties. That way, they know where and how to contact you at the last minute. They will also understand the ramification of last minute changes.
   2. Verify county has provide a sample ballot & test plan 14 days prior to the test date. This information is usually emailed and stored on the [Shared Drive](file:///S:\Election-Specific%20Information\L&A\2013--keep%20until%202019\2013%20Primary\County%20Folders) in the county's folder.

3. Before your test - for every county you are testing. You will need these documents at the test:

* Anticipated test results (you do not need to print out the entire test pattern if it is precinct by precinct)
* All documents in the county's file (go to C&T work cubicle).
* Directions to the county elections department (may differ that the Auditor's Office)

**What do I do?**

Surprisingly, you do very little. Your role is normally that of the observer - unless something goes wrong.

* Show up on time. (No more than 15 minutes before the test.)
* Introduce yourself and ask where the administrator wants you to stand/sit.
* Verify the number of machines being tested. Although each machine slated for use in the election must be tested, you may wait until you have an accumulation of the totals to verify the test results.
* Every tabulator must be tested for write-in, over and under votes.
* Now, follow the checklist!!

**What if the test results don't match?**

The process is as follows:

1. The test deck may be mismarked. The county administrator will do a manual count of the race(s) not matching. If the manual count ballots /votes remains a mystery go to Step 2.
2. Isolate the test results for each machine tested. It may be that only one machine is not properly tabulating.
3. Explain to all observers that you are able to certify any machine that shows correct tabulation according to the test results (either manual or planned), do not certify any machine that fails.

**Test Pattern Minimum Requirements**

For all races/measures

First response= same number of votes as precincts/precinct parts in that race

Second response = 2 votes total

Third response = 3 votes total

Forth response = 4 votes total

Continue with this pattern for additional response.

One write-in vote (usually accounted for by an additional response or a ballot marked entirely as write-ins)

One over voted race

One blank ballot - except for Hart systems.

Test patterns submitted may vary, but must meet the minimum requirements for all machines tested. If you have any questions please ask someone in C&T about the appropriateness of the pattern.