

Closing the ballot tabulator practice

Complete the following steps. If necessary, use your Manual or other training materials as a guide.

- Cast all four of your voted ballots, each in a different orientation (two of the ballots have errors, cast them as is).
- Using the **flat key**, open the **auxiliary compartment**.
- Ensure that there are no voted ballots in the **auxiliary compartment**.
- Using the **flat key**, close and lock the **auxiliary compartment**.
- Using the **barrel key** open the **memory stick compartment** (next to the **printer compartment**).
- Press the **blue lever** to open the **printer compartment** and unroll the **thermal tape**.
- Close the **printer compartment**, ensuring that the **thermal tape** is aligned properly for printing.
- Hold down the **Close Poll** button inside the **memory stick compartment** for five seconds, then release.
- Press the **Close Poll** button on the **screen** (a **Ballot Status Accounting Report** and **Voting Results Report** will print).
- Press **Begin Modem Process** on the **screen**
 - After a few minutes an error message will display because this is a training election; on Election Day, the screen will say “**Successfully sent results,**” “**Failed, results not sent,**” or display an error message. On Election Day if results fail to send and/or an error message displays, call **Election HQ**.
- Press **Ignore and Continue**.
- Press **Exit**.
- Press **Finished – Turn Off** on the **screen**.
- Tear off the tape from the printer.
- Sign the affidavit on the bottom of the **Voting Results Report**.
- Find three other judges and have them sign the **Voting Results Report**.
- Fold up the tape (**don’t** roll it up) so that the precinct information is visible on the front.
- Using the **barrel key**, lock the **memory stick compartment**.
- Gently shut the **screen** by pulling it forward and pushing it down.
- Using the **barrel key**, lock the **screen** into place.
- Close the **clamshell** by pulling it down, securing the two latches on its front, and locking it with the **flat key**.
- Unplug the **power cord**.
- Neatly secure the **power cord** in the left side of the **power cord compartment** on the rear of the ballot tabulator.
- Shut and lock the **power cord compartment** using the flat key.
- Using the **flat key**, open the **ballot box**.
- Remove the voted ballots and place them on the top of the ballot tabulator.
- Using the **flat key**, close and lock the **ballot box**.
- One member of the group: take the **Voting Results Report** with you back into the classroom.

Quiz

Answer the following questions. You may use your Manual or other training materials as a guide.

1. What time must Closers arrive at their assigned polling place on election night?
2. Who do Closers check in with when they arrive at their assigned polling place on election night?
3. What are the two key checklists used to guide judges through the closing of the polls? Where are these checklists found?
4. True or false, **two judges** are required to close down the ballot tabulator on election night?
5. True or false, when closing down the ballot tabulator on election night, **two party-balanced judges** are required to process ballots (if any) in the auxiliary compartment through the tabulator.
6. How many copies of the Results Tapes (Voting Results Reports) must be printed from the ballot tabulator on election night? How many election judges (at minimum) must sign each tape?
7. True or false, the first copy of the Results Tape should be separated from the Zero Tape (Zero Totals Report).
8. When placing the Results Tapes (Voting Results Reports) into the appropriate Return Envelopes on election night, each tape must be:
 - a. Folded up with the precinct information facing outward.
 - b. Rolled up.

9. On election night, how many election judges (at minimum) must sign over the seal of each of the Return Envelopes
10. Fill in the blanks: voted ballots are placed into _____, which are then sealed using one _____ seal, and two _____ seals. The two _____ (seals) are then signed by _____ judges (at minimum).

Voter statistics worksheet

Complete the following activity and respond to the following questions. You may use your Manual other training materials as a guide.

1. The information below is needed to complete the Voter Statistics Worksheet. Next to each item write where to obtain (or how to obtain) this information in the polling place.
 - Number of persons registered at 7am:
 - Total number of Election Day registrations:
 - Total number of Voter's Receipts:
 - Total number voting (Public Count):
 - Number of spoiled ballots:
 - Number of duplicated ballots:
2. When the Voter Statistics Worksheet is complete, which Return Envelope is it placed into?