

Testing of ACCUVOTE Electronic Ballot Counting Device

TO: Town and City Clerks and Moderators

FROM: Secretary of State's Office

Please follow the instructions pursuant to RSA 656:42, VIII, 8(e) to test the ballots for election day.

1. Post notice of the day, time and location where the pre-election testing of the electronic ballot counting device will be held.
2. Fifty (50) extra ballots are being sent with your official ballots for use in testing the devices. Remove them from the box of ballots and keep them separate and secure from the remaining official ballots.
3. The clerk should mark any ballots used for testing with the words "TEST."
4. The clerk shall mark the test ballots in such a way as to demonstrate a vote for each candidate on at least one test ballot, as well as votes for less than and more than the number of candidates that may be voted for an office, write-ins, multiple votes for a candidate who appears in more than one party column for the same office [on a general election ballot], and ballots on which there are no votes. The clerk shall mark as many as possible of the combinations of choices that a voter may indicate on the ballot.
5. Run each of the test ballots through the counting device in the following orientations: Top first with side one face up, bottom first with side one face up, top first with side one face down, and bottom first with side one face down.
6. Hand count the votes marked on the test ballots that are run through the electronic ballot counting device and multiply the results by 4 to account for the 4 different orientations. Check these results against the tally from the electronics ballot counting device.
7. If the electronic ballot counting device's tally does not match the count of the clerk, the clerk shall notify the moderator, who shall order that the electronic ballot counting device not be used at the election.

This test should be completed no later than Wednesday September 5, 2018. Any computer problems, including tabulation errors and mechanical failures must be reported to this office and to LHS immediately. Results should be preserved by the clerk as indicated below.

8. The clerk shall document the pre-election test by **preserving**:
 - a) the test ballots;
 - b) the hand count of votes on the test ballots made by the clerk;
 - c) the results from the electronic ballot counting device that was tested.
9. The clerk shall test all electronic ballot counting devices and memory cards in the possession of the town or city.
10. Prior to placing the electronic ballot counting device or any memory card into service in an election, the moderator shall certify that there is evidence that pre-election testing was conducted on each electronic ballot counting device and each memory card in the town or city clerk's possession, and that these devices and cards have passed the test.