

Election Inspectors Training and Certification, Part 2
Written Test (in lieu of attending the 6/23/16 or 7/12/16 trainings)

Score: ____ / 80

Opening the Polls

Q: Administered by the Chairperson to all Election Inspectors: _____.

Q: The serial and seal numbers of these machines are verified with the serial and seal numbers recorded on the Clerk's Preparation Certificate: _____, and _____.

Q: The tabulator should face this direction in order for the voter to cast his or her ballot in secrecy:



Front of Tabulator

_____.

Q: This is done by comparing all offices, candidates and proposals against an official ballot and an instruction ballot: _____.

Q: You should verify that all 3 of these compartments are empty and locked before the polls open:
1) _____, 2) _____, and 3) _____.

Q: After comparing the ballot and ensuring that the vote totals and public counter are set to zero, all election inspectors MUST sign these 2 items: _____, and _____.

Q: A test ballot should be printed from this machine and verified that all marks are made within the target areas for each vote position: _____.

Q: Prior to running a test ballot for the AutoMark, this item should be removed from the ballot: _____.

Q: The test ballot from the AutoMark machine should be placed in what envelope? _____.

Q: What time is the official opening of the polls? _____.

Processing Voters

Q: How many Election Inspectors from different political parties may enter a voting station to assist a voter if requested? _____.

Q: This is used to confirm the voter's identity: _____.

Q: All voters who do not possess acceptable photo ID must sign this document:
_____.

Q: Completed affidavits should be placed in what envelope? _____.

Q: Finish this sentence ... A voter who does not possess photo ID and refuses to sign the affidavit ...
_____.

- Q: Finish this sentence ... A voter who claims to have photo ID, but refuses to show it _____.
- Q: This item is given to the voter and contains the ballot and the application to vote paper clipped at the top: _____.
- Q: Whenever a voter receives help to vote his or her ballot, a complete record of the matter must be made in what section of the EPB/Poll Book? _____.
- Q: The election inspector stationed at the verification table checks to see that the ballot serial number matches the ballot number recorded on this document: _____.
- Q: Under no circumstances is a voter allowed to leave the polling place with any portion of this item ... including the stub: _____.

Voters Who Have Moved & Provisional Ballots

- Q: True or False ... A registered elector who moves within the same city or township who fails to submit an address change prior to the election can vote one last time in the precinct where he or she is registered. (Circle the correct answer)
- Q: A registered elector who moves from one Michigan City or township to another Michigan city or township (who fails to reregister in the new city or township) can vote one last time in the precinct where registered if the move was made within how many days? _____.
- Q: In what envelope should the election day change of address and cancellation authorization be placed? _____.
- Q: If a voter moved 60 DAYS or MORE BEFORE THE ELECTION, (and failed to reregister) the voter may not vote in the precinct and is NOT issued a ballot. The inspector includes a note to the local clerk in the local clerk envelope detailing the incident. The voter's application to vote is NOT spindled, and is included with the note to the Clerk. What else should you inform the voter to do? _____
_____.
- Q: What is another name for the ballot issued to a voter whose name does NOT appear on the precinct registration list or EPB list? _____.
- Q: Name the 2 types of Provisional Ballots: 1) _____, and 2) _____.
- Q: Explain one of the exceptions to the Provisional Ballot procedure form that permits a voter to vote under regular procedure: _____
_____.
- Q: What is another exception to using the Provisional Ballot procedure form? _____
_____.
- Q: What type of provisional ballot is NOT deposited in the precinct's tabulator on election day? _____.
- Q: True or False ... Both the Provisional Affidavit Ballot and the Provisional Envelope Ballot are treated as "challenged" ballots. (Circle the correct answer)

Ballot Issues & Processing AV Ballots in the Polls

Q: True or False ... If a voter's ballot is rejected in the polls by the tabulator, the Election Inspector may view the voter's ballot in an attempt to identify the voting error involved. (Circle the correct answer)

Q: If a voter spoils his or her ballot they may obtain a new ballot following the "Spoiled Ballot Procedure" ... Please explain this procedure. _____

_____.

Q: When a voter deliberately shows any person in the polling place how he or she voted, this ballot is void and must be rejected; you cannot permit the voter to vote again in the election. What type of ballot is this? _____.

Q: If a voter is unwilling to re-vote a defective ballot (corner ripped off the ballot), where are you going to place that ballot and what process will you use to ensure that the voter's votes will be counted?

_____.

Q: True or False ... Absentee ballots may be processed throughout election day as time permits using at least two election inspectors from different political parties. (Circle the correct answer)

Q: Name the 3 steps used by election inspectors to determine the legality of an AV ballot.

1) _____;

2) _____;

3) _____.

Q: True or False ... Election inspectors should remove multiple AV ballots from their secrecy envelopes and place them in one secrecy sleeve until ready for tabulation. (Circle the correct answer)

Q: Return all absentee ballot envelopes (whether opened or not) to the clerk after the polls close ... in what envelope provided in your precinct kit? _____.

Q: True or False ... If an absentee ballot is rejected by the tabulator, it will be necessary to visually inspect the ballot to determine the appropriate course of action. (Circle the correct answer)

Q: True or False ... Ballots may be duplicated throughout election day as time permits as long as two election inspectors from different political parties are handling the duplication process. (Circle the correct answer)

Campaigning at the Polls/Exit Pollsters, etc.

Q: Campaigning and solicitations are not allowed within how many feet of any doorway being used by voters to enter the building in which a polling place is located? _____.

Q: Can an election inspector ask voters to remove campaign buttons or cover up clothing bearing a campaign slogan or a candidate's name? _____.

Q: How often should an election inspector check voting stations for campaign materials left behind by voters? _____.

Q: True or False ... A voter may park a car or other vehicle bearing campaign materials within 100 feet during the time he or she is voting. (Circle the correct answer)

- Q: Can a voter use their cell phone while in a voting station? _____.
- Q: Exit pollsters must remain at least how many feet from the entrance of the building? _____.
- Q: Can exit pollsters question voters entering the building? _____
- Q: True or False ... An election is an open process that may be observed by any interested person. (Circle the correct answer)
- Q: The term used to describe persons, other than qualified challengers, who want to observe the election process: _____.
- Q: Which has the right to stand or sit behind the processing table ... a poll watcher or challenger? (Circle the correct answer)
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- ### **Write-in Candidates and Precinct Delegates**
- Q: True or False ... The names of write-in candidates can be displayed inside the polling place. (Circle the correct answer)
- Q: An individual who wishes to seek nomination or election with write-in votes is required to file this document with the appropriate election official by 4:00 pm on the second Friday preceding the election: _____.
- Q: Who is responsible for notifying the precinct board of any write-in candidates who have filed a Declaration of Intent? _____.
- Q: True or False ... A write-in vote cast for an individual who has NOT filed a Declaration of Intent shall be recorded in the "Write-in Section" of the poll book exactly as they were cast. (Circle the correct answer)
- Q: Write-in votes are not processed or tallied until after what time? _____.
- Q: True or False ... Precinct delegate candidates may file a Declaration of Intent with their board of election inspectors on the date of the August Primary any time prior to the close of the polls. (Circle the correct answer)
- Q: True or False ... A write-in vote cast for a precinct delegate candidate who has NOT filed a Declaration of Intent counts and shall be placed in the booklet entitled "Delegates Elected to County Convention". (Circle the correct answer)
- Q: True or False ... Candidates elected to precinct delegate positions are certified to the County Clerk by the precinct board responsible for counting the ballots. (Circle the correct answer)
- Q: True or False ... The precinct delegate results, certified by the precinct board, are considered unofficial vote totals until the Board of Canvassers certified the election. (Circle the correct answer)
- Q: Name the envelope that the "Delegates Elected to County Convention" booklet is placed in once the certificate of election inspectors is completed and signed: _____.

Closing the Polls

- Q: Every voter standing in line at this time MUST be permitted to vote? _____
- Q: True or False ... The doors to the polling place must be locked in order to assure the orderly completion of the precinct's records. (Circle the correct answer)
- Q: True or False ... After the polls close, the precinct workers should verify that all valid absent voter ballots have been tabulated. (Circle the correct answer)
- Q: What bin should be checked to ensure that there are no ballots requiring duplication? _____.
- Q: The number of voters according to the E-Pollbook (List of Voters) should equal the number of ballots according to what device? _____.
- Q: If the number of voters according to the E-Pollbook does not equal the number of ballots according to the tabulator, what other document can you use for verification purposes? _____.
- Q: After verifying that the number of ballots tabulated equals the number of voters according to the E-Pollbook, the election inspectors should generate what document and how many?
_____, _____.
- Q: How many precinct workers are required to sign the copies of the tabulator total tape?
_____.
- Q: After the close of the polls, 2 inspectors representing different political parties shall secure ballots in an approved container and record the seal number on the ballot container certificate and where else?
_____.
- Q: Materials that are secured in the approved ballot container include: Used (voted) ballots, #4 Spoiled Ballot Envelope, #5 Original ballots for which duplicates have been made, #9 Defective Ballot Envelope, and what else? _____.

Closing the Polls Continued

- Q: The tabulator totals tape and a copy of the proposal language (if appropriate) are to be attached to what document? _____.
- Q: Name the report that documents the total number of ballots assigned to the precinct and how each ballot was used: _____.
- Q: What envelope shall contain the E-Pollbook and Statement of Votes, and the List of Delegates Elected (if an even Year Primary election)? _____.
- Q: All envelopes used on election day shall be securely sealed with a red gummed seal which has been properly completed and initialed by who? _____.
- Q: What envelope shall contain the Statement of Votes (with zero totals tape attached), the AutoMark test ballot, applications to vote on spindle, address change forms, authorization to cancel forms and notes regarding election day activities? _____.

Q: The E-Pollbook flashdrive shall be sealed into an approved ballot container and given to whom?

_____.

Q: The #10 AV envelopes contain the absentee ballot applications to vote, the absentee ballot return envelopes, the absentee ballots surrendered by voters who voted in person and should be delivered to who? _____.

Q: What envelope is addressed to the local clerk and contains the Provisional Ballot form/envelopes?

_____.

Q: A written manual should be readily available for use by Election Inspectors on election day to assist in Managing Your Precinct?

_____.

Q: Who are you required to call if your ballot summary does NOT match? _____.