

# Voting System Acceptance Testing

## Scanner Testing



Unit Serial Number	
Unit Asset/Identification Tag Information	
Software/Firmware Version	
Date of Test	
Test performed by	

**Examination instructions:** If during any of the three examinations the response of “No” is indicated, the acceptance test should stop and the issue resolved. The unit should then be re-examined before deployment.

### Physical and Visual Examination

All required components (e.g., cords, media devices, ballot storage containers, printers, etc.) are included with the scanner unit as described in the lease documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Detail items not provided:</b>	
Equipment and equipment components including power cords or cables are free from physical defects, cracks or dents. Record accordingly any damage and, if necessary, repair or replace.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Detail damaged items:</b>	
The ballot storage container functions correctly (i.e., doors open, doors latch, etc.) and is capable of being sealed with tamper-evident/security seals.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The unit's media ports are capable of being sealed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The unit and functional components are labeled with the proper asset or identification tags.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The report printer is loaded with paper and is capable of being sealed.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Diagnostic Examination

The correct Federal and State certified version of firmware and/or software is installed on the device.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The correct date and time are displaying on the device. If not, update accordingly.	<input type="checkbox"/> Yes <input type="checkbox"/> No, date and time cannot be updated.
The date and time will automatically adjust to time changes due to daylight savings time changes. If not, program to automatically update.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disconnect A/C power from the device. Ensure it operates using only battery power. Determine and record the charge status of the battery using the device settings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Detail charge status or percentage of battery life:</b>	

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The system controls that adjust screen brightness, intensity, and contrast function correctly and as expected.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### Functional Examination

All buttons or display options function correctly and allow for proper navigation from screen to screen or option to option. Calibrate as necessary per the vendor requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insert media loaded with an election for testing purposes. The device recognizes that the media is inserted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The unit starts up properly and as expected per manufacturer/vendor documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The unit is set to zero and prints a report demonstrating that the unit has zero results.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The report printer functions properly and prints a report with fully readable text (i.e., size and quality).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using a pre-marked test deck, scan each type of ballot or votes cast record that will be used by the jurisdiction. Scan the ballots ensuring that the following scenarios are tested: <ul style="list-style-type: none"> <li>• A contest that is over-voted.</li> <li>• A contest that is under-voted.</li> <li>• A contest that is a write-in candidate.</li> <li>• A completely blank ballot.</li> <li>• The ballot is scanned using all four orientations (i.e., front of ballot facing up, top of ballot first, front of ballot facing up, bottom of ballot first, front of ballot facing down, top of ballot first, front of ballot facing down, bottom first).</li> </ul>	<input type="checkbox"/> Yes, ballots scan as expected.  <input type="checkbox"/> No, ballots do not scan as expected.
<b>Detail any issues with the test:</b>	
If the scanner allows for various types or weights of paper to be scanned, test all possible paper variations. The ballots scan properly without binding or other issues.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Only one ballot should be scanned at a time – multiple sheets should be rejected and a warning should appear on the display.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The unit provides the proper warnings/messages to voters based on the manner in which each contest/ballot was marked.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All counters, including the master or “protective” counter are increasing and displaying properly.	<input type="checkbox"/> Yes <input type="checkbox"/> No
After closing the election, the unit produces a printed results report.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Results report matches the pre-determined results.  <i>It is recommended that the media device is loaded into the election management system and the information on the media device imported to review that the results match the unit's printed results report.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unit zeroed out and turned off.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Media is removed from the device.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**FRANK LAROSE**  
Ohio Secretary of State



## General Comments and Notes:

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