



2020 Basic Election Judge Training

Activity Packet – City of Hopkins

Hennepin County Elections, Election Judge Training Workgroup
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Opening the polls

1. When setting up the polling place room/area, which of the following factors need to be considered:
 - a. Traffic Flow
 - b. Voter Privacy
 - c. Access
 - d. All of the Above

2. **TRUE** or **FALSE**?
All judges must take the oath and sign the Official Precinct Certification Form, regardless of what shift they are working.

3. **TRUE** or **FALSE**?
You need to use two (2) ballots to test the AutoMARK in the morning. One will be inserted into the AutoMARK, and the other will be used to compare the order of offices and candidates.

4. What should you do with the ballots used to test the AutoMARK?
 - a. Insert them into the ballot counter and cast them as blank ballots
 - b. Put them in the supply box
 - c. Use them as the first two ballots issued to voters once the polls are opened
 - d. Spoil both ballots and mark them each as "AutoMARK Test Ballot"

5. When setting up the poll book station, the order of setup should be:
 - a. Hotspot; Printers, Pollbooks
 - b. Pollbooks; Hotspot; Printers
 - c. Printers; Hotspot; Pollbooks
 - d. Pollbooks; Printers; Hotspots

6. If the "Public Count" on the ballot counter is any number other than 0 when you turn it on in the morning, you should:
 - a. Proceed as normal
 - b. Put that number of ballots in the ballot box
 - c. Contact Election Headquarters immediately for guidance
 - d. Postpone the opening of the polling place

7. **TRUE** or **FALSE**?

When comparing the ballot and the Zero Tape, the offices and candidates must match in both order and in spelling.

8. **TRUE** or **FALSE**?

After the Zero Tape prints when you are opening the polls on the ballot counter, you should tear it off.

9. When you open the polls at 7 am, what should be in the ballot box?

- a. Unopened Packs of Ballots
- b. Extra Election Day Supplies
- c. The Two AutoMARK Test Ballots
- d. Nothing

10. **TRUE** or **FALSE**?

If you finish polling place setup before 7 am, you should open the polls early

11. **TRUE** or **FALSE**?

You can open the polls later than 7 am if you are having technological difficulties or if there are no voters waiting in line outside the polling place

12. Once you have been assigned your role in the polling place, you should:

- a. Review the corresponding duty card or section in the Election Judge Guide as time permits
- b. Make sure you have all the supplies you need
- c. Ask any questions you may have about the duties and responsibilities
- d. All of the Above

13. How many sample ballots must be posted near the entrance to the voting room?

- a. None
- b. One
- c. Two – Each at a Different Height
- d. As Many as Deemed Appropriate

General rules & procedures

1. **TRUE** or **FALSE?**

A voter can wear campaign materials tied to a party, candidate, or issue/question that is NOT on the ballot.

- a. True
- b. False

2. Party balance is required for all of the following polling place tasks except:

- a. Curbside Voting
- b. Initializing Unmarked Ballots
- c. Duplicating Ballots
- d. Emptying the Ballot Box
- e. Helping a Voter with Mark Their Ballot

3. When are news media permitted in the polling place?

- a. Between the hours of 9 am and 3 pm
- b. Any time during polling place hours, as long as they have a written letter of permission from election officials
- c. Any time during polling place hours, as long as they present their media ID and credentials to the Head Judge
- d. Only when there are no voters in the polling place

4. **TRUE** or **FALSE?**

Election judges should have political discussions in the polling place.

5. **TRUE** or **FALSE?**

Exit polling may be conducted inside the room where the polling place is located.

6. Which of the following devices may election judges use while working in the polling place?

- a. Cell phone
- b. Laptop
- c. e-Reader
- d. None of the Above

Greeter Judge

1. As the Greeter Judge, you should (select all that apply):
 - e. Maintain traffic flow
 - f. Verify that voters are in the correct precinct
 - g. Answer questions from non-registered voters regarding ID requirements for Election Day registration
 - h. Make sure that all required signage is posted

2. The Greeter's List contains
 - a. Suggested greetings for voters who enter the polling place
 - b. The name and address of every registered voter in the precinct
 - c. The address of every polling place in the city
 - d. Descriptions of each of the Greeter Judge's duties

3. **TRUE** or **FALSE**?

If a voter is not in the Greeter's List, you should use the Precinct Finder to verify that they are at the correct precinct/polling place.

4. **TRUE** or **FALSE**?

If weather is inclement, you should ensure that the line of voters is contained to inside the building.

5. **TRUE** or **FALSE**?

If any voters enter the polling place wearing prohibited campaign materials, you should ask them to remove said materials or turn them inside out.

Checking in registered voters

1. How many letters of a voter's first and last name should you search in the poll book?
 - a. 3
 - b. 4
 - c. 5
 - d. Type the entire first and last name

2. The rosters on your poll books will include the voters registered in:
 - a. Your precinct
 - b. Your city
 - c. The county
 - d. The state

3. **TRUE** or **FALSE**?
If you are unsure how to spell a voter's name, you should ask them for clarification on spelling so that you know what search terms to enter.

4. Examples of poll book notations include:
 - a. Challenged
 - b. AB
 - c. Deceased
 - d. Both A and B

5. If you are having difficulty finding a voter on the poll book just by searching for their first and last name, you should try searching by:
 - a. Their date of birth
 - b. Middle name only
 - c. Address
 - d. Both A and C

6. Which of the following are reasons to fill out the Roster Correction Form? (Select all that apply.)
 - a. Name misspelled
 - b. Date of birth missing
 - c. Date of birth incorrect
 - d. Duplicate record
 - e. All of the Above

7. **TRUE** or **FALSE**?

If a registered voter insists on showing you their driver's license, do not inspect it but instead scan the barcode to search for them in the poll book, then return it to the voter once a voter record is found.

8. **TRUE** or **FALSE**?

At the Voter Confirmation screen, you should turn the poll book towards the voter and ask them to review and confirm the information displayed.

9. When you check in a registered voter, how many pieces of paper will print out on the Pollbook?

- a. 1
- b. 2
- c. 3

10. **TRUE** or **FALSE**?

Before being given the Voter's Receipt, the voter must sign the Voter Signature Certificate.

Registering voters

1. **TRUE or FALSE?**
You should manually enter street addresses when registering voters on the poll book.

2. If a registered voter in the precinct moves to a new address in the precinct, or changes apartment/unit numbers at the same street address, what is the simplest proof of residence option they can use?
 - a. A driver's license with the new address
 - b. A recent bill or statement with their name and new address on it
 - c. A voucher
 - d. Valid registration in same precinct

3. **TRUE or FALSE?**
A receipt for a driver's license (Temporary License) can be used for both the identification and the proof of residence steps of the registration process.

4. **TRUE or FALSE?**
For the "combo" category of proofs of residence, a voter may show one of the approved documents (e.g. a bill, account statement, or start of service statement) on an electronic device such as a tablet or phone.

5. Which of the following would not be acceptable documentation to register?
 - a. Receipt for a driver's license (Temporary License)
 - b. Driver's license w/ previous address and a current bank statement
 - c. State ID and a lease agreement
 - d. Store charge card and a property tax statement

6. **TRUE or FALSE?**
If a voter was vouched for in order to register on Election Day, they can then vouch for someone else.

7. When you scan a driver's license being presented, the poll book will autopopulate the:
 - a. Name, date of birth, and ID number
 - b. Name and address
 - c. Name and date of birth
 - d. Name only

8. **TRUE** or **FALSE**?

At the Voter Confirmation screen, you should turn the poll book towards the voter and ask them to review and confirm the information displayed.

9. When you register a new voter or update the registration of a voter, how many pieces of paper will print out on the Pollbook?

- a. 1
- b. 2
- c. 3

10. **TRUE** or **FALSE**?

Before being issued the Voter's Receipt, the voter must sign both the Voter Registration Application (Election Day Registration Application) and the Voter Signature Certificate.

Challenges

1. Who can challenge the eligibility of a voter to vote in the precinct?
 - a. A candidate in the election
 - b. Only the City Clerk
 - c. An authorized challenger, election judge, or voter in that precinct
 - d. None of the above

2. **TRUE** or **FALSE**?

If a voter you are processing has a challenge notation on their record, you should notify the Head Judge and proceed to ask the questions displayed on the poll book screen.

3. If a voter's answers to the questions regarding their challenge indicate they are eligible to vote, you should select:
 - a. Clear Challenge
 - b. Challenge Refused
 - c. Challenge Failed

4. If a voter's answers to the questions regarding their challenge indicate they are not eligible to vote, you should select:
 - a. Clear Challenge
 - b. Challenge Refused
 - c. Challenge Failed

5. If a voter is not willing to take the oath and answer the questions regarding their challenge, you should select:
 - a. Clear Challenge
 - b. Challenge Refused
 - c. Challenge Failed

6. **TRUE** or **FALSE**?

If a voter who has gone through the challenge process is marked as either "Challenge Refused" or "Challenge Failed" they can come back to the polling place later in the day to go through the process again.

Demonstration Judge

1. **TRUE** or **FALSE**?
You can use an official ballot to demonstrate the ballot-marking process to a voter.

2. **TRUE** or **FALSE**?
In a state primary, you should instruct voters to only vote for the candidates in one column (party) or the other.

3. What is a crossover vote in a partisan primary?
 - a. When a voter crosses off or erases one or more selections on their ballot
 - b. When a voter selects candidates of more than one party
 - c. When a voter for candidates of the party they generally do not agree with
 - d. None of the above

4. **TRUE** or **FALSE**?
It is okay for a voter to use a permanent marker they brought with them to mark their ballot

5. What is an overvote?
 - a. When a voter marks their candidate selection above the oval, rather than inside of it
 - b. When a voter casts more than one ballot
 - c. When a voter selects more candidates in a given race than is permitted
 - d. None of the above

Ballot Judge

1. After opening up a sealed pack of ballots, the first thing you should do is:
 - a. Throw away the packaging and put the ballots in the auxiliary compartment
 - b. Count the number of ballots in the pack and record that number on the Ballot Tracking Form – make sure to note any discrepancies
 - c. Have two judges initial each ballot
 - d. Put the ballots in the supply box and wait until they are needed

2. **TRUE** or **FALSE**?
You should notify your Head Judge when ballot supply gets low.

3. **TRUE** or **FALSE**?
A voter can continue to spoil their ballot and get replacements as long as they have not yet deposited their ballot into the ballot counter.

4. Which of the following are reasons for a ballot to be spoiled in a primary election:
 - a. An unvoted ballot abandoned at a voting booth
 - b. A ballot where the vote mistakenly selected candidates in both party columns
 - c. A ballot where the voter changed their mind and crossed out selections
 - d. All of the above

5. **TRUE** or **FALSE**?
You should issue a ballot to a voter even if they have not presented you with a Voter's Receipt.

Ballot Counter Judge

1. **TRUE** or **FALSE**?

If a voter brings in an absentee ballot that was mailed to them, you should allow them to vote that ballot and deposit it into the ballot counter.

1. When an error message appears on the ballot counter, the first thing you should do is:
- Shut down the ballot counter
 - Read the message on the screen and explain it to the voter
 - Have other voters in line place their ballots into the auxiliary compartment
 - Give the voter a new ballot

2. **TRUE** or **FALSE**?

When a voter error occurs, you must get verbal confirmation from the voter as to which action they want to take – either cast or return the ballot. Only once you get that confirmation should you proceed with an action.

3. If the ballot counter stops working because of a ballot jam or system error, what should you do until the problem is resolved?
- Have voters go home and come back later
 - Have voters put their ballots in the auxiliary compartment
 - Open the ballot box and have voters place their ballots inside
 - None of the above

4. **TRUE** or **FALSE**?

You should stand close enough to the ballot counter that you can see when an error message appears, but not so close that you can see voter's ballots as they are cast.

5. **TRUE** or **FALSE**?

If a voter leaves the polling place with their ballot, they can come back later to cast it.

Closing the polls

1. **TRUE** or **FALSE**?

A voter who is at their correct polling place may be permitted to vote as long as they are in line by 8 pm.

2. At the end the night, unvoted ballots should be:

- a. Sealed in a transfer case and brought back to City Hall
- b. Put in the supply box
- c. Secured in the ballot box
- d. Recycled

3. At the end off the night, voted ballots should be:

- a. Sealed in Ballot Transfer Case and brought back to City Hall
- b. Put in the supply box
- c. Secured in the ballot box
- d. Recycled

4. At the end of the night, the last thing you should shut down is/are the:

- a. Ballot counter
- b. AutoMARK
- c. Poll books
- d. They can all be shut down at the same time

5. **TRUE** or **FALSE**?

If you are having difficulty transmitting results, you should try moving the ballot counter to a place in the building that has a stronger signal and/or lift the antenna.