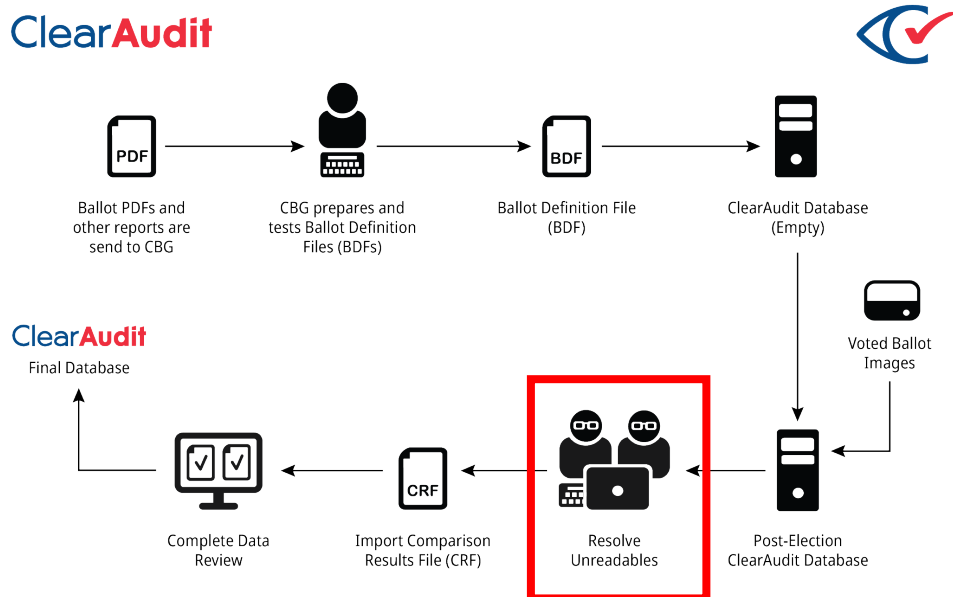


Training Guide for Adjudicators

ClearAudit



This diagram shows the workflow of the ClearAudit process.



The role of the Adjudicator, called out with a red box above, is to resolve unreadable ballots.

Resolving Ballots

1. Log into the server with the URL you have been given.
2. Choose the election that is assigned to you; you will be directed to the Dashboard.

Dashboard			
Election Data			
Election Phase	reviewing		
Ballot type	Dominion		
Approx ballot image dimensions	8.5" x 17.0"		
# Card styles	812		
# Contests	29		
# Choices	88		
# Parties	11		
# Counter groups	1		
# Election Districts	812		
# Election Districts and card styles	812		
Ballot Scanning Operations			
Scan date	2012-12-18		
Tabulation date	2014-12-30		
Tabulator software version	Version 1.0.5 2014-08-12 22:14:22		
# Scanners	2		
# Boxes scanned	30		
# Election Districts scanned	49 out of 812		
# Cards automatically adjudicated	7,713		
# Pages judged to be non-ballots	30		
# Unreadable cards (0.60% rate)	47		
# Pages scanned (ballots and non-ballots)	7,790		
Visual Resolution of Unreadable Cards			
Unreadable card images needing resolution			47
Unreadable cards resolved & adjudicated			0
Unvotable unreadable cards (could be resolved by rescanning 0 boxes):			
Ocluded or incomplete unreadable images			0
Scanned unreadable images with multiple overlapping cards			0
Unreadable resolved as a non-ballot			0
Unreadable cards			47
Card Reconciliation			
Comparison System			
Total cards cast (paper & touch screen)	113,631		
Cards cast on touch screens	0		
Cards cast on paper			113,631
ClearBallot System			
Cards automatically adjudicated			7,713
Initial tabulated card discrepancy			-105,918
Adjustments to card count for Unreadables & Modifications			
Unreadable cards			+47
Resolved as a non-ballot			0
Estimated additional cards in multiple overlapping cards			0
Adjustment to card count from visual resolution			+47



- Click on the red number next to Unreadable card images needing resolution located in the Visible Resolution of Unreadable Cards section of the Dashboard.
- On the Card Resolutions screen, use the **filter table** to type the ballot ID prefixes assigned to you for resolution. (In this example, ED-004 was entered)

Card Resolutions

Unresolved Cards

Filter table: ED-004

Show / hide columns

Card ID	Resolution Status	Unreadable Reason(s)
ED-004+10057	Not yet resolved	Wrong number of LEFT timing marks (61 at most, expected 59)
ED-004+10107	Not yet resolved	Wrong number of LEFT timing marks (61 at most, expected 59)

5 entries per page 1 to 2 of 2 (filtered from 47 entries)

First Previous Next FF Last

Copy CSV Print Table

- Click on the first Card ID to open the Card Resolutions Tool.

Card Resolutions

Unresolved Cards

Filter table: ED-004

Show / hide columns

Card ID	Resolution Status	Unreadable Reason(s)
ED-004+10057	Not yet resolved	Wrong number of LEFT timing marks (61 at most, expected 59)
ED-004+10107	Not yet resolved	Wrong number of LEFT timing marks (61 at most, expected 59)

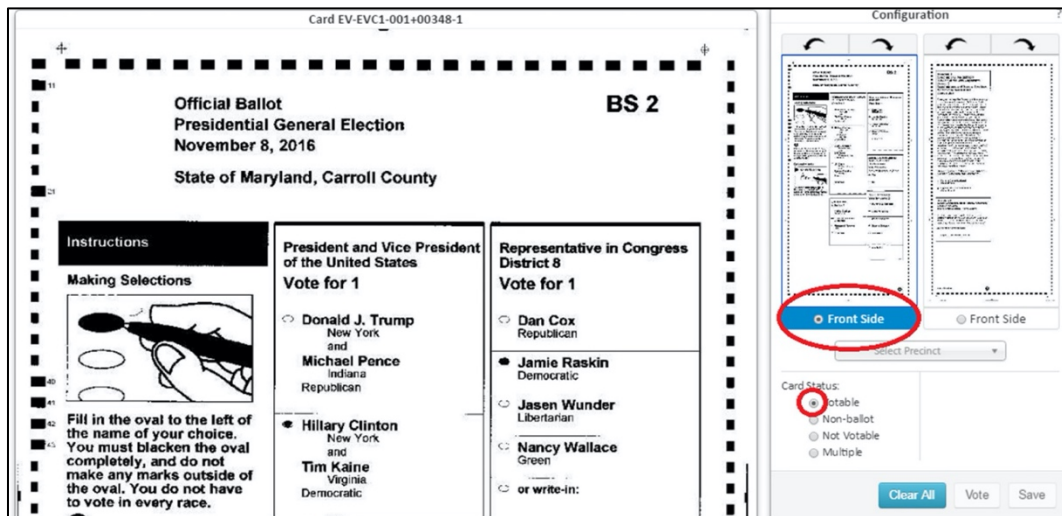
5 entries per page 1 to 2 of 2 (filtered from 47 entries)

First Previous Next FF Last

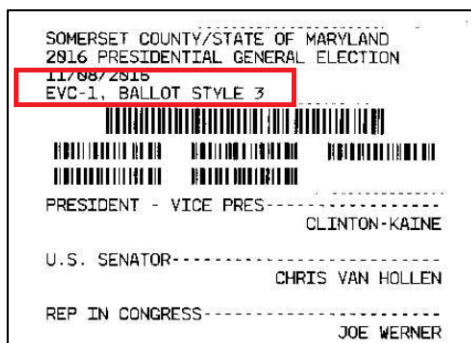
Copy CSV Print Table



7. Verify which of the two displayed images is the front side of the ballot card and select it



8. When the ballot image is from an ExpressVote machine, the image in the Card Resolutions Tool will look like this example below. Note that the Precinct/Ballot Style is shown at the top of the card.



9. Click **Select Precinct** to choose the correct Precinct/Ballot Style from the dropdown menu.
 - a. Look for information on the card image to verify your choice (Note the elements indicated with red ovals and arrows below)



The screenshot displays the adjudicator interface. At the top, a card ID 'Card EV-EVC1-001+0034-1' is circled in red. The main area shows a ballot card for the 'Official Ballot Presidential General Election November 8, 2016' in 'State of Maryland, Carroll County'. The ballot is divided into sections for 'President and Vice President of the United States' and 'Representative in Congress District 8'. A red arrow points to the text 'BS 2' on the right side of the ballot. On the right, a 'Configuration' panel is visible, showing a 'Select Precinct' dropdown menu with 'EV' selected. A red arrow points to the 'EV' option in the dropdown. Below the dropdown, there are buttons for 'Clear All', 'Vote', and 'Save'.

10. Next, If the ballot image is legible enough to be voteable, select that Card Status.
11. If the front of the card image has already been adjudicated by the system (because it was not unreadable) a message appears. Click "OK" to view and resolve the other side of the card

A dialog box with the text: 'This side was automatically adjudicated. Do you want to skip to the next side?'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangle.



The Contest editor opens and displays the choices for the first contest on the ballot.

12. Select this option when resolving an ExpressVote card

13. Using the ballot as a guide, recreate the voter's choices. DO NOT TRY TO DETERMINE THE VOTER'S INTENT. Select every oval you see on the voted ballot image, including overvotes, if applicable. You can use two methods to vote a contest—the mouse or the keypad.

14. DO NOT SELECT **Auto Advance**

15. With the mouse, you can click the choice oval

16. With the keyboard, you can type the number for the choice

17. When the contest is voted correctly, click **Next**.



18. If you are unsure about how to resolve the ballot you have in front of you, click the **BACK** button which is highlighted in black. Select the card status as **Not voteable**; the CBG QA staff will review it and resolve it later.

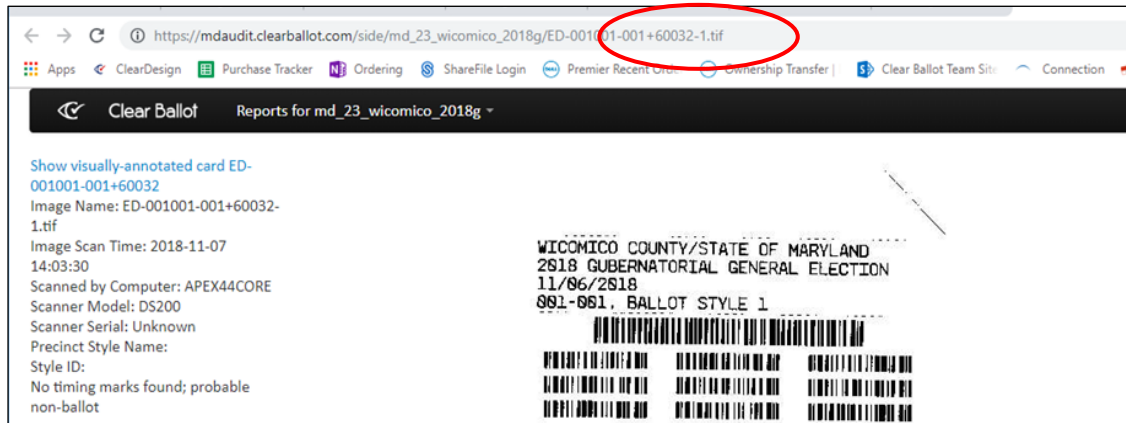
19. Compare the race being highlighted with the green bar on the left, to the race on the right side. Make sure the Race name matches. On longer ballots, the green bar doesn't always align perfectly with the race on the right.

20. When you reach the final contest on the ballot, the "Next" button is disabled. Vote or review that contest and then click **Save**.
21. You return to the full card image and a message indicates that the card has been resolved and you may go on to the next card to resolve.

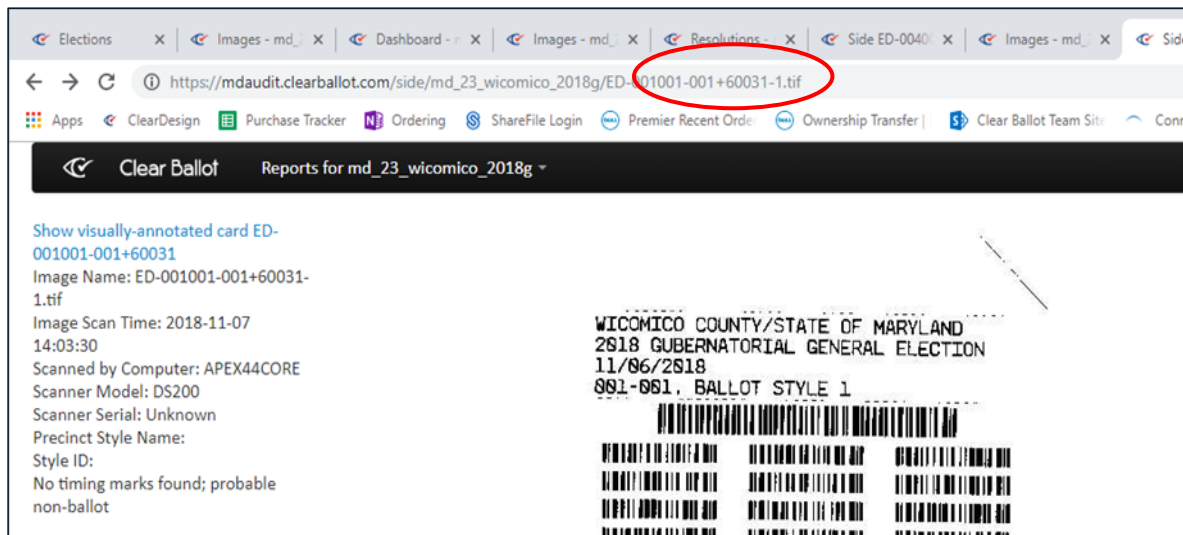
Express Votes on Multi-Card Ballots



1. When resolving Express Votes cards for elections where there are multiple-card ballots, after you select the ballot you need to resolve, a full image of the card will be displayed. However, the contests won't show up on the left side of the screen until you identify the precinct and card (1, 2 or 3). This identification of the card cannot be made until you find the one before or after it. You must look for the associated card to know which one your unresolved card is. Notice in the URL of the page number of the image ID. In the example below, it is 001001-001+60032-1.

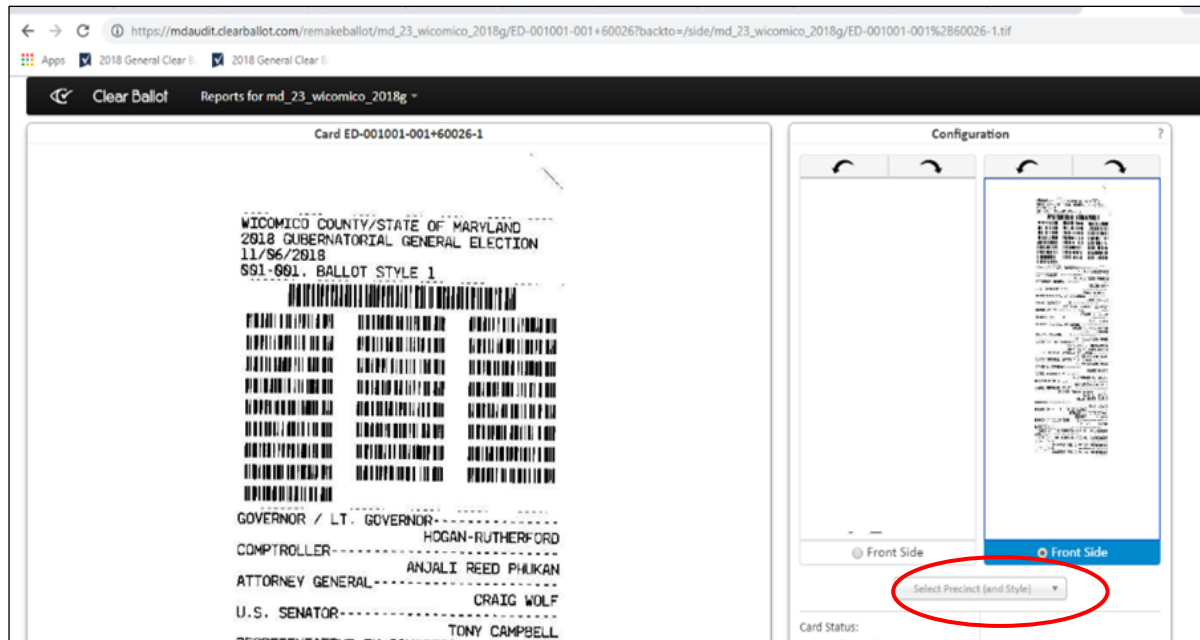


2. Find the Card's Twin by Changing ballot image ID in the URL. It should be one number away from your original image. In this example our original id is 60032 so you would try 60031 or 60033





- b. If the twin ballot was automatically resolved by the system you will see the results in the left hand most column. The contests that were resolved should tell you if it is card one or card two, (or card three).
- c. Then go back to your original ballot that you needed to resolve and resolve ONLY Card one or Card Two (or three), whichever one was not already tabulated. When you select your precinct, you will also select your card.



- 3. When adjudicating unreadable ballot cards with write-ins, only vote write-ins where the ovals are filled in and the name written in is for a certified write-in candidate. A list of certified write-in candidates will be provided for you.

If you have any concerns or questions about differences or irregularities you encounter, please notify the designated team member(s).