
**The South Carolina State Election
Commission**

**AccuVote-TSX Touch Screen
SAMPLE Acceptance Test Guide**

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Introduction

New voting equipment must go through a series of acceptance testing designed by the State Election Commission prior to being placed into operation. Acceptance testing is a critical piece in bringing new voting systems into operation and the certification process as stated in Article 33 of the election code. Failure to perform acceptance tests on new voting equipment will compromise the Local Board's ability to support and comply with stated acceptance testing regulations.

Scope

Acceptance testing for new voting equipment is designed, but not limited to the following components:

- Global Election Management System (GEMS)
- AccuVote Touch Screen (TSX) Voting Units
- AccuVote Optical Scan (OS) Voting Units

Acceptance tests are designed for the use of the Local Boards. The State Election Commission's role in acceptance testing is to provide Local Boards with the appropriate documentation for performing acceptance tests. The State Election Commission at any time may audit acceptance test records and have the authority to change the acceptance test documentation. If the State Election Commission changes any portion of the acceptance test documentation, the State Election Commission will notify the Local Boards of specific changes and distribute the updated documentation.

The successful completion of each step is critical to certifying new voting equipment. If the successful completion of any step is not possible, the equipment is considered suspect and additional testing is required. Suspect equipment should be placed in a separate area for additional testing and troubleshooting.

Prerequisites

Prior to performing any acceptance tests on new voting equipment, personnel testing the equipment must have background knowledge of the voting equipment and access to all components that comprise of the voting system. In addition the following equipment and supplies are required for completing acceptance test of all voting equipment:

AccuVote-TSX PC Memory Cards
AccuVote-TSX Supervisor Card
AccuVote-TSX Voter Access Card

Document Organization

This document contains the procedure to conduct the AccuVote-TSX (Touch Screen) acceptance test.. The acceptance test procedures for the AccuVote-OS (Optical Scan), GEMS software and fileserver, and the UPS are contained in a separate document.

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AccuVote-TSX Acceptance Test

The following checklist includes steps in conducting an acceptance test on the AccuVote-TSX voting unit. Follow the steps listed in order from 1 to 24. If you are not able to complete a step, note the problem in the "Successful" column. Use the "Successful" column to record the results of the instructions described in the Action Description column. As stated above, if any single step does not complete successfully, the equipment is considered suspect. Place the suspect equipment in a separate area for additional testing and troubleshooting.

Step	Action Description	Successful (Circle Response)
1	Verify that the South Carolina Certification Test Memory Card is in the bottom slot of the AccuVote-TSX voting unit.	Yes / No
2	On Pre-Election Testing Mode Screen, verify the count is set at zero.	Yes / No
3	Press REPORTING.	Yes / No
4	Press PRINT TOTALS Report. Verify that each voting position on the ballot has "0" votes. Leave the printout attached to the printer.	Yes / No
5	Press CLOSE.	Yes / No
6	Press TEST COUNT.	Yes / No
7	Place a ✓ in "Not Using Voter Card" by pressing the <input type="checkbox"/> . Press COUNT TEST.	Yes / No
8	Highlight (PRE2-CD3-HD1B-CCAB-BE4) under PRECINCT by touching until it is highlighted in blue.	Yes / No
9	Press the VOTE button.	Yes / No
10	Verify Screen reads ANYWHERE COUNTY, USA-SOUTH CAROLINA ACCEPTANCE TESTS. Press START.	Yes / No
11	Vote every possible voting position on the ballot by voting for each candidate position once, including casting a name in the write-in box. The first ballot vote all candidates with a (1) before their name. Press "Cast Ballot". Then press "Vote" again. The second ballot vote for all candidates with a (2) before their name, the third all candidates with a (3) before their name, and so on until you have cast 6 ballots. Bypass the questions on the 3 rd pass. For write-ins, use any three letters.	Yes / No
12	When all six ballots have been voted, press CLOSE.	Yes / No
13	Press CLOSE again in the Test Ballot Screen.	Yes / No
14	Press REPORTING.	Yes / No
15	Press PRINT TOTALS REPORT. Verify that the votes for each candidate position match the "6" Votes Tape printout on the next page. <u>If the votes do not match the "6" Votes Tape printout, stop the test and ask a supervisor for directions.</u> Leave the printout attached to the printer.	Yes / No
16	Press "Close."	Yes / No
17	Press TEST COUNT again, and then Press AUTOMATIC L&A. This will generate 22 Ballots. Press "Okay." Run the Automatic L&A Test a total of 9 times.	Yes / No
18	Press CLOSE from the Test Ballot Screen.	Yes / No
19	Press the REPORTING button again, then press the PRINT TOTALS REPORT button. Tear off the tape from the printer.	Yes / No
20	Verify that the votes for each candidate position match the "204" Votes Tape printout on the next page. <u>If the votes do not match the "204" Votes Tape printout, stop the test and ask a supervisor for directions.</u>	Yes / No
21	Press CLOSE. Remove printer tape. Fold and staple the printer tape to this form.	Yes / No
22	Remove the Memory Card from the unit and place with the group to be tabulated.	Yes / No
23	Shut down the unit by pressing the RED start button on the side, and lock both the side and printer compartment doors.	Yes / No

AccuVote-TSX Diagnostic Test

The following steps will test the AccuVote-TSX to ensure proper functionality. Please complete the information below prior to starting the diagnostic test.

County Name: _____
 Serial Number: _____
 Test Date: _____
 Tester Name: _____
 Tester Signature: _____

Step	Action Description	Successful (Circle Response)
1	Inspect for physical damage, such as a cracked screen or broken covers.	Yes / No
2	Plug TS unit into electrical source and raise screen.	Yes / No
3	Unlock MEMORY card compartment on right side of unit.	Yes / No
4	Insert a programmed PC MEMORY card into the bottom memory card slot. (Insert with "32" facing up.)	Yes / No
5	Power On by pressing the red start button.	Yes / No
6	Confirm that TS unit boots properly – the Windows CE 3.0 Desktop screen appears within 10-20 seconds followed by the initial Ballot Station 4.3.15C screen.	Yes / No
7	Unlock printer compartment and remove lid.	Yes / No
8	Insert Supervisor card. Enter password and touch "OK".	Yes / No
9	Press "System Setup".	Yes / No
10	Confirm Serial Number on Setup screen. The displayed serial number should match the Serial Number printed on the left hand side of the unit.	Yes / No
11	If the Serial Number is correct, proceed to Step 13. If it is not correct, place the unit to the "rejected" area.	Yes / No
12	Press "Set Date".	Yes / No
13	Press the arrows to set the correct month, year, and time. Be careful of AM & PM. Press the correct date on the calendar.	Yes / No
14	Select Eastern Time from the drop-down list. Click or unclick "Daylight savings time currently in effect" as appropriate.	Yes / No
15	Press "Apply" after setting date, time, and time zone or "OK" if no changes necessary. Press "OK" or "X" to exit.	Yes / No

AccuVote-TSX Acceptance Test

The following checklist includes steps in conducting an acceptance test on the AccuVote-TSX voting unit. Follow the steps listed in order from 1 to 24. If you are not able to complete a step, note the problem in the "Successful" column. Use the "Successful" column to record the results of the instructions described in the Action Description column. As stated above, if any single step does not complete successfully, the equipment is considered suspect. Place the suspect equipment in a separate area for additional testing and troubleshooting.

Step	Action Description	Successful (Circle Response)
1	Verify that the South Carolina Certification Test Memory Card is in the bottom slot of the AccuVote-TSX voting unit.	Yes / No
2	On Pre-Election Testing Mode Screen, verify the count is set at zero.	Yes / No
3	Press REPORTING.	Yes / No
4	Press PRINT TOTALS Report. Verify that each voting position on the ballot has "0" votes. Leave the printout attached to the printer.	Yes / No
5	Press CLOSE.	Yes / No
6	Press TEST COUNT.	Yes / No
7	Place a ✓ in "Not Using Voter Card" by pressing the <input type="checkbox"/> . Press COUNT TEST.	Yes / No
8	Highlight (PRE2-CD3-HD1B-CCAB-BE4) under PRECINCT by touching until it is highlighted in blue.	Yes / No
9	Press the VOTE button.	Yes / No
10	Verify Screen reads ANYWHERE COUNTY, USA-SOUTH CAROLINA ACCEPTANCE TESTS. Press START.	Yes / No
11	Vote every possible voting position on the ballot by voting for each candidate position once, including casting a name in the write-in box. The first ballot vote all candidates with a (1) before their name. Press "Cast Ballot". Then press "Vote" again. The second ballot vote for all candidates with a (2) before their name, the third all candidates with a (3) before their name, and so on until you have cast 6 ballots. Bypass the questions on the 3 rd pass. For write-ins, use any three letters.	Yes / No
12	When all six ballots have been voted, press CLOSE.	Yes / No
13	Press CLOSE again in the Test Ballot Screen.	Yes / No
14	Press REPORTING.	Yes / No
15	Press PRINT TOTALS REPORT. Verify that the votes for each candidate position match the "6" Votes Tape printout on the next page. <u>If the votes do not match the "6" Votes Tape printout, stop the test and ask a supervisor for directions.</u> Leave the printout attached to the printer.	Yes / No
16	Press "Close."	Yes / No
17	Press TEST COUNT again, and then Press AUTOMATIC L&A. This will generate 22 Ballots. Press "Okay." Run the Automatic L&A Test a total of 9 times.	Yes / No
18	Press CLOSE from the Test Ballot Screen.	Yes / No
19	Press the REPORTING button again, then press the PRINT TOTALS REPORT button. Tear off the tape from the printer.	Yes / No
20	Verify that the votes for each candidate position match the "204" Votes Tape printout on the next page. <u>If the votes do not match the "204" Votes Tape printout, stop the test and ask a supervisor for directions.</u>	Yes / No
21	Press CLOSE. Remove printer tape. Fold and staple the printer tape to this form.	Yes / No
22	Remove the Memory Card from the unit and place with the group to be tabulated.	Yes / No
23	Shut down the unit by pressing the RED start button on the side, and lock both the side and printer compartment doors.	Yes / No

"0" Votes Tape

** Summary Totals **	
PRESIDENT/VP	
RACE # 10	
Adams/Jackson	0
Adams/Vogel	0
Black/Vennik	0
Doolin/Meyers	0
Jeffrey/Petty	0
# Write Ins	0
REP CONGRESS D3	
RACE # 20	
Ronald Hall	0
Ron Holley	0
Brenda Lukie-Johnson	0
Paul Luther	0
# Write Ins	0
HOUSE OF DELEGATES 1B	
RACE #60	
Samuel del Marco	0
Richard DiSirena	0
Kevin O'Kelly	0
Kelly O'Malley	0
# Write Ins	0
COUNTY COMMISSIONERS A	
RACE # 90	
Rushern Frush	0
Charles X. Maxey	0
Peter Wood	0
# Write Ins	0
COUNTY COMMISSIONERS B	
RACE # 100	
Milton C. Curtis	0
Leon G. Lowenstein	0
# Write Ins	0
BOARD OF EDUCATION 4	
RACE # 110	
Todd Bailey	0
George Byrd	0
Shirley Cramer	0
Chris Wilson	0
# Write Ins	0
QUESTION 1	
RACE # 120	
FOR	0
AGAINST	0
QUESTION 2	
RACE # 130	
FOR	0

"6" Votes Tape

** Summary Totals **	
PRESIDENT/VP	
RACE # 10	
Adams/Jackson	1
Adams/Vogel	1
Black/Vennik	1
Doolin/Meyers	1
Jeffrey/Petty	1
# Write Ins	1
REP CONGRESS D3	
RACE # 20	
Ronald Hall	1
Ron Holley	1
Brenda Lukie-Johnson	1
Paul Luther	1
# Write Ins	1
HOUSE OF DELEGATES 1B	
RACE #60	
Samuel del Marco	1
Richard DiSirena	1
Kevin O'Kelly	1
Kelly O'Malley	1
# Write Ins	2
COUNTY COMMISSIONERS A	
RACE # 90	
Rushern Frush	1
Charles X. Maxey	1
Peter Wood	1
# Write Ins	1
COUNTY COMMISSIONERS B	
RACE # 100	
Milton C. Curtis	1
Leon G. Lowenstein	1
# Write Ins	1
BOARD OF EDUCATION 4	
RACE # 110	
Todd Bailey	1
George Byrd	1
Shirley Cramer	1
Chris Wilson	1
# Write Ins	2
QUESTION 1	
RACE # 120	
FOR	1
AGAINST	1
QUESTION 2	
RACE # 130	
FOR	1

"204" Votes Tape

** Summary Totals **	
PRESIDENT/VP	
RACE # 10	
Adams/Jackson	10
Adams/Vogel	19
Black/Vennik	28
Doolin/Meyers	37
Jeffrey/Petty	46
# Write Ins	55
REP CONGRESS D3	
RACE # 20	
Ronald Hall	10
Ron Holley	19
Brenda Lukie-Johnson	28
Paul Luther	37
# Write Ins	46
HOUSE OF DELEGATES 1B	
RACE #60	
Samuel del Marco	10
Richard DiSirena	9
Kevin O'Kelly	28
Kelly O'Malley	37
# Write Ins	101
COUNTY COMMISSIONERS A	
RACE # 90	
Rushern Frush	10
Charles X. Maxey	19
Peter Wood	28
# Write Ins	37
COUNTY COMMISSIONERS B	
RACE # 100	
Milton C. Curtis	10
Leon G. Lowenstein	19
# Write Ins	28
BOARD OF EDUCATION 4	
RACE # 110	
Todd Bailey	10
George Byrd	19
Shirley Cramer	28
Chris Wilson	37
# Write Ins	101
QUESTION 1	
RACE # 120	
FOR	10
AGAINST	19
QUESTION 2	
RACE # 130	
FOR	10

AGAINST	0
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AGAINST	1
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AGAINST	19
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Accumulation Of Acceptance Test Results

The following checklist includes steps to transfer the PC Memory card contents into GEMS. This is the final set of steps in performing acceptance testing on the AccuVote-TSX and AccuVote-OS.

Step	Action Description	Successful (Circle Response)
1	Upload the results into GEMS. Start by opening the database on the GEMS server. Click the Black "2" icon under the GEMS drop down menu.	Yes / No
2	This will bring up the AccuVote -TS Server. On the Ports tab click the Start button. This will allow the units to push the results into GEMS.	Yes / No
3	Click the Vote Centers tab. On this tab you will see a list of cards to be uploaded labeled by the Vote Center in which it resides. As the results are posted to GEMS the red arrow will be replaced with a green up arrow, this will let you now the results are now on the GEMS server.	Yes / No
4	Start with the Polling Vote Center memory cards. Go to the AccuVote -TSX unit you are uploading from (same as the unit you used to download).	Yes / No
5	Your cards should be separated into groups of the Vote Centers you used. If using more than one Vote Center, the following process can be done simultaneously for all the Vote Centers on different machines.	Yes / No
6	Insert the first Memory Card into the bottom MEMORY slot. Turn the unit on by pressing the red button on the side. The unit will boot up into Window CE and then into the Ballot Station software.	Yes / No
7	Verify the "Count" totals (on the right), against expected totals. Press the "Accumulator" button. This will bring up another window.	Yes / No
8	Verify the Vote Center you are working within is correct. You will accumulate all Cards within the Vote Center.	Yes / No
9	Press the "Load" button. This will load the results of the card already in the slot. You will see a "Loading" message in the bottom left hand corner and the card identifier will be placed into the window showing that it was loaded.	Yes / No
10	Remove the card and repeat for all cards within the Vote Center.	Yes / No
11	When finished loading all cards, you will transfer the results to the GEMS Server. On the bottom of the Accumulator screen press the "Transfer" button.	Yes / No
12	This will bring up a window to "Transfer Results" (this looks similar to the Download Election window seen earlier). Verify the correct transfer "Type" (Local Area Network) and "Host" address (192.168.3.1).	Yes / No
13	Click the OK button and the machine will begin to transfer the election to the GEMS Server.	Yes / No
14	The system will then tell you the Upload has completed press OK.	Yes / No
15	The system will then ask you if you would like to upload more results. Press No to complete the upload. The system will then tell you the Transfer has completed press OK.	Yes / No
16	Go to the GEMS server and verify all the arrows have turned green.	Yes / No
17	Go back to the GEMS Server and click the ports tab. Click Stop button to stop the ports and Close the AccuVote -TS Server.	Yes / No