Connecticut Post-Election Audit Observation, Nov 2012

1. Identification, Location, Start

Directions:
1) Please answer each question, answering 'N/A' or 'Not_Observed' if appropriate.
2) On paper forms it is OK to write outside of or beyond the lines.
3) Problems or questions: Call L. Weeks at (860) 918-2115 or 860-633-4144 (try both)

1. Observation

Town Observed

Date of Observation

On-Site Supervisor(s) [Usually Registrars]

2. Observer(s)

Last Name

First Name

Best Phone Number

Other Coalition Observers

3. Is this a joint report by all Coalition observers or the only observer? (Note: Multiple observers can submit a single report. If so, everyone should discuss and agree with all responses after the completion of the observation.)

◯ This will be the only report ◯ There will be other reports by other observer(s)

4. Start Times

	HH	MM	AM/PM
Scheduled Start of Today's Audit		:	
Time You Arrived		:	
Actual Start of Today's Audit		:	

5. What was Audited? [If multiple districts are audited there may be different races audited in each]

1st District Audited

1st District Races Audited

2nd District Audited

2nd District Races Audited

3rd District Audited

3rd District Races Audited

2. Opening, Orientation, Room Layout

6. Opening Chain of Custody & Ballot Transport [ref. FAQ 11-12]

	Yes	No	Not_Observed
Were the ballots delivered to the site by at least two individuals?	◯	◯	◯
Were you permitted to observe that ballot container seals were not tampered with?	◯	◯	◯
Were the ballot container seals intact?	◯	◯	◯
Were you able to see the seals and the seal numbers on the Moderator's Return?	◯	◯	◯

Please explain any No answers above:

7. Opening Seal #s (Complete the first item from data on the district Moderator's Return(s)):

From the district Moderator's Return *"The ballot transfer case is sealed with a seal bearing the number"* [ref. FAQ 13-15]

Seal numbers broken today in opening ballot transfer case(s)

8. Training and Orientation

	Yes	No	Not_Observed
Did the supervisor review the state audit procedures with the counting team?	◯	◯	◯
Did the supervisor clarify procedures for everyone before beginning to count ballots?	◯	◯	◯
Did the supervisor review the ballot and vote counting procedures in detail with the counting teams? [e.g. The role of each person on a team. Size of batches? Two officials should check each vote and hashmark etc.]	◯	◯	◯

Use this space if further explanation is needed

9. Please describe the room layout and counting team arrangements

3. Observing And Verifying The Counting

1) Please answer the following two questions based on what could have been observed even if you were not able to actually observe everything yourself.

2) There are two methods of counting generally employed: a) stacking/piling of ballots then counting the votes or b) hashmarking then counting the hashmarks.

10. BALLOT counting [ref. FAQ 16]

	Yes	No	N/A	Not_Obsd
Was the total number of **BALLOTS** counted before the **VOTES** were counted for races?	◯	◯	◯	◯
Were the **BALLOTS** counted by each team such that a 2nd election official verified each count?	◯	◯	◯	◯
If multiple teams counted **BALLOTS**, was the totaling independently verified by a second election official?	◯	◯	◯	◯

11. Counting methods for votes in RACES, by one or more teams of counters. [ref. FAQ 16]

◯ All teams used the hashmark method for all **votes for RACES**

◯ All teams used the stacking/piles method for all **votes for RACES**

◯ Methods varied by race but for each **RACE** the teams all used the same method

◯ Methods varied between teams even for the same **RACE**

If applicable, how did methods vary between teams?

12. Double Checking By Officials? (Answer this question based on all the counting and counting teams you actually observed): [ref. FAQ 17-20]

	Yes	No	N/A	Not_Obsd
IF HASHMARKING USED: Did a second official observe that each **vote** was read accurately?	◯	◯	◯	◯
IF HASHMARKING USED: Did a second official make duplicate hashmarks OR observe that each **hashmark** was recorded accurately?	◯	◯	◯	◯
IF STACKING/PILES USED: Was the vote counting process such that two election officials verified each **vote** was **stacked** as marked?	◯	◯	◯	◯
IF STACKING/PILES USED: Were the stacks of ballots counted such that two election officials verified that each **stack was counted** accurately?	◯	◯	◯	◯

If you answered **YES to any question** please explain how the 2nd official checked the 1st.

Please review the above question. If there were less than four individuals on the smallest counting team and you answered Yes to any item - make sure you have described how that double checking was accomplished.

4. Observing And Verifying The Counting (Continued)

Answer the following question based on what you were allowed to observe, not based on what you were actually able to observe.

13. Transparency and Observability? [ref. FAQ 21-24]

	Yes	No	N/A	Not_Obsd
IF HASHMARKING USED: Were you permitted to see that each **vote** was read accurately?	◯	◯	◯	◯
IF HASHMARKING USED:Were you permitted to see that each **hashmark** was recorded accurately?	◯	◯	◯	◯
IF STACKING/PILES USED: Were you permitted to see that each **vote** was placed in a correct stack?	◯	◯	◯	◯
IF STACKING/PILES USED: Were you permitted to see that the **count of ballots** in piles was accurate?	◯	◯	◯	◯

Please explain any **No** answers:

14. Blind Counting. [Blind counting occurs when counting teams are unaware of the totals and discrepancies while they are counting or recounting] [ref. FAQ 15-28]

	Yes	No	N/A	Not_Obsd
Were counters kept unaware of the election totals for the **ballots or races** they were counting until counting and recounting each race was finally complete?	◯	◯	◯	◯
If initial counts were off, were counters kept unaware of the exact and approximate level of difference? [e.g. No indication was given of the amount the count was off]	◯	◯	◯	◯

Please explain any **No** answers:

15. Ballots with "Questionable" Markings That Might Not Have Been Read Correctly By The Machine. [ref. FAQ 29-34]

	Yes	No	Not_Obsd
Were votes on questionable ballots **ruled upon separately race by race** for reporting as questionable votes in the Audit Report? [Rather than all votes on every questionable ballot classified as questionable]	◯	◯	◯
Were **votes** on such ballots ruled upon prior to the tallying of votes for each race AND counts not adjusted based on knowledge of the results of the total count for each race?	◯	◯	◯

Please explain any **No** answers:

5. Observing And Verifying The Counting (Continued)

16. Discovering and resolving mismatches:

	Yes	No	N/A	Not_Observed
Did elections officials find a match between machine counts and manual counts at the end of the initial count of each races?	◯	◯	◯	◯
Did elections officials try to resolve mismatched counts by counting again?	◯	◯	◯	◯
Did elections officials try to resolve mismatched counts by changing counting teams?	◯	◯	◯	◯
Did elections officials resolve mismatched counts by the end of the audit?	◯	◯	◯	◯

Please explain any **No** answers:

17. Tally procedures and tallying transparency:

	Yes	No	N/A	Not_Observed
Were you able to confirm that hashmarks for each team and batch were tallied accurately? (i.e You could confirm that the number of hashmarks matched the total for each group of hashmarks.)	◯	◯	◯	◯
Were you able to confirm that the number of **ballots** from multiple teams/batches was tallied accurately?	◯	◯	◯	◯
Were you able to confirm that the number of **votes** from multiple teams/batches was tallied accurately?	◯	◯	◯	◯

Please explain any **No** answers:

6. Completing the Observation and Verification

18. Verifying and copying report forms:

	Yes	No	N/A	Not_Obsd
Did elections officials record counts, including unresolved discrepancies if any, on official forms by the end of the audit?	◯	◯	◯	◯
Were you given an opportunity to have a copy or make a copy of the official forms?	◯	◯	◯	◯
Did the **BALLOT counts** on the optical scanner tape(s) printed on election-night match the **tabulator tape ballot count transcribed** on the audit report form(s)?	◯	◯	◯	◯
Did the **RACE counts** on the optical scanner tape(s) printed on election-day match the **machine tape race counts transcribed IN COLUMN 'C'** on the audit report form(s)	◯	◯	◯	◯

Please explain any **No** answers:

19. Election Officials, Counting Teams, Observers and Others Present

Number of Supervising Election Officials	
Number of Counting Team Personnel	
Number of Counting Teams	
Number of Individuals on Smallest Counting Team	
Number of Public (Including all observers)	
Number of Media	
Number of Others Present	

20. # Non-Coalition observers present: If known, who did they represent? (Parties? Candidates?)

21. Closing Chain of Custody

	Yes	No	N/A	Not_Observed
Were the ballots under the observation of at least two individuals at all times during the observation?	◯	◯	◯	◯
Could you confirm that ballots were returned to their proper containers?	◯	◯	◯	◯
Were the ballot containers resealed?	◯	◯	◯	◯
Were seal numbers recorded correctly on forms?	◯	◯	◯	◯

Please explain any No answers.

22. List Seal Numbers on Containers Resealed Today

7. Completing the Observation and Verification (Continued)

REMEMBER: Please copy the completed Secretary of the State's report forms to your form, or ask for and obtain a copy from the Audit Supervisor before leaving the Audit.

23. Completion

	HH	MM	AM/PM
Time Today's Audit Ended:		:	

24. Overall Concerns

	Yes	No	Not_Observed
Do you have any concerns over the way the room was laid out?	◯	◯	◯
Do you have any concerns that the auditing was not well-organized?	◯	◯	◯
Do you have any concerns with the integrity of the counting and totaling process?	◯	◯	◯
Do you have any concerns that the manual count was inaccurate?	◯	◯	◯
Do you have any concerns that the officially reported information is inaccurate?	◯	◯	◯
Do you have any concerns with the transparency/observability of the process? [ref. FAQ 21]	◯	◯	◯
Do you have any concerns with the chain-of-custody? [ref. FAQ 11]	◯	◯	◯

Please explain any **Yes** answers:

25. Additional Comments - Entire Survey - Where applicable, please reference question number.

8. Interview Of On-Site Supervisor(s)

Note: Ask to interview the on-site supervisor at a convenient time. Answering all the questions on this form is optional, however, it will help us understand the election officials views and challenges with the process. It is fine to share this form with them.

26. Notification and Ballot Storage

How was the public notified of the date, time and place of counting?

Where were the ballots stored after the election?

27. Who has access to keys for ballot storage? (check all that apply)

- ☐ Registrars
- ☐ Registrars staff
- ☐ Others
- ☐ Deputy Registrars
- ☐ Town Clerk

28. How many individuals are required to access the ballot storage area?

- ◯ One
- ◯ Two+
- ◯ Two+ of opposing parties

If two or more, how are single individuals prevented from accessing the ballots?

29. Election Events

	Yes	No	Not Answered
Were there any memory card problems in pre-election testing or on election day?	◯	◯	◯
Were there any problems with the IVS voting system for persons with disabilities? (Or were some not setup?)	◯	◯	◯
Were there any other significant events, ballot problems, scanner problems or occurrences before during or after the election of note?	◯	◯	◯

Please explain any **Yes** answers:

30. Did you order ballots at least equal to the number of registered voters?

- ◯ Yes, at least one for each registered voter
- ◯ No

If not, what percentage of ballots were ordered?

31. Does the On Site Supervisor have any suggestions to improve the audit or observation processes or any other comments?

9. Observer Feedback To Coalition

32. Please indicate the extent you agree or disagree with each statement, where
SA = Strongly Agree, A = Agree,
N = Neither Agree nor Disagree, D = Disagree, SD = Strongly Disagree

	SA	A	N	D	SD
Overall, the observation program will help improve the audit process.	◯	◯	◯	◯	◯
I believe that the observation program was effective in explaining what was required of me and other observers.	◯	◯	◯	◯	◯
The observation forms were easy to understand and complete. (Note: This refers to the Observer Report Forms not the Secretary of the State's procedures and forms.)	◯	◯	◯	◯	◯

Please list any questions that you found confusing:

33. I participated in a call-in training session

	For This Audit	For Previous Audit	For This and a Previous Audit	No
Answer:	◯	◯	◯	◯

34. Observation history

	1st Observation	2nd Observation	3rd or Subsequent Observation
This was my:	◯	◯	◯

35. The best thing about this program is...

36. The one thing that would make the program better is... or is there a question which would benefit from a better explanation in the Frequently asked questions?

Either: Mail the Secretary of the State's report form copies and the Observer Report to:
Audit Coalition c/o L. Weeks,334 Hollister Way West, Glastonbury, CT 06033
Or better still: Mail the Secretary of the State's report forms and fill Observer Report online at the special link emailed to you.

1) WITHIN ONE HOUR, ONE OBSERVER, PLEASE CALL THE COALITION HOTLINE TO LET US KNOW THE GENERAL OUTCOME: 860-918-2115 or 860-633-4144 (try both)
2) PLEASE COMPLETE ANY NOTES AND SUBMIT TO THE COALITION WITHIN 24 HOURS OF THE COMPLETION OF THE OBSERVATION.