

Quiz for polling station staff at council elections in Scotland

Test your knowledge of the polling place processes – please indicate your answers by circling the box of your choice.

Q.1 What time must the polling station open?

6am	7am	8am
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Q.2 How should voters mark their ballot paper?

With numbers	With a cross	With ticks
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Q.3 What colour is an accredited observer's badge?

Blue	Silver	Pink
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Q.4 What do you write on the Corresponding Number List (CNL)?

Ballot paper number	Elector's name	Elector's number
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Q.5 How do you mark the register when you have identified the elector?

With a line through the name	With a line between the electoral number and the name	With a line through the electoral number
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Q.6 If a voter wants to hand in a completed postal vote, what should you do?

Check if it is for the correct council area, and if so, accept and place it in the appropriate packet	Ask the person to post it	Tell them they cannot hand in their postal vote, but can be given a ballot paper at the polling station
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Q.7 If the elector is not listed on the register, what is the first thing you should do?

Apologise and tell them that they can't vote	Add their name to the register and issue them ballot paper	Contact the registration office to check if they should be on the register or are at the wrong polling station
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Q.8 An elector is marked with an 'F' alongside their entry in the register. What do you do?

Mark the register and the CNL and issue a ballot paper	Issue a tendered ballot paper	Explain to the elector that they are not eligible to vote at the Scottish council elections
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Q.9 A voter makes a mistake on their ballot paper. What do you do?

Tell the voter to put it into the ballot box	Cancel the spoilt paper, place it in the appropriate packet and issue another one	Issue a tendered ballot paper
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Q.10 A person arrives to vote as proxy for a registered elector but the elector is marked as having already voted. What is the first thing you do?

Issue a ballot paper to the proxy and inform the elections office	Tell the person that the elector has already voted, and so they are not needed to act as proxy	Issue a tendered ballot paper
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Q.11 An elector arrives but the register has already been marked as showing them as having voted earlier during the day. What do you do?

The Presiding Officer should put the prescribed questions to the elector and issue a tendered ballot paper if satisfied with the response	Turn the voter away and say you cannot issue them a ballot paper	Rub out the line in the register, replace it, and then issue a ballot paper
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Q.12 As you are clearing up the polling station, you discover a number of poll cards that have been left by voters. What do you do with these?

Put them in the bin	Keep securely throughout the day and ensure they are returned to election office so that they can be confidentially destroyed	Give them to any tellers that are outside
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Q.13 An elector arrives at the polling station shortly after 10pm. There is a queue of electors waiting to vote. What should you tell the elector?

Join the end of the queue and wait to be issued with a ballot paper	Only those electors who were in the queue at 10pm are able to vote	Polling closes at 10pm so nobody in the queue will be able to vote
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Answers

- Q.1 Polling hours for the elections are 7am to 10pm.
- Q.2 Voters are asked to number the candidates in order of their choice using 1, 2, 3 and so on. Voters can make as many or as few choices as they wish.
- Q.3 An accredited observer's badge is silver (an Electoral Commission representative's badge is pink).
- Q.4 The elector's electoral number is written on the CNL next to the pre-printed number of the ballot paper being issued.
- Q.5 A line is drawn between the electoral number and the elector's name to indicate that the elector has voted. Both the number and the name should still be clearly visible after marking the register.
- Q.6 If a postal vote is handed into a polling station it must be for the correct council area. Always check that the envelope contains the council name before accepting it. If it contains the name of a different council, direct the voter to that area. If there is no envelope, or it does not contain the council name, or if you are unsure about where the voter should go to, direct them to the elections office.
- Q.7 If an elector is not listed on the register but the person definitely lives within the area covered by the polling station, check with the Electoral Registration Officer (ERO) just in case there has been an error when compiling the register. If the ERO determines that an elector has been mistakenly omitted from the register, they will give notice to the Presiding Officer (either in writing or orally). The procedure to allow a person to vote following the correction of such an error is set out in detail in the Commission's polling station handbook.
- Q.8 An 'F' marker indicates that the elector is an overseas elector who can vote only in UK Parliamentary elections.
- Q.9 If a voter spoils their ballot paper they should be issued with a replacement ordinary ballot paper. Before issuing the replacement, the CNL needs to be marked to indicate that the original ballot paper has been cancelled and the elector's electoral number needs to be entered again next to the new ballot paper being issued. The spoiled ballot paper should have the word 'cancelled' written clearly across the front and should be placed in the appropriate packet/envelope – it should not be put in the ballot box. At the close of poll, all spoiled ballot papers will need to be counted and the figure written in the ballot paper account.
- Q.10 An elector can appoint a proxy to vote on their behalf. However, the elector can also vote in person if they arrive at the polling station before the proxy. The proxy should, therefore, be told that the voter has

already voted. If, however, the proxy insists that the elector has not voted, they can be issued with a tendered ballot paper after answering the prescribed questions. If the proxy had applied to vote by post, shown on the register as an 'A' marker, the elector cannot vote in person in the polling station.

- Q.11 If an elector has already been marked as having voted, the Presiding Officer should put the prescribed questions to the voter and issue a tendered ballot paper. **Tendered ballot papers must not be placed in the ballot boxes.**
- Q.12 Poll cards contain personal information – it is essential that they are kept securely throughout the day and then returned to the elections office along with other sundries to ensure secure disposal, but not in any packet designed for particular items.
- Q.13 Polling must close at 10pm, but any eligible electors who at 10pm are in a queue at their polling station for the purposes of voting (whether that queue is inside or continues on outside the station) must be allowed to vote.