Instructions for pollworker testing:

- ☐ Divide group into two teams
- ☐ Review materials provided
    - ☐ Checklists & manuals
    - ☐ Form to track seals and other data
    - ☐ Cards & seals pouch
    - ☐ Cleaner, headphone covers, and pens pouch
    - ☐ Ballots and blank paper
    - ☐ Surveys for individuals
- ☐ Asks
    - ☐ Please fill out your individual survey as you work through the test
    - ☐ During the voting session, please try using the audio, fill in write-ins, change the screen settings (contrast, etc), use the accessible controller, etc. I have a few extra ballots if you need/want more. Please vote at least one ballot in each language provided on each piece of equipment; this includes updating language settings on the device itself.
    - ☐ Please feel free to mark any errors on checklists and manuals
    - ☐ I will not intervene unless my assistance is requested, but I will take down notes, observations, information on how many times assistance is needed, etc.
    - ☐ I will also take pictures and may take videos if you run into system errors.
    - ☐ Please share your thoughts in your survey and out loud. I will do my best to record my observations and what I hear, but it is important that you each fill out your survey.
    - ☐ Please make sure at least one person on each team records the start and end time for each stage of testing: unpack/set up/open polls, voting, close polls/tear down/pack up.
    - ☐ We want to hear any and all feedback. Do not worry about being direct or critical, the only way we can improve is by hearing the negative feedback in addition to any positive feedback you may have.
    - ☐ Have fun and I'll give everyone a gift card when we finish the session. Thank you for participating.
- ☐ Issues we are aware of
    - ☐ We have seen some ballot jams on the VxMark, due to jostling of the equipment during transport. Please let me know if you see paper jams and I may need to open the lid on the infeed of the VxMark to allow testing to continue. Please feel free to record these issues on your survey.
    - ☐ Our numbered seals for the ballot box and VxMark did not arrive in time, so the seals you will use do not have numbers on them. Feel free to record feedback on that in your individual survey.