

Modern Democracy Ltd

Trainee Guide

Modern Polling Instructions

(Poll Clerk, Presiding Officer and Election Manager)

March 2026

1. OVERVIEW

The document provides step by step instructions for the Election Manager and their Polling Station Staff (poll clerks and presiding officers) to follow and to perform the following tasks:

Poll Clerk

- Setup and turn on the iPad
- Login to the App
- Scan Poll card QR
- Search for a voter (no Poll Card)
- Additional Scenarios:
 - How to use the app when a proxy, postal or anonymous voter arrives at the polling station
 - What to do when a voter arrives at the wrong station
 - What to do when a voter arrives without ID or valid ID
- Voter does not want to vote in one of the elections
- Spoiling a ballot
- View/Add Notes to the Ballot Paper Account
- Using the CNL
- Logging Out

Presiding Officer

- Submit the Ballot Paper Account(s)
 - Logging Out
- Note:** the Presiding Officer can also process voters

Election Manager

- Check Staff are logged in
- Check Votes are Cast
- Check Turnout
- Check Notes on the BPA
- Check the BPA(s) are submitted
- Check VIDEF report(s)
- Check you can Generate Additional Reports
- Create a Sealed Audit Report
- Clear Election Data (after each set of trainees)

Trainee 1

Polling Station 2

2. TRAINING PACKAGE – TRAINEE 1

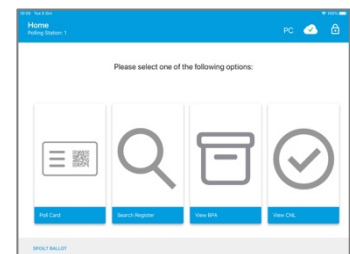
2.1. POLL CLERKS

2.1.1. Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from '**M-DEMOCRACY**', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red circle** (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.



Modern Polling




2.1.2. Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1557
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector's number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000401



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000401



2.1.3. Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000402



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000402




2.1.4. Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern polling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1558
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Nathan Morgan 23 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000403



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000403




2.1.5. Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1559
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	John Andrews 24 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left "ID verified in private"
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000404



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000404




2.1.6. Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1560
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Sandra Lancaster 25 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

2.1.7. Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1612
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

-
- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000405



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000405




2.1.8. Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1561
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hayley Green 26 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000406




2.1.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1561
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hayley Green 26 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000406




2.1.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

PROXY POLL CARD Representation of the Peoples Act

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details:	Kevin Devenny 445 London Towers Great Heathmead London AC4 5TY
POLLING DAY	25th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		



You are the nominated Proxy for Elector:

AB-1598
Sarah Evans
63 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street
EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter’s details and the Proxy’s details appears on screen
- Tap to select who is present at the Polling Station:

- a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
 - **Note:** Both are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000407



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000407



2.1.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not* the proxy).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000408



DISTRICT BALLOT

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000408



PARISH BALLOT

2.1.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000409



2.1.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1568
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Dylan Landry 33 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


2.1.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AA-1
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Angela Harrell 1 St. James Street Great Heathmead London EV16 1FD
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

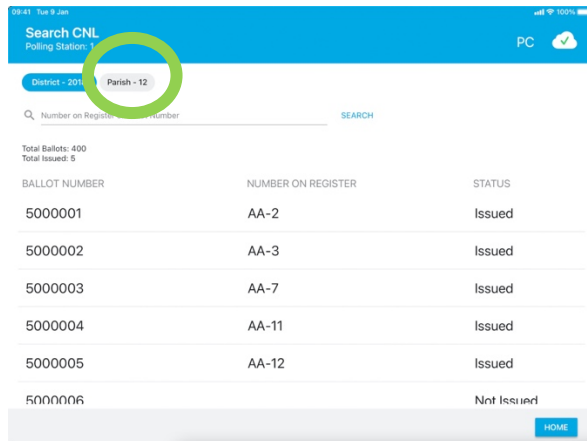
2.1.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

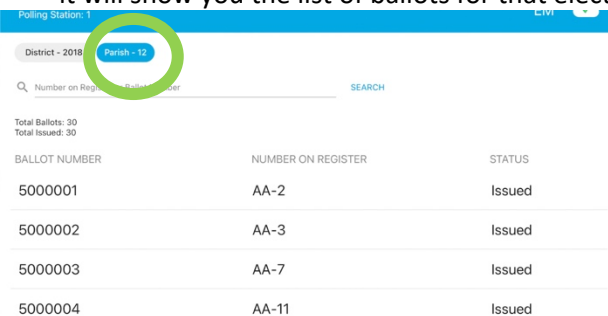
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

2.1.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election





2.1.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.
 - Note:** If you tap **CANCEL**, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen
 - Note:** If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

2.1.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account


- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

2.2 PRESIDING OFFICER

2.2.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

2.2.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

Trainee 2

Polling Station 2

TRAINING PACKAGE – TRAINEE 2

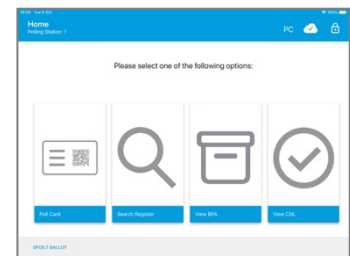
3.2 POLL CLERKS

3.2.1 Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from '**M-DEMOCRACY**', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red circle** (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.



Modern Polling




3.2.2 Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1561
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hayley Green 26 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector's number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000411



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000411



3.2.3 Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000412



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000412




3.2.4 Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern polling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1562
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Anne Kennedy 27 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000413



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000413




3.2.5 Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1563
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Frank Light 28 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left "ID verified in private"
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000414



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000414




3.2.6 Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1564
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Jenny Wolfe 29 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

3.2.7 Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1618
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000415



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000415




3.2.8 Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1565
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Peter Michael 30 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000416




3.2.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1565
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Peter Michael 30 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000416



3.2.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

PROXY POLL CARD Representation of the Peoples Act

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details:	Kieran McBride 77 Rosebud Lane Great Heathmead London AC4 5TY
POLLING DAY	25th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		



You are the nominated Proxy for Elector:

AB-1599
Ivan Barr
64 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street
EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000417



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000417



3.2.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not the proxy*).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000418



DISTRICT BALLOT

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000418



PARISH BALLOT

3.2.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000419



3.2.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1569
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Clio Wooten 34 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


3.2.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AA-1
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Angela Harrell 1 St. James Street Great Heathmead London EV16 1FD
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

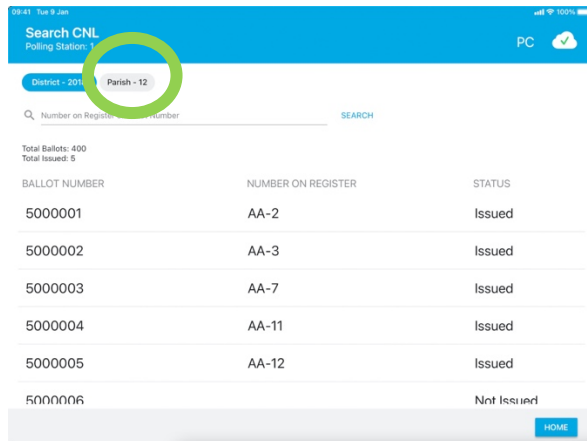
3.2.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

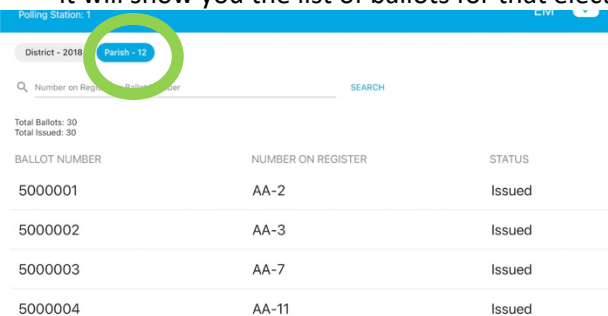
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

3.2.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election





3.2.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.
 - Note:** If you tap **CANCEL**, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen
 - Note:** If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

3.2.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account


- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

3.3 PRESIDING OFFICER

3.3.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

3.3.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

Trainee 3

Polling Station 2

TRAINING PACKAGE – TRAINEE 3

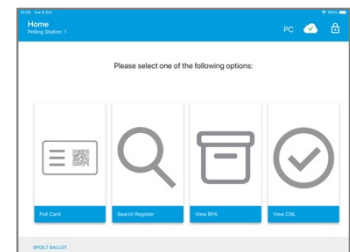
4.2 POLL CLERKS

4.2.1 Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from '**M-DEMOCRACY**', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red** circle (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.




Modern Polling



4.2.2 Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1583
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Jescie Mcneil 48 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector's number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000421



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000421



4.2.3 Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000422



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000422




4.2.4 Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern polling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1584
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Timon Gallagher 49 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000423



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000423




4.2.5 Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1585
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Lilah Reynolds 50 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left “ID verified in private”
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000424



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000424




4.2.6 Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1586
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Kirby Simon 51 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			


- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

4.2.7 Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1621
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000425



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000425




4.2.8 Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1585
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Lilah Reynolds 50 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT


12-5000426



4.2.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1585
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Elector Details:	Lilah Reynolds 50 Station Road London United Kingdom EV16 1JS
POLLING DAY	25 th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000426



4.2.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

PROXY POLL CARD Representation of the Peoples Act

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details:	Hallie O’Neill 237 Delany Court Great Heathmead London AC4 5TY
POLLING DAY	25th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		



You are the nominated Proxy for Elector:

AB-1600
Hugo Key
65 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street
EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000427



DISTRICT BALLOT

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000427



PARISH BALLOT

4.2.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not the proxy*).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000428



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000428



4.2.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000429



4.2.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1570
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Violet Macias 35 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall		
YOUR POLLING ADDRESS IS:	Main Street Great Heathmead London EV16 1LY		
			

- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


4.2.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD **Representation of the Peoples Act**

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AA-1
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Angela Harrell 1 St. James Street Great Heathmead London EV16 1FD
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

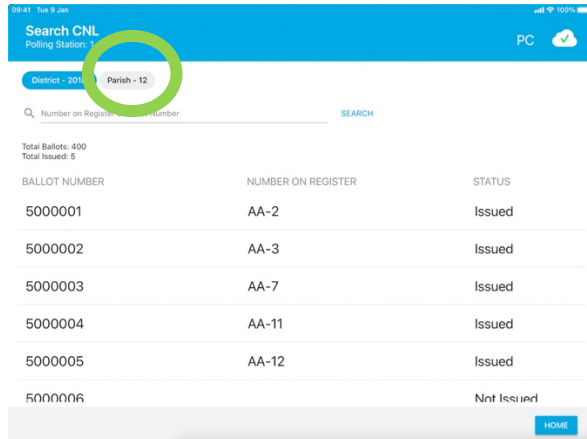
4.2.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

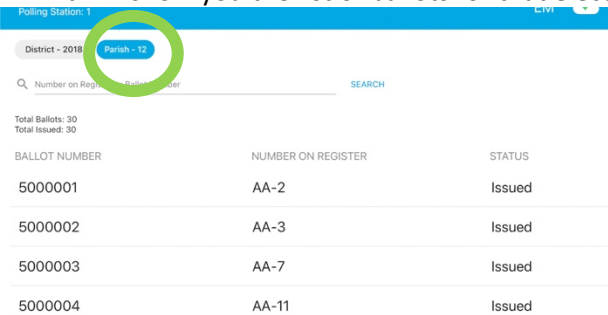
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

4.2.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election





4.2.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.
 - Note:** If you tap **CANCEL**, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen
 - Note:** If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

4.2.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account


- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

4.3 PRESIDING OFFICER

4.3.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

4.3.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

Trainee 4

Polling Station 2

TRAINING PACKAGE – TRAINEE 4

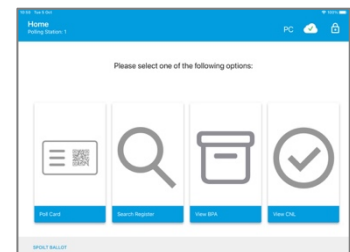
5.2 POLL CLERKS

5.2.1 Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from '**M-DEMOCRACY**', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red** circle (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.



Modern Polling




5.2.2 Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1586
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Kirby Simon 51 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector's number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000431



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000431



5.2.3 Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000432



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000432




5.2.4 Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern polling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1587
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Thor Carey 52 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

2018-5000433



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000033




5.2.5 Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1588
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Lara Walters 53 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left “ID verified in private”
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000434



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000434



5.2.6 Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1589
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Regina Wilcox 54 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall		
YOUR POLLING ADDRESS IS:	Main Street Great Heathmead London EV16 1LY		




- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

5.2.7 Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1624
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000435



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000435




5.2.8 Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1588
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Lara Walters 53 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT


12-5000436



5.2.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1588
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Lara Walters 53 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000436



5.2.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

PROXY POLL CARD Representation of the Peoples Act

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details: Maevis Everard 282 St Judes Court Great Heathmead London AC4 5TY 
POLLING DAY	25th December	
POLLING HOURS	7am to 10pm	
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY	

You are the nominated Proxy for Elector:

AB-1601
Ryan Andrews
66 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street
EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000437



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000437



5.2.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not the proxy*).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000438



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000438



5.2.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000439



5.2.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1571
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Stephen Walton 36 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	Great Heathmead London EV16 1LY		

- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


5.2.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD **Representation of the Peoples Act**

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AA-1
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Angela Harrell 1 St. James Street Great Heathmead London EV16 1FD
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

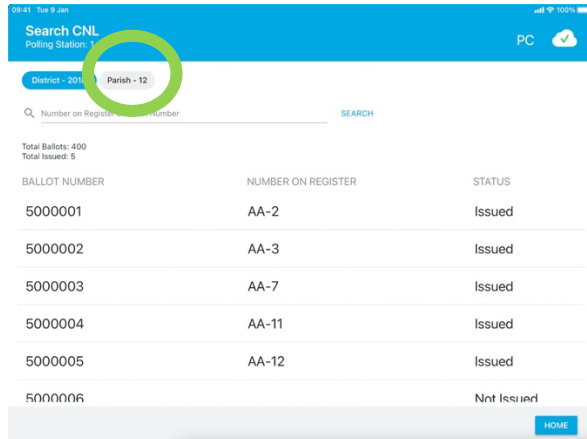
5.2.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

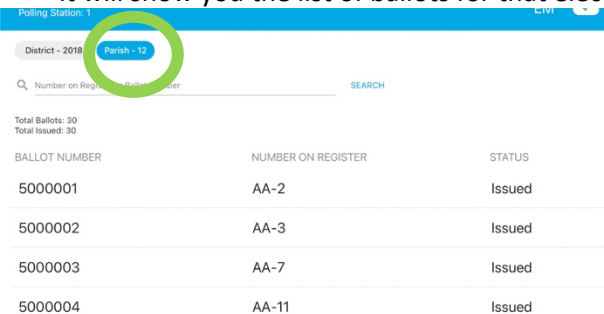
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

5.2.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election





5.2.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.
Note: If you tap CANCEL, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen
Note: If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

5.2.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account


- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

5.3 PRESIDING OFFICER

5.3.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

5.3.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

Trainee 5

Polling Station 2

TRAINING PACKAGE – TRAINEE 5

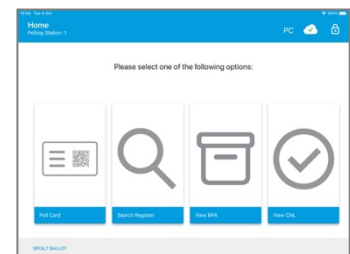
6.2 POLL CLERKS

6.2.1 Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from '**M-DEMOCRACY**', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red circle** (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.



Modern Polling




6.2.2 Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1589
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Regina Wilcox 54 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector's number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000441



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000441



6.2.3 Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000442



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000442




6.2.4 Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern poling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1590
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Reagan Greer 55 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000443



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000443




6.2.5 Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1591
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Nigel Hendrix 56 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall		
YOUR POLLING ADDRESS IS:	Main Street Great Heathmead London EV16 1LY		
			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left “ID verified in private”
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000444



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000444




6.2.6 Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1592
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Gillian Floyd 57 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

6.2.7 Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1627
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000445



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000445




6.2.8 Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1591
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Nigel Hendrix 56 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT


12-5000446



6.2.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1591
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Elector Details:	Nigel Hendrix 56 Station Road London United Kingdom EV16 1JR
POLLING DAY	25 th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall


PARISH BALLOT

2018-5000446



6.2.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details: James Strong 67 Station Road Great Heathmead London AC4 5TY	
POLLING DAY	25th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

You are the nominated Proxy for Elector:

AB-1602
Anthony May
67 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street
EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000447



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000447



6.2.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not* the proxy).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000448



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000448



6.2.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT


2018-5000449



6.2.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1572
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Wallace Charles 37 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


6.2.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1557
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St James Community Hall		
YOUR POLLING ADDRESS IS:	Main Street Great Heathmead London EV16 1LY		
			

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

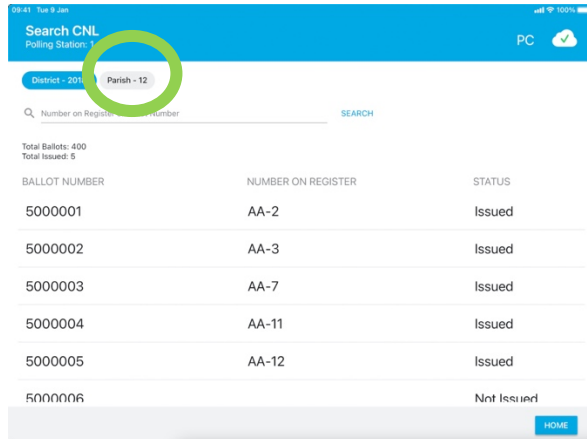
6.2.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

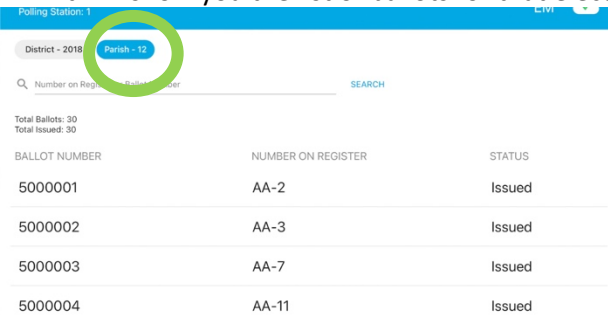
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

6.2.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election





6.2.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.
 - Note:** If you tap CANCEL, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen
 - Note:** If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

6.2.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account


- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

6.3 PRESIDING OFFICER

6.3.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

6.3.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

Trainee 6

Polling Station 2

TRAINING PACKAGE – TRAINEE 6

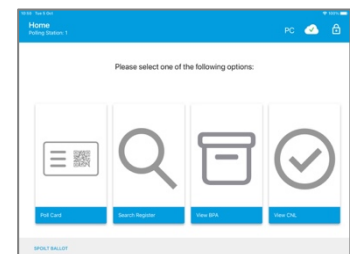
7.2 POLL CLERKS

7.2.1 Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from '**M-DEMOCRACY**', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red circle** (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.



Modern Polling




7.2.2 Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1592
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Gillian Floyd 57 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector's number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000451



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000451



7.2.3 Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000452



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000452




7.2.4 Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern poling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1593
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	August Morin 58 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000453



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000453




7.2.5 Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code
-

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1594
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Zeus Chan 59 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left “ID verified in private”
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000454



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000454




7.2.6 Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1595
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Kevin Dean 60 Station Road London United Kingdom EV16 1JR
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

7.2.7 Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1630
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000455



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000455




7.2.8 Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1616
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Louise Graham 82 Station Road London United Kingdom EV16 1JE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000456




7.2.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1616
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Louise Graham 82 Station Road London United Kingdom EV16 1JE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000456




7.2.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

PROXY POLL CARD Representation of the Peoples Act

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details:	Arlene Rogers 68 Station Road Great Heathmead London AC4 5TY
POLLING DAY	25th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		



You are the nominated Proxy for Elector:

AB-1603
Domnic Edwards
68 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street
EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000457



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000457



7.2.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not* the proxy).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000458



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000458



7.2.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000459



7.2.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1573
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Kirestin Vazquez 38 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


7.2.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD **Representation of the Peoples Act**

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1557
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

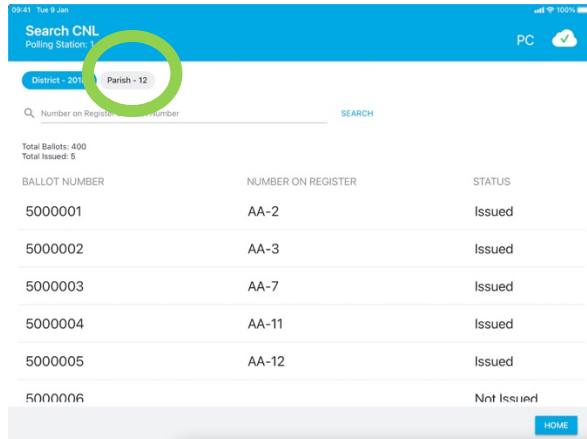
7.2.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

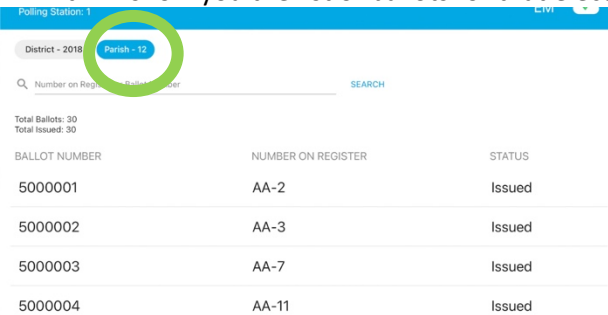
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

7.2.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election





7.2.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.
 - Note:** If you tap **CANCEL**, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen
 - Note:** If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

7.2.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account


- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

7.3 PRESIDING OFFICER

7.3.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

7.3.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

Trainee 7

Polling Station 2

TRAINING PACKAGE – TRAINEE 7

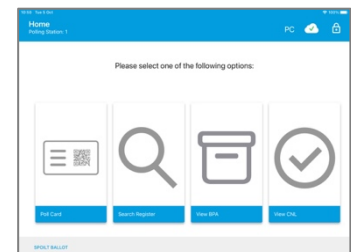
8.2 POLL CLERKS

8.2.1 Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from '**M-DEMOCRACY**', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red** circle (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.



Modern Polling




8.2.2 Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1649
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Justin Santiago 116 Station Road London United Kingdom EV16 1JX
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector's number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000461



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000461



8.2.3 Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000462



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000462




8.2.4 Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern poling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1650
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Zena Sparks 117 Station Road London United Kingdom EV16 1JX
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000463



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000463




8.2.5 Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1651
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Nelle Sloan 118 Station Road London United Kingdom EV16 1JX
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left “ID verified in private”
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000464



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000464




8.2.6 Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1652
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Athena Lowe 119 Station Road London United Kingdom EV16 1JX
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.


8.2.7 Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**

Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1633
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000465



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000465




8.2.8 Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1653
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Rachel Rocha 120 Station Road London United Kingdom EV16 1JX
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000466




8.2.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1653
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Rachel Rocha 120 Station Road London United Kingdom EV16 1JX
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000466



8.2.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

PROXY POLL CARD Representation of the Peoples Act

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details: Glenda McKenzie 69 Station Road Great Heathmead London AC4 5TY 
POLLING DAY	25th December	
POLLING HOURS	7am to 10pm	
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY	

You are the nominated Proxy for Elector:

AB-1604
Adrian Decker
69 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street

EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000467



DISTRICT BALLOT

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000467



PARISH BALLOT

8.2.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not the proxy*).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000468



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000468



8.2.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000469



8.2.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1574
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Bradley Robbins 39 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	Great Heathmead London EV16 1LY		

- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


8.2.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD **Representation of the Peoples Act**

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1557
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

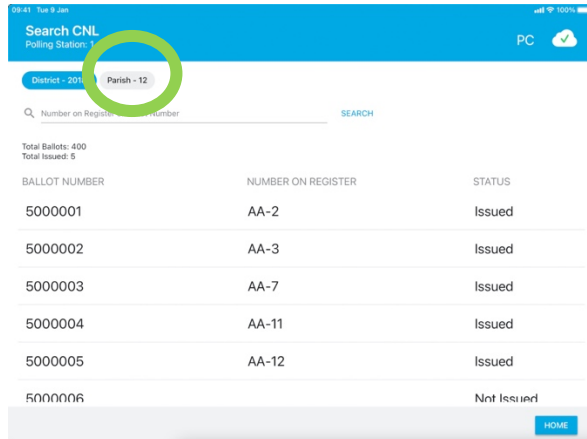
8.2.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

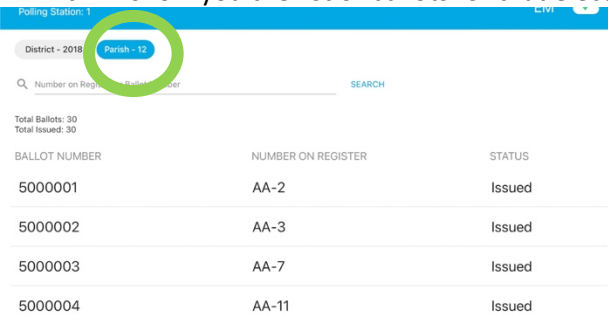
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

8.2.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election





8.2.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.
 - Note:** If you tap CANCEL, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen
 - Note:** If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

8.2.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account


- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

8.3 PRESIDING OFFICER

8.3.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

8.3.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

Trainee 8

Polling Station 2

TRAINING PACKAGE – TRAINEE 8

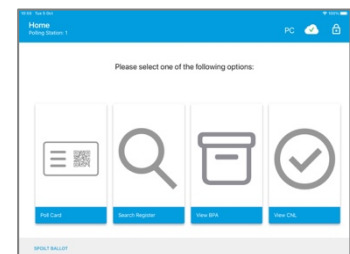
9.2 POLL CLERKS

9.2.1 Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from '**M-DEMOCRACY**', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red circle** (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.



Modern Polling




9.2.2 Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1654
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hoyt Blair 121 Station Road London United Kingdom EV16 1JX
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall		
YOUR POLLING ADDRESS IS:	Main Street Great Heathmead London EV16 1LY		
			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector's number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000471



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000471



9.2.3 Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000472



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000472




9.2.4 Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern poling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1655
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Dolan Schultz 122 Station Road London United Kingdom EV16 1JX
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000473



DISTRICT BALLOT

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000473




PARISH BALLOT

9.2.5 Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1656
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Harlan Knight 123 Station Road London United Kingdom EV16 1JX
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left “ID verified in private”
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000474



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000474




9.2.6 Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1657
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Aquila Ashley 124 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

9.2.7 Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1636
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000475



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000475




9.2.8 Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1658
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hamilton Underwood 125 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT


12-5000476



9.2.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1658
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hamilton Underwood 125 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000476




PARISH BALLOT

9.2.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

PROXY POLL CARD Representation of the Peoples Act

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details: William F. Fraser 70 Station Road Great Heathmead London AC4 5TY	
POLLING DAY	25th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

You are the nominated Proxy for Elector:

AB-1605
Stuart Landry
70 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street
EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000477



DISTRICT BALLOT

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000477



PARISH BALLOT

9.2.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not* the proxy).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000478



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000478



9.2.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000479



9.2.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1575
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Geoffrey Hopper 40 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall		
YOUR POLLING ADDRESS IS:	Main Street Great Heathmead London EV16 1LY		



- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


9.2.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD **Representation of the Peoples Act**

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1557
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St James Community Hall		
YOUR POLLING ADDRESS IS:	Main Street Great Heathmead London EV16 1LY		
			

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

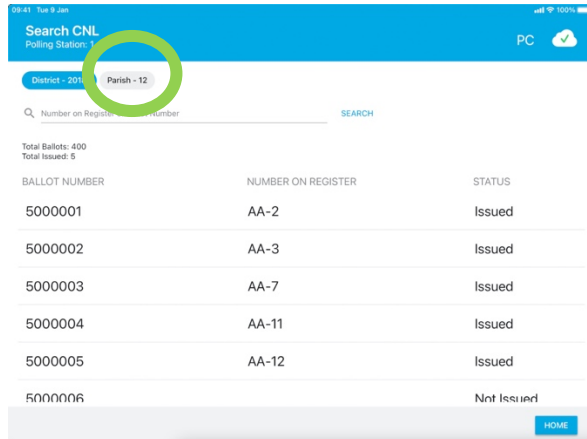
9.2.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

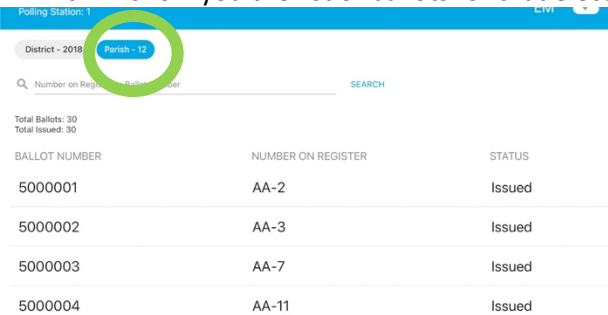
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

9.2.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election





9.2.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.
 - Note:** If you tap **CANCEL**, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen
 - Note:** If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

9.2.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.


9.3 PRESIDING OFFICER

-

9.3.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

9.3.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

Trainee 9

Polling Station 2

TRAINING PACKAGE – TRAINEE 9

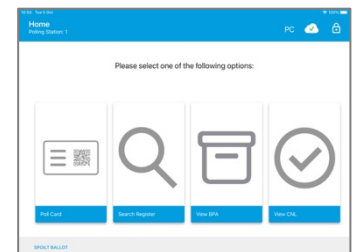
10.2 POLL CLERKS

10.2.1 Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from '**M-DEMOCRACY**', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red** circle (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.



Modern Polling




10.2.2 Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1659
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Jocelyn Strong 126 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector's number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000481



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000481



10.2.3 Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000482



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000482




10.2.4 Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern poling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1660
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Nyssa Oneil 127 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000483



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000483




10.2.5 Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1661
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Eaton Alexander 128 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left “ID verified in private”
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000484



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000484




10.2.6 Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1662
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Neil Patton 129 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			


- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

10.2.7 Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1639
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
			

- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000485



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000485




10.2.8 Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1663
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Tashya Burks 130 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000486




10.2.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1663
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Tashya Burks 130 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000486




PARISH BALLOT

10.2.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

PROXY POLL CARD Representation of the Peoples Act

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details: Bradley Curran 71 Station Road Great Heathmead London AC4 5TY	
POLLING DAY	25th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

You are the nominated Proxy for Elector:

AB-1606
Mohammad Lynn
71 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street
EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000487



DISTRICT BALLOT

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000487



PARISH BALLOT

10.2.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not the proxy*).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000488



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000488



10.2.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000489



10.2.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1576
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Iola Hyde 41 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


10.2.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1557
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St James Community Hall		
YOUR POLLING ADDRESS IS:	Main Street Great Heathmead London EV16 1LY		
			

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

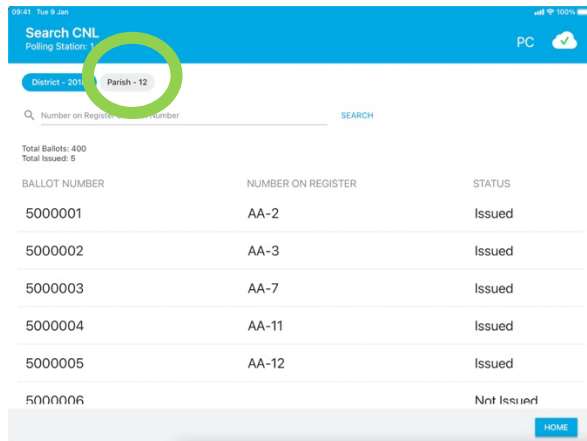
10.2.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

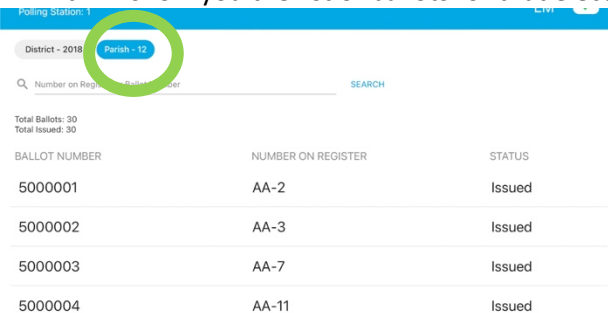
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

10.2.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election



10.2.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity



- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.

Note: If you tap CANCEL, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen

Note: If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

10.2.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account


- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

10.3 PRESIDING OFFICER

10.3.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

10.3.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

Trainee 10

Polling Station 2

TRAINING PACKAGE – TRAINEE 9

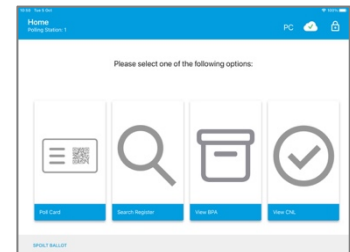
11.2 POLL CLERKS

11.2.1 Getting Started

- Set iPad up on the cover
 - The iPad should be sitting in landscape mode
- Turn on the iPad
 - On the top left of the iPad you'll find a button. It is what Apple refer to as the Sleep/Wake button.
 - Once you press the button, hold it until the Apple logo appears on the display.
 - Enter the **6-digit Passcode** (i.e., the election date ddmmyy) to access the iPad
- Tap the Modern Polling app to launch
- The app will open in Landscape mode
- Log in to Modern Polling App
 - Enter your SMS Phone Number
 - Tap **LOGIN**
 - Check your mobile phone for a message from 'M-DEMOCRACY', it contains a 6-digit Verification code.
 - Enter that **6-digit code**.
 - Tap **CONFIRM**.
 - You are now logged in!
 - You are automatically assigned to an Election for this demo (you will be using the one with the **red** circle (25th December 2027)
 - Tap to select the election
 - Your polling station details are displayed
 - Tap **CONFIRM**
 - You now will see the **Home Screen**, PC is displayed in the header (top right of the screen)
 - You are now ready to start.




Modern Polling



11.2.2 Scenario 1 - Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1664
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Wesley Valdez 131 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall		
YOUR POLLING ADDRESS IS:	Main Street Great Heathmead London EV16 1LY		
			

- Check the Voter’s Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- To scan the QR Code on the first ballot, place it behind the camera (top left of iPad).
- A message is displayed when the ballot has scanned successfully, set the ballot aside.
- Tap **SCAN NEXT BALLOT** to scan the next ballot
- To scan the QR Code on the second ballot, place it behind the camera (top left of iPad).
- The ballot scanned successfully and the ballot paper numbers are displayed on screen, check that they match those you just scanned.
- Tap **COMPLETE**
- Voter has been processed successfully
- Hand the ballots to the Voter and inform them where the polling booth is and to place them in the ballot boxes.
- The software automatically updates (CNL) with the elector’s number against correct ballot paper number.
- Tap **HOME**
- You are then redirected to the Home screen, you can move on to the next scenario

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000491



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000491



11.2.3 Scenario 2 - Voter arrives without a Poll Card

- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Tap on the Voter you are looking for from the list displayed to view their details
- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000492



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000492




11.2.4 Voter ID: Voter arrives with Valid ID (Travel Pass)

- Important! Voter ID is now a legislative requirement.
- Modern polling will detect when Voter ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

**Representation of the Peoples
Act**

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1665
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Cain Neal 132 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Tap on the ID presented by the voter.
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000493



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000493




11.2.5 Scenario 4 - Voter arrives with valid ID and wants to be verified in private

- A voter may request for their ID to be verified in private. This action must be recorded.
- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code
-

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1666
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Jamalia Baker 133 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- Upon the request to verify in private, tap on the checkmark at the bottom left "ID verified in private"
- This is recorded as part of your election reports
- Continue to process as normal.
- Tap on the ID presented
- Confirm the Elections they will be receiving Ballot Papers for
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000494



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000494




11.2.6 Scenario 5 - Voter arrives without ID or with invalid ID

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1667
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Illiana Snow 134 Station Road London United Kingdom EV16 1JY
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		

- Confirm the Voter Details - Name, Address and Postcode
- Request the voter present ID
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you not to issue ballots for. Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

11.2.7 Scenario 6 - Anonymous Voter arrives with Poll Card

- Modern Polling will detect when ID is required and will prompt you to request it.
- Tap **Poll Card**
- Scan the Poll Card QR code

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1642
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	N N Other Electors
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Confirm the Voter Details – the name and address are not displayed, only their **Number on the Register**
- Request the voter present their Anonymous Elector’s Document. The Number on the Register must be the same on the Poll Card as it is on the Anonymous Elector’s Document.
- Once satisfied that they match, you can proceed mark as “Valid ID” and proceed to the ballots screen.
- On the failure to provide valid Voter ID tap on “no valid ID”
- On the next screen, tap on what the problem with the ID is.
- This is recorded as part of your election reports
- A message will inform you **not to issue ballots** . Tap on OK.
- However. If you have multiple elections and one does not require ID, the voter may vote only in the election that does not require ID.
- The voter may return with a valid ID to vote.

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000495



Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000495




11.2.8 Scenario 8 - Voter arrives with a Poll Card but doesn't want to vote in one of the elections

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
Note: the camera is located on the top left at the back of the iPad.
- On the Poll Card there is a QR Code.
- Place the QR Code behind the iPad's camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1668
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hope Mcfarland 135 Station Road London United Kingdom EV16 1JZ
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter's Details.
 - Number on the Register
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- If a Voter doesn't want to vote e.g., in a Parish election
- Tap the **blue circle** to unselect the **Tick** and this will mean that you won't be able to issue a Parish ballot
 - (However, if you tapped the blue circle by mistake you can Tap it again and the tick will appear)
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter



Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000496




11.2.9 Scenario 9 - Voter has returned to Polling Station as they now want to vote in the other (e.g., Parish) election

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD

Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1668
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hope Mcfarland 135 Station Road London United Kingdom EV16 1JZ
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:			

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper to the Voter

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000496



11.2.10 Scenario 10 – Proxy Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

PROXY POLL CARD Representation of the Peoples Act

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead	Proxy Details:	Melissa Greaves 72 Station Road Great Heathmead London AC4 5TY
POLLING DAY	25th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		



You are the nominated Proxy for Elector:

AB-1607
Lucius Gilmore
72 Station Road
London
United Kingdom
EV16 1JE

To Vote as proxy go to Polling Station:

2 St. James Community Hall
Main Street
EV16 1LY

The presiding officer will give you the elector’s ballot paper.

The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote; e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence. It is also an offence to vote at this election for more than two persons of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

The person who is appointed you as proxy may himself voter in person at this election if he is able, and wishes, to do so and if he votes before you on his behalf.

- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Proxy Voter is present, ask them to confirm their own details and who they have been nominated to vote for
- Tap **PROXY VOTER PRESENT**
 - The 'Confirm Proxy Voter's Details' are displayed.
 - Check the Proxy Voter's Details.
 - Name
 - Address
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

12-5000497



DISTRICT BALLOT

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

2018-5000497



PARISH BALLOT

11.2.11 Scenario 11 – Proxy Voter arrives without a Poll Card

- Tap **Search Register**

*When a **Proxy voter** arrives **without their Poll Card**, you have to **perform a search for the Voter** (*not the proxy*).*

- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- Both the Voter's details and the Proxy's details appears on screen
- Tap to select who is present at the Polling Station:
 - a) PROXY VOTER PRESENT or
 - b) VOTER PRESENT at the Polling Station.
- If the Voter is present, ask them to confirm their own details
- Tap **VOTER PRESENT**
 - The 'Confirm Voter's Details' are displayed.
 - Check the Voter's Details.
 - Number on Register
 - Name
 - Address
 - **Note:** All are selected by default.
- To confirm, tap **CONTINUE**.
- If the Voter ID screen (Can I see your ID?) is displayed select the ID type presented by the voter.
- The Election types are listed and selected by default.
- Tap **CONTINUE TO BALLOTS**.
- Scan the Ballot Paper(s)
- Voter processed successfully, tap **HOME**
- Give the Ballot Paper(s) to the Voter

Election for: **District**

25th December

Poll Station Number: 2

St. James Community Hall

DISTRICT BALLOT

12-5000498



Election for: **Parish**

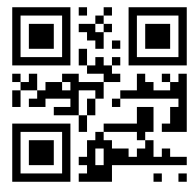
25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT

2018-5000498



11.2.12 Scenario 12 – Voter Spoils their vote

If you are **Scanning ballots**, follow this:

- Voter returns to desk and reports that they have spoiled their ballot, and require another
- Ask the Voter for their Spoilt Ballot Paper – e.g. the last ballot scanned
- Tap **SPOILT BALLOT** on the Home screen
- The camera is now available to scan the QR Code on the Spoilt Ballot Paper.
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan.
- Confirm the Voter's Details.
- Tap **CONTINUE**.
- The camera is now available to scan the QR Code on the **Replacement Ballot Paper** (scan next Parish Ballot – on the next page)
- On the back of the Ballot Paper there is a QR Code
- Place the QR Code behind the iPad's camera to scan
- Check the Ballot Paper Numbers
- Tap **COMPLETE**
- The Voter has been processed successfully.
- Hand the Replacement Ballot to the Voter and place the spoiled ballot into the spoiled ballots envelope.
- Tap **HOME**

Election for: **Parish**

25th December

Poll Station Number: 2

St. James Community Hall

PARISH BALLOT


2018-5000499



11.2.13 Scenario 13 – Postal Voter arrives with a Poll Card

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad.
 - On the Poll Card there is a QR Code.
 - Place the QR Code behind the iPad’s camera to scan

OFFICIAL POSTAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1577
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Castor Decker 42 Station Road London United Kingdom EV16 1JS
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St. James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	Great Heathmead London EV16 1LY		

- Check the Voter’s Details.
- Number on the Register
- Name
- Address
- To confirm, tap **CONTINUE**
- A screen is displayed informing that the Voter is not eligible to vote at this Polling Station
 - The voter needs to **return with their Postal Pack**
 - If they do not have their Postal Pack, they need to attend the Council before 5pm to receive a replacement.
 - If it’s **after 5pm, a tendered ballot** can be issued.
- Tap **CONTINUE**
- The ‘Saving Voter Information’ screen is displayed.
- Tap **COMPLETE**


11.2.14 Scenario 14 – Voter arrives with a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

- Tap **Poll Card**
- The camera is now available to scan the QR Code on the Poll Card.
 - Note: the camera is located on the top left at the back of the iPad
 - On the Poll Card there is a QR Code

Place the QR Code behind the iPad’s camera to scan

OFFICIAL POLL CARD Representation of the Peoples Act

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Your number on the Electoral Register:	AB-1557
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	2 St James Community Hall Main Street Great Heathmead London EV16 1LY		
YOUR POLLING ADDRESS IS:	2 St James Community Hall Main Street Great Heathmead London EV16 1LY		

- The ‘Voter Ineligible’ screen is displayed stating that ‘The Voter is not eligible to vote at this Polling Station’
- The Polling Station that the Voter should attend is displayed
- Tap **COMPLETE**
- You are then informed that the transaction has been recorded
- **Do not issue a Ballot Paper**
- Tap **HOME**

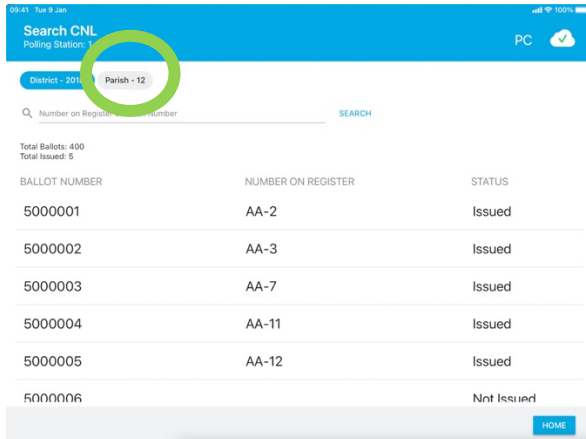
11.2.15 Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

IMPORTANT – For this to work ensure you have 4G internet connectivity

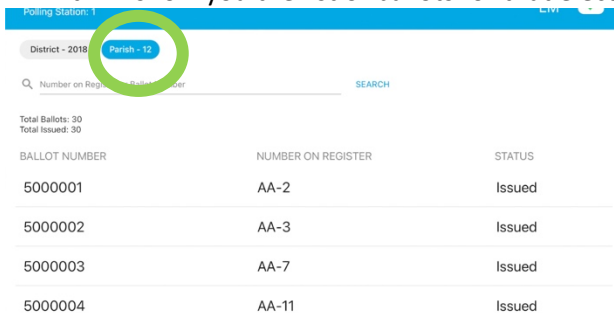
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this will hide the keyboard)
- If it says "No match found on the register of this polling station. Refine your search query or tap SEARCH OTHER STATIONS. Do not issue the voter with a Ballot Paper", tap **SEARCH OTHER STATIONS**
- Results from other polling stations (which are using Modern Polling) are displayed, tap on the Voter you are looking for from the list displayed to view their details
 - The Voter is not eligible to vote at this Polling Station.
 - Their polling station details are displayed, direct the voter to their polling station.
- Tap **COMPLETE**
- You are then informed that the Transaction has been recorded
- **Do not issue Ballot Paper(s)**
- Tap **COMPLETE**

11.2.16 Scenario 16 – View CNL on Home Screen

- Tap **VIEW CNL** on the Home Screen
- Check over the CNL to ensure the data has been synced and the CNL matches the number of ballots issued
- To filter the view e.g., View Parish not District
- Tap **Parish - 12** at the top of the Search CNL screen



- it will show you the list of ballots for that election



11.2.17 Scenario 17 – View/Add Notes to the BPA (Ballot Paper Account)

IMPORTANT – For this to work ensure you have 4G internet connectivity



- Tap **View BPA**
- The Ballot Paper Account for each election is displayed (you must scroll if you have more than one)
- The following sections can be updated at any time throughout the day:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When finished updating the note, tap **UPDATE REPORT**.

Note: If you tap CANCEL, the notes will not be saved and you will return to the Home screen.
- You are redirected to the 'Home' screen

Note: If the Presiding Officer is logged in and adds a note, the only way to save that note is to submit the BPA. We recommend the Poll Clerk add the notes.

11.2.18 Scenario 18 – Logging Out of Modern Polling

At close of Poll the Presiding Officer will need to log into Modern Polling to submit the Ballot Paper Account


- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

11.3 PRESIDING OFFICER

11.3.1 Submit BPA

IMPORTANT – you must have 4G internet connectivity to access and submit the Ballot Paper Account(s).



ALSO

The **Data must be synced**  otherwise the ballot paper account will not be accurate.

- Tap **View BPA**
- Check the Ballot Paper Account
- Check the following for each election and amend if necessary:
 - Number of **Tendered Ballots** issued
 - Number of **Spoilt Ballots** and **Tendered Spoilt Ballots**
 - Add any notes into the **Notes for Returning Officer box**
- When you have checked all your ballot paper accounts for each election, and you are happy to submit the BPA
- **You must Sign off the Ballot Paper Account using the Slide Switch:**
 - **I confirm and agree to sign off the BPA for the above Elections**
- The **SUBMIT REPORT** button is then enabled, tap on it to Submit your BPA
- The BPA has been submitted successfully is displayed
- You are then logged out
The login screen is displayed

11.3.2 Logging Out of Modern Polling

At close of Poll once the Ballot Paper Account is submitted the Presiding Officer will need to log out of Modern Polling.

- **IMPORTANT**
 - Ensure you have 4G internet connectivity
 - Ensure Data has synced, the cloud icon has a green tick  (see the top right header)
- Tap on the logout icon 
- A dialog is displayed asking if you are sure you want to log out?
Tap **YES**
- The Login screen is displayed.

ELECTION MANAGER

During the hands-on training session, you will be assisting your Polling Station Staff as they go through the scenarios (outlined in this document) on the iPad.

Note: the training election is dated '25th December 2027'.
some of you will have 2 elections and some will have the 1 (to reflect your upcoming election in May).

As the Election Manager, you will be monitoring your staff's activity on the app via your Modern Polling Portal Dashboard. At the end of each session, you will be checking the reports generate correctly. It is important for you to go through to monitor your staff and reports as it will prepare you for using Modern Polling on election day.

As your polling station staff go through their scenarios, you will be doing the following checks on your Modern Polling Portal:

12.2.1 Checking Staff are logged in

- Open the Training election '25th December 2027'
- Click on the 'Election Support' tab
- Scroll down to the polling stations, there are 2. You can train 2 staff during each session. 1 assigned to Polling Station 2 and the other assigned to polling station 2
 - Under the 'Station Status' column, you will see a 'green' tick indicating staff devices are active (staff are logged in). Under the 'Staff (Logged In)' column, you can see the staff member's Name, Mobile Number and Role.

12.2.2 Checking Votes are Cast

- Ensure you are in the 'Election Support' tab
- At the top of the page – in the 'Overview' panel, you will see 'No Votes Cast'. When votes are cast the number will go down. For example, if using 2 stations for training it will have 'No Votes Cast' equal to '4'. If using all 6 stations, it will have '0' when all polling stations have cast vote.
- In the 'Elections' panel, there are 2 turnout graphs (District and Parish) displayed. As the polling station staff go through their scenarios, the turnouts will increase.
- If you scroll down to the polling stations. Under the 'Station Status' column you will see a tick beside 'Votes Cast'.

12.2.3 Checking Turnout

- Ensure you are in the 'Election Support' tab
- In the 'Elections' panel, there are 2 turnout graphs (District and Parish) displayed. As the polling station staff go through their scenarios, the turnouts will increase.

- If you scroll down to the polling stations. Under the 'Turnout' column you will see the turnout percentage for each station.
- To see the turnout graph for each station you have two options:
 - Deselect the 'select all' check box on the top left of the Polling Stations table. Then select the check box to the left of the polling station you would like to see the turnout for. The turnout is displayed above the Polling Stations panel. A detailed view displays the turnout per hour.
 - Click on the 'Election Data' tab. Then click on the Polling Station to view the details. In the details page, click on the 'Election Support' tab to see the turnout for that station.

12.2.4 Checking Notes on the BPA

- On the 'Home' screen, click on the 'Election Data' tab.
- Scroll down to the polling station you wish to view notes for.
- Click on the polling station, to view the details.
- Scroll down until you see the 'Overview' tab.
- Click on 'BPA' to the right.
- The BPA is displayed. On the right, when notes are added they are displayed under the 'Notes' column.

12.2.5 Checking the BPA(s) are submitted

- The quickest way to check is to ensure you are in the 'Election Support' tab.
- At the top of the page – in the 'Overview' panel, you will see 'BPA Not Submitted'. When the Ballot Paper Accounts are submitted, the number will go down. For example, if using 2 stations for training it will have 'BPA Not Submitted' equal to '4'. If using all 6 stations, it will have '0' when all polling stations have submitted their BPAs.
- You will also check the Ballot Paper Account in 'Reports'
- All Ballot Paper Accounts that are submitted will be displayed as 'BPA Report' under the 'File Name' column.
- To check and download, click on the 'pdf' icon under the 'Download' column.
- Download and open to ensure it is correct.

12.2.6 Checking VIDEF report(s)

- Voter Identification Evaluation Reports (VIDEFs) are generated when the Ballot Paper Accounts are generated (if using Voter ID).

- Ensure you are in the 'Reports' page.
To check and download the VIDEFs, click on the 'pdf' icon under the 'Download' column.
- Download and open to ensure it is correct.

12.2.7 Checking you can Generate Additional Reports

- There are additional reports per station per election (which includes your CNL, BPRL, Voter Stats etc...)
- Ensure you are in the 'Reports' page.
To generate the additional reports, click on 'Generate Reports' on the top left.
Note: we do not recommend downloading ALL reports in one go as it can cause download issues.
We recommend downloading by Report type, for example to download all of your Marked Registers, please use the 'Search Reports' and enter 'Marked Registers'. All marked register reports will be displayed, then you can use the 'Select All' to download the Marked Registers as a zipped file.

12.2.8 Create a Sealed Audit Report

- Ensure you are in the 'Reports' page.
Click 'Create Sealed Audit' on the top of the page, to the left of 'Search Reports'.
A message is displayed 'This report will display the details for Sealed Reports that were downloaded up until the time that this report is created.'
Click 'Create Sealed Audit'.
- A message is displayed at the bottom of the screen 'Creating Sealed Audit Report (PDF). This can take a few minutes...'
- Once created, you will see the link to 'Download Sealed Audit Report (PDF)' in a banner beneath the header. To download, click on the link.
- A message is displayed at the bottom of the screen 'Downloading Report...' and it is downloaded to your computer.
- To open the PDF, navigate to your downloads and click on it.
Note: if no sealed reports were downloaded, then the report will be blank.

12.2.9 Clear Election Data

- After training each set of Polling Station Staff, you will need to clear down the voters they processed, to allow the next set of trainees to go through the same scenarios.
- On the 'Home' page you will see a 'Clear Election Data' button. Click on the button.
- A message is displayed at the bottom of the screen 'Election Data Cleared'.
- Check the Turnout graphs and Reports to ensure the data has been cleared.
Note: the 'Download Sealed Audit (PDF)' link will remain in the 'Reports' page after each trainee session, however it will remain blank unless a 'sealed' report is downloaded and you click 'Create Sealed Audit'.
- Once you clear election data, you can then proceed with the next set of trainees.

Note: If you do not see 'Clear Election Data' it means your election is in 'Live' mode, not training mode. So please ensure you have the 'Live' toggle off.