

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)

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 1

2. TRAINING PACKAGE – TRAINEE 1

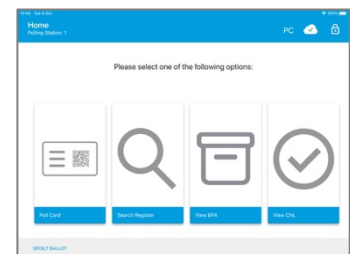
2.1. POLL CLERKS

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.
- 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: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000001



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000001



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: 1

St. James Primary School

12-5000002



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000002



2.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-2
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Lucy Webb 2 St. James Street Great Heathmead London EV16 1FD
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		
			

- 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: 1

St. James Primary School

12-5000003



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000003



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:	AA-3
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Jack Smith 3 St. James Street Great Heathmead London EV16 1FD
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000004



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000004



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: District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Your number on the Electoral Register:	AA-4
POLLING DAY	25th December	Elector Details:	Robert Andrews 4 St. James Street Great Heathmead London EV16 1FD 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

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: District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Your number on the Electoral Register:	AA-7
POLLING DAY	25th December	Elector Details:	Other Electors N, N 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000005



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000005



2.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

2.1.9. 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: District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Your number on the Electoral Register:	AA-11
POLLING DAY	25th December	Elector Details:	Justin Golden 9 St. James Street Great Heathmead London EV16 1FD 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000006



2.1.10. 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:	AA-11
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25th December	Elector Details:	Justin Golden 9 St. James Street Great Heathmead London EV16 1FD
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000006



2.1.11. 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: John Dunlap 271 St. James Street Great Heathmead London EV16 1FD 
POLLING DAY	25th December	
POLLING HOURS	7am to 10pm	
YOUR POLLING STATION IS:	1 St. James Primary School 1 Main Street Great Heathmead London EV16 1LY	

You are the nominated Proxy for Elector:

AA-5

Laura Williamson

271 St. James Street

Great Heathmead

London

EV16 1FD

To Vote as proxy go to Polling Station:

1, St. James Primary School

1 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: 1

St. James Primary School

12-5000007



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000007



2.1.12. 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: 1

St. James Primary School

12-5000008



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000008



2.1.13. 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: 1

St. James Primary School

2018-5000009



2.1.14. 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

ELECTION OF	District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead
POLLING DAY	25th December
POLLING HOURS	7am to 10pm
YOUR POLLING STATION IS:	You have applied for a Postal Vote for this election.

Your number on the Electoral Register:	AA-6
Elector Details:	Mary Hutchinson 242 St James Street London United Kingdom EV16 1FB 

- 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**

2.1.15. 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: District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Your number on the Electoral Register:	AB-1557
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: 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**

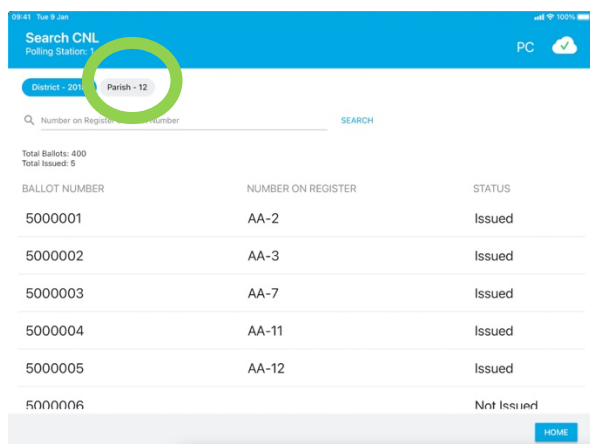
2.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

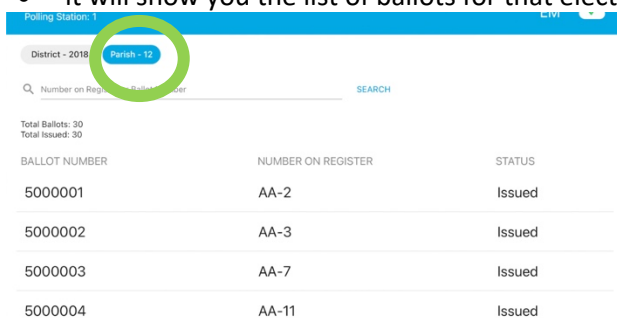
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

2.1.17. 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



2.1.18. 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.

2.1.19. 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 1

3. TRAINING PACKAGE – TRAINEE 2

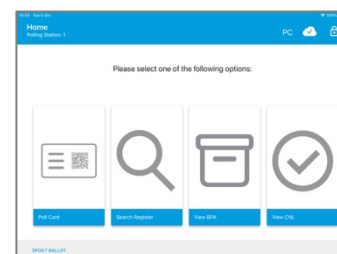
3.1. POLL CLERKS

3.1.1. 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



3.1.2. 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.
- 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-12
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Kevin Jones 10 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000011



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000011



3.1.3. 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: 1

St. James Primary School

12-5000012



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000012



3.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-13
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Adam Taylor 11 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

- 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: 1

St. James Primary School

12-5000013



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000013



3.1.5. 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:	AA-14
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Brian Williamson 12 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000014



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000014



3.1.6. 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:	AA-15
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Brenda Gray 13 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

3.1.7. 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:	AA-206
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:	1 St. James Primary School 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: 1

St. James Primary School

12-5000015



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000015



3.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

3.1.9. 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:	AA-16
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Jude Small 14 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000016



3.1.10. 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:	AA-16
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Jude Small 14 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000016



PARISH BALLOT

3.1.11. 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

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Proxy Details:	Nathan Woods 272 St. James Street Great Heathmead London EV16 1FB 
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

You are the nominated Proxy for Elector:

AA-263
 Alyssa Dunlap
 272 St. James Street
 Great Heathmead
 London
 EV16 1FD

To Vote as proxy go to Polling Station:

1, St. James Primary School
 1 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: 1

St. James Primary School

12-5000017



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000017



3.1.12. 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: 1

St. James Primary School

12-5000018



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000018



3.1.13. 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: 1

St. James Primary School

DISTRICT BALLOT

2018-5000019



3.1.14. 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:	AA-238
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	George Jarvis 244 St. James Street Great Heathmead London EV16 1FB
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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**

3.1.15. 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: District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Your number on the Electoral Register:	AB-1557
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: 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**

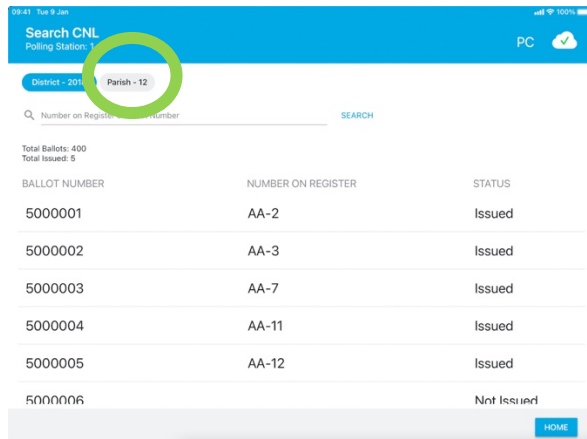
3.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

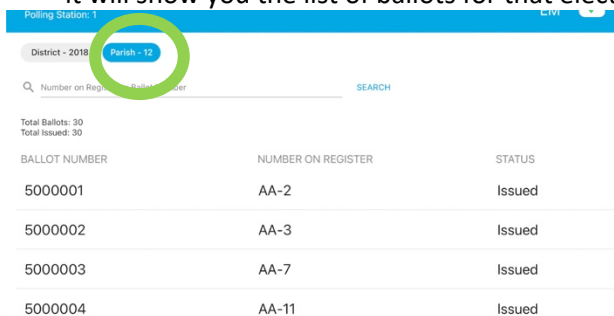
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

3.1.17. 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



3.1.18. 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.

3.1.19. 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.

3.2. PRESIDING OFFICER

3.2.1. 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

3.2.2. 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 3

Polling Station 1

4. TRAINING PACKAGE – TRAINEE 3

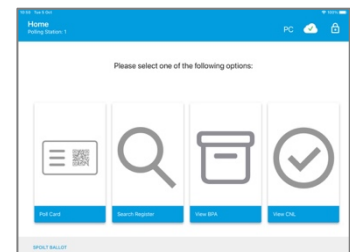
4.1. POLL CLERKS

4.1.1. 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



4.1.2. 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.
- 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-17
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Vaughan Davies 15 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000021



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000021



4.1.3. 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: 1

St. James Primary School

12-5000022



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000022



4.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-18
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hugh Mathews 16 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		



- 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: 1

St. James Primary School

12-5000023



Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000023



4.1.5. 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:	AA-19
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Niall Bird 17 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000024



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000024



SAMPLE BALLOT

4.1.6. 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:	AA-20
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Pamela Tulley 18 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

4.1.7. 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:	AA-209
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:	1 St. James Primary School Main Street Great Heathmead London E16 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: 1

St. James Primary School

12-5000025



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000025



SAMPLE BALLOT

4.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

4.1.9. 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:	AA-21
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Brendan Burt 19 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000026



SAMPLE BALLOT

4.1.10. 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:	AA-21
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Brendan Burt 19 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000026



SAMPLE BALLOT

4.1.11. 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

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Proxy Details:	James Browning 273 St. James Street Great Heathmead London EV16 1FD 
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

You are the nominated Proxy for Elector:

AA-264
 Simon Hood
 273 St. James Street
 Great Heathmead
 London
 EV16 1FD

To Vote as proxy go to Polling Station:

1, St. James Primary School
 1 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: 1

St. James Primary School

12-5000027



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000027



SAMPLE BALLOT

4.1.12. 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: 1

St. James Primary School

12-5000028



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000028



SAMPLE BALLOT

4.1.13. 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: 1

St. James Primary School

2018-5000029



SAMPLE BALLOT

4.1.14. 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:	AA-239
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Noah Wynn 245 St. James Street Great Heathmead London EV16 1FB
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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**

4.1.15. 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: District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Your number on the Electoral Register:	AB-1557
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: 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**

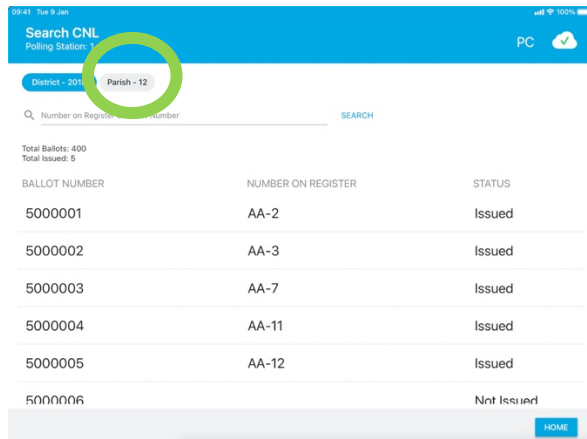
4.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

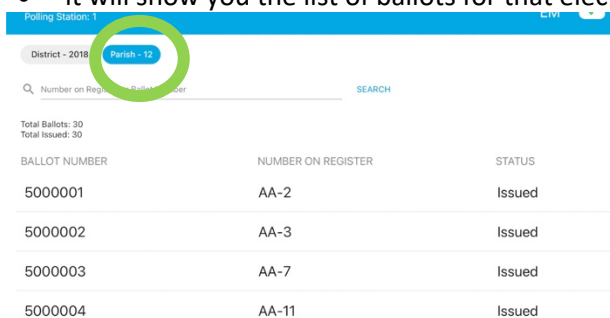
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

4.1.17. 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



4.1.18. 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.

4.1.19. 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.

4.2. PRESIDING OFFICER

4.2.1. 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

4.2.2. 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 4

Polling Station 1

5. TRAINING PACKAGE – TRAINEE 4

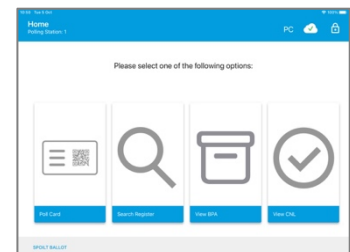
5.1. POLL CLERKS

5.1.1. 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



5.1.2. 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.
- 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-22
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Frank Evans 20 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000031



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000031



SAMPLE BALLOT

5.1.3. 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: 1

St. James Primary School

12-5000032



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000032



SAMPLE BALLOT

5.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-23
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Amy Woodard 21 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

- 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: 1

St. James Primary School

12-5000033



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000033



SAMPLE BALLOT

5.1.5. 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:	AA-24
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Shannon Stephens 22 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000034



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000034



SAMPLE BALLOT

5.1.6. 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:	AA-25
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Patrick Johson 23 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

5.1.7. 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:	AA-212
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:	1 St. James Primary School 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: 1

St. James Primary School

12-5000035



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000035



SAMPLE BALLOT

5.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

5.1.9. 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:	AA-26
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Charles Walker 24 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000036



SAMPLE BALLOT

5.1.10. 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:	AA-26
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Charles Walker 24 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000036



SAMPLE BALLOT

5.1.11. 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

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Proxy Details:	James Browning 273 St. James Street Great Heathmead London EV16 1FD 
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

You are the nominated Proxy for Elector:

AA-264
 Simon Hood
 273 St. James Street
 Great Heathmead
 London
 EV16 1FD

To Vote as proxy go to Polling Station:

1, St. James Primary School
 1 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: 1

St. James Primary School

12-5000037



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000037



SAMPLE BALLOT

5.1.12. 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: 1

St. James Primary School

12-5000038



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000038



SAMPLE BALLOT

5.1.13. 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: 1

St. James Primary School

2018-5000039



SAMPLE BALLOT

5.1.14. 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:	AA-240
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Bruce Faulkner 246 St. James Street Great Heathmead London EV16 1FB
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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**

5.1.15. 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: District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Your number on the Electoral Register:	AB-1557
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: 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**

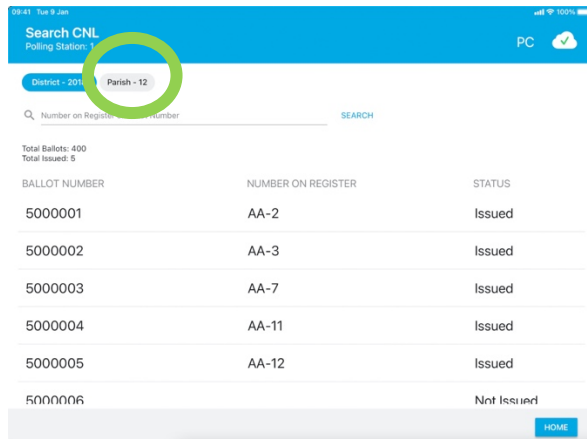
5.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

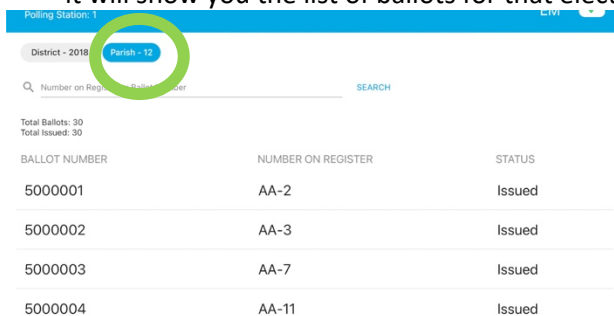
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

5.1.17. 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



5.1.18. 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.

5.1.19. 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.

5.2. PRESIDING OFFICER

5.2.1. 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

5.2.2. 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 5

Polling Station 1

6. TRAINING PACKAGE – TRAINEE 5

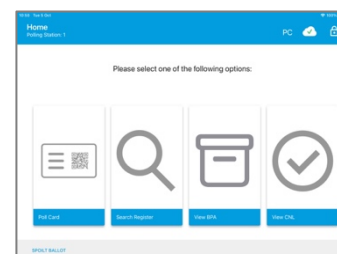
6.1. POLL CLERKS

6.1.1. 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



6.1.2. 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.
- 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-27
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Irma Roberts 25 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000041



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000041



SAMPLE BALLOT

6.1.3. 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: 1

St. James Primary School

12-5000042



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000042



SAMPLE BALLOT

6.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-28
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Velma Yates 26 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

- 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: 1

St. James Primary School

12-5000043



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000043



SAMPLE BALLOT

6.1.5. 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:	AA-29
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	David Wright 27 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000044



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000044



SAMPLE BALLOT

6.1.6. 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:	AA-30
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Inga Davenport 28 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

6.1.7. 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:	AA-215
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:	1 St. James Primary School 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: 1

St. James Primary School

12-5000045



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000045



SAMPLE BALLOT

6.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

6.1.9. 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:	AA-31
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Russell Carpenter 29 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000046



SAMPLE BALLOT

6.1.10. 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:	AA-31
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Russell Carpenter 29 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000046



SAMPLE BALLOT

6.1.11. 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

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Proxy Details:	Frank MacKenzie 7 Ashton Court Great Heathmead London EV16 1FD 
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

You are the nominated Proxy for Elector:

AA-268
 Owen Crawford
 277 St. James Street
 Great Heathmead
 London
 EV16 1FD

To Vote as proxy go to Polling Station:

1, St. James Primary School
 1 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: 1

St. James Primary School

12-5000047



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000047



SAMPLE BALLOT

6.1.12. 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: 1

St. James Primary School

12-5000048



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000048



SAMPLE BALLOT

6.1.13. 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: 1

St. James Primary School

2018-5000049



SAMPLE BALLOT

6.1.14. 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:	AA-241
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Jack Randolph 249 St. James Street Great Heathmead London EV16 1FB
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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**

6.1.15. 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		Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU 
POLLING DAY	25th December		
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		

- 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**

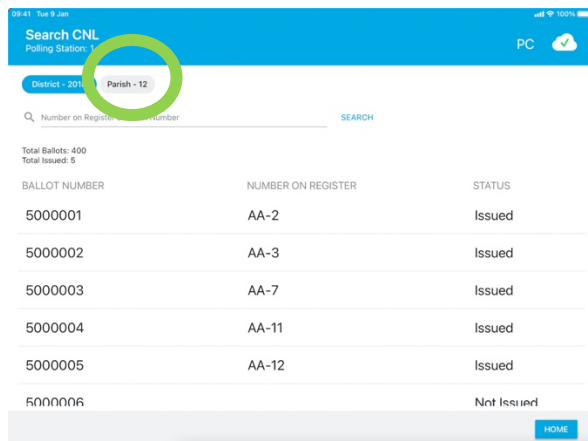
6.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

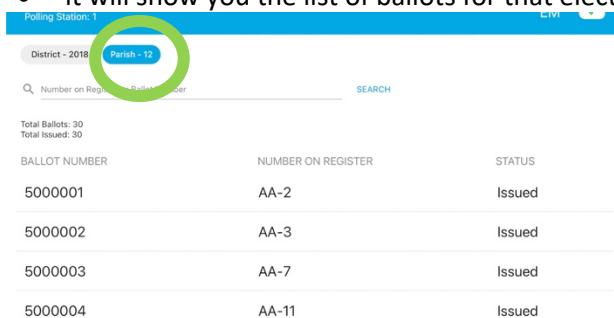
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

6.1.17. 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



6.1.18. 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.

6.1.19. 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.

6.2. PRESIDING OFFICER

6.2.1. 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

6.2.2. 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 6

Polling Station 1

7. TRAINING PACKAGE – TRAINEE 6

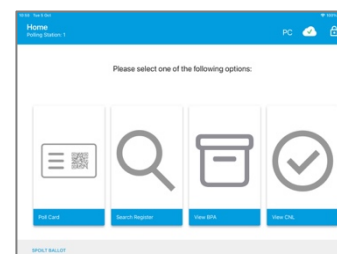
7.1. POLL CLERKS

7.1.1. 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



7.1.2. 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.
- 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-32
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Lewis Tompson 30 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000051



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000051



SAMPLE BALLOT

7.1.3. 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: 1

St. James Primary School

12-5000052



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000052



SAMPLE BALLOT

7.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-33
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Tyler Webb 31 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		



- 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: 1

St. James Primary School

12-5000053



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000053



SAMPLE BALLOT

7.1.5. 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:	AA-34
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Basil Mccullough 32 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000054



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000054



SAMPLE BALLOT

7.1.6. 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:	AA-35
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Felix James 33 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

7.1.7. 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:	AA-218
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:	1 St. James Primary School 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: 1

St. James Primary School

12-5000055



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000055



SAMPLE BALLOT

7.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

7.1.9. 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:	AA-36
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Denise Clarke 34 St. James Street Great Heathmead London EV16 1FE 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000056



SAMPLE BALLOT

7.1.10. 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:	AA-36
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Denise Clarke 34 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000056



SAMPLE BALLOT

7.1.11. 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

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Proxy Details: Howard Huges 54 Hamilton Close Great Heathmead London EV16 1JS 
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		
POLLING DAY	25 th December	
POLLING HOURS	7am to 10pm	
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY	

You are the nominated Proxy for Elector:

AA-269
Seth Reid
278 St. James Street
Great Heathmead
London
EV16 1FD

To Vote as proxy go to Polling Station:

1, St. James Primary School
1 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: 1

St. James Primary School

12-5000057



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000057



SAMPLE BALLOT

7.1.12. 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: 1

St. James Primary School

12-5000058



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000058



SAMPLE BALLOT

7.1.13. 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: 1

St. James Primary School

2018-5000059



SAMPLE BALLOT

7.1.14. 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:	AA-242
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Lucke Sexton 250 St. James Street Great Heathmead London EV16 1FB
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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**

7.1.15. 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: District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Your number on the Electoral Register:	AB-1557
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: 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**

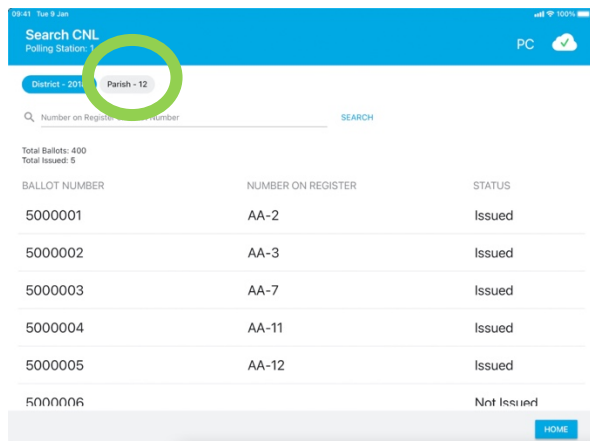
7.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

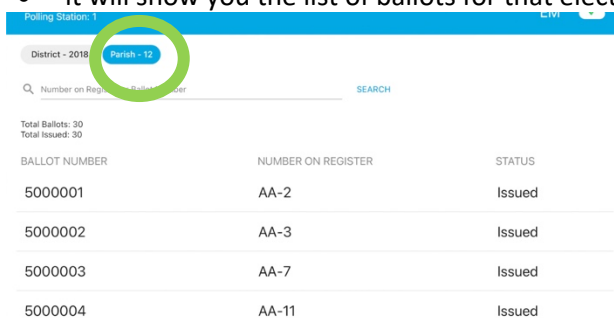
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

7.1.17. 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



7.1.18. 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.

7.1.19. 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.

7.2. PRESIDING OFFICER

7.2.1. 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

7.2.2. 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 7

Polling Station 1

8. TRAINING PACKAGE – TRAINEE 7

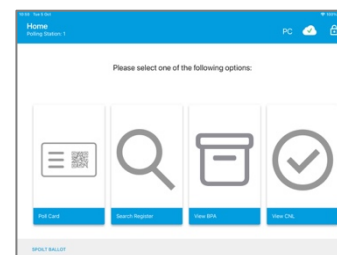
8.1. POLL CLERKS

8.1.1. Getting Started



Modern Polling

- 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.



8.1.2. 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.
- 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-37
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Damian Martin 35 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000061



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000061



SAMPLE BALLOT

8.1.3. 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: 1

St. James Primary School

12-5000062



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000062



SAMPLE BALLOT

8.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-38
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Rose Jackson 36 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		



- 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: 1

St. James Primary School

12-5000063



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000063



SAMPLE BALLOT

8.1.5. 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:	AA-39
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Martin Carver 37 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000064



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000064



SAMPLE BALLOT

8.1.6. 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:	AA-40
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Kim Cunningham 38 St. James Street Great Heathmead London EV16 1FE
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

8.1.7. 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:	AA-222
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:	1 St. James Primary School Main Street Great Heathmead London E16 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: 1

St. James Primary School

12-5000065



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000065



SAMPLE BALLOT

8.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

8.1.9. 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:	AA-41
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Aimee Harris 39 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000066



SAMPLE BALLOT

8.1.10. 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:	AA-41
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Aimee Harris 39 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000066



SAMPLE BALLOT

8.1.11. 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

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Proxy Details:	Joe Evans 55 Hamilton Close Great Heathmead London EV16 1JE 
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

You are the nominated Proxy for
Elector:

AA-270
 Jenna Griffin
 279 St. James Street
 Great Heathmead
 London
 EV16 1JE

To Vote as proxy go to Polling
Station:

1, St. James Primary School
 1 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.

ISSUED BY THE RETURNING OFFICER

- 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: 1

St. James Primary School

12-5000067



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000067



SAMPLE BALLOT

8.1.12. 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: 1

St. James Primary School

12-5000068



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000068



SAMPLE BALLOT

8.1.13. 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: 1

St. James Primary School

2018-5000069



SAMPLE BALLOT

8.1.14. 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:	AA-243
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	John Shepherd 251 St. James Street Great Heathmead London EV16 1FB 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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**

8.1.15. 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		Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU 
POLLING DAY	25th December		
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		

- 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**

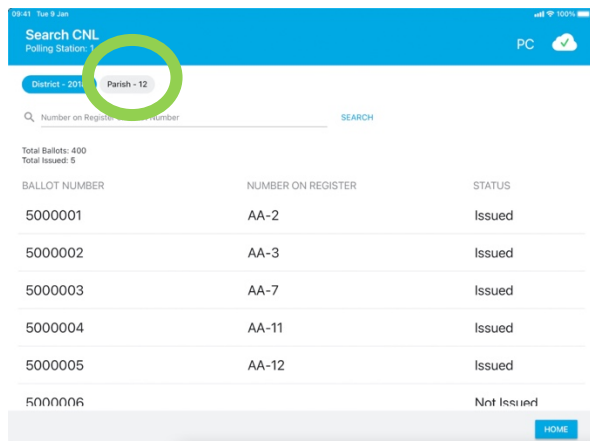
8.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

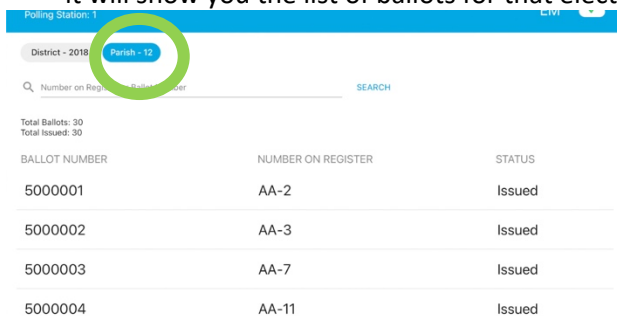
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

8.1.17. 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



8.1.18. 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.

8.1.19. 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.

8.2. PRESIDING OFFICER

8.2.1. 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

8.2.2. 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 8

Polling Station 1

9. TRAINING PACKAGE – TRAINEE 8

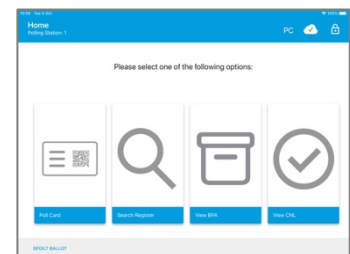
9.1. POLL CLERKS

9.1.1. 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



9.1.2. 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.
- 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-42
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Blair Morris 40 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000071



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000071



SAMPLE BALLOT

9.1.3. 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: 1

St. James Primary School

12-5000072



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000072



SAMPLE BALLOT

9.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-43
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Mia Casey 41 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		



- 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: 1

St. James Primary School

12-5000073



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000073



SAMPLE BALLOT

9.1.5. 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:	AA-44
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Sarah Herring 42 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000074



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000074



SAMPLE BALLOT

9.1.6. 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:	AA-45
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Cory Jackson 43 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

9.1.7. 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:	AA-226
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:	1 St. James Primary School 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: 1

St. James Primary School

12-5000075



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000075



SAMPLE BALLOT

9.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

9.1.9. 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:	AA-46
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Belle Stein 44 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000076



SAMPLE BALLOT

9.1.10. 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:	AA-46
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Belle Stein 44 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000076



SAMPLE BALLOT

9.1.11. 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

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Proxy Details:	Gillian Barr 72 Hamilton Close Great Heathmead London DD12 5TG 
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December		
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

You are the nominated Proxy for Elector:

AA-271
 Hilary Hebert
 280 St. James Street
 Great Heathmead
 London
 EV16 1JE

To Vote as proxy go to Polling Station:

1, St. James Primary School
 1 Main Street

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: 1

St. James Primary School

12-5000077



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000077



SAMPLE BALLOT

9.1.12. 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: 1

St. James Primary School

12-5000078



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000078



SAMPLE BALLOT

9.1.13. 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: 1

St. James Primary School

2018-5000079



SAMPLE BALLOT

9.1.14. 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:	AA-244
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Scarlett Larson 252 St. James Street Great Heathmead London EV16 1FB
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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**

9.1.15. 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: District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		Your number on the Electoral Register:	AB-1557
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: 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**

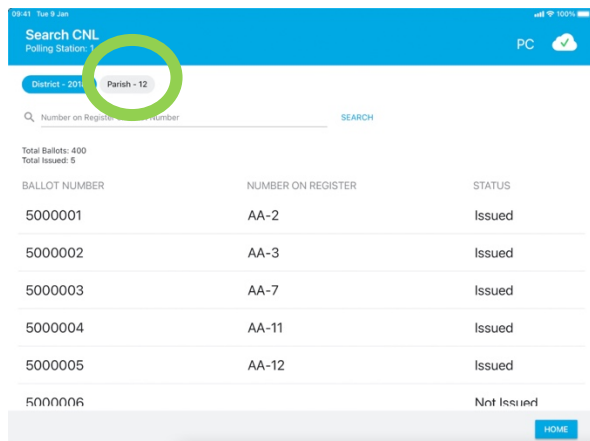
9.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

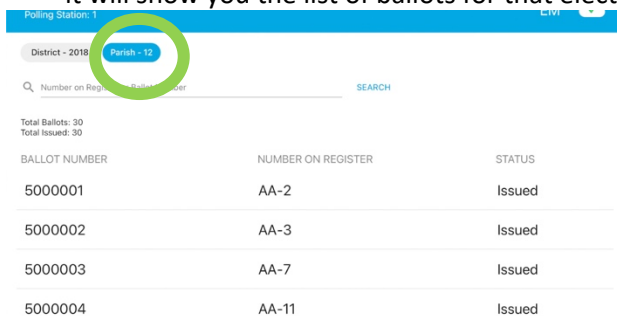
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

9.1.17. 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



9.1.18. 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.

9.1.19. 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.

9.2. PRESIDING OFFICER

9.2.1. 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

9.2.2. 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 9

Polling Station 1

10. TRAINING PACKAGE – TRAINEE 9

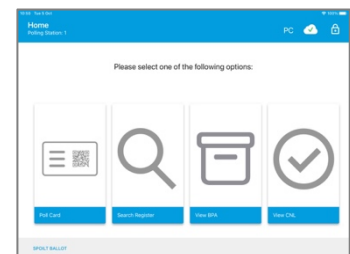
10.1. POLL CLERKS

10.1.1. 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



10.1.2. 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.
- 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-47
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Tanya Roberts 45 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000081



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000081



SAMPLE BALLOT

10.1.3. 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: 1

St. James Primary School

12-5000082



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000082



SAMPLE BALLOT

10.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-48
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Marian Rogers 46 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		



- 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: 1

St. James Primary School

12-5000083



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000083



SAMPLE BALLOT

10.1.5. 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:	AA-49
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Rogan Beach 47 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000084



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000084



SAMPLE BALLOT

10.1.6. 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:	AA-50
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Hilda McClain 48 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

10.1.7. 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:	AA-229
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:	1 St. James Primary School 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: 1

St. James Primary School

12-5000085



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000085



SAMPLE BALLOT

10.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

10.1.9. 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:	AA-51
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Bernard Kelly 49 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000086



SAMPLE BALLOT

10.1.10. 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:	AA-51
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Bernard Kelly 49 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000086



SAMPLE BALLOT

10.1.11. 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

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Proxy Details: Damian Graham 18 Ashton Court Great Heathmead London DD12 5TG 
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		
POLLING DAY	25 th December	
POLLING HOURS	7am to 10pm	
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY	

You are the nominated Proxy for Elector:

AA-272
 Dean Turner
 281 St. James Street
 Great Heathmead
 London
 EV16 1JE

To Vote as proxy go to Polling Station:

1, St. James Primary School
 1 Main Street
 EV16 1L

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: 1

St. James Primary School

12-5000087



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000087



SAMPLE BALLOT

10.1.12. 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: 1

St. James Primary School

12-5000088



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000088



SAMPLE BALLOT

10.1.13. 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: 1

St. James Primary School

2018-5000089



SAMPLE BALLOT

10.1.14. 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:	AA-245
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Richard Cameron 253 St. James Street Great Heathmead London EV16 1FB
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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**

10.1.15. 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		Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU 
POLLING DAY	25th December		
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		

- 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**

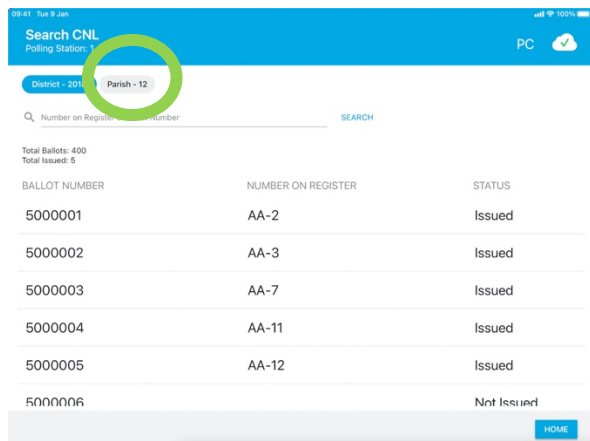
10.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

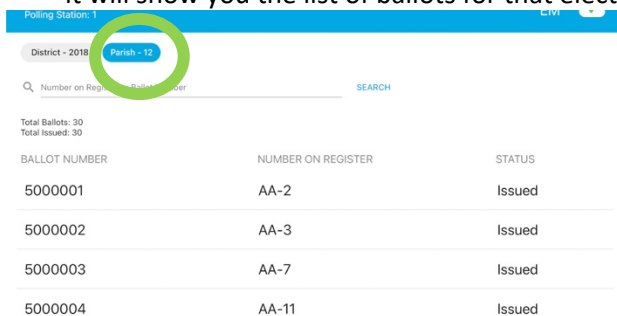
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

10.1.17. 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



10.1.18. 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.

10.1.19. 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.

10.2. PRESIDING OFFICER

10.2.1. 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

10.2.2. 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 10

Polling Station 1

11. TRAINING PACKAGE – TRAINEE 9

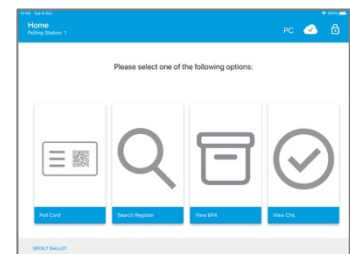
11.1. POLL CLERKS

11.1.1. 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



11.1.2. 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.
- 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-52
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Amir Aguilar 50 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000091



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000091



SAMPLE BALLOT

11.1.3. 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: 1

St. James Primary School

12-5000092



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000092



SAMPLE BALLOT

11.1.4. Scenario 3 – Voter ID: Voter arrives with Valid ID

- 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:	AA-53
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Jennifer Thornton 51 St. James Street Great Heathmead London EV16 1FF 
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY		

- 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: 1

St. James Primary School

12-5000093



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000093



SAMPLE BALLOT

11.1.5. 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:	AA-54
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Caroline Carter 52 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000094



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000094



SAMPLE BALLOT

11.1.6. 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:	AA-55
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Christopher Knox 53 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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.

11.1.7. 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:	AA-232
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:	1 St. James Primary School 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: 1

St. James Primary School

12-5000095



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000095



SAMPLE BALLOT

11.1.8. Scenario 7 - Anonymous Voter arrives without Poll Card

- Anonymous voters must present their poll card, as you cannot search the register for them.
- Inform the voter that they must return with their poll card, along with their Anonymous Elector's Document to vote.
- Do not issue ballots.

11.1.9. 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:	AA-56
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Frances Hansen 54 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

12-5000096



SAMPLE BALLOT

11.1.10. 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:	AA-56
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Frances Hansen 54 St. James Street Great Heathmead London EV16 1FF
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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: 1

St. James Primary School

2018-5000096



SAMPLE BALLOT

11.1.11. 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

ELECTIONS OF GREAT HEATHMEAD AREA of LONDON:		Proxy Details: Holly Fraser 24 Ashton Court Great Heathmead London EV16 1JE 
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead		
POLLING DAY	25 th December	
POLLING HOURS	7am to 10pm	
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School Main Street Great Heathmead London EV16 1LY	

You are the nominated Proxy for Elector:

AA-273
 Jack Jones
 282 St. James Street
 Great Heathmead
 London
 EV16 1JE

To Vote as proxy go to Polling Station:

1, St. James Primary School
 1 Main Street
 EV16 1L

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: 1

St. James Primary School

12-5000097



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000097



SAMPLE BALLOT

11.1.12. 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: 1

St. James Primary School

12-5000098



SAMPLE BALLOT

Election for: **Parish**

25th December

Poll Station Number: 1

St. James Primary School

2018-5000098



SAMPLE BALLOT

11.1.13. 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: 1

St. James Primary School

2018-5000099



SAMPLE BALLOT

11.1.14. 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:	AA-246
District Councillor for the Great Heathmead Area Councillor to London Borough of Great Heathmead			
POLLING DAY	25 th December	Elector Details:	Ella Harper 254 St. James Street Great Heathmead London EV16 1FB
POLLING HOURS	7am to 10pm		
YOUR POLLING STATION IS: YOUR POLLING ADDRESS IS:	1 St. James Primary School 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**

11.1.15. 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		Elector Details:	Dean O' Brien 22 Station Road London United Kingdom EV16 1JU 
POLLING DAY	25th December		
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		

- 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**

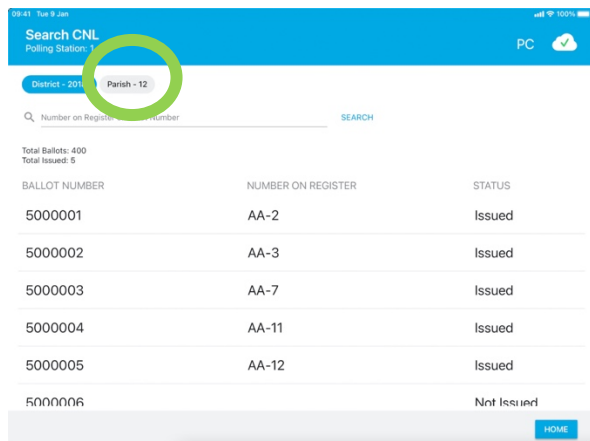
11.1.16. Scenario 15 – Voter arrives without a Poll Card at the Wrong Polling Station

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

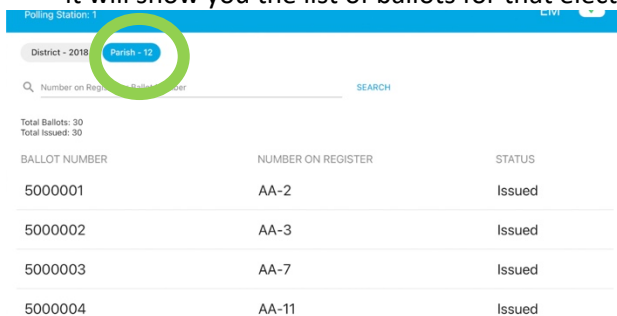
- Tap **Search Register**
- When you tap in the search area, the keyboard is displayed... use it to type in e.g. the last name. You can enter any of the following (and/or combinations of) of the Voter's:
 - Name (e.g. Dean O'Brien)
 - Address
 - Postcode
 - Number on the register
- Tap **SEARCH** (this 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**

11.1.17. 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



11.1.18. 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.

11.1.19. 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.

11.2. PRESIDING OFFICER

11.2.1. 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

11.2.2. 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.

12. 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:

12.1.1. 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 1 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.

12.1.2. 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'.

12.1.3. 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.

12.1.4. 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.

12.1.5. 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.

12.1.6. 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.

12.1.7. 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.

12.1.8. 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.

12.1.9. 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.