

SAMPLE  
Primary Election  
Test Deck Cover Letter  
Optical Scan

May 10, 2004

Dear County Clerk:

Enclosed herein is a 23 ballot test deck to be used in certifying the accuracy of your counting equipment both prior to and after the primary election. You should make a similar test deck for your remaining precincts in order to ascertain that ballot coding for each precinct is correct and each position is being counted accurately.

This test deck should be processed prior to the election with bi-partisan observation and your commissioners present. The deck should also be processed immediately after the counting of the ballots. Every effort should be made to involve the general public, candidates, party officials, etc., when the test deck is being processed.

I have enclosed a copy of the results your counting equipment should generate. If there is a discrepancy please contact our office immediately.

If you are in need of further assistance concerning this matter, do not hesitate to contact this office. I thank you very much in assisting in this matter of engendering confidence and integrity in our election process.

For the Secretary of State,

TIM HURST  
Chief Deputy  
Secretary of State

TH/pdy  
Enclosures: as cited

Attached to the 23-card test deck is a printout showing the results in a certain precinct. Results should be as follows, with candidate response positions ending in:

EXAMPLE: Candidate X  
in position:

1	receives	1 vote
2	receives	2 votes
3	receives	3 votes
4	receives	4 votes
5	receives	5 votes
6	receives	1 votes
7	receives	2 votes
8	receives	3 votes

EXAMPLE: Judicial or Questions in response position:

1	receives	2 votes
2	receives	4 votes

Please be advised there is one cross-over, over-vote and under-vote (blank) ballot in this test deck.