**Scottish Independence Referendum**

**Thursday 18 September 2014**

**Polling staff training – ballot paper account exercise**

(Note to trainers - This training session assumes that the Ballot Paper Account (BPA) has not been pre-populated with information such as the number of ballot books issued to each station. If it is your practice to include such information within the BPA, you should amend the information below accordingly.)

Completing the Ballot Paper Account is one of the most important tasks the Presiding Officer will undertake on polling day. Errors in its completion could cause delays at the local count and to the national result. Please take your time to complete the account – accuracy is more important than speed.

You are the Presiding Officer for Ballot Box No 123 at Station 3, Any Primary School.

You have been allocated 8 books of ordinary (white) ballot papers numbered 117501 to 118300 and 1 book of tendered (pink) ballot papers numbered 2441 to 2460.

At the end of polling day, you have to complete your ballot paper account. You will note that each ballot paper has a unique identifying number on the back comprised of letters and numbers. When completing the account, use only the numbers and not the letters.

Enter the number of ordinary (white) ballot papers that you received in row **A.** (This may already have been done for you by the referendum team.)

To calculate the number of ballot papers that you have issued you must:-

* Check the number on the **next** ordinary ballot paper to be issued – in this example it is 118106. Enter this number on the form at row **B**.
* Check the number of the first ballot paper listed on the Corresponding Number List. In this example it is number 117501. Enter this number on the form at row **C.**
* To calculate the number of ballot papers you have issued, subtract, **C** from **B**. Enter your answer at row **D**.
* Now check the number of spoilt papers at your station. In this example 1 paper has been spoilt. Enter this number at row **E**.
* Deduct the number of spoilt papers **E** from the number of papers issued at your station **D**. This gives you the number of papers that should be in your ballot box. Enter this number at row **F**.
* Now calculate the number of unused papers you have remaining by subtracting the total number of ballot papers issued **D** from the number of ballot papers you received from the Counting Officer **A.** Enter this number in row **G**.

Now you must account for the tendered ballot papers you have received.

Firstly, enter the number of tendered ballot papers you received from the Counting Officer in row **H.** In this example you have been allocated 20 tendered ballot papers numbered 2441 to 2460.

Enter the total number of tendered ballot papers that you have issued in row **I**. In this example, there has been only 1 tendered ballot paper issued at your station**.** (Note that all tendered ballot papers must have been placed in the envelope provided, NOT in the ballot box.)

* Now enter the number of any spoilt tendered ballot papers in row **J.** In this example there have been no spoilt tendered ballot papers at your station.
* To calculate the number of unused tendered ballot papers, add **I** to **J** and deduct from **H**. Enter this number in row **K**.

If there are comments you need to make which will help the Counting Officer reconcile the figures on the ballot paper account – (for example, if you are aware that a voter has placed his/her ballot paper in the wrong box) make comments in the box at the foot of the Ballot Paper Account. You can give further details (if necessary) on the back of the Account.

Finally sign the Ballot Paper Account and seal it in the envelope provided. Follow the packaging instructions to ensure it is forwarded to the Count with the ballot box.

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| **Scottish Independence Referendum**  **Thursday 18 September 2014** | **Ballot Box No** |
|  |
| **Ballot Paper Account** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Local Authority area:** | | | | |  | | | | | | | | | | |
| **Polling Place:** | | | | |  | | | | | | | | | | |
| **Polling Station No:** | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Part 1** | | | | **Ordinary ballot papers** | | | | | | | | | | | |
| A | Total **received** by Presiding Officer (Numbered from 117501 to 118300) | | | | | |  | |  | |  | |  |  |  |
| B | Number on the **back** of the **next** ballot paper to be issued | | | | | |  | |  | |  | |  |  |  |
| C | Number of the first ballot paper issued on the corresponding number list | | | | | |  | |  | |  | |  |  |  |
| D | Total ballot papers issued (Deduct **C** from **B**) | | | | | |  | |  | |  | |  |  |  |
| E | How many **spoilt** ballot papers did you issue replacements for? | | | | | |  | |  | |  | |  |  |  |
| F | Total ballot papers **issued and not spoilt** (Deduct **E** from **D**) | | | | | |  | |  | |  | |  |  |  |
| G | Total unused ballot papers (Deduct **D** from **A**) | | | | | |  | |  | |  | |  |  |  |
|  | | |  | | | |  | | | | | | | | |
| **Part 2** | | | | **Tendered ballot papers (Pink)** (Issued only in circumstances described on page 44 of the polling station handbook) | | | | | | | | | | | |
| H | | Total **received** by Presiding Officer (Numbered from 2441 to 2460) | | | |  | |  | |  | |  | |  |  |
| I | | Total tendered ballot papers marked by a voter and placed by the Presiding Officer in the appropriate envelope | | | |  | |  | |  | |  | |  |  |
| J | | Total spoilt tendered ballot papers (placed by the Presiding Officer in the appropriate envelope) | | | |  | |  | |  | |  | |  |  |
| K | | Total unused tendered ballot papers (placed by the Presiding Officer in the appropriate envelope) (Add **I** **and** **J** and deduct from **H)** | | | |  | |  | |  | |  | |  |  |

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| **Notes for Counting Officer:**  *(continue overleaf if necessary)* |  |
| **Signature of Presiding Officer:** |  |

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| **Scottish Independence Referendum**  **Thursday 18 September 2014** | **Ballot Box No** |
| **123** |
| **Ballot Paper Account (worked example)** |

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| **Local Authority area:** | | | | | ABC Council | | | | | | | | | | |
| **Polling Place:** | | | | | Any Primary School | | | | | | | | | | |
| **Polling Station No:** | | | | | 3 | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Part 1** | | | | **Ordinary ballot papers** | | | | | | | | | | | |
| A | Total **received** by Presiding Officer (Numbered from 117501 to 118300) | | | | | |  | |  | |  | | **8** | **0** | **0** |
| B | Number on the **back** of the **next** ballot paper to be issued | | | | | | **1** | | **1** | | **8** | | **1** | **0** | **6** |
| C | Number of the first ballot paper issued on the corresponding number list | | | | | | **1** | | **1** | | **7** | | **5** | **0** | **1** |
| D | Total ballot papers issued (Deduct **C** from **B**) | | | | | |  | |  | |  | | **6** | **0** | **5** |
| E | How many **spoilt** ballot papers did you issue replacements for? | | | | | |  | |  | |  | |  |  | **1** |
| F | Total ballot papers **issued and not spoilt** (Deduct **E** from **D**) | | | | | |  | |  | |  | | **6** | **0** | **4** |
| G | Total unused ballot papers (Deduct **D** from **A**) | | | | | |  | |  | |  | | **1** | **9** | **5** |
|  | | |  | | | |  | | | | | | | | |
| **Part 2** | | | | **Tendered ballot papers (Pink)** (Issued only in circumstances described on page 44 of the polling station handbook) | | | | | | | | | | | |
| H | | Total **received** by Presiding Officer (Numbered from 2441 to 2460) | | | |  | |  | |  | |  | | **2** | **0** |
| I | | Total tendered ballot papers marked by a voter and placed by the Presiding Officer in the appropriate envelope | | | |  | |  | |  | |  | |  | **1** |
| J | | Total spoilt tendered ballot papers (placed by the Presiding Officer in the appropriate envelope) | | | |  | |  | |  | |  | |  | **0** |
| K | | Total unused tendered ballot papers (placed by the Presiding Officer in the appropriate envelope) (Add **I** **and** **J** and deduct from **H)** | | | |  | |  | |  | |  | | **1** | **9** |

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| **Notes for Counting Officer:** |  |
| **Signature of Presiding Officer:** |  |

**Polling Staff Training Quiz**

**Scottish Independence Referendum – 18 September 2014**

*(Note to trainers – you can pick and choose from this list of questions and scenarios to deal with the issues that you wish to prioritise. I have included the references in the Polling Station handbook beside each question/scenario to help you locate the answer quickly. It is your choice whether you give the staff the references at the training session or afterwards.)*

**General Questions**

1. What time should you attend the polling station for duty on polling day? *(Handbook page 9)*
2. What colour are the ordinary ballot papers and what colour are the tendered ballot papers? *(Handbook page 44)*
3. How old do you need to be to vote at the referendum? *(Handbook page 19)*
4. Which voters need to show their poll cards in order to vote? *(Handbook page 39)*
5. Can a voter who accidentally spoils the ballot paper be issued with a new one? *(Handbook page 21)*
6. What do you do with a postal vote that has been delivered to the polling station? *(Handbook page 22)*
7. If the letter P is marked against a voter’s name on the polling list, can that voter vote in person? *(Handbook page 19)*

**Scenarios/Role Play**

**How would you deal with the following circumstances?**

1. A voter protests at you writing his/her electoral number on the Corresponding Number List.  
   *(Handbook page 52)*
2. It is 1.30pm. A voter who is marked with an A on the polling list claims that he/she did not apply for a postal vote and wants to vote in person. What if the same thing happens after 5pm? *(Handbook page 35-36)*
3. A person attends the polling station and tells you that he/she is an Observer authorised by the Electoral Commission. *(Handbook page 14-15)*
4. A person attends to vote but the polling list is marked to show that he/she has already voted. *(Handbook page 40)*
5. It is 7pm. A person attends to vote who is not on the polling list. When you investigate, it appears that several properties have been omitted in error. *(Handbook page 33)*
6. It is 9.35pm. The polling station is becoming very busy and a queue is forming. *(Handbook page 24)*