

## 1<sup>st</sup> Level Adjudicators

**Role Objective:** To adjudicate Ballot Papers which cannot be processed by the system. Conducts 1st Level Adjudication of Ballot Papers and either **Accepts** them or **Defers** them to the Returning Officer for final adjudication.

### Start Adjudication

- Click on the **Contest** button at the top left of the screen.
- Click the **Select Contest** option.
- Click **OK**.
- Select the **Adjudication** tab.
- The first Ballot Paper requiring adjudication is shown.

### Accepting Ballot Papers

- Click on **Clear All** if necessary and click the vote box to add the correct numbers **or**
- Click the vote box of the number to be updated and click again to add the next sequential number.
- Repeat until vote boxes are updated to reflect ballot paper image **or** until there is a break in sequence.
- Click **Accept** button – Screen will briefly show ‘Accepted’ in green across the Ballot Paper.

**Placing a Ballot Paper On Hold** (*where the original paper Ballot Paper is needed for the RO to make a decision*)

- Adjudicators may decide to place a Ballot Paper **On Hold** for the RO to adjudicate.
- Click **Request Ballot** (Ballot Request Slip is print 2 copies).
- **The Ballot Paper is placed in the RO’s On Hold** queue – the screen will briefly show ‘On Hold’ in Blue across the Ballot Paper.
- Alert the Marshall to retrieve the Ballot Request slips and located the physical Ballot Paper to be placed into the RO Adjudicator’s **On Hold** tray.
- The RO will check paper ballots against the digital image on screen

### Deferring Ballot Papers

- **Defer** ballot papers where the voter’s intentions are not clear.
- RO Adjudication will determine whether to **Accept** or **Reject** deferred ballots.

## 1<sup>st</sup> Level Adjudicators – What if ....?

**The image says Mark Detected** (*bottom right of screen*)

- Check the Ballot Paper carefully for marks and Accept or Defer as normal.

### Adding Notes

- You should only add notes where your RO or CCM has advised you to do so in specific circumstances. Please be aware that anything you write will be included in system Reports.
- Click the **Add Notes** button to open a text box.
- Type a note into the text box.

### You need to leave your Workstation

- **Mark the box “make this my last ballot” and adjudicate that Ballot Paper** before leaving your workstation, then log off the system as normal.