RO Adjudicators

Role Objective: *The Returning Officer or Depute adjudicates Ballot Papers which cannot be processed by either the eCounting system or the 1st Level Adjudicators.*

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

Accepting Ballot Papers
- Click on the vote box to enter the 1st preference and click on additional boxes to add any further sequential numbers.
- Click **Accept** button – Screen will briefly show '**Accepted'** in green across the Ballot Paper.

Rejecting Ballot Papers
- Select the appropriate invalid reason.
- Click the **Reject** button – the Screen will briefly show '**Rejected'** in red across the Ballot Paper.

On Hold Ballot Papers
- The RO may decide to place a Ballot Paper **On Hold** while the paper ballot is retrieved for inspection.
- Click **Request Ballot** (print 2 copies).
- **The Ballot Paper is placed in the On Hold** queue – the screen will briefly show **On Hold** in Blue across the Ballot Paper.
- Ask the Marshall to retrieve a physical Ballot Paper using the retrieval slip and place it in your **On Hold** tray.
- 1st level Adjudicators may have already asked for paper ballots to be retrieved. Paper ballots will be in your **On Hold tray** and the electronic version will be in your **On Hold queue**.
- To adjudicate on an **On Hold** ballot paper:
  - Select the physical Ballot Paper from the **Awaiting On Hold RO Adjud** tray.
  - Select the **On Hold** tab from your on screen menu.
  - Select the matching ballot paper number on screen and click **OK.**
  - Examine the physical Ballot Paper carefully; you may wish to show it to Candidates and Agents.
  - Accept or reject the Ballot Paper as necessary.
  - Place the Ballot Paper into the **Returning Officer Complete** tray on your desk.
  - On completion of the Count a Marshal will then take all completed On Hold Ballot Papers and return them to their correct Ballot Paper Trays.
  - Select the matching ballot number on screen, click **OK**
  - Examine the physical Ballot Paper carefully, you may wish to show to Candidates/Agents
  - Accept or reject the Ballot Paper as necessary
  - Place the Ballot Paper into the **Returning Officer Complete** tray on your desk
  - On completion of the count a Marshal will then take all completed Ballot Papers and return them to their correct Ballot Paper Tray.

Manual Entry Ballot Papers

- Click on the **Manual Entry** tab.
- Select the physical Ballot Paper to be manually entered into the system.
- Select the correct matching Ballot Paper number from the list on screen and click *OK*.
- A blank Ballot Paper is displayed.
- Review the physical Ballot Paper intended for manual entry.
- If the Ballot Paper is valid, add the vote preferences.
- If the Ballot Paper is invalid, select the appropriate reason and **Reject** the Ballot Paper.
- The screen will return to the **Select ballot paper for manual entry** window. Click on the RO Adjudication tab once all manual entries have been completed.

Duplicates

- Registration/Verification Operators advise of any duplicate ballot papers.
- The Returning Officer selects the Duplicate tab.
- Examine the Duplicate Ballot Papers.
- Click on the Ballot Barcode and click on OK.
- Returning Officer will make a decision for each of the Ballot Papers.

RO App

- The RO App is only available to those users who have smartcards with "Manager" level access (typically CCMs and DROs) and it is strongly advised that the RO App is only accessed on a workstation that is not in public view and which has no outward facing screen.
- To access it, close the Idox application first.
- Launch the RO App by clicking on the **MS edge icon** on the desktop.
- Click the **Search** icon in the top left.
- Select a **Contest** and click the **Search** button.
- Examine each Ballot Paper in the queue.
- To return to eCount, close the RO App and click on the Idox icon.