

ALBANY COUNTY ELECTION INSPECTOR EXAMINATION

Name:

Date:

1. How long before the polls open must inspectors arrive for work?
 - A. 1 hour
 - B. 30 minutes
 - C. 15 minutes

2. If you have multiple voting machines in your election district, you should:
 - A. Allow the voter to vote on the next available machine.
 - B. Split the machines alphabetically.
 - C. Make them vote a paper ballot

3. If a voter comes into your polling place with a court order, you should:
 - A. Send them to the Board of Elections
 - B. Have them vote by Affidavit Ballot
 - C. Take the court order, place it in the election supply bag, and allow them to vote on the machine.

4. If a voter brings an absentee ballot to your polling site, you should:
 - A. Put the ballot in your supply bag and return it to the Board of Elections.
 - B. Instruct the voter that they must take it to the Board of Elections before 9pm in order for it to count.
 - C. Tell the voter to mail it in.

5. Voters requiring assistance may receive it from:
 - A. Anyone of their choice
 - B. Only election inspectors
 - C. Anyone of their choice except their employer or an official of their union.

6. If you are unsure if a voter is in the correct polling place you should:
 - A. Call the Board of Elections.
 - B. Let them vote even if you are unsure.
 - C. Have them vote by affidavit ballot.

7. In order to serve as an inspector, an individual:
 - A. Must be a resident and a registered voter in the county in which they work.
 - B. Must be able to speak, read and write English.
 - C. May not be a candidate for elective office, spouse, parent or child of a candidate for elective office; in the district in which they work.
 - D. All of the above

8. A person is qualified to register to vote if he or she is:
 - A. A citizen of the United States of America
 - B. 18 years of age or older on the day of the election.
 - C. Is a resident of the county for a minimum of 25 days preceding the election
 - D. All of the above.

9. Which statement is true?
- A. Poll watchers must be qualified voters in the county.
 - B. A poll watcher must present their credentials to the inspectors at the polling place.
 - C. In a primary election, each party may appoint up to three (3) poll watchers per election district.
 - D. All of the above.
10. If the voting machine breaks down, you should:
- A. Close the polling place and go home.
 - B. Tell the voters the machine is broken and they should come back later.
 - C. Call the custodians and the Board of Elections immediately.
11. Electioneering in the polling place or within the distance marker is illegal. How far from the entrance of the building should the marker be posted?
- A. 25 ft.
 - B. 75 ft.
 - C. 100 ft.
 - D. 125 ft.
12. Who must sign the statement of canvass at the opening and closing of the polls?
- A. The inspector that serves as chairperson
 - B. One Democratic and one Republican inspector
 - C. All four inspectors
 - D. Whoever feels like it
13. If a voter in the correct election district votes on an affidavit ballot, the inspectors must make sure the affidavit is filled out completely and correctly, and then sign it. The inspectors should then add the voters name to the:
- A. Payroll sheet
 - B. Challenge report and Affidavit ballot report
 - C. Canvass sheet
14. Inspectors must compare the sample ballot to the face of the voting machine before the polls open. If you find a discrepancy, you may allow voters to vote using _____.
- A. An affidavit ballot
 - B. A piece of paper
 - C. An emergency ballot
 - D. A challenge report
15. Inspectors must compare the machine number, protective counter number and seal number with the key envelope to ensure they match. If they match, the inspector should then _____.
- A. Call the Board of Elections and tell them the information.
 - B. Call the custodians and tell them the information.
 - C. Record the information on the statement of canvass before opening the polls.

16. Before the polls open, the public counter must be set at _____.
- A. Zero
 - B. One
 - C. Ten
 - D. One Hundred
17. After the polls close, inspectors must record the votes from the voting machine and write those numbers on the _____:
- A. Challenge report
 - B. Affidavit envelope
 - C. Statement of canvass
 - D. All of the above
18. Affidavit ballots must _____:
- A. Have the chairperson's oath signed by an inspector with the correct election district filled in.
 - B. In a Primary Election, have the enrollment section filled out by the voter.
 - C. Have the oath completely filled out by the voter.
 - D. Contain the correct election district for that voter.
 - E. All of the above.
19. After the polls close, an inspector should _____ to determine if write-in votes have been cast.
- A. Check if the paper roll has been advanced.
 - B. Check for broken pencils
 - C. Listen for writing
 - D. Ask every voter
20. In a primary election, any voter may vote in a primary contest.
- True _____ False _____
21. A person who has submitted an absentee ballot may vote on the machine.
- True _____ False _____
22. A voter whose name has changed but has not moved must update their registration with the Board of Elections before being allowed to vote on the machine.
- True _____ False _____
23. All required documents that are filled out by inspectors must be completed in ink.
- True _____ False _____
24. People waiting in line at the time the polls close must be allowed to vote.
- True _____ False _____
25. Use of emergency ballots should be indicated by entering EB in the voter's record area in the poll book.
- True _____ False _____

26. Before issuing an affidavit ballot you should determine if the voter is at the correct polling place and election district.
True _____ False _____
27. At the close of polls on Election Day, Affidavit Ballots are returned unopened to the Board of Elections.
True _____ False _____
28. Inspectors are responsible for maintaining order at the polls.
True _____ False _____
29. If a voter with disabilities requires assistance when casting his or her vote, this information must be included on the challenge report and in the poll roster.
True _____ False _____
30. Inspectors do not need to post a sample ballot within the voting area.
True _____ False _____
31. During a primary election **only**, the primary lever indicating the party affiliation of the voter must be set in the proper position by the Inspectors **before** the entrance button is pushed in.
True _____ False _____
32. A person who wishes to cast a write-in vote at the polling place must open the slot on the face of the machine.
True _____ False _____
33. A person who registers and remains at the same address cannot be cancelled for failing to vote.
True _____ False _____
34. A voter with an "**Identification Required**" notation next to the signature box in the poll book must present ID before being able to vote on the machine.
True _____ False _____
35. A person can sign for and vote for another voter using a Power of Attorney (POA).
True _____ False _____
36. A voter who has left the machine states that they forgot to vote for a proposal or office. He or she can go back into the machine and vote on that proposal or office.
True _____ False _____
37. The only way a voter can vote on the machine is if their name is in the poll book or they have a court order.
True _____ False _____