


May 2008 Observer Mission Polling Station Evaluation Form					
Constituency		Name			
		Name of partner			
Polling Place		Time arrived		Time left	

Points to remember

- When you arrive, introduce yourself to the presiding officer and show your accreditation card
- Talk to voters — but NOT when voting.

Instructions

Please circle the most appropriate answer to each of the questions on this report sheet. There is space for further comment and observation after the questions. If you cannot answer a question because you have not observed this part of the process, please circle N/O (“Not Observed”). If you cannot answer a question because you cannot observe this part of the process, please circle U/O (“Unable to Observe”).

Polling place opening

1	Did the Presiding Officer (PO) show to all present that the ballot box(es) was empty?	Yes	No	N/O	U/O
2	Did the Presiding Officer close and seal the ballot box(es) before opening the polling station?	Yes	No	N/O	U/O
3	Did the polling station open at exactly 0700?	Yes	No	N/O	U/O

Checking the voter

4	Were voters asked to state their name and address or present a polling card?	Always	Sometimes	Never	N/O	U/O
5	Did polling officials mark the register of electors?	Always	Sometimes	Never	N/O	U/O
6	Did polling officials call out the number and name of the voter?	Always	Sometimes	Never	N/O	U/O
7	Did polling officials write the voter's number on the corresponding numbers list?	Always	Sometimes	Never	N/O	U/O

Issuing the ballot paper

8	Were any ballot papers torn while being detached from the books by polling officials?	Yes	No	N/O	U/O	
9	Did polling officials check to see that ballot papers included the unique identifying mark?	Always	Sometimes	Never	N/O	U/O
10	Did polling officials clearly ask the voter not to fold the ballot paper when voting?	Always	Sometimes	Never	N/O	U/O



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Voting

11	Were voters able to mark their ballots in privacy?	Yes	No	N/O	U/O
12	Was the voter asked to show the official mark on the back of the ballot before placing it in the box?	Always	Sometimes	Never	N/O U/O
13	Was the voter encouraged to post the ballot paper in the box face down and flat?	Always	Sometimes	Never	N/O U/O

Polling place closing

14	Did the polling station close at exactly 2200?	Yes	No	N/O	U/O
15	Did the PO close the aperture of the ballot box and secure it using the seal provided?	Yes	No	N/O	U/O
16	Did the PO fill in the Ballot Paper account?	Yes	No	N/O	U/O

Please use the following space to record further comments. If you are commenting in the context of any of the questions above, please put the number of the question in the right hand column. Please record exact times observations were made wherever possible.

Question Number	Time	Notes


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Talking to voters

Please circle the most appropriate answer to each of the questions on this report sheet. This sheet is designed to allow you to record the answers of 5 voters – please use additional sheets if necessary. **Do not talk to voters while voting, and do not ask them to reveal who they voted for.** Stand well away from the main voting area (including registration desk) when approaching voters. In practice, the most appropriate place to approach voters is likely to be just outside the polling station.

17	Did voters find it easy to fill in the ballot papers?	Very easy <-----> Very hard				
		5	4	3	2	1
		5	4	3	2	1
		5	4	3	2	1
		5	4	3	2	1
		5	4	3	2	1
18	Were voters happy to place their ballot papers in the ballot box without folding them?	Very happy<----->Very unhappy				
		5	4	3	2	1
		5	4	3	2	1
		5	4	3	2	1
		5	4	3	2	1
		5	4	3	2	1
19	Are voters aware their votes will be counted electronically?	Yes		No		
		Yes		No		
		Yes		No		
		Yes		No		
		Yes		No		

Talking to polling staff

Please do not talk to polling staff while they are busy administering the vote or opening and closing the polling station. Polling staff are likely to be less busy outside the hours of 1700-1900.

20	Do polling staff feel they have received adequate training to explain e-counting to voters?	Yes	No
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Please continue on a blank sheet of paper if necessary Please hand in all completed polling station evaluation forms to you Count Centre Team Leader on 2 May.