

Quiz for polling station staff at the local elections in England¹

Test your knowledge of the polling place processes – please indicate your answers by circling the box of your choice.

Q.1 What time does the polling station open?

6am	7am	8am
-----	-----	-----

Q.2 How should voters mark their ballot paper/ballot papers?

With numbers	With a cross	With a tick
--------------	--------------	-------------

Q.3 What colour is an accredited observer's badge?

Blue	Silver	Pink
------	--------	------

Q.4 What do you write on the Corresponding Number List (CNL)?

Ballot paper number	Elector's name	Elector's number
---------------------	----------------	------------------

Q.5 How do you mark the register when you have identified the elector?

With a line through the name	With a line between the electoral number and the name	With a line through the electoral number
------------------------------	---	--

¹ This document is suitable for the following polls: local government principal area elections (i.e. district, borough and unitary authority elections), parish council elections, local authority mayoral elections and combined authority mayoral elections in England.

Q.6 If a voter wants to hand in a completed postal vote, what should you do?

Check if it is for the correct electoral area, and if so, accept and place it in the appropriate packet	Ask the person to post it	Tell them they cannot hand in their postal vote, but can be given a ballot paper at the polling station
---	---------------------------	---

Q.7 If the elector is not listed on the register, what is the first thing you should you do?

Apologise and tell them they can't vote	Add their name to the register and issue them a ballot paper	Contact the elections office to check if they should be on the register or are at the wrong polling station
---	--	---

Q.8 An elector is marked with an 'F' alongside their entry in the register. What do you do?

Mark the register and the CNL and issue a ballot paper	Issue a tendered ballot paper	Explain to the elector that they are not eligible to vote in the election
--	-------------------------------	---

Q.9 A voter makes a mistake on their ballot paper. What do you do?

Tell the voter to put it into the ballot box	Cancel the spoilt paper, place it in the appropriate packet and issue another one	Issue a tendered ballot paper
--	---	-------------------------------

Q.10 A person arrives to vote as proxy for a registered elector but the elector is marked as having already voted. What is the first thing you do?

Issue a ballot paper to the proxy and inform the elections office	Tell the person that the elector has already voted, and so they are not needed to act as proxy	Issue a tendered ballot paper
---	--	-------------------------------

Q.11 An elector arrives but the register has already been marked as showing them as having voted earlier during the day. What do you do?

The Presiding Officer should put the prescribed questions to the elector and issue a tendered ballot paper if satisfied with the response	Turn the voter away and say you cannot issue them a ballot paper	Rub out the line in the register, replace it, and then issue a ballot paper
---	--	---

Q.12 As you are clearing up the polling station, you discover a number of poll cards that have been left by voters. What do you do with these?

Put them in the bin	Keep securely throughout the day and ensure they are returned to election office so that they can be confidentially destroyed	Give them to any tellers that are outside
---------------------	---	---

Q.13 An elector arrives at the polling station shortly after 10pm. There is a queue of electors waiting to vote. What should you tell the elector?

Join the end of the queue and wait to be issued with a ballot paper	Only those electors who were in the queue at 10pm are able to vote	Polling closes at 10pm so nobody in the queue will be able to vote
---	--	--

