

# ELECTION WORKER TRAINING

2020 PRESIDENTIAL GENERAL ELECTION

# STAFFING

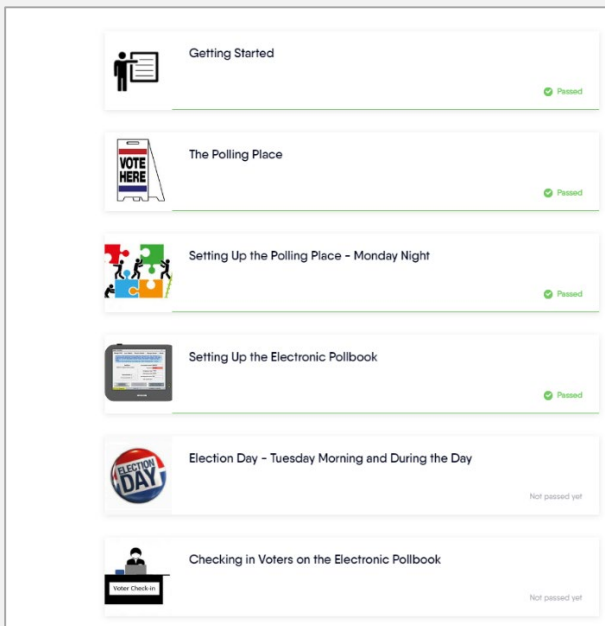
- Personnel for this election included:
  - IT/Training Manager
  - 1 Full time Lead Trainer
  - 17 Trainers – 11 full time and 6 part time
  - 1 Trainer Support

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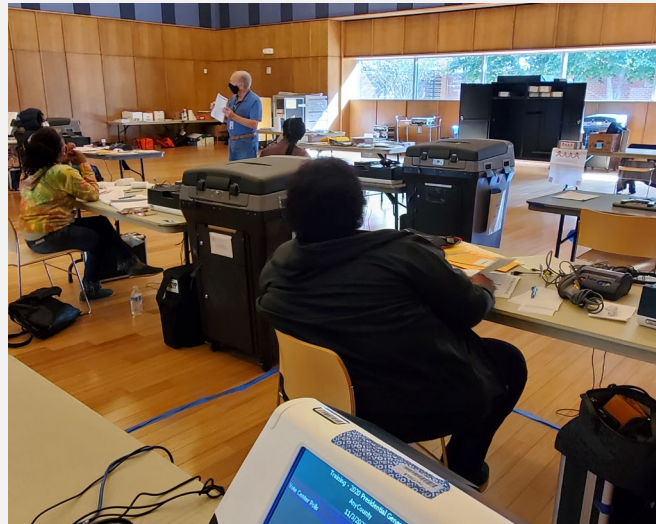
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## Online Training Module



3

## Hands-On Training



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# ONLINE QUIZ

## Applicants

- Required to read chapters 1 through 4 of the Election Worker Manual.
- Must take the online quiz on the material covered in the chapters.
- Must pass the quiz to proceed to next stage.
- Provided an opportunity to retest if they fail the first time.

## Training quiz

- Available online, 24 hours a day, and can be done at the worker's convenience.
- Includes questions from SBE's Disability Awareness quiz.
- Immediate feedback provided to applicant as to whether they passed or failed the quiz.
- Option to come to the office and take the quiz was not provided for this election due to the pandemic.

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# ONLINE QUIZ

**5,546** applicants completed the quiz

- ☐ **5,305** applicants passed quiz on first attempt
- ☐ **130** applicants retested and passed on second attempt
- ☐ **111** applicants failed the quiz
  - 32 - Failed twice
  - 79 - Did not attempt quiz a second time

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# ONLINE TRAINING MODULE



**Election Judge Training**

YOU COMPLETED 32%

Montgomery County Board of Elections  
Election Judge Training

PRESIDENTIAL  
**2020**  
ELECTION



Getting Started

Passed



The Polling Place

Passed



Setting Up the Polling Place - Monday Night

Passed



Setting Up the Electronic Pollbook

Passed

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# ONLINE TRAINING MODULE

- Online training module developed using Easygenerator which is an online e-Learning authoring tool.
- Online training module available 24 hours a day.
- Module consists of 15 segments and the election workers were required to complete and pass quizzes included in the sections.
- Results (passed, failed) feedback were provided for each section immediately; election worker could retake any section as many times as needed to pass.
- Report provided of election workers that attempted the online training with their score for the overall module as well as the individual sections.
- Election workers required to have a 'passing' score before being permitted to schedule their hands-on training.
- Results had to be tracked and processed in EJ Module manually.

## STAGE I

# ONLINE TRAINING MODULE

The information covered in the online training module included:

- roles and responsibilities of election workers
- opening and closing procedures security procedures
- proper setup and operation of voting equipment
- processing of voters, including standard, provisional and same day registration voters
- Security and custody procedures for voted ballots and other election materials
- new health and safety procedures
- other essential topics (FAQs, Chief Judge specific information, etc.)

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# ONLINE TRAINING MODULE

## SCREENS

# STAGE II

### The Polling Place

#### The Polling Place

The chief judges will receive a *Recommended Room Layout* showing how to set up the polling room. It will include the location of the entrance and exit, placement of voting stations including the voting equipment, and suggested voter flow. The occupancy limit will be listed as well.

For more information, select or hover over the "i" symbols in the sample *Recommended Room Layout*.



Next

# ONLINE TRAINING MODULE SCREENS

## STAGE I

### Setting Up the Electronic Pollbook

You will have a step-by-step guide, *Pre-Election: Setting Up the Electronic Pollbook*, to help you set up the pollbooks on the night before the election.





Pre-Election EPB Setup



DOWNLOAD (8.18 MB)

**Pre-Election: Setting Up the Electronic Pollbooks on Monday Night**

6. Make sure the state asset tag number on each electronic pollbook matches the numbers in column 2 of the Electronic Pollbook Integrity Report.



7. Make sure the inner seal on the top of each electronic pollbook is not broken. Make sure the numbers match the numbers in column 3 of the Electronic Pollbook



PAGE 2 OF 4

100%

### The Electronic Pollbook Integrity Report

The *Electronic Pollbook Integrity Report* is used to verify that the polling place has received the correct electronic pollbooks and that the security seals are intact. You will check that the numbers on the pollbooks match the the pre-printed numbers on the report. After the polls close, you will attach new security seals to pollbook cases and record the numbers on the *Electronic Integrity Report*.

# ONLINE TRAINING MODULE

## SCREENS



Page 1 of 3

### Setting Up the Polling Place



Video: Setting Up the Polling Place

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# ONLINE TRAINING MODULE

## SCREENS

# STAGE I



Page 7 of 10

Question: Match the term to its in

Power Cord and Brick with Yellow Tape

Power Cord and Brick with Blue Tape

USB Cord

LAN Cable



Connects the electronic pollbook to the printer

Connects the electronic pollbook to the network router

Connects the printer to an extension cord or an outlet

Connects the electronic pollbook to an extension cord or an outlet

Click on the plus to define the match

Submit

# ONLINE TRAINING MODULE

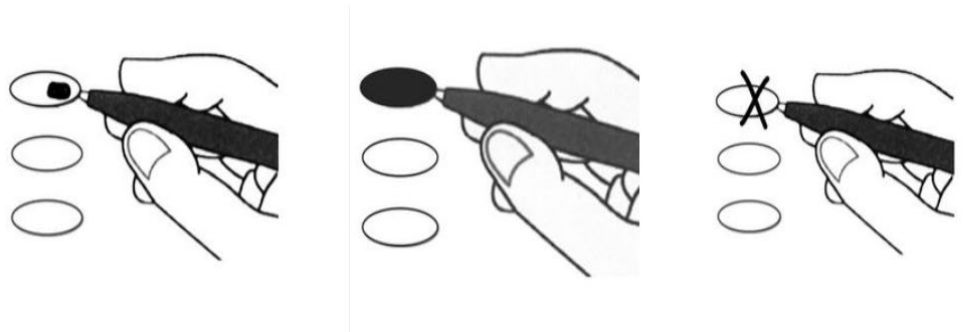
## SCREENS

# STAGE I



Page 3 of 6

Question: Which image displays the correct way to mark a ballot by hand?



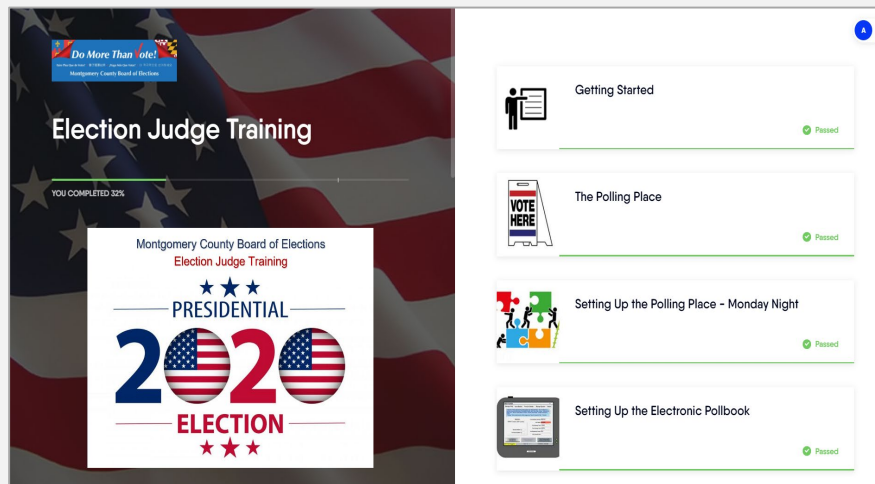
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# ONLINE TRAINING MODULE SCREENS

**5,109** election workers attempted the online training module

❑ **4,565** passed the online training

❑ **544** began the training but did not complete it



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# HANDS-ON

# STAGE III

Nancy Dacek



Silver Spring – Great Hall



Fleet Management





# HANDS-ON

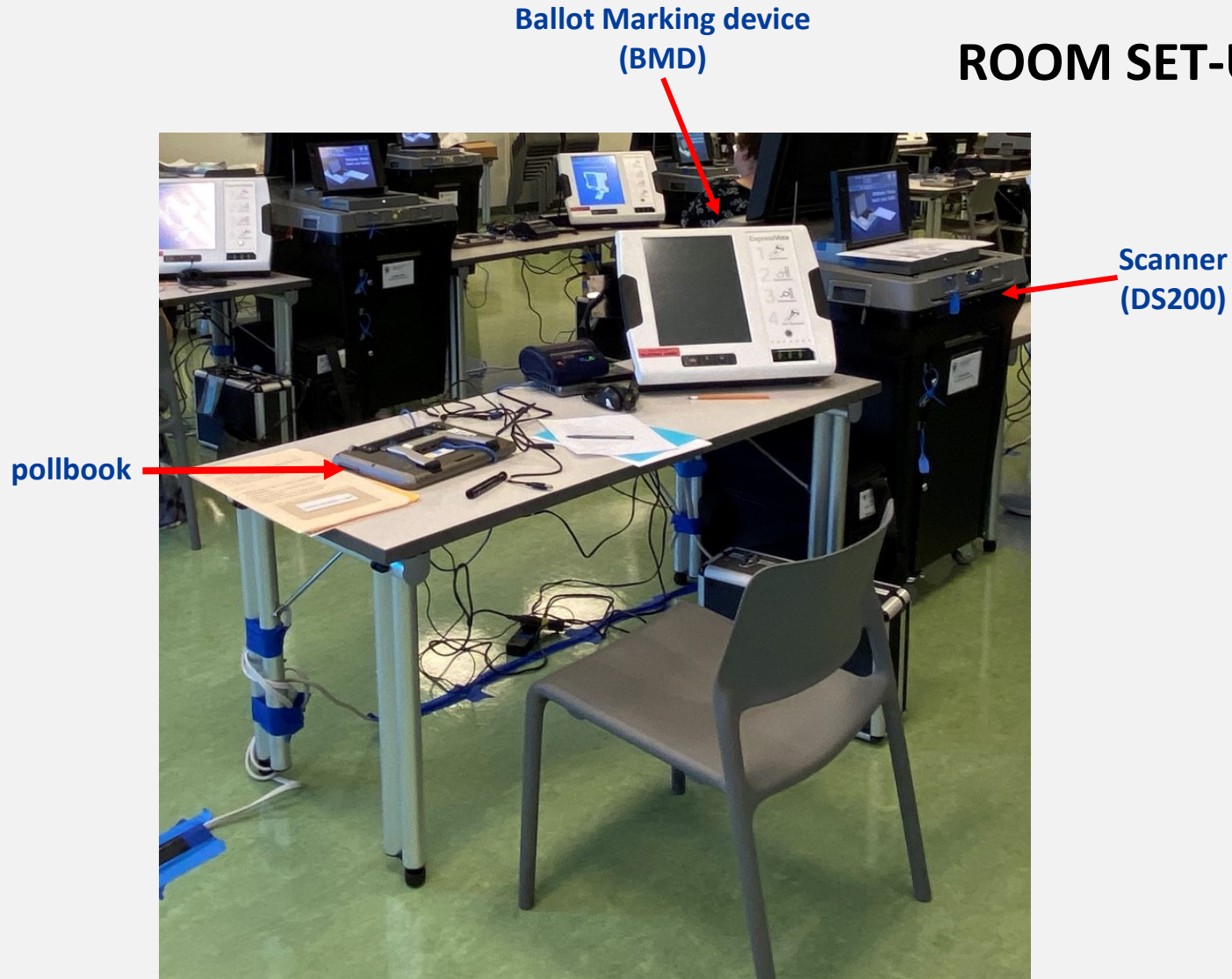
- The hands-on class provided the trainees the opportunity to interact with the equipment.
- Format adjusted to meet safety guidelines for COVID-19 and limit interaction of trainees.
- Training rooms set-up to provide each trainee with a set of equipment (pollbooks, BMD and scanner) to complete training exercises.
- Trainees provided workbooks to complete training exercises.
- Trainers provided limited instruction, assisted trainees and answered questions.
- Due to Vote Centers being used on Election Day, there was no need to provide separate Election Day and Early Voting training.

## STAGE III



# HANDS-ON ROOM SET-UP

## S T A G E I I I



# HANDS-ON TRAINING LOCATIONS & OCCUPANCY

Training Location	# of Classes	# of Trainees
Fleet Management	146	1,742
Nancy Dacek Community Rec Center	33	264
Marilyn Praisner Community Rec Center	39	322
Silver Spring Civic Center - Ellsworth Room*	17	91
Silver Spring Civic Center - Great Hall	40	691
Upper County Reg Svc Ctr - Training Rm A*	6	34
Upper County Reg Svc Ctr - Training Rm B*	8	63
<b>Total</b>	<b>289</b>	<b>3,207</b>
* - Location used for Same Day Registration and Provisional classes only		

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# POST ELECTION PRECINCT PERFORMANCE REPORT

- Report measures each precinct's compliance with assigned tasks and documentation of voting processes.
- The rating scale indicates the degree to which the precinct met performance expectations and followed procedures.
- In addition, the report is used as a feedback tool for training indicating areas where more training is required, or processes need to be re-engineered.

The chart below summarizes the Precinct Performance results for this election.

Rating	Point Scale	# of Precincts
Outstanding	61 - 65	19
Very Good	56 - 60	17
Good	51 - 55	3
Fair	46 - 50	1
Needs Improvement	41 - 45	0
Unsatisfactory	0 - 40	0
Total		40

# QUESTIONS

