



ClearVote 2.1

ClearAccess Acceptance Test Checklist

Acceptance Test Checklist: ClearAccess



Clear Ballot Part Number: 100109-10017

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Document History

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01/11/2017	Initial submission to EAC	1.0	Nel Finberg
05/09/2017	Minor edits.	1.0.1	Nel Finberg
01/19/2018	Vote-by-Mail campaign 2	1.0.2	Joni G. McNutt
04/13/2018	Minor edits.	1.0.3	Mike Quigley
08/02/2018	Added recommendation for use of encrypted USB drives.	1.1	Mike Quigley
04/12/2019	Minor edits.	1.1.1	Mike Quigley
11/04/2019	Updated cover page	1.1.2	Joe Srednicki
02/12/2020	Minor edits	1.1.3	Joe Srednicki

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ClearAccess Version: _____

Installation Date: _____

Technician: _____

Acceptance Test Date: _____

Use the following acceptance test when the ClearAccess station is received from Clear Ballot Group. This test consists of a physical equipment audit, a functional audit, and a security audit. When the ClearAccess station passes the acceptance test, affix the station with a label containing the test date and the initials of tester.

Physical Audit					
Criteria	Yes	No	Notes	Issues	Resolution
All system components present.	☐	☐			
No damage to system components.	☐	☐			
UPS functional.	☐	☐			
Verify printer model.	☐	☐			
Verify station model.	☐	☐			
Verify station OS.	☐	☐			
Verify ClearAccess software version.	☐	☐			
Verify Chrome install.	☐	☐			
Verify Chrome version.	☐	☐			
Verify model number/ type of input devices.	☐	☐			
Ensure each station is configured with correct media.	☐	☐			
Verify system hardening.	☐	☐			

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Functional Audit					
Criteria	Yes	No	Notes	Issues	Resolution
Verify that ClearAccess launches when logging in as secure user.	☐	☐			
Verify Maintenance role.	☐	☐			
Verify Administrator role.	☐	☐			
Verify default printer specified in Setup.	☐	☐			
Verify Administrator can open election in ADFx file on USB drive. (Clear ballot recommends use of encrypted USB drives)	☐	☐			
Verify Administrator can vote test ballots.	☐	☐			
Verify Voter can vote live ballots.	☐	☐			
Verify polls open.	☐	☐			
Verify ballot printing.	☐	☐			
Verify touchscreen functionality.	☐	☐			
Verify keypad functionality.	☐	☐			
Verify sip-and-puff functionality.	☐	☐			
Verify help appears on request.	☐	☐			
Verify audio reads the complete screen.	☐	☐			
Verify audio-only ballot.	☐	☐			
Verify Settings functionality.	☐	☐			
Verify ballots printed value increments after each ballot printed.	☐	☐			

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Verify poll worker can input credentials & reprint ballot.	☐	☐			
Verify voting session can be canceled.	☐	☐			
Verify ClearAccess ballots can be scanned and tabulated into ClearCount™ tabulation system correctly.	☐	☐			
Verify election can be closed.	☐	☐			
Verify logs can be reviewed.	☐	☐			
Verify Shutdown function.	☐	☐			
Security Audit					
Criteria	Yes	No	Notes	Issues	Resolution
Ports and cables secured with tamper-evident tape.	☐	☐			
Windows passwords are of sufficient complexity.	☐	☐			
Verify hardened windows user cannot access Windows charms bar or other Windows features with keyboard removed.	☐	☐			
If a wireless printer is used, verify wireless is disabled & printer is secured via password.	☐	☐			

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Notes:	
Physical Damage:	
Correctable Parts:	
Functional Issues:	

Installation accepted: _____ Date: _____

Printed name: _____

Authorized signature: _____