CIF for Voting Systems: Appendices of Sample Forms

This document contains Appendices of recommended sample forms for the CIF template for Voting Systems to be used in completing the CIF usability test report.

It is one of ten companion documents to the [NIST VTS 400-5 Handbook for VVSG 2.0 Usability and Accessibility Test Strategies](https://doi.org/10.6028/NIST.VTS.400-5) and can be downloaded with the Handbook. All documents are also available on the NIST Voting Program website at <https://www.nist.gov/itl/voting/vts-400-5-documents>.

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# Appendix A: Participant Demographics

This is a table of participant demographics. **These demographics are just a sample to show how to fill in the form and are not meant to imply any requirements or guidelines.**

| Demographics |
| --- |
| # | Sex | Race / Ethnicity | Education | Age | Disability or Language Group | Years Voting | No. Elec-tions | Types of Voting Systems |
| 1 | F | African American | Some College | 18-21 |  | None | 0 | Never |
| 2 | F | Caucasian | College Graduate | 22-34 |  | 2-5 years | 1 to 2 | Paper |
| 3 | M | Asian | College Graduate | 55-69 | Korean | 6-10 years | 3 to 5 | Touchscreen BMD |
| 4 | F | Hispanic | Post Graduate | 55-69 | Spanish | 6-10 years | 6 or more | Touchscreen DRE |
| 5 | F | Caucasian | High School | 25-34 | Mobility | 2-5 years | 1 to 2 | Paper |
| 6 | M | Hispanic | Some College | 55-69 |  | 11-20 years | 6 or more | Mechanical |
| 7 | M | Caucasian | Post Graduate | 70+ | Low vision | 6-10 years | 6 or more | Touchscreen |
| 8 | M | Pacific Islander | College Graduate | 35-54 |  | 6-10 years | 6 or more | Paper |

# Appendix B: Informed Consent

This is a typical Informed Consent Form. Voting system manufacturers are not required to use this form and may use a combination of forms, including informed consent and non-disclosure forms.

RESEARCH DESCRIPTION: The [name of company] is conducting a study to determine how easy it is for voters to use voting systems.

You will receive written instructions for vote and will be asked to follow those instructions to vote on a specific voting system. After you cast your ballot, you will be asked for your opinion about the voting system and your voting experience. You will also be about your age, gender, education level, and other experiences related to voting. This process should take you approximately 30 minutes.

CONFIDENTIALITY: All the data collected will be anonymous. The data will be used by [name of company] to evaluate the usability of the [product]. All of the time and error data, demographic data, and voter experience and satisfaction data will be anonymous. It will only be identified and linked together by a number, and will not be linked back to an individual in any way.

In addition to collecting your votes, there may be a camera focused on the system and your hands, but your face will not be photographed.

You are free to withdraw from the study at any time. In total, we expect to have approximately [XX] people participant in this study.

There are no risks involved in participating in this study, nor are there any immediate benefits. The long-term benefits of this study should be improved voting systems.

CONTACT INFORMATION: For questions regarding this study, please contact [Contact name, phone number and email address].

"I have read the above description of this research project. I have also spoken to the usability test facilitator who answered any questions I had about this project. I acknowledge that I have received a personal copy of this form. I agree to participate in this research, and I understand that I may withdraw at any time.”

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Facilitator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix C: Post Test Satisfaction Questionnaire

This is a typical post usability test satisfaction questionnaire. Voting system manufacturers are not required to use this post-test satisfaction questionnaire.

1. To the best of my ability, I followed the instructions telling me how to vote

[ ]  Yes

[ ]  No

2. I am confident I was able to vote this ballot exactly as instructed

[ ]  Agree

[ ]  Disagree

[ ]  Don’t Know

3. Check a box below to show your reactions to each statement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | StronglyDisagree | Disagree | Neutral | Agree | Strongly Agree |
|  | 1 | 2 | 3 | 4 | 5 |
| I found that voting on this machine was unnecessarily difficult |  |  |  |  |  |
| I felt confident that I used this voting machine correctly |  |  |  |  |  |
| I think that I would need support to be able to use this voting machine |  |  |  |  |  |
| I think that most people would learn to use this voting machine very quickly |  |  |  |  |  |
| I thought this voting machine was easy to use |  |  |  |  |  |
| I found using this voting machine very awkward |  |  |  |  |  |

4. How many years of voting experience do you have?

[ ]  None

[ ]  Less than 2 years

[ ]  2-5 years

[ ]  5-10 years

[ ]  10-20 years

[ ]  More than 20 years

5. How many elections did you vote in during the past 2 years?

[ ]  0

[ ]  1-2

[ ]  3-5

[ ]  6 or more

6. Which of the following types of machines have you used. Check all that apply?

[ ]  I have never used any voting system

[ ]  Mechanical lever–where you set switches and pulls big lever

[ ]  Punch card–where you used a device that punches holes in a voting card

[ ]  Touch screen–an electronic voting system where you touch a screen to record a vote

[ ]  Optical scan–a paper ballot where you fill in a circle, oval, square, or arrow to make a choice

[ ]  Other, please describe

7. Besides governmental elections, have you ever used any of these voting machines in other types of elections?

[ ]  Yes

[ ]  No

If yes, describe the types of elections in which you voted using a voting machine.

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8. Which of the following items do you regularly use?

[ ]  Bank cash (ATM) machine

[ ]  Computer

[ ]  Device to record from your TV (DVD recorder, VHS recorder, other)

[ ]  Digital Camera

[ ]  Smart phone

[ ]  Self-checkout at a store

[ ]  Ticket or check-in kiosk (for example at an airport or train)