



WASHINGTON
Secretary of State

Elections Division

Name

Employer (County or State Agency)

Work email

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Election Administrator Certification Exam

*Developed by the
Certification & Training Program*

Revised April 15, 2022

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Information**Instructions**

This exam is one component of Election Administrator Certification. The exam allows you to demonstrate your knowledge of election law and your ability to apply the Revised Code of Washington, the Washington Administrative Code, and other pertinent source documents.

This exam is designed as an open book test. It consists of five sections: multiple choice, fill in the blank, ordering, voter intent, and short answer. Group work is acceptable for the first four sections. You must complete the short answer section individually.

In all sections, points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer.

All citations should reference an RCW, WAC, or other state or federal law. Except when directed otherwise, the citation should refer to a specific section of law (e.g., "Washington Constitution Article I Section 19," "RCW 29A.04.001," or "WAC 434-208-060"). References to training materials, clearinghouses, or other similar sources are considered incorrect citations. You may supply more than one citation, and points are not deducted for incorrect citations, as long as your answer includes the correct citation. Check to make sure your citation answers the question directly. Some questions require more than one citation.

In the fourth section, provide a detailed response and include the supporting citation(s). Use your own words to write your response. Do not quote the language from the applicable RCW, WAC, or other statute as your response. The evaluator will ignore quoted statutes.

Please read and consider each question carefully before answering. Record your answers directly onto the test booklet. There are 203 possible points. An 80% score, or 163 points, is required to pass the exam.

Please return completed exams to: CTsupport@sos.wa.gov.

1

Section 1 Multiple choice

Directions: Select a response and provide the supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

Section 1: Multiple choice

- 1** Which document is not a source used to cancel deceased voters? (2 points)
- A. A newspaper obituary article
 - B. A returned mail ballot with the word "deceased" written on it
 - C. Vital statistics information from the Secretary of State's Office
 - D. A signed statement from another registered voter

Citation(s):

- 2** Which information is confidential and not available for public inspection or copying? (2 points)
- A. Date of birth
 - B. A registrant's residential address
 - C. A registrant's phone number
 - D. The original date of registration

Citation(s):

- 3** A voter has moved less than 60 days before the election but did not transfer their registration. When is the last day a registered voter may initiate a voter registration challenge against this voter? (2 points)
- A. The day of the primary or election
 - B. The day before the primary or election
 - C. The tenth day before the primary or election
 - D. Only the county's Prosecuting Attorney may initiate a voter registration challenge

Citation(s):

- 4** When are questionnaires to cities, towns, and districts sent? (2 points)
- A. Prior to March 1 of each odd year
 - B. Prior to April 1 every year
 - C. When you've heard that one of these offices received a pay raise
 - D. Prior to February 1 and during the 12 months before the jurisdiction is scheduled to elect officers

Citation(s):

1

Section 1 Multiple choice

Directions: Select a response and provide the supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

5 Who accepts declarations of candidacy for joint school district positions? (2 points)

- A. Secretary of State
- B. Auditor of the county containing the largest percentage of the district's geographic area
- C. Auditor of the county containing the largest percentage of the district's registered voters
- D. Auditor designated by the Superintendent of Public Instruction

Citation(s):

6 Two candidates file for a three-year unexpired term election held for the office of State Senator in a Legislative District. On which ballot(s) do the candidates appear? (2 points)

- A. The general election ballot only
- B. Both the primary and general election ballots
- C. The primary ballot, with only the winner advancing to the general election
- D. No unexpired term election is required for this office

Citation(s):

7 A provisionally registered voter returned their ballot, but did not provide verification of his or her ID by the day before certification. What should you do? (2 points)

- A. Refer the ballot to the Canvassing Board for rejection
- B. Send another identification notice and call the voter
- C. Count the ballot
- D. Any of the above

Citation(s):

8 What determines the order of candidate names for partisan offices on the even-year general election ballot? (2 points)

- A. The number of votes received in the primary
- B. A random lot drawing
- C. The number of votes cast in the state for the office of President
- D. The number of votes cast in the county for the office of President

Citation(s):

1

Section 1 Multiple choice

Directions: Select a response and provide the supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

- 9** When a UOCAVA voter registration does not indicate whether the voter prefers to receive a ballot by mail or electronic ballot delivery, the county auditor should (2 points)
- A. Send a verification notice to the voter asking to verify whether they would like their ballot delivered electronically or through the mail.
 - B. Attempt to contact the voter by phone, email, postal mail, or other means. If no response, the County Auditor must send ballots by postal mail.
 - C. Send ballots through the mail unless the voter notifies the County Auditor otherwise.
 - D. Attempt to contact the voter by phone, email, postal mail, or other means. If no response, the County Auditor can choose the method of delivery.

Citation(s):

- 10** Which of the items below are required at a voting center? (2 points)
- A. Provisional ballots
 - B. Accessible voting
 - C. Electronic or telephonic access to the voter registration system
 - D. All of the above

Citation(s):

- 11** Any person desiring to vote on an accessible voting unit (AVU) must (2 points)
- A. Provide proof of citizenship
 - B. Provide their driver's license number or last four digits of their Social Security Number
 - C. Provide photo identification or sign a declaration
 - D. Provide fingerprint identification

Citation(s):

1

Section 1 Multiple choice

Directions: Select a response and provide the supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

12 The County Canvassing Board cannot delegate (2 points)

- A. Opening of returned mail ballot envelopes
- B. Duplication of ballots
- C. Signature verification
- D. Rejection of ballots

Citation(s):

13 How do we determine the order of candidates in a primary? (2 points)

- A. Alphabetically
- B. Filing order
- C. Lot draw
- D. None of the above

Citation(s):

14 Which of the following is not subject to the laws covering mandatory recounts? (2 points)

- A. Candidates for federal office
- B. State measures
- C. Candidates for offices where fewer than 5,000 votes have been cast
- D. Local measures

Citation(s):

15 For overseas and service voters, what is the “date of mailing” for the purposes of determining whether or not a mail ballot is to be counted? (2 points)

- A. The postmark on the return envelope
- B. The date indicated by the voter on the signed declaration
- C. Either A or B, whichever is earlier
- D. Either A or B, whichever is later

Citation(s):

16 Within 18 days before a general election, a candidate decides to start a write-in campaign. Which of the following would invalidate votes for this candidate? (2 points)

- A. The candidate did not file a declaration of write-in candidacy
- B. The candidate filed for the same office at the preceding primary and failed to qualify
- C. The candidate filed 16 days before the election and did not pay the required filing fee
- D. All of the above

Citation(s):

1

Section 1 Multiple choice

Directions: Select a response and provide the supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

17 You are notified of a vacancy in Fire District 99 on the Thursday of candidate filing week, but the Fire Commissioner resigned two weeks before candidate filing week. What should you do? (2 points)

- A. Hold a special three-day filing and place the office on the primary ballot
- B. Hold a special three-day filing and place the office on the general election ballot
- C. Hold filings for the office for the remainder of the regular filing period
- D. Not place it on this year's ballot as there is a void in candidacy

Citation(s):

18 Which of the following, without additional action, documents each individual's access to voted ballots and detects inappropriate access? (2 points)

- A. Numbered seals and seal logs
- B. Secure locks with passcode entry
- C. Padlocks
- D. Vault

Citation(s):

19 The filing fee for State Representative is \$412.06. How may a candidate meet the requirement for filing a complete declaration? (2 points)

- A. Submit \$100 and 312 valid signatures
- B. Submit 412 valid signatures or pay \$412.06
- C. Submit 413 valid signatures or pay \$413
- D. Pay \$413 or submit 826 valid signatures


Citation(s):

20 A voter attempts to vote in person at a voting center. County election staff have searched for their voter record, and the voter does not appear to be registered. What should the county staff do? (2 points)

- A. Direct the voter to vote at the accessible voting unit
- B. Register the voter and issue a ballot
- C. Not permit the voter to cast a ballot
- D. Provide the voter with a Federal Write-In Absentee Ballot

Citation(s):

End of Section 1



Section 2
Fill in the blank

Directions: Fill in each blank response area and provide supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

Section 2: Fill in the blank

21 An audit shall be performed on _____ percent of all duplicated ballots by a different team of two or more people to verify the ballots were duplicated correctly. (2 points)

Citation(s):

22 The County Auditor must perform a random check of the ballot counting equipment within _____ hours of Election Day. (2 points)

Citation(s):

23 Any person, who possesses all the qualifications to vote, is a/an _____ of the state. (2 points)

Citation(s):

24 Each county is required to have a minimum of _____ certified election administrators on staff. (2 points)


Citation(s):

25 All voting systems, voting devices, and vote tallying systems must meet applicable federal standards and be _____ and _____ by the Secretary of State before they can be used in Washington. (3 points)

Citation(s):

26 The impacts of conducting elections entirely by mail require counties to establish a _____ Committee. (2 points)

Citation(s):



Section 2
Fill in the blank

Directions: Fill in each blank response area and provide supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

27 A resolution for a spring special election must be filed _____ days before the date of the special election. (2 points)

Citation(s):

28 A resolution for a special election to be held at a primary must be filed no later than _____ . (2 points)

Citation(s):

29 After the logic and accuracy test has been scheduled, the County Auditor shall notify the _____ , and _____ of the date and time of the test. (5 points)

Citation(s):

30 Voters may apply for a special absentee ballot no earlier than _____ days prior to a primary or general election. (2 points)


Citation(s):

31 To appear on the general election ballot, a candidate in the primary must receive at least _____ percent of the total votes cast for the office and _____ . (3 points)

Citation(s):

32 A proposal for the creation of a countywide hospital district will be on a general election ballot. Voters elect the Commissioners for the new district at the _____ general election. (2 points)

Citation(s):



Section 2
Fill in the blank

Directions: Fill in each blank response area and provide supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

33 If the signature on a ballot declaration does not match the signature on the registration record, the voter must return a signature update no later than _____ for the ballot to be valid. (2 points)

Citation(s):

34 A copy of the county's logic and accuracy test matrix and sample ballot must be sent to the Secretary of State by the _____ day prior to the official logic and accuracy test. (2 points)

Citation(s):

35 Each County Auditor must maintain an audit trail of all ballots received. It must include a reconciliation of the ballots demonstrating the number of ballots _____ plus the number of ballots _____ equals the total number of ballots . (4 points)

Citation(s):

36 A request for a recount must be filed within _____ business days following certification of the election. (2 points)

Citation(s):

37 _____ (2 points) _____ offices are not subject to recall proceedings.

Citation(s):

2

Section 2
Fill in the blank

Directions: Fill in each blank response area and provide supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

38 List the five pieces of information required to register to vote: (6 points)

- A.
- B.
- C.
- D.
- E.

Citation(s):

39 List the three ways an inactive voter may return to active status. (4 points)

- A.
- B.
- C.

Citation(s):

40 List the circumstances under which sealed ballot containers may be opened after an election is certified. (5 points)

- A.
- B.
- C.
- D.

Citation(s):

2

Section 2
Fill in the blank

Directions: Fill in each blank response area and provide supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

41 List six elements required to appear on a ballot and provide citation(s) pertaining to each element. (12 points)

<i>Elements</i>	<i>Citations</i>
A.	
B.	
C.	
D.	
E.	
F.	

42 State election administration laws are found in Title 29A of the Revised Code of Washington (RCW). However, many election provisions are found elsewhere in RCW. Which RCW titles provide election provisions for the following districts? (13 points)

- A. Fire districts
- B. Sewer districts
- C. Public utility districts
- D. First- and second-class cities and towns
- E. Non-charter code cities
- F. Port districts
- G. County park and recreation districts
- H. Library districts
- I. Water districts
- J. Cemetery districts
- K. School districts
- L. Hospital districts
- M. Diking and drainage districts

End of Section 2

3

**Section 3
Ordering**

Directions: Select the correct order for the items listed in each question and provide supporting citation(s). Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is acceptable.

Section 3: Ordering

43 Indicate the order of appearance on the ballot of these judicial offices (one being first and four being last). (5 points)

- A. *Judges of the Superior Court*
- B. *Judges of the Court of Appeals*
- C. *Justices of the Supreme Court*
- D. *Judges of the District Court*

Citation(s):

44 You are preparing the ballot for an even-year primary election. Candidates filed for the following three offices. In which order are these offices required to be printed on the ballot? (4 points)

- A. **State Representative
District 89, Position 1**
Charlie Hunnam
Julianna Margulies
Josh Charles
- B. **Public Utility District
Commissioner, Pos. 2**
Morgan Freeman
Julia Roberts
Meryl Streep
- C. **Superior Court Judge**
Christine Baranski
Katey Sagal
Ralph Reese

Citation(s):

End of Section 3

4

**Section 4
Voter Intent**

Directions: In each example, indicate how would you determine voter intent using the rules in the "Voter Intent: Statewide Standards on What is a Vote" publication and WAC 434-261-086. Points are awarded separately: One point is for a correct voter intent rule supporting your response, and one point are for the correct answer, for a total of two points for each question. Group work for this section is acceptable.

Section 4: Voter intent

45 How should this vote be counted? (2 points)

Rule(s):

**State Representative
District 14, Position #1**

Teddy Roosevelt

Abigail S. Adams

William Henry Harrison

Write-in

46 How should this vote be counted? (2 points)

Rule(s):

**State Representative
District 14, Position #1**

Teddy Roosevelt

Abigail S. Adams

William Henry Harrison

Write-in
Abigail Adams

47 How should this vote be counted? (2 points)

Rule(s):

**State Representative
District 14, Position #1**

Teddy Roosevelt

Abigail S. Adams

William Henry Harrison

Write-in
Wonder Woman

48 How should this vote be counted? (2 points)

Rule(s):

**State Representative
District 14, Position #1**

Teddy Roosevelt

~~Abigail S. Adams~~

William Henry Harrison

Write-in

4

**Section 4
Voter Intent**

Directions: In each example, indicate how would you determine voter intent using the rules in the "Voter Intent: Statewide Standards on What is a Vote" publication and WAC 434-261-086. Points are awarded separately: One point is for a correct voter intent rule supporting your response, and one point are for the correct answer, for a total of two points for each question. Group work for this section is acceptable.

49 How should this vote be counted? (2 points)

Rule(s):

**State Representative
District 14, Position #1**

Teddy Roosevelt

Abigail S. Adams

William Henry Harrison

Write-in
Tommy Smith

50 How should this vote be counted? (2 points)

Rule(s):

**State Representative
District 14, Position #1**

Teddy Roosevelt

Abigail S. Adams

William Henry Harrison

Write-in

51 How should this vote be counted? (2 points)

Rule(s):

**State Representative
District 14, Position #1**

~~Teddy Roosevelt~~ **no**

Abigail S. Adams **yes**

~~William Henry Harrison~~ **no**

Write-in

52 How should this vote be counted? (2 points)

Rule(s):

**State Representative
District 14, Position #1**

Teddy Roosevelt

~~Abigail S. Adams~~

William Henry Harrison

Write-in

5

**Section 5
Short Answer**

Directions: *In your own words, write a short answer to each question. Do not copy and paste the text of statute or rule. Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is not acceptable.*

Section 5: Short answer

53 Fire District No. 99 has just increased the Board of Commissioners from three members to five members. The three Commissioners have decided to appoint persons to the two new positions. When are the two new positions up for election? (4 points)

Citation(s):

54 Three candidates, including the incumbent, filed for Mayor of Chesaw. Four days after the close of the filing period, the incumbent wins the Lotto jackpot. She writes the shortest resignation letter in history (i.e., "I quit!"), and disappears. For which election(s) will this contest appear on the ballot? (3 points)

Citation(s):

55 In the scenario above, when must the winner of the November general election take the oath of office? (3 points)

Citation(s):

56 A ballot received at a ballot deposit box on Election Day between 8:00:00 and 8:00:59 p.m. Explain how to handle this ballot. (4 points)

Citation(s):

5

**Section 5
Short Answer**

Directions: In your own words, write a short answer to each question. Do not copy and paste the text of statute or rule. Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is not acceptable.

57 Prior to initial processing of ballots, who must the County Auditor will notify, and what information must be provided? (4 points)

Citation(s):

58 Results of the primary:

Candidate A:	8,945
Candidate B:	8,843
Candidate C:	8,810

Is there a recount? If so, between which candidates? (3 points)

Citation(s):

59 Results of the primary:

Candidate A:	236
Candidate B:	235
Candidate C:	199

Is there a recount? Explain why or why not. (3 points)

Citation(s):

5

**Section 5
Short Answer**

Directions: *In your own words, write a short answer to each question. Do not copy and paste the text of statute or rule. Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is not acceptable.*

- 60** Three days before an election or primary you receive a UOCAVA ballot request that does not include a Washington residential address. Explain the steps you should follow to complete the registration and handle the voter's ballot. (5 points)

Citation(s):

- 61** When duplicating ballots the County Auditor shall take the following steps to create and maintain an audit trail of the action taken. (8 points)

Citation(s):

5

**Section 5
Short Answer**

Directions: *In your own words, write a short answer to each question. Do not copy and paste the text of statute or rule. Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is not acceptable.*

62 Explain the purpose, information provided, and any time limits for the notice to be sent and the voter to respond to a verification notice. (5 points)

Citation(s):

63 Explain the purpose, information provided, and any time limits for the notice to be sent and the voter to respond to an acknowledgment notice. (5 points)

Citation(s):

5

**Section 5
Short Answer**

Directions: *In your own words, write a short answer to each question. Do not copy and paste the text of statute or rule. Points are awarded separately: One point is for a correct citation supporting your response, and the balance of points are for the correct answer. Group work for this section is not acceptable.*

64 Explain the purpose, information provided, and any time limits for the notice to be sent and the voter to respond to an identification notice. (5 points)

Citation(s):

65 Explain the purpose, information provided, and any time limits for the notice to be sent and the voter to respond to a confirmation notice. (5 points)

Citation(s):

End of Section 5 – End of Exam