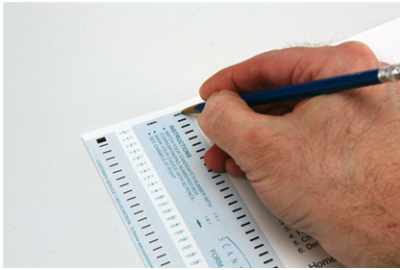


## Tallying Ballots



1. In the key marking row, fill in bubbles 3 and 5.

**NOTE:** Marking the 3 bubble results in the test scoring machine printing a serial number on each ballot. This is so that you can keep track of the number of surveys processed.



2. Press **START**.



3. Feed the ballot key.



4. Feed the ballot forms (up to 9,999).



5. Feed the tally form.

**NOTE:** To tally more than 9,999 ballots, process multiple batches. Feed the tally sheet to conclude a batch. Press **START** to start a new session.