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## **Memorandum for the poll clerk**

A student who acts as a poll clerk may not show favouritism in the performance of his duties.

Tasks (polling day):

- help set up the polling station;
  - vote as soon as the polling station opens;
  - check whether the electors are entered on the list of electors and indicate on the list of electors that they have voted;
  - record in the poll book the particulars related to the conduct of the poll;
  - assist the deputy returning officer;
  - assist in the counting of the votes by noting the number of votes cast in favour of each candidate as the deputy returning officer counts the ballot papers.
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