# Accessibility Conformance and Remediation Form

## Instructions

This form serves as means for auditors and vendors to document accessibility gaps associated with AIMT products and to indicate plans for addressing these gaps in the future.

We ask that you complete the **form** provided on the next page as follows:

1. **Product/Vendor Information:** Provide the information requested
2. **Issue Description:** List each major accessibility issue for the product Including the following:
   * Gaps identified from the Accessibility Standards and Voluntary Product Accessibility Template (VPAT)
   * Gaps identified in other product support documentation
   * Gaps identified by a third-party accessibility evaluation report (if available)
3. **Current Status:** Enter one of the following values:
   * Open: The issue has not yet been resolved
   * Closed: The issue has already been resolved
   * I/P: The issue is currently under investigation
   * Other
4. **Disposition:** Enter one of the following values:
   * Planned: The issue will be resolved
   * Deferred: The issue will not be resolved
   * I/P: The issue is currently under investigation
   * Other
5. **Remediation Timeline:** Enter when you anticipate that the issue will be resolved
6. **Available Workarounds (for vendor only)**: Describe the business processes vendor will offer or third-party products that should be considered to work around the issue until full remediation.
7. **Comments (optional)**: Provide details/description regarding the issue
8. **Additional Information (optional)**: Provide any additional discussion regarding accessibility plans

## Vendor/Product Information

| Vendor Name | Cengage Learning |
| --- | --- |
| Product Name | Supervision Concepts and Practices of Management |
| Product Version | 9781285866376 |
| Completion Date | June 13, 2016 |
| Contact Name/Title | Heather Mooney/Product Manager |
| Contact Email/Phone | [Heather.mooney@cengage.com](mailto:Heather.mooney@cengage.com) / 513.229-1682 |

## Specific Issues

| Issue Description | Current Status (Open, Closed, I/P) | Disposition (Planned, Deferred, I/P) | Remediation Timeline | Available Workarounds | Comments |
| --- | --- | --- | --- | --- | --- |
| Images do not have alternate text | Open | Deferred | TBD |  | Functional images will receive descriptive alternate text; decorative images will receive null alternate text. |
| Does your video/audio content have captions/transcripts? | Closed |  |  |  | Videos in MindTap do include captions/transcripts |
| Are there any other unique components we should consider reviewing in advance of submission of this form? | Open | Dererred | TBD |  | None at this time. |
| Are there any assessments for this title?  Cnow, | Open | Deferred | TBD |  | MindTap contains CNOW. |
| VPAT accessible | Closed |  |  |  | Available on VPAT website. |
| Are any powerpoints accessible? | Open | Deferred |  |  | PPTs are not accessible. |
| Can all elements of the web site be accessed without a mouse? With focus feedback? | Open | Deferred |  |  | Not all elements are accessible without a mouse. |
| Is the text capable of being re-sized by the end user? | Open | Deferred |  |  | Not all text is capable of being re-sized by end user. |
| Do input fields have informational messages for text entry and error correction? | Open | Deferred |  |  | Not all input fields have informational messages for text entry and error correction |
| Do your links have meaningful descriptions? | Open | Deferred |  |  | Not all links have meaningful descriptions. |

## Additional Information:

For MindTap components-

Are all the image (including graphs and charts) descriptions sufficiently described either with alternate text descriptions,  in the captions, or the surrounding paragraph text? If not, will this be updated with copyright 2018 contents?

Are there any other unique components we should consider reviewing in advance of submission of this form?

Are there any assessments for this title? If so, which source- Aplia, Cnow, other?- and are they accessible?

Instructor Resources: Are there powerpoints? Are they accessible? If not, will this be updated with copyright 2018 material?

What other resources are available for this title and are they accessible?

Does this textbook have a PDF readily available?

Is an ePub3 format available?

**Include these 2 statements on all submissions:**

VPAT located on Cengage.com/accessibility.

NOTE: Accessibility questions can be directed to accessibility@cengage.com.