# 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 | Pearson Education |
| --- | --- |
| Product Name | MyITLab |
| Product Version | MyITLab for Office 2013 |
| Completion Date | July 2015 |
| Contact Name/Title | 247pearsoned.custhelp.com |
| Contact Email/Phone |  |

## Specific Issues

| Issue Description | Current Status (Open, Closed, I/P) | Disposition (Planned, Deferred, I/P) | Remediation Timeline | Available Workarounds | Comments |
| --- | --- | --- | --- | --- | --- |
| Student navigation of course content by course calendar is not accessible. | Open | Deferred | n/a | Student may access all course content by list format. |  |
| Educator navigation of educator-only views of courseware is not accessible. | Open | Deferred | n/a | n/a |  |
| Educator and student navigation of HTML5 Office Simulations for training and examination are not completely accessible. | Open | In Progress | Timeline depends on the specific feature or use case. | MyITLab Grader “Live-In-Application” projects are accessible alternative assignments. | Details below in Additional Information |

## Additional Information:

Pearson is committed to providing barrier-free, accessible learning in introductory-level Computer Concepts and Microsoft Office Applications courseware. The forthcoming MyITLab for Office 2013, scheduled for publication in July 2013, has been re-designed from the ground-up to: a) provide the most accessible IT experience we have found to be available on the market at this time; and b) include a road-map for continued accessibility enhancements that meet Web Content Accessibility Guidelines Version 2.0 (WCAG 2.0). To meet these state-of-the-art standards, the MyITLab team partnered with a leading accessibility consultant, specializing in educational braille production and accessibility tools for standardized testing, for product design, development, and quality assurance.

A Voluntary Product Accessibility Template (VPAT) for MyITLab for Office 2013 is available. Additional information on Pearson Accessibility Standards, applicable to MyITLab for Office 2013, may be found at: [http://wps.pearsoned.com/accessibility/](http://h).

As MyITLab for Office 2013 is a *complete digital solution* for Computer Concepts and Office Applications training and assessment, Pearson suggests that an accessibility compliance review start by examining the core activities and features that define the user experience.

* **Platform & User Interface** - MyITLab for Office 2013 supports an accessible student experience, compatible with screen-reader technology, for basic course activities, viewing grades, and viewing assignments in a *To Do* list. Full educator-view compatibility is forthcoming.
* **Simulated Microsoft Office Training & Assessment Activities**
  + Simulated Microsoft Office 2013 Training and Assessment activities are produced in HTML5, and delivered via web browser using cloud-technology, based on Pearson Accessibility Standards.
  + Simulation content and navigation features include ALT-Tags for compatibility with assistive technology. ALT-Tags for descriptive text for images is forthcoming. Simulation content does not support a full-blind experience at this time and is not completely compatible with 3rd party assistive technology programs.
  + Simulation activities includes ClickHear Mobile, a software tool that provides full voicing of web browser content using high-quality, natural-sounding voices, in addition to language translation assistance in several languages. Normally licensed as a standalone product for use as an aid for low-vision and language- or reading-impaired computer users, ClickHear Mobile has been modified and enhanced to be seamlessly integrated with the MyITLab interface.
    - Turn Accessibility Mode on and off using the Accessibility button on the MyITLab screen or by pressing Ctrl+Alt+Shift+Y on the keyboard. This brings up the Accessibility Toolbar and enables several accessibility functions.
    - The Accessibility Toolbar reads MyITLab out loud, highlights text as it is read, and also provides options to translate the MyITLab interface into several languages. Control the Toolbar and other accessibility functions by clicking the on-screen buttons and using the keyboard shortcuts listed in the Help screen.
    - The Accessibility Toolbar enables you to choose between several voices, including voices for additional spoken languages besides English. You can also adjust the speech rate to suit your needs. To adjust any of these settings, open the Accessibility Settings by pressing Ctrl+Alt+, or by clicking the gear icon.
    - The Accessibility Toolbar can translate MyITLab into other languages. The Toolbar can then read the translation aloud in the language you chose. Press Ctrl+Alt+T or click the flag button to translate the MyITLab page to your selected language.
  + Simulation activities include keyboard support for all Microsoft Office actions.
* **MyITLab Live-In-The-Application Grader Projects -** MyITLab “Live-In-The-Application” Grader Projects are automatically-graded student assignments downloaded from MyITLab, completed in the actual Microsoft Office Application, and then uploaded to MyITLab for automatic grading. User pathways to access and submit MyITLab Grader Projects are accessible via assistive technology. Accessibility of the actual Grader Project is defined by Microsoft Office compatibility, and thus is accessible.
* **Objective-Based Question Activities -** All Objective-Based Question Activities - such as True/False or Multiple Choice - are accessible via keyboard navigation.
* **Pearson eText -** The browser-based version of the Pearson eText platform includes several accessible features for keyboard navigation, though it is not screen-reader capable. Textbook publications in .PDF are always available for accessibility accommodation purposes upon request, and HTML5-based eBook solutions are forthcoming.
* **Premium Multimedia Content -** All premium multimedia content - such as audio, animation, graphics, and video - are accessible via keyboard navigation, close captioning, or appropriate method of access.
* **Student & Educator Resources -** All Student & Educator Resources are accessible via keyboard navigation, close captioning, or appropriate method of access.

Pearson, the MyITLab Team, and Pearson’s Accessibility Consultant plan to develop additional new features to further reduce, and finally eliminate, accessibility barriers due to disability or condition. We welcome feedback from students and educators regarding MyITLab accessibility features as an important part of a complete digital solution for IT training and assessment.