# 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 & ISBN | **KEYBOARDING/WORD PROCESSING ESSNTLS L1-55 MS WORD 2016** 9781337103022 |
| Product Version | *Vanhuss/Forde/Woo/Robertson 20e 2017* |
| Completion Date |  |
| Contact Name/Title | Accessibility  |
| Contact Email/Phone | Accessbility@cengage.com |

## Specific Issues

| Issue Description | Current Status(Open, Closed, I/P) | Disposition (Planned, Deferred, I/P) | Remediation Timeline | Available Workarounds | Comments |
| --- | --- | --- | --- | --- | --- |
| Alt Text – eBook*[Is there alt (alternative) text in the ebook for images?]* | *OPEN* | DEFERRED | Next edition |  | *All of the images technically have alt text; however, some of the alt text is the same as the header. The alt text should be revised to better describe the image.* |
| Keyboard Navigation*[Can the product be used without a mouse, i.e. keyboard only?]* | *OPEN* | PLANNED | In process |  | *SAM is as compliant as possible; we recently completed a thorough keyboard navigation review, but there may be some keyboard navigation concerns that arise. If so, we will address asap upon notification of any issues.*  |

## Additional Information [enter any additional info regarding accessibility below]:

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