



Pearson Accessibility Conformance Report WCAG Edition

(Based on VPAT® Version 2.2)

Product Name: Microsoft Office Specialist (MOS) certification exam "Microsoft Excel (Microsoft 365 Apps and Office 2019)"

Product Description: [Microsoft Office Specialist Excel Certification](#)

Report Date: March 30, 2020

Contact Information: Certiport Customer Services (CustomerServices@Certiport.com) **Notes:**

- This report documents the accessibility conformance as of the report date.
- Aspects of Microsoft Excel (the program) described in this report might have changed since the report date.
- References in this report to “the MOS Excel 2019 exam,” the Excel 2019 exam,” or “the exam” refer to the Microsoft Office Specialist certification exam "Microsoft Excel (Microsoft 365 Apps and Office 2019)."

Evaluation Methods Used:

- Evaluations were conducted by trained Accessibility Quality Assurance Engineers and included both automated and manual testing.
- Quality Assurance Engineers who are native users of blindness technologies participated in the evaluation.
- Testing was conducted on Windows 10.
- Assistive technology used during the evaluation included JAWS 2019 screen reader and a Braille Edge refreshable braille display.

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A: Yes Level AA: Yes Level AAA: No

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.0 Report

Tables 1 and 2 also document conformance with:

- Chapter 5 – 501.1 Scope, 504.2 Content Creation or Editing
- Chapter 6 – 602.3 Electronic Support Documentation

Note: When reporting on conformance with the WCAG 2.0 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Level A Success Criterion	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content	Supports	The MOS Excel 2019 exam supports text alternatives for the non-text content, including controls, input, sensory content, and images.
1.2.1 Audio-only and Video-only (Prerecorded)	Not Applicable	There is no audio or video content available in the exam.
1.2.2 Captions (Prerecorded)	Not Applicable	There are no pre-recorded videos in the exam.
1.2.3 Audio Description or Media Alternative (Prerecorded)	Not Applicable	There are no pre-recorded videos in the exam.
1.3.1 Info and Relationships	Partially Supports	<p>The Excel 2019 exam uses a logical structure in most of the places where information and relationships can be programmatically determined.</p> <p>The following aspects of Microsoft Excel might impede access:</p> <ol style="list-style-type: none"> 1. Assistive technologies can access equations and provide descriptive text output but may omit some information about equation font formatting or the existence of comments. Some advanced features of AT may be impacted while accessing equations, such as verbosity controls or output to Braille. 2. Certain advanced formatting information for graphical objects, such as embossing or shadows, may not be available to assistive technologies. 3. Some options in the Conditional Formatting creation dialog are not accessible to screen readers.
1.3.2 Meaningful Sequence	Supports	The Excel 2019 exam presents content in a meaningful order.
1.3.3 Sensory Characteristics	Supports	The Excel 2019 exam does not rely on sensory information alone to convey meaning.

Level A Success Criterion	Conformance Level	Remarks and Explanations
1.4.1 Use of Color	Supports	The Excel 2019 exam does not rely only on color coding to convey meaning.
1.4.2 Audio Control	Not Applicable	The Excel 2019 exam does not have audio or multimedia.
2.1.1 Keyboard	Partially Supports	<p>All core system functionality (edit fields, buttons, links, navigation controls) in the Excel 2019 exam can be accessed using the keyboard.</p> <p>The following aspects of Microsoft Excel might impede access:</p> <ol style="list-style-type: none"> 1. The PowerMap (3D charts) canvas does not have keyboard support. Microsoft recommends use of 2D geospatial charts, which are generally accessible. For assistive technology users accessing existing spreadsheets that include PowerMap content, the data that is presented visually in PowerMap can be accessed through the Excel grid. 2. Some chart types that allow movement of chart elements using the mouse don't support movement of these elements using the keyboard. 3. When viewing help/F1 content, the video player loses focus when playback starts. Candidate can use Tab/Shift+Tab to move focus back to player controls. 4. Nudging charts and chart objects can be difficult with the keyboard. 5. The keyboard cannot be used to directly access hyperlinks that use the =hyperlink function; candidates can copy and paste the URL into a browser by using the keyboard. 6. The Get & Transform experience provides limited keyboard support for some features - data preview grid is partially accessible, F6 loop is not supported, no key

Level A Success Criterion	Conformance Level	Remarks and Explanations
		<p>mnemonics are defined, and navigation for certain list elements is supported via Tab instead of arrows.</p> <p>7. The handles for adjusting some attributes of graphical content cannot be adjusted using a keyboard.</p>
2.1.2 No Keyboard Trap	Supports	The Excel 2019 exam does not have any keyboard traps.
2.2.1 Timing Adjustable	Supports	<p>Duration extensions can be made by registration accommodation request for candidates needing accommodations, and requests can be submitted at the following URL:</p> <p>https://certiport.pearsonvue.com/Educator-resources/Exam-policies/Accommodations</p>
2.2.2 Pause, Stop, Hide	Supports	The Excel 2019 exam does not use moving or blinking content.
2.3.1 Three Flashes or Below Threshold	Supports	The Excel 2019 exam does not use flashing content.
2.4.1 Bypass Blocks	Supports	A mechanism is available to bypass blocks of content that are repeated on the exam.
2.4.2 Page Titled	Not Applicable	The Excel 2019 exam do not require page titles by design.
2.4.3 Focus Order	Supports	Correct focus order is available for the exam elements.
2.4.4 Link Purpose (In Context)	Supports	The Excel 2019 exam uses meaningful link names.
3.1.1 Language of Page	Supports	The Excel 2019 exam uses language attributes.
3.2.1 On Focus	Supports	Elements do not change when they receive focus.
3.2.2 On Input	Supports	Changing the setting of any user interface component does not automatically cause a change of context.
3.3.1 Error Identification	Supports	The Excel 2019 exam clearly identifies input errors.
3.3.2 Labels or Instructions	Supports	All input fields are clearly labeled, and clear instructions are given for user input.

Level A Success Criterion	Conformance Level	Remarks and Explanations
4.1.1 Parsing	Supports	The Excel 2019 exam is coded according to the industry standards.
4.1.2 Name, Role, Value	Partially Supports	<p>All name, role, and value of interface elements are available to assistive technology.</p> <p>The following aspects of Microsoft Excel might impede access:</p> <ol style="list-style-type: none"> 1. The Page Headers control is not fully represented to assistive technologies. 2. The Timeline feature is not fully represented to assistive technologies. 3. Changes made by the Autocomplete and Autoformat features may not be represented to assistive technologies. 4. Some dialogs, including AutoCorrect Options, may not be fully represented to assistive technologies. 5. The More Colors dialog does not communicate name, role, and value appropriately to assistive technology. 6. The Recommended PivotTables dialog does not communicate name, role, and value appropriately to assistive technology. Assistive technology users can create PivotTables using the PivotTable creation flow. 7. Chart titles in edit mode do not communicate name, role, and value appropriately to assistive technology. Assistive technology users can use consumption mode to access chart title information.

Table 2: Success Criteria, Level AA

Level AA Success Criterion	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live)	Not Applicable	There is no live media in the MOS Excel 2019 exam.
1.2.5 Audio Description (Prerecorded)	Not Applicable	The Excel 2019 exam does not use videos that requires audio descriptions.
1.4.3 Contrast (Minimum)	Partially Supports	<p>The Excel 2019 exam interface text meets 4.5:1 color ratio contrast requirement.</p> <p>The following aspects of Microsoft Excel might impede access:</p> <ul style="list-style-type: none">• In some modes, highlighted buttons or preset styles such as on shapes or tables have a default contrast ratio less than 4.5 to 1.
1.4.4 Resize text	Supports	Text can be resized to at least 200 percent without loss of content or functionality using the zooming tool.
1.4.5 Images of Text	Supports	The Excel 2019 exam does not use images of text to convey information to the candidate.
2.4.5 Multiple Ways	Supports	The Excel 2019 exam offers a navigation menu.
2.4.6 Headings and Labels	Supports	The Excel 2019 exam uses meaningful headings and labels.
2.4.7 Focus Visible	Supports	Visual focus is available across the exam.
3.1.2 Language of Parts	Not Applicable	The Excel 2019 exam does not use language attributes for content parts.
3.2.3 Consistent Navigation	Supports	The Excel 2019 exam uses consistent navigation across the exam.
3.2.4 Consistent Identification	Supports	The Excel 2019 exam uses icons and buttons consistently across the exam.
3.3.3 Error Suggestion	Supports	The Excel 2019 exam clearly identifies input errors.

Level AA Success Criterion	Conformance Level	Remarks and Explanations
3.3.4 Error Prevention (Legal, Financial, Data)	Supports	The Excel 2019 exam reduces the risk of input errors for sensitive data and provides the opportunity for candidates to check their answers before submitting the data.

Legal Disclaimer

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