# Voluntary Product Evaluation Template (VPAT)

**Refer to the ITIC Best Practices for filling out the following form.**

| Summary Table | | |
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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| Section 1194.21 Software Applications and Operating Systems | Supports with Exceptions | See detailed information in table. |
| Section 1194.22 Web-based internet information and applications | Supports with Exceptions | See detailed information in table. |
| Section 1194.23 Telecommunications Products | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| Section 1194.24 Video and Multi-media Products | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| Section 1194.25 Self-Contained, Closed Products | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| Section 1194.26 Desktop and Portable Computers | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| Section 1194.31 Functional Performance Criteria | Supports with Exceptions | See detailed information in table. |
| Section 1194.41 Information, documentation, and support. | Supports with Exceptions | See detailed information in table. |

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| Section 1194.21 Software Applications and Operating Systems<br>* Refer to ( http://www.access-board.gov/sec508/guide/1194.21.htm ) for details on the guidelines listed below. | | | |
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| **Criteria** | **Supporting Features** | **Remarks and explanations** | **VPAT Reviewer Comments** |
| (a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually. | Does not Support | No on-screen indication, menu items are not accessible, drop down is not accessible. | |

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| (b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the **Not Applicable -- Fundamental Alteration Exception Supplies** application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer. | Supports | Being a web application, we don't have the ability to disrupt operating system level accessibility features. | |
| (c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes. | Does not Support | There is no on-screen indication. | |
| (d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text. | Supports with Exceptions | The vast majority of the form elements, including buttons, textboxes, checkboxes, etc. have labels that indicate the purpose of the form element. However, not all of the labels have an indication of what form element they apply to. | |
| (e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance. | Supports with Exceptions | There is minimal use of bitmap images as form controls or status indicators. The majority of the ones that do exist have alternate text applied to the controls to describe their purpose, but not all of them do. | |

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| (f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes. | Supports | The system supports all tested screen readers and magnifiers. Testing was performed with Windows 7 built-in magnifier and JAWS 17. | |
| (g) Applications shall not override user selected contrast and color selections and other individual display attributes. | Supports | 'GTS' does not override any user selected contrast or color selection or any individual display attributes. | |
| (h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user. | Supports | In GTS the animation is used only as a pre-loader indicating the page loading process. This is also mirrored with text indication that "Loading". | |
| (i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. | Supports | In GTS the color coding is never used as the only means of conveying information. It is always supported by textual information. | |
| (j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided. | Does not Support | The ability to adjust colors and contrast settings not supported because the websites colors are personalized based on the client's school colors. | |
| (k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz. | Supports | GTS does not use flashing or blinking text, which indicates this standard is supported. | |
| (l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. | Supports with Exceptions | GTS supports this standard with the exception of providing valid, concise, and meaningful alternative text for image buttons. | |

| Section 1194.22 Web-based Internet information and applications<br>* Refer to ( http://www.access-board.gov/sec508/guide/1194.22.htm) for details on the guidelines listed below. | | | |
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| **Criteria** | **Supporting Features** | **Remarks and explanations** | **VPAT Reviewer Comments** |
| (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content). | Supports with Exceptions | Most of the non-text elements in the system have and alt description associated with them. There may be a few images in the system that does not have a description tied to them but they will be more of an exception | |
| (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation. | Does not Support | We do not have alternatives for multimedia presentation | |
| (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup. | Supports with Exceptions | Each individual school can customize screen messages to display to the user in various parts of the system, these screen messages can be configured to be bold or color or a combination. There are areas in the system where warnings are portrayed in the color of red but they do not have additional markups to support them. | |
| (d) Documents shall be organized so they are readable without requiring an associated style sheet. | Supports | No CSS is required for documents. | |
| (e) Redundant text links shall be provided for each active region of a server-side image map. | Not Applicable | Application does not use server-side image maps. | |

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| (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape. | Supports | Application uses client-side image maps only. | |
| (g) Row and column headers shall be identified for data tables. | Supports with Exceptions | On the Candidate Interviews page, almost every header has a proper title associated with it. They are correctly contained within table-header tags. However, there is no title for the column of check boxes, which is the very first column starting at the left. | |
| (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers. | Supports | The application does not have two or more logical levels or row or column headers. | |
| (i) Frames shall be titled with text that facilitates frame identification and navigation | Supports | The application does not make use of frames. | |
| (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz. | Supports with Exceptions | Our product does not meet this requirement on a per user basis as individual users do not have the ability to modify any product colors. However, when a product is configured for a client (school), the client is asked to provide the primary and secondary colors which are used to create a theme/ branding of the product. | |
| (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes. | Supports | Our product fully meets this requirement as it does not contain any type of blinking or flashing elements. | |

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| (l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology. | Supports with Exceptions | Our product allows users to input data on input forms using the keyboard only but the carat does not appear. The user can navigate to different fields using the tab key. They can also use the tab key to take action on buttons and menu options using the tab/ enter keys. Our product also allows screen magnification. | |
| (m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with Û1194.21(a) through (l). | Supports | The only external application needed is a PDF file reader. The link to download Adobe Reader is included on every page through the "Help" link at the top right. | |
| (n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. | Supports with Exceptions | Many of the more standard forms that just have textboxes will work with assistive technology, but there are many forms using other controls such as dropdowns, radio buttons, and tree views that cannot be accessed without a mouse and are skipped by tab focus and a screen reader. | |
| (o) A method shall be provided that permits users to skip repetitive navigation links. | Does not Support | The site does not contain a navigation "skip-link". | |

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| (p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required. | Supports | The GTS system uses an alert to let the user know that they have been on a page for enough time to trigger a sessions time out. This alert stays active for 1 minute to allow the user to take any action to return to what they were doing and reset their session time out timer. |

Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) - 1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) - 11.4.

| Section 1194.23 Telecommunications Products <br> * Refer to ( http://www.access-board.gov/sec508/guide/1194.23.htm ) for details on the guidelines listed below. | | |
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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |

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| the user to indicate more time is required. | | |
| (e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |

| (k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
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| (k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |

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| Section 1194.24 Video and Multi-media Products || |
| * Refer to ( http://www.access-board.gov/sec508/guide/1194.24.htm ) for details on the guidelines listed below. || |
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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |

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| (b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |

| Section 1194.25 Self-Contained, Closed Products<br>* Refer to ( http://www.access-board.gov/sec508/guide/1194.25.htm) for details on the guidelines listed below. | | |
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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with Û1194.23 (k) (1) through (4). | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |

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| (e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |

| height shall be 54 inches maximum and 15 inches minimum above the floor. | | |
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| (j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |

| Section 1194.26 Desktop and Portable Computers<br>* Refer to ( http://www.access-board.gov/sec508/guide/1194.26.htm) for details on the guidelines listed below. | | |
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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) All mechanically operated controls and keys shall comply with Û1194.23 (k) (1) through (4). | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with Û1194.23 (k) (1) through (4). | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided. | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |
| (d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards | Not Applicable | **Not Applicable -- Fundamental Alteration Exception Supplies** |

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| Section 1194.31 Functional Performance Criteria | | | |
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| **Criteria** | **Supporting Features** | **Remarks and explanations** | **VPAT Reviewer Comments** |
| (a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided. | Supports with Exceptions | Not all images include alternate text. | |
| (b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided. | Supports with Exceptions | Lengthy documents do not always include a table of contents for easier navigation. | |
| (c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided | Not Applicable | No audio or video is used in the application. | |
| (d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided. | Not Applicable | No audio or video is used in the application. | |
| (e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided. | Not Applicable | Speech is not required to use the application. | |

| (f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided. | Supports with Exceptions | Lengthy documents do not always include bookmarks or a table of contents. | |

| Section 1194.41 Information, documentation, and support | | |
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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge. | Supports with Exceptions | There are booklets available as well as YouTube videos, however these are scoped toward admins only. Because pages and text can be customized by each university, many times the Career Services office at the universities will create/provide their own training material geared toward students. |
| (b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge. | Does not Support | Not supported. |
| (c) Support services for products shall accommodate the communication needs of end-users with disabilities. | Does not Support | Not supported. |