



## **At Pearson, we support every learner.**

Pearson's defining goal — to help people make progress in their lives through learning — can only be fulfilled when our educational materials are accessible to all users.

## **Our commitment & progress**

Accessibility and achievement go hand in hand. We are committed to enabling access for people with disabilities as part of the fabric of our learning materials, development processes, innovation efforts, and employee culture. Our goal is to ensure that all students can learn from our products and demonstrate that learning.

Pearson continues to make steady progress in developing our learning platforms, rich media assets, and other content to be as accessible as possible to all of our customers. WCAG 2.0 AA standards form the basis of the Pearson Accessibility Guidelines for product development, and we regularly review our existing platforms and content to improve accessibility with each release. We provide up-to-date, clear and straightforward statements on the accessibility of our products.

## **Partnering for accessibility audits and tests**

If you are auditing a Pearson product, let us help you by ensuring you

- have the most current version of the product available,
- are using the recommended browser and operating system combination, and
- have student access for the product you are testing.

We recommend using a combination of automated and manual testing, as well as assistive technology, when you review a product for accessibility compliance. Contact [Pearson Disability Support](#) to get started.

## **For more information**

For more information about this VPAT or accessibility at Pearson, please contact [Pearson Disability Support](#).

# Pearson Accessibility Conformance Report

Based on Voluntary Product Accessibility Template® (VPAT®)<sup>1</sup>

VPAT Version 2.0 Beta 2

**Name of Product:** Grader for Your Office with Office 2016

**Date:** 4/27/17

**Contact information:** [disability.support@pearson.com](mailto:disability.support@pearson.com)

**Prepared by:** GH, LLC, Lafayette, IN (now known as SeeWriteHear)

**Notes:** This education product is comprised of collections of non-web documents to be opened and read in Microsoft Word. The activities described within these education projects are to be completed within Microsoft Office applications, and final deliverables sent via other ICT products. The assessment here is focused specifically on the Grader non-web documents, not on the accessibility issues in other ICT products. However, notes are provided discussing existing accessibility issues related to completing the instructions in Grader using other required ICT products (Microsoft Office).

## Standards/Guidelines

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

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0, at <a href="http://www.w3.org/TR/2008/REC-WCAG20-20081211/">http://www.w3.org/TR/2008/REC-WCAG20-20081211/</a>	Level A <input checked="" type="checkbox"/> Level AA <input checked="" type="checkbox"/> Level AAA <input type="checkbox"/>
Section 508 as published in 2017, at <a href="http://www.Section508.gov">http://www.Section508.gov</a>	<input checked="" type="checkbox"/>
EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, at <a href="http://mandate376.standards.eu/standard">http://mandate376.standards.eu/standard</a>	<input checked="" type="checkbox"/>

## Table Information

For each of the standards, the criteria are listed by chapter in a table. The structures of the tables are: the first column contains the criteria being evaluated, the second column describes the level of conformance of the product with regard to the criteria and the third column contains any additional remarks and explanations regarding the product.

- By default the table information is showing. This information can be hidden by clicking “Click to show or hide table data”. This allows users to hide information so they see only the sections they need.
- When sections of criteria do not apply, or deemed by the customer as not applicable, the section is noted as such and the rest of that table may be removed for that section.
- When multiple standards are being recorded in this document, the duplicative sections are noted and responded to only one time. The duplicate entry will note the cross reference to the data.

## 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 criteria without known defects or meets with equivalent facilitation.
- **Supports with Exceptions:** Some functionality of the product does not meet the criteria.
- **Does Not Support:** Majority of functionality of the product does not meet the criteria.
- **Not Applicable:** The criteria are not relevant to the product.

- **Not Evaluated:** The product has not been evaluated against the criteria. This can be used only with WCAG 2.0 Level AAA.

## WCAG 2.0 Report -

*Click to show or hide WCAG table data (section headings will remain)*

Tables 1 and 2 also documents conformance with:

- EN 301 549: Chapter 9 - Web, Chapter 10 - Non-Web documents, Section 11.2.1- Non-Web Software (excluding closed functionality), and Section 11.2.2 - Non-Web Software (closed functionality).

Table 4 documents the WCAG conformance statements:

- WCAG
- EN 304 549: Chapter 9 - Web

### Table 1: Conformance Criteria, Level A - *Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p><a href="#">1.1.1 Non-text Content</a> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>• 9.2.1 (Web)</li> <li>• 10.2.1 (non-web document)</li> <li>• 11.2.1.1 (Software)</li> <li>• 11.2.2.1 (Closed Functionality Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	Non-text content, such as videos and graphics used in various projects, is presented only for formatting and document authoring purposes, so no text alternatives are required.
<p><a href="#">1.2.1 Audio-only and Video-only (Prerecorded)</a> (Level A)</p> <p>Also applies to:</p>	Supports	All video and audio content is provided within the context of placement within documents, so the content is not important to the success or completion of projects or

Criteria	Conformance Level	Remarks and Explanations
<p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.2 (Web)</li> <li>10.2.2 (non-web document)</li> <li>11.2.1.2 (Software)</li> <li>11.2.2.2 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		the use of the product. No text alternatives are needed.
<p><b><u>1.2.2 Captions (Prerecorded)</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.3 (Web)</li> <li>10.2.3 (non-web document)</li> <li>11.2.1.3 (Software)</li> <li>11.2.2.3 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	All video and audio content is provided within the context of placement within documents, so the content is not important to the success or completion of projects or the use of the product. No captions are needed.
<p><b><u>1.2.3 Audio Description or Media Alternative (Prerecorded)</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.4 (Web)</li> <li>10.2.4 (non-web document)</li> <li>11.2.1.4 (Software)</li> <li>11.2.2.4 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	All video and audio content is provided within the context of placement within documents, so the content is not important to the success or completion of projects or the use of the product. No audio descriptions or media alternatives are needed.
<p><b><u>1.3.1 Info and Relationships</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.7 (Web)</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>10.2.7 (non-web document)</li> <li>11.2.1.7 (Software)</li> <li>11.2.2.7 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>1.3.2 Meaningful Sequence</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.8 (Web)</li> <li>10.2.8 (non-web document)</li> <li>11.2.1.8 (Software)</li> <li>11.2.2.8 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b>1.3.3 Sensory Characteristics</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.9 (Web)</li> <li>10.2.9 (non-web document)</li> <li>11.2.1.9 (Software)</li> <li>11.2.2.9 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports With Exceptions	<p>The Grader documents themselves are fully supported. However, not all instructions describe keyboard-based methods that could be completed successfully using a screen reader. These instructions are executed within a Microsoft Office desktop program, which is not a part of this product, but successful completion of this educational product is dependent upon completion of all instructions in Microsoft Office.</p>
<p><b>1.4.1 Use of Color</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.10 (Web)</li> <li>10.2.10 (non-web document)</li> <li>11.2.1.10 (Software)</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.2.10 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>1.4.2 Audio Control</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.11 (Web)</li> <li>10.2.11 (non-web document)</li> <li>11.2.1.11 (Software)</li> <li>11.2.2.11 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	This product does not contain any audio elements which play automatically or require any kind of control from the user.
<p><b>2.1.1 Keyboard</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.15 (Web)</li> <li>10.2.15 (non-web document)</li> <li>11.2.1.15 (Software)</li> <li>11.2.2.15 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports With Exceptions	The Grader documents themselves are fully supported. However, not all instructions describe keyboard-based methods that could be completed successfully using a screen reader. These instructions are executed within a Microsoft Office desktop program, which is not a part of this product, but successful completion of this educational product is dependent upon completion of all instructions in Microsoft Office.
<p><b>2.1.2 No Keyboard Trap</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.16 (Web)</li> <li>10.2.16 (non-web document)</li> <li>11.2.1.16 (Software)</li> <li>11.2.2.16 (Closed Software) – Does not apply</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>2.2.1 Timing Adjustable</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.17 (Web)</li> <li>10.2.17 (non-web document)</li> <li>11.2.1.17 (Software)</li> <li>11.2.2.17 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	There are no time limits set within this product.
<p><b>2.2.2 Pause, Stop, Hide</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.18 (Web)</li> <li>10.2.18 (non-web document)</li> <li>11.2.1.18 (Software)</li> <li>11.2.2.18 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b>2.3.1 Three Flashes or Below Threshold</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.19 (Web)</li> <li>10.2.19 (non-web document)</li> <li>11.2.1.19 (Software)</li> <li>11.2.2.19 (Closed Software) – Does not apply</li> </ul>	Not Applicable	



Criteria	Conformance Level	Remarks and Explanations
2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b><u>2.4.1 Bypass Blocks</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.20 (Web)</li> <li>10.2.20 (non-web document) – Does not apply</li> <li>11.2.1.20 (Software) – Does not apply</li> <li>11.2.2.20 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Supports	
<p><b><u>2.4.2 Page Titled</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.21 (Web)</li> <li>10.2.21 (non-web document)</li> <li>11.2.1.21 (Software) - Does not apply</li> <li>11.2.2.21 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b><u>2.4.3 Focus Order</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.22 (Web)</li> <li>10.2.22 (non-web document)</li> <li>11.2.1.22 (Software)</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.2.22 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>2.4.4 Link Purpose (In Context)</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.23 (Web)</li> <li>10.2.23 (non-web document)</li> <li>11.2.1.23 (Software)</li> <li>11.2.2.23 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b>3.1.1 Language of Page</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.27 (Web)</li> <li>10.2.27 (non-web document)</li> <li>11.2.1.27 (Software)</li> <li>11.2.2.27 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	The default language is always clearly English.
<p><b>3.2.1 On Focus</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.29 (Web)</li> <li>10.2.29 (non-web document)</li> <li>11.2.1.29 (Software)</li> <li>11.2.2.29 (Closed Software) – Does not apply</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>3.2.2 On Input</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.30 (Web)</li> <li>10.2.30 (non-web document)</li> <li>11.2.1.30 (Software)</li> <li>11.2.2.30 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b>3.3.1 Error Identification</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.33 (Web)</li> <li>10.2.33 (non-web document)</li> <li>11.2.1.33 (Software)</li> <li>11.2.2.33 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b>3.3.2 Labels or Instructions</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.34 (Web)</li> <li>10.2.34 (non-web document)</li> <li>11.2.1.34 (Software)</li> <li>11.2.2.34 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><a href="#">4.1.1 Parsing</a> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.37 (Web)</li> <li>10.2.37 (non-web document)</li> <li>11.2.1.37 (Software)</li> <li>11.2.2.37 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><a href="#">4.1.2 Name, Role, Value</a> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.38 (Web)</li> <li>10.2.38 (non-web document)</li> <li>11.2.1.38 (Software)</li> <li>11.2.2.38 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	

**Table 2: Conformance Criteria, Level AA** - Click to show or hide table data

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p><a href="#">1.2.4 Captions (Live)</a> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.5 (Web)</li> </ul>	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>10.2.5 (non-web document)</li> <li>11.2.1.5 (Software)</li> <li>11.2.2.5 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b><u>1.2.5 Audio Description (Prerecorded)</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.6 (Web)</li> <li>10.2.6 (non-web document)</li> <li>11.2.1.6 (Software)</li> <li>11.2.2.6 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b><u>1.4.3 Contrast (Minimum)</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.12 (Web)</li> <li>10.2.12 (non-web document)</li> <li>11.2.1.12 (Software)</li> <li>11.2.2.12 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b><u>1.4.4 Resize text</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.13 (Web)</li> <li>10.2.13 (non-web document)</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.1.13 (Software)</li> <li>11.2.2.13 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b><u>1.4.5 Images of Text</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.14 (Web)</li> <li>10.2.14 (non-web document)</li> <li>11.2.1.14 (Software)</li> <li>11.2.2.14 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b><u>2.4.5 Multiple Ways</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.24 (Web)</li> <li>10.2.24 (non-web document) – Does not apply</li> <li>11.2.1.24 (Software) – Does not apply</li> <li>11.2.2.24 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Supports	
<p><b><u>2.4.6 Headings and Labels</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.25 (Web)</li> <li>10.2.25 (non-web document)</li> <li>11.2.1.25 (Software)</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.2.25 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>2.4.7 Focus Visible</b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.26 (Web)</li> <li>10.2.26 (non-web document)</li> <li>11.2.1.26 (Software)</li> <li>11.2.2.26 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b>3.1.2 Language of Parts</b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.28 (Web)</li> <li>10.2.28 (non-web document)</li> <li>11.2.1.28 (Software) – Does not apply</li> <li>11.2.2.28 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	The default language is always clearly English.
<p><b>3.2.3 Consistent Navigation</b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.31 (Web)</li> <li>10.2.31 (non-web document) – Does not apply</li> <li>11.2.1.31 (Software) – Does not apply</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.2.31 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>		
<p><b><u>3.2.4 Consistent Identification</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.32 (Web)</li> <li>10.2.32 (non-web document) – Does not apply</li> <li>11.2.1.32 (Software) – Does not apply</li> <li>11.2.2.32 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Supports	
<p><b><u>3.3.3 Error Suggestion</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.35 (Web)</li> <li>10.2.35 (non-web document)</li> <li>11.2.1.35 (Software)</li> <li>11.2.2.35 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b><u>3.3.4 Error Prevention (Legal, Financial, Data)</u></b> (Level AA)</p> <p>Also applies to:</p>	Supports	Not applicable for this product.



Criteria	Conformance Level	Remarks and Explanations
EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.2.36 (Web)</li> <li>10.2.36 (non-web document)</li> <li>11.2.1.36 (Software)</li> <li>11.2.2.36 (Closed Software) – Does not apply</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		

**Table 3: Conformance Criteria, Level AAA** - *Click to show or hide table data*

Notes:

**Table 4: WCAG Conformance Requirements** - *Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p><a href="#">1. Conformance Level</a></p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	<p>Conformance with WCAG Level AA requires all criteria in levels A and AA be met. This evaluation has found: 25 of 25 criteria for Level A have been met. 13 of 13 criteria for Level AA have been met.</p> <p>This assessment has been applied specifically to the Grader projects themselves as a collection of non-web documents and not to the other ICT products which the educational projects direct students to use to complete the course. The notes in the</p>

Criteria	Conformance Level	Remarks and Explanations
		remaining criteria of this section (below) specify the relevant accessibility issues to take into consideration.
<u><b>2. Full pages</b></u>  Also applies to:  EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<u><b>3. Complete processes</b></u>  Also applies to:  EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>E207.3 (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports With Exceptions	While the Grader projects, as simple non-web documents, are themselves fully accessible, there are instructions within Grader for the completion of tasks in Microsoft Office which are in need of revision to ensure that all tasks can be completed by accessible methods. These tasks, while outside of the product itself, should be considered as part of the complete process for this education product to be considered as fully accessible.
<u><b>4. Only Accessibility-Supported Ways of Using Technologies</b></u>  Also applies to:  EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports With Exceptions	While the Grader projects, as simple non-web documents, are themselves fully accessible, there are instructions within Grader for the completion of tasks in Microsoft Office which are in need of revision to ensure that all tasks can be completed by accessible methods. These tasks, while outside of the product itself, should be considered as part of the complete process for this education product to be considered as fully accessible.
<u><b>5. Non-Interference</b></u>  Also applies to:  EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> </ul>	Supports With Exceptions	While the Grader projects, as simple non-web documents, are themselves fully accessible, there are instructions and skills referenced within Grader for the completion of tasks in Microsoft Office—specifically in Microsoft Access—which are in need of revision to ensure that all tasks can be

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		completed by accessible methods and that the programs are used in ways which avoid interference with screen reader usability and operability. These tasks, while outside of the product itself, should be considered as part of the complete process for this education product to be considered as fully accessible.

## 2017 Section 508 Report -

***Click to show or hide 2017 Section 508 tables (section headings will remain)***

Notes: Section 508 standards are not designed to assess non-web documents and offer no guidance on doing so. The assessments provided here are offered only as guidance to users of Grader to best understand the accessibility conformance and limitations of this product.

## Chapter 3: Functional Performance Criteria - *Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Supports With Exceptions	The Grader project documents themselves are fully accessible. Some educational content, however, currently covers skills and tasks to be completed in other products (Microsoft Office) which are not accessible or for which accessible alternatives are not provided.
302.2 With Limited Vision	Supports With Exceptions	The Grader project documents themselves are fully accessible. Some educational content, however, currently covers skills and tasks to be completed in other products (Microsoft Office) which are not accessible or

Criteria	Conformance Level	Remarks and Explanations
		for which accessible alternatives are not provided.
302.3 Without Perception of Color	Supports	
302.4 Without Hearing	Supports	
302.5 With Limited Hearing	Supports	
302.6 Without Speech	Supports	
302.7 With Limited Manipulation	Not Applicable	
302.8 With Limited Reach and Strength	Not Applicable	
302.9 With Limited Language, Cognitive, and Learning Abilities	Not Applicable	

#### Chapter 4: Hardware - *Click to show or hide table data*

Notes:

402.1 General	Not Applicable	
402.2 Speech-Output Enabled	Not Applicable	
402.2.1 Information Displayed On-Screen	Not Applicable	
402.2.2 Transactional Outputs	Not Applicable	
402.2.3 Speech Delivery Type and Coordination	Not Applicable	
402.2.4 User Control	Not Applicable	
402.2.5 Braille Instructions	Not Applicable	
402.3 Volume	Not Applicable	
402.3.1 Private Listening	Not Applicable	
402.3.2 Non-private Listening	Not Applicable	
412.3.1 Wireless Handsets	Not Applicable	
412.3.2 Wireline Handsets	Not Applicable	
412.4 Digital Encoding of Speech	Not Applicable	

## Chapter 5: Software - Click to show or hide table data

Notes: This section is not applicable because Grader does not contain any software. While the Grader projects, as simple non-web documents, are themselves fully accessible, there are instructions and skills referenced within Grader for the completion of tasks in Microsoft Office which are in need of revision to ensure that all tasks can be completed by accessible methods and that the programs are used in ways which avoid interference with screen reader usability and operability. These tasks, while outside of the product itself, are essential to the successful completion of this education product.

Criteria	Conformance Level	Remarks and Explanations
<b>501 Scope – Incorporation of WCAG 2.0 AA</b>	See <a href="#">WCAG 2.0</a> section	
<b>502 Interoperability with Assistive Technology</b>		
502.2.1 User Control of Accessibility Features	Not Applicable	Grader is not software.
502.2.2 No Disruption of Accessibility Features	Not Applicable	
502.3 Accessibility Services		
502.3.1 Object Information	Not Applicable	
502.3.2 Modification of Object Information	Not Applicable	
502.3.3 Row, Column, and Headers	Not Applicable	
502.3.4 Values	Not Applicable	
502.3.5 Modification of Values	Not Applicable	
502.3.6 Label Relationships	Not Applicable	
502.3.7 Hierarchical Relationships	Not Applicable	
502.3.8 Text	Not Applicable	
502.3.9 Modification of Text	Not Applicable	
502.3.10 List of Actions	Not Applicable	
502.3.11 Actions on Objects	Not Applicable	
502.3.12 Focus Cursor	Not Applicable	
502.3.13 Modification of Focus Cursor	Not Applicable	
502.3.14 Event Notification	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
502.4 Platform Accessibility Features	Not Applicable	
<b>503 Applications</b>		
503.2 User Preferences	Not Applicable	
503.3 Alternative User Interfaces	Not Applicable	
503.4 User Controls for Captions and Audio Description.		
503.4.1 Caption Controls	Not Applicable	
503.4.2 Audio Description Controls	Not Applicable	
<b>504 Authoring Tools</b>		
504.2 Content Creation or Editing	See <a href="#">WCAG 2.0</a> section	
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	
504.2.2 PDF Export	Not Applicable	
504.3 Prompts	Not Applicable	
504.4 Templates	Not Applicable	

## Chapter 6: Support Documentation and Services -

*Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope		
<b>602 Support Documentation</b>		
602.2 Accessibility and Compatibility Features	Not Applicable	No support documentation available.
602.3 Electronic Support Documentation	See <a href="#">WCAG 2.0</a> section	

Criteria	Conformance Level	Remarks and Explanations
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	
<b>603 Support Services</b>		
603.2 Information on Accessibility and Compatibility Features	Not Applicable	
603.3 Accommodation of Communication Needs	Not Applicable	

## EN 301 549 Report -

**Click to show or hide EN 301 549 tables (chapter headings will remain)**

Notes:

### Chapter 4: [4.2 Functional Performance Statements](#) -

*Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
<b>4.2.1 Usage without vision</b>	<b>Supports With Exceptions</b>	The Grader project documents themselves are fully accessible. Some educational content, however, currently covers skills and tasks to be completed in other products (Microsoft Office) which are not accessible or for which accessible alternatives are not provided.
<b>4.2.2 Usage with limited vision</b>	<b>Supports With Exceptions</b>	The Grader project documents themselves are fully accessible. Some educational content, however,

Criteria	Conformance Level	Remarks and Explanations
		currently covers skills and tasks to be completed in other products (Microsoft Office) which are not accessible or for which accessible alternatives are not provided.
4.2.3 Usage without perception of colour	Supports	
4.2.4 Usage without hearing	Supports	
4.2.5 Usage with limited hearing	Supports	
4.2.6 Usage without vocal capability	Supports	
4.2.7 Usage with limited manipulation or strength	Supports	
4.2.8 Usage with limited reach	Supports	
4.2.9 Minimize photosensitive seizure triggers	Supports	
4.2.10 Usage with limited cognition	Supports	
4.2.11 Privacy	Supports	

**Chapter 5: [Generic Requirements](#)** - Click to show or hide table data

Notes:

Criteria	Conformance Level	Remarks and Explanations
5.1 Closed functionality		
5.1.2 General		
5.1.2.2 Assistive technology	Supports	Grader has open functionality and works well with assistive technologies.
5.1.3 Non-visual access		
5.1.3.1 General	Supports	
5.1.3.2 Auditory output delivery including speech	Supports	



Criteria	Conformance Level	Remarks and Explanations
5.1.3.3 Auditory output correlation (informative)		
5.1.3.4 Speech output user control	Supports	This can be satisfied through the use of a screen reader.
5.1.3.5 Speech output automatic interruption	Not Applicable	
5.1.3.6 Speech output for non-text content	Not Applicable	The Grader projects do not contain non-text content which requires any context or description.
5.1.3.7 Speech output for video information	Not Applicable	The Grader projects do not contain video content which requires any context or description.
5.1.3.8 Masked entry	Not Applicable	
5.1.3.9 Private access to personal data	Not Applicable	
5.1.3.10 Non-interfering audio output	Not Applicable	
5.1.3.11 Private listening	Not Applicable	
5.1.3.12 Speaker volume	Not Applicable	
5.1.3.13 Volume reset	Not Applicable	
5.1.3.14 Spoken languages	Not Applicable	
5.1.3.15 Non-visual error identification	Not Applicable	
5.1.3.16 Receipts, tickets, and transactional outputs	Not Applicable	
5.1.4 Functionality closed to text enlargement	Not Applicable	
5.1.5 Visual output for auditory information	Not Applicable	
5.1.6 Operation without keyboard interface		
5.1.6.1 Closed functionality	Not Applicable	
5.1.6.2 Input focus	Not Applicable	
5.2 Activation of accessibility features	Not Applicable	
5.3 Biometrics	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
5.4 Preservation of accessibility information during conversion	Not Applicable	
5.5 Operable parts		
5.5.1 Means of operation	Not Applicable	
5.5.2 Operable parts discernibility	Not Applicable	
5.6 Locking or toggle controls		
5.6.1 Tactile or auditory status	Not Applicable	
5.6.2 Visual status	Not Applicable	
5.7 Key repeat	Not Applicable	
5.8 Double-strike key acceptance	Not Applicable	
5.9 Simultaneous user actions	Not Applicable	

## Chapter [6: ICT with Two-Way Voice Communication](#) -

*Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
6.1 Audio bandwidth for speech (informative)		
6.2 Real-time text (RTT) functionality		
6.2.1.1 RTT communication	Not Applicable	
6.2.1.2 Concurrent voice and text	Not Applicable	
6.2.4 Real-time text responsiveness	Not Applicable	

## Chapter [7: ICT with Video Capabilities](#) - *Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
7.1 Caption processing technology		
7.1.1 Captioning playback	Not Applicable	
7.1.2 Captioning synchronization	Not Applicable	
7.1.3 Preservation of captioning	<b>Not Applicable</b>	
7.2.1 Audio description playback	Not Applicable	
7.2.2 Audio description synchronization	Not Applicable	
7.2.3 Preservation of audio description	Not Applicable	
7.3 User controls for captions and audio description	Not Applicable	

## Chapter [8: Hardware](#) - Click to show or hide table data

Notes:

Criteria	Conformance Level	Remarks and Explanations
8.1.1 Generic requirements		
8.1.2 Standard connections	Not Applicable	
8.1.3 Colour	Not Applicable	
8.2 Hardware products with speech output		
8.2.1.1 Speech volume range	Not Applicable	
8.2.1.2 Incremental volume control	Not Applicable	
8.2.2.1 Fixed-line devices	Not Applicable	
8.2.2.2 Wireless communication devices	Not Applicable	
8.3 Physical access to ICT		
8.3.2.1 Change in level	Not Applicable	
8.3.2.2 Clear floor or ground space	Not Applicable	
8.3.2.3.1 General	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
8.3.2.3.2 Forward approach	Not Applicable	
8.3.2.3.3 Parallel approach	Not Applicable	
8.3.2.4 Knee and toe clearance width	Not Applicable	
8.3.2.5 Toe clearance	Not Applicable	
8.3.2.6 Knee clearance	Not Applicable	
8.3.3.1.1 Unobstructed high forward reach	Not Applicable	
8.3.3.1.2 Unobstructed low forward reach	Not Applicable	
8.3.3.1.3.1 Clear floor space	Not Applicable	
8.3.3.1.3.2 Obstructed (< 510 mm) forward reach	Not Applicable	
8.3.3.1.3.3 Obstructed (< 635 mm) forward reach	Not Applicable	
8.3.3.2.1 Unobstructed high side reach	Not Applicable	
8.3.3.2.2 Unobstructed low side reach	Not Applicable	
8.3.3.2.3.1 Obstructed (≤255 mm) side reach	Not Applicable	
8.3.3.2.3.2 Obstructed (≤610 mm) side reach	Not Applicable	
8.3.4 Visibility	Not Applicable	
8.3.5 Installation instructions	Not Applicable	
8.4 Mechanically Operable parts		
8.4.1 Numeric keys	Not Applicable	
8.4.2.1 Means of Operation of mechanical parts	Not Applicable	
8.4.2.2 Force of operation of mechanical parts	Not Applicable	
8.4.3 Keys, tickets and fare cards	Not Applicable	
8.5 Tactile indication of speech mode	Not Applicable	

## Chapter 9: [Web](#) (see WCAG 2.0 section below)

Notes:

## Chapter [10: Non-web Documents](#) - Click to show or hide table data

Notes:

Criteria	Conformance Level	Remarks and Explanations
10.1 General		
10.2 Document success criteria		
10.2.1 through 10.2.38	See <a href="#">WCAG 2.0</a> section	
10.2.39 Caption positioning	Not Applicable	
10.2.40 Audio description timing	Not Applicable	

## Chapter [11: Software](#) - Click to show or hide table data

Notes: This section is not applicable because Grader does not contain any software. While the Grader projects, as simple non-web documents, are themselves fully accessible, there are instructions and skills referenced within Grader for the completion of tasks in Microsoft Office which are in need of revision to ensure that all tasks can be completed by accessible methods and that the programs are used in ways which avoid interference with screen reader usability and operability. These tasks, while outside of the product itself, are essential to the successful completion of this education product.

Criteria	Conformance Level	Remarks and Explanations
11.2.1 Software success criteria (excluding closed functionality)	See <a href="#">WCAG 2.0</a> section	
11.2.2 Software success criteria (closed functionality)	See <a href="#">WCAG 2.0</a> section	
11.3 Interoperability with assistive technology		
11.3.1 Closed functionality (informative)		
11.3.2 Accessibility services		
11.3.2.1 Platform accessibility service support for software that provides a user interface	Not Applicable	
11.3.2.2 Platform accessibility service support for assistive technologies	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
11.3.2.3 Use of accessibility services	Not Applicable	
11.3.2.4 Assistive technology	Not Applicable	
11.3.2.5 Object information	Not Applicable	
11.3.2.6 Row, column, and headers	Not Applicable	
11.3.2.7 Values	Not Applicable	
11.3.2.8 Label relationships	Not Applicable	
11.3.2.9 Parent-child relationships	Not Applicable	
11.3.2.10 Text	Not Applicable	
11.3.2.11 List of available actions	Not Applicable	
11.3.2.12 Execution of available actions	Not Applicable	
11.3.2.13 Tracking of focus and selection attributes	Not Applicable	
11.3.2.14 Modification of focus and selection attributes	Not Applicable	
11.3.2.15 Change notification	Not Applicable	
11.3.2.16 Modifications of states and properties	Not Applicable	
11.3.2.17 Modifications of values and text	Not Applicable	
11.4 Documented accessibility usage		
11.4.1 User control of accessibility features	Not Applicable	
11.4.2 No disruption of accessibility features	Not Applicable	
11.5 User preferences	Not Applicable	
11.6 Authoring tools		
11.6.2 Accessible content creation	Not Applicable	
11.6.3 Preservation of accessibility information in transformations	Not Applicable	
11.6.4 Repair assistance	Not Applicable	
11.6.5 Templates	Not Applicable	

## Chapter [12: Documentation and Support Services](#) -

*Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
12.1 Product documentation		
12.1.1 Accessibility and compatibility features	Not Applicable	No support documentation available.
12.1.2 Accessible documentation	Not Applicable	
12.2 Support Services		
12.2.2 Information on accessibility and compatibility features	Not Applicable	
12.2.3 Effective communication	Not Applicable	
12.2.4 Accessible documentation	Not Applicable	

## Chapter [13: ICT Providing Relay or Emergency Service Access](#) -

*Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
13.1 Relay services requirements		
13.1.2 Text relay services	Not Applicable	
13.1.3 Sign relay services	Not Applicable	
13.1.4 Lip-reading relay services	Not Applicable	
13.1.5 Captioned telephony services	Not Applicable	
13.1.6 Speech to speech relay services	Not Applicable	
13.2 Access to relay services	Not Applicable	
13.3 Access to emergency services	Not Applicable	

## Legal Information

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# Pearson Accessibility Conformance Report

Based on Voluntary Product Accessibility Template® (VPAT®)<sup>1</sup>

VPAT Version 2.0 Beta 2

**Name of Product:** Your Office with Office 2016 (PDF electronic textbook)

**Date:** 4/22/17

**Contact information:** [disability.support@pearson.com](mailto:disability.support@pearson.com)

**Prepared by:** GH, LLC, Lafayette, IN (now known as SeeWriteHear)

**Notes:** This education product is comprised of non-web documents (PDF files) to be opened and read in Adobe Acrobat Reader or similar program. The activities described within these education projects are to be completed within Microsoft Office applications or the Pearson MyITLab SIMS simulation, and final deliverables completed with Grader or MyITLab (other Pearson ICT products). The assessment here is focused specifically on the PDF documents, not on the accessibility issues in other ICT products. However, notes are provided discussing existing accessibility issues related to completing the instructions in other required ICT products.

## Standards/Guidelines

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

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0, at <a href="http://www.w3.org/TR/2008/REC-WCAG20-20081211/">http://www.w3.org/TR/2008/REC-WCAG20-20081211/</a>	Level A <input checked="" type="checkbox"/> Level AA <input checked="" type="checkbox"/> Level AAA <input type="checkbox"/>
Section 508 as published in 2017, at <a href="http://www.Section508.gov">http://www.Section508.gov</a>	<input checked="" type="checkbox"/>
EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, at <a href="http://mandate376.standards.eu/standard">http://mandate376.standards.eu/standard</a>	<input checked="" type="checkbox"/>

## Table Information

For each of the standards, the criteria are listed by chapter in a table. The structures of the tables are: the first column contains the criteria being evaluated, the second column describes the level of conformance of the product with regard to the criteria and the third column contains any additional remarks and explanations regarding the product.

- By default the table information is showing. This information can be hidden by clicking “Click to show or hide table data”. This allows users to hide information so they see only the sections they need.
- When sections of criteria do not apply, or deemed by the customer as not applicable, the section is noted as such and the rest of that table may be removed for that section.
- When multiple standards are being recorded in this document, the duplicative sections are noted and responded to only one time. The duplicate entry will note the cross reference to the data.

## 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 criteria without known defects or meets with equivalent facilitation.
- **Supports with Exceptions:** Some functionality of the product does not meet the criteria.
- **Does Not Support:** Majority of functionality of the product does not meet the criteria.
- **Not Applicable:** The criteria are not relevant to the product.

- **Not Evaluated:** The product has not been evaluated against the criteria. This can be used only with WCAG 2.0 Level AAA.

## WCAG 2.0 Report -

*Click to show or hide WCAG table data (section headings will remain)*

Tables 1 and 2 also documents conformance with:

- EN 301 549: Chapter 9 - Web, Chapter 10 - Non-Web documents, Section 11.2.1- Non-Web Software (excluding closed functionality), and Section 11.2.2 - Non-Web Software (closed functionality).

Table 4 documents the WCAG conformance statements:

- WCAG
- EN 304 549: Chapter 9 - Web

### Table 1: Conformance Criteria, Level A - *Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p><a href="#">1.1.1 Non-text Content</a> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>• 9.2.1 (Web)</li> <li>• 10.2.1 (non-web document)</li> <li>• 11.2.1.1 (Software)</li> <li>• 11.2.2.1 (Closed Functionality Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Does Not Support	Improved alt-text for images and other non-text elements is needed. Currently, the PDF does not provide enough alt-text to screen readers to allow use by blind students.
<p><a href="#">1.2.1 Audio-only and Video-only (Prerecorded)</a> (Level A)</p> <p>Also applies to:</p>	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
<p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>• 9.2.2 (Web)</li> <li>• 10.2.2 (non-web document)</li> <li>• 11.2.1.2 (Software)</li> <li>• 11.2.2.2 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>		
<p><b><u>1.2.2 Captions (Prerecorded)</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>• 9.2.3 (Web)</li> <li>• 10.2.3 (non-web document)</li> <li>• 11.2.1.3 (Software)</li> <li>• 11.2.2.3 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b><u>1.2.3 Audio Description or Media Alternative (Prerecorded)</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>• 9.2.4 (Web)</li> <li>• 10.2.4 (non-web document)</li> <li>• 11.2.1.4 (Software)</li> <li>• 11.2.2.4 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b><u>1.3.1 Info and Relationships</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>• 9.2.7 (Web)</li> </ul>	Does Not Support	Currently, the structure and relationships between items in the textbook pages are sometimes difficult for users to discern through a screen reader.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>10.2.7 (non-web document)</li> <li>11.2.1.7 (Software)</li> <li>11.2.2.7 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b><u>1.3.2 Meaningful Sequence</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.8 (Web)</li> <li>10.2.8 (non-web document)</li> <li>11.2.1.8 (Software)</li> <li>11.2.2.8 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Does Not Support	Improvements to navigation of items are necessary to ensure a meaningful sequence and to avoid keyboard navigation from jumping between pages.
<p><b><u>1.3.3 Sensory Characteristics</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.9 (Web)</li> <li>10.2.9 (non-web document)</li> <li>11.2.1.9 (Software)</li> <li>11.2.2.9 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports With Exceptions	Instructions for educational projects require updates to provide accessible keyboard methods.
<p><b><u>1.4.1 Use of Color</u></b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.10 (Web)</li> <li>10.2.10 (non-web document)</li> <li>11.2.1.10 (Software)</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.2.10 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>1.4.2 Audio Control</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.11 (Web)</li> <li>10.2.11 (non-web document)</li> <li>11.2.1.11 (Software)</li> <li>11.2.2.11 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b>2.1.1 Keyboard</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.15 (Web)</li> <li>10.2.15 (non-web document)</li> <li>11.2.1.15 (Software)</li> <li>11.2.2.15 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Does Not Support	Currently the PDF is not sufficiently readable or navigable through a keyboard and with the aid of a screen reader.
<p><b>2.1.2 No Keyboard Trap</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.16 (Web)</li> <li>10.2.16 (non-web document)</li> <li>11.2.1.16 (Software)</li> <li>11.2.2.16 (Closed Software) – Does not apply</li> </ul>	Does Not Support	Updates are required to ensure that the insertion point does not end up in a trap / navigational loop.

Criteria	Conformance Level	Remarks and Explanations
2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>2.2.1 Timing Adjustable</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.17 (Web)</li> <li>10.2.17 (non-web document)</li> <li>11.2.1.17 (Software)</li> <li>11.2.2.17 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b>2.2.2 Pause, Stop, Hide</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.18 (Web)</li> <li>10.2.18 (non-web document)</li> <li>11.2.1.18 (Software)</li> <li>11.2.2.18 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b>2.3.1 Three Flashes or Below Threshold</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.19 (Web)</li> <li>10.2.19 (non-web document)</li> <li>11.2.1.19 (Software)</li> <li>11.2.2.19 (Closed Software) – Does not apply</li> </ul>	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><a href="#">2.4.1 Bypass Blocks</a> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.20 (Web)</li> <li>10.2.20 (non-web document) – Does not apply</li> <li>11.2.1.20 (Software) – Does not apply</li> <li>11.2.2.20 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Does Not Support	The textbook PDF requires updates in order to offer a mechanism for bypassing repeated blocks.
<p><a href="#">2.4.2 Page Titled</a> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.21 (Web)</li> <li>10.2.21 (non-web document)</li> <li>11.2.1.21 (Software) - Does not apply</li> <li>11.2.2.21 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><a href="#">2.4.3 Focus Order</a> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.22 (Web)</li> <li>10.2.22 (non-web document)</li> <li>11.2.1.22 (Software)</li> </ul>	Does Not Support	The PDF requires updates to ensure that pages can be navigated sequentially and that the focus moves logically through content without jumping back and forth across pages.



Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.2.22 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>2.4.4 Link Purpose (In Context)</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.23 (Web)</li> <li>10.2.23 (non-web document)</li> <li>11.2.1.23 (Software)</li> <li>11.2.2.23 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b>3.1.1 Language of Page</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.27 (Web)</li> <li>10.2.27 (non-web document)</li> <li>11.2.1.27 (Software)</li> <li>11.2.2.27 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	The default language is always clearly English.
<p><b>3.2.1 On Focus</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.29 (Web)</li> <li>10.2.29 (non-web document)</li> <li>11.2.1.29 (Software)</li> <li>11.2.2.29 (Closed Software) – Does not apply</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>3.2.2 On Input</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.30 (Web)</li> <li>10.2.30 (non-web document)</li> <li>11.2.1.30 (Software)</li> <li>11.2.2.30 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b>3.3.1 Error Identification</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.33 (Web)</li> <li>10.2.33 (non-web document)</li> <li>11.2.1.33 (Software)</li> <li>11.2.2.33 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b>3.3.2 Labels or Instructions</b> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.34 (Web)</li> <li>10.2.34 (non-web document)</li> <li>11.2.1.34 (Software)</li> <li>11.2.2.34 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> </ul>	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><a href="#">4.1.1 Parsing</a> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.37 (Web)</li> <li>10.2.37 (non-web document)</li> <li>11.2.1.37 (Software)</li> <li>11.2.2.37 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><a href="#">4.1.2 Name, Role, Value</a> (Level A)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.38 (Web)</li> <li>10.2.38 (non-web document)</li> <li>11.2.1.38 (Software)</li> <li>11.2.2.38 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	

**Table 2: Conformance Criteria, Level AA** - Click to show or hide table data

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p><a href="#">1.2.4 Captions (Live)</a> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.5 (Web)</li> </ul>	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>10.2.5 (non-web document)</li> <li>11.2.1.5 (Software)</li> <li>11.2.2.5 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b><u>1.2.5 Audio Description (Prerecorded)</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.6 (Web)</li> <li>10.2.6 (non-web document)</li> <li>11.2.1.6 (Software)</li> <li>11.2.2.6 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b><u>1.4.3 Contrast (Minimum)</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.12 (Web)</li> <li>10.2.12 (non-web document)</li> <li>11.2.1.12 (Software)</li> <li>11.2.2.12 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b><u>1.4.4 Resize text</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.13 (Web)</li> <li>10.2.13 (non-web document)</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.1.13 (Software)</li> <li>11.2.2.13 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b><u>1.4.5 Images of Text</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.14 (Web)</li> <li>10.2.14 (non-web document)</li> <li>11.2.1.14 (Software)</li> <li>11.2.2.14 (Closed Software)</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b><u>2.4.5 Multiple Ways</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.24 (Web)</li> <li>10.2.24 (non-web document) – Does not apply</li> <li>11.2.1.24 (Software) – Does not apply</li> <li>11.2.2.24 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Not Applicable	
<p><b><u>2.4.6 Headings and Labels</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.25 (Web)</li> <li>10.2.25 (non-web document)</li> <li>11.2.1.25 (Software)</li> </ul>	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.2.25 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<p><b>2.4.7 Focus Visible</b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.26 (Web)</li> <li>10.2.26 (non-web document)</li> <li>11.2.1.26 (Software)</li> <li>11.2.2.26 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<p><b>3.1.2 Language of Parts</b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.28 (Web)</li> <li>10.2.28 (non-web document)</li> <li>11.2.1.28 (Software) – Does not apply</li> <li>11.2.2.28 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	The default language is always clearly English.
<p><b>3.2.3 Consistent Navigation</b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.31 (Web)</li> <li>10.2.31 (non-web document) – Does not apply</li> <li>11.2.1.31 (Software) – Does not apply</li> </ul>	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> <li>11.2.2.31 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>		
<p><b><u>3.2.4 Consistent Identification</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.32 (Web)</li> <li>10.2.32 (non-web document) – Does not apply</li> <li>11.2.1.32 (Software) – Does not apply</li> <li>11.2.2.32 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Not Applicable	
<p><b><u>3.3.3 Error Suggestion</u></b> (Level AA)</p> <p>Also applies to:</p> <p>EN 301 549 Criteria</p> <ul style="list-style-type: none"> <li>9.2.35 (Web)</li> <li>10.2.35 (non-web document)</li> <li>11.2.1.35 (Software)</li> <li>11.2.2.35 (Closed Software) – Does not apply</li> </ul> <p>2017 Section 508</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<p><b><u>3.3.4 Error Prevention (Legal, Financial, Data)</u></b> (Level AA)</p> <p>Also applies to:</p>	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.2.36 (Web)</li> <li>10.2.36 (non-web document)</li> <li>11.2.1.36 (Software)</li> <li>11.2.2.36 (Closed Software) – Does not apply</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		

**Table 3: Conformance Criteria, Level AAA** - *Click to show or hide table data*

Notes:

**Table 4: WCAG Conformance Requirements** - *Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
<a href="#">1. Conformance Level</a>  Also applies to: EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Does Not Support	Conformance with WCAG Level AA requires all criteria in levels A and AA be met. This evaluation has found: 18 of 25 criteria for Level A have been met. 13 of 13 criteria for Level AA have been met.
<a href="#">2. Full pages</a>  Also applies to: EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul>	Supports	



Criteria	Conformance Level	Remarks and Explanations
2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>		
<u><b>3. Complete processes</b></u>  Also applies to:  EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>E207.3 (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Does Not Support	This PDF textbook series requires updates to ensure that a user can successfully read and understand the ordering of content with the use of a keyboard and screen reader, and to ensure that all instructions provide accessible methods for completing educational exercises and projects.
<u><b>4. Only Accessibility-Supported Ways of Using Technologies</b></u>  Also applies to:  EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Does Not Support	This PDF textbook series requires updates to ensure that a user can successfully read and understand the ordering of content with the use of a keyboard and screen reader, and to ensure that all instructions provide accessible methods for completing educational exercises and projects.
<u><b>5. Non-Interference</b></u>  Also applies to:  EN 301 549 Criteria <ul style="list-style-type: none"> <li>9.3 (Web)</li> </ul> 2017 Section 508 <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	

## 2017 Section 508 Report -

***Click to show or hide 2017 Section 508 tables (section headings will remain)***

Notes: Section 508 standards are not designed to assess non-web documents and offer no guidance on doing so. The assessments provided here are offered only as guidance to users of Grader to best understand the accessibility conformance and limitations of this product.

### Chapter 3: Functional Performance Criteria - *Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Does Not Support	The PDF textbook series requires updates to be fully accessible for blind users. It is currently not possible to successfully read through the book in a logical, sequential manner with a keyboard and screen reader program. Some educational content also currently covers skills and tasks which are not accessible or for which accessible alternatives are not provided.
302.2 With Limited Vision	Does Not Support	The PDF textbook series requires updates to be fully accessible for blind users. It is currently not possible to successfully read through the book in a logical, sequential manner with a keyboard and screen reader program. Some educational content also currently covers skills and tasks which are not accessible or for which accessible alternatives are not provided.
302.3 Without Perception of Color	Supports	
302.4 Without Hearing	Supports	
302.5 With Limited Hearing	Supports	

Criteria	Conformance Level	Remarks and Explanations
302.6 Without Speech	Supports	
302.7 With Limited Manipulation	Not Applicable	
302.8 With Limited Reach and Strength	Not Applicable	
302.9 With Limited Language, Cognitive, and Learning Abilities	Not Applicable	

## Chapter 4: Hardware - *Click to show or hide table data*

Notes:

402.1 General	Not Applicable	
402.2 Speech-Output Enabled	Not Applicable	
402.2.1 Information Displayed On-Screen	Not Applicable	
402.2.2 Transactional Outputs	Not Applicable	
402.2.3 Speech Delivery Type and Coordination	Not Applicable	
402.2.4 User Control	Not Applicable	
402.2.5 Braille Instructions	Not Applicable	
402.3 Volume	Not Applicable	
402.3.1 Private Listening	Not Applicable	
402.3.2 Non-private Listening	Not Applicable	
412.3.1 Wireless Handsets	Not Applicable	
412.3.2 Wireline Handsets	Not Applicable	
412.4 Digital Encoding of Speech	Not Applicable	

## Chapter 5: Software - *Click to show or hide table data*

Notes: This section is not applicable because the PDF textbook series does not contain any software.

Criteria	Conformance Level	Remarks and Explanations
<b>501 Scope – Incorporation of WCAG 2.0 AA</b>	See <a href="#">WCAG 2.0</a> section	
<b>502 Interoperability with Assistive Technology</b>		
502.2.1 User Control of Accessibility Features	Not Applicable	
502.2.2 No Disruption of Accessibility Features	Not Applicable	
502.3 Accessibility Services		
502.3.1 Object Information	Not Applicable	
502.3.2 Modification of Object Information	Not Applicable	
502.3.3 Row, Column, and Headers	Not Applicable	
502.3.4 Values	Not Applicable	
502.3.5 Modification of Values	Not Applicable	
502.3.6 Label Relationships	Not Applicable	
502.3.7 Hierarchical Relationships	Not Applicable	
502.3.8 Text	Not Applicable	
502.3.9 Modification of Text	Not Applicable	
502.3.10 List of Actions	Not Applicable	
502.3.11 Actions on Objects	Not Applicable	
502.3.12 Focus Cursor	Not Applicable	
502.3.13 Modification of Focus Cursor	Not Applicable	
502.3.14 Event Notification	Not Applicable	
502.4 Platform Accessibility Features	Not Applicable	
<b>503 Applications</b>		
503.2 User Preferences	Not Applicable	
503.3 Alternative User Interfaces	Not Applicable	
503.4 User Controls for Captions and Audio Description.		
503.4.1 Caption Controls	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
503.4.2 Audio Description Controls	Not Applicable	
<b>504 Authoring Tools</b>		
504.2 Content Creation or Editing	See <a href="#">WCAG 2.0</a> section	
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	
504.2.2 PDF Export	Not Applicable	
504.3 Prompts	Not Applicable	
504.4 Templates	Not Applicable	

## Chapter 6: Support Documentation and Services -

*Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope		
<b>602 Support Documentation</b>		
602.2 Accessibility and Compatibility Features	Not Applicable	No support documentation available.
602.3 Electronic Support Documentation	See <a href="#">WCAG 2.0</a> section	
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	
<b>603 Support Services</b>		
603.2 Information on Accessibility and Compatibility Features	Not Applicable	
603.3 Accommodation of Communication Needs	Not Applicable	

## EN 301 549 Report -

Click to show or hide EN 301 549 tables (chapter headings will remain)

Notes:

### Chapter 4: [4.2 Functional Performance Statements](#) -

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Notes:

Criteria	Conformance Level	Remarks and Explanations
4.2.1 Usage without vision	Does Not Support	The PDF textbook series requires updates to be fully accessible for blind users. It is currently not possible to successfully read through the book in a logical, sequential manner with a keyboard and screen reader program. Some educational content also currently covers skills and tasks which are not accessible or for which accessible alternatives are not provided.
4.2.2 Usage with limited vision	Does Not Support	The PDF textbook series requires updates to be fully accessible for blind users. It is currently not possible to successfully read through the book in a logical, sequential manner with a keyboard and screen reader program. Some educational content also currently covers skills and tasks which are not accessible or for which accessible alternatives are not provided.
4.2.3 Usage without perception of colour	Supports	
4.2.4 Usage without hearing	Supports	
4.2.5 Usage with limited hearing	Supports	
4.2.6 Usage without vocal capability	Supports	

Criteria	Conformance Level	Remarks and Explanations
4.2.7 Usage with limited manipulation or strength	Supports	
4.2.8 Usage with limited reach	Supports	
4.2.9 Minimize photosensitive seizure triggers	Supports	
4.2.10 Usage with limited cognition	Supports	
4.2.11 Privacy	Supports	

**Chapter 5: [Generic Requirements](#)** - Click to show or hide table data

Notes:

Criteria	Conformance Level	Remarks and Explanations
5.1 Closed functionality		
5.1.2 General		
5.1.2.2 Assistive technology	Supports With Exceptions	This PDF textbook series has open functionality. Updates are needed, however, to ensure that the product can be read successfully in a logical order by a user via a screen reader and keyboard.
5.1.3 Non-visual access		
5.1.3.1 General	Does Not Support	Updates are needed to ensure that the PDFs can be read successfully in a logical order by a user via a screen reader and keyboard.
5.1.3.2 Auditory output delivery including speech	Supports	
5.1.3.3 Auditory output correlation (informative)		
5.1.3.4 Speech output user control	Supports	This can be satisfied through the use of a screen reader.

Criteria	Conformance Level	Remarks and Explanations
5.1.3.5 Speech output automatic interruption	Not Applicable	
5.1.3.6 Speech output for non-text content	Does Not Support	Updates to content are required to ensure that all non-text content is sufficiently described in captions or alt-text, and that non-text content referenced in the main text and which is not sufficiently described via alt-text or captions is not needed to understand or complete any educational tasks.
5.1.3.7 Speech output for video information	Not Applicable	The Grader projects do not contain video content which requires any context or description.
5.1.3.8 Masked entry	Not Applicable	
5.1.3.9 Private access to personal data	Not Applicable	
5.1.3.10 Non-interfering audio output	Not Applicable	
5.1.3.11 Private listening	Not Applicable	
5.1.3.12 Speaker volume	Not Applicable	
5.1.3.13 Volume reset	Not Applicable	
5.1.3.14 Spoken languages	Not Applicable	
5.1.3.15 Non-visual error identification	Not Applicable	
5.1.3.16 Receipts, tickets, and transactional outputs	Not Applicable	
5.1.4 Functionality closed to text enlargement	Supports	
5.1.5 Visual output for auditory information	Not Applicable	
5.1.6 Operation without keyboard interface		
5.1.6.1 Closed functionality	Not Applicable	
5.1.6.2 Input focus	Not Applicable	
5.2 Activation of accessibility features	Not Applicable	



Criteria	Conformance Level	Remarks and Explanations
5.3 Biometrics	Not Applicable	
5.4 Preservation of accessibility information during conversion	Not Applicable	
5.5 Operable parts		
5.5.1 Means of operation	Not Applicable	
5.5.2 Operable parts discernibility	Not Applicable	
5.6 Locking or toggle controls		
5.6.1 Tactile or auditory status	Not Applicable	
5.6.2 Visual status	Not Applicable	
5.7 Key repeat	Not Applicable	
5.8 Double-strike key acceptance	Not Applicable	
5.9 Simultaneous user actions	Not Applicable	

## Chapter [6: ICT with Two-Way Voice Communication](#) -

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Notes:

Criteria	Conformance Level	Remarks and Explanations
6.1 Audio bandwidth for speech (informative)		
6.2 Real-time text (RTT) functionality		
6.2.1.1 RTT communication	Not Applicable	
6.2.1.2 Concurrent voice and text	Not Applicable	
6.2.4 Real-time text responsiveness	Not Applicable	

## Chapter [7: ICT with Video Capabilities](#) - *Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
7.1 Caption processing technology		
7.1.1 Captioning playback	Not Applicable	
7.1.2 Captioning synchronization	Not Applicable	
7.1.3 Preservation of captioning	<b>Not Applicable</b>	
7.2.1 Audio description playback	Not Applicable	
7.2.2 Audio description synchronization	Not Applicable	
7.2.3 Preservation of audio description	Not Applicable	
7.3 User controls for captions and audio description	Not Applicable	

## Chapter [8: Hardware](#) - Click to show or hide table data

Notes:

Criteria	Conformance Level	Remarks and Explanations
8.1.1 Generic requirements		
8.1.2 Standard connections	Not Applicable	
8.1.3 Colour	Not Applicable	
8.2 Hardware products with speech output		
8.2.1.1 Speech volume range	Not Applicable	
8.2.1.2 Incremental volume control	Not Applicable	
8.2.2.1 Fixed-line devices	Not Applicable	
8.2.2.2 Wireless communication devices	Not Applicable	
8.3 Physical access to ICT		
8.3.2.1 Change in level	Not Applicable	
8.3.2.2 Clear floor or ground space	Not Applicable	
8.3.2.3.1 General	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
8.3.2.3.2 Forward approach	Not Applicable	
8.3.2.3.3 Parallel approach	Not Applicable	
8.3.2.4 Knee and toe clearance width	Not Applicable	
8.3.2.5 Toe clearance	Not Applicable	
8.3.2.6 Knee clearance	Not Applicable	
8.3.3.1.1 Unobstructed high forward reach	Not Applicable	
8.3.3.1.2 Unobstructed low forward reach	Not Applicable	
8.3.3.1.3.1 Clear floor space	Not Applicable	
8.3.3.1.3.2 Obstructed (< 510 mm) forward reach	Not Applicable	
8.3.3.1.3.3 Obstructed (< 635 mm) forward reach	Not Applicable	
8.3.3.2.1 Unobstructed high side reach	Not Applicable	
8.3.3.2.2 Unobstructed low side reach	Not Applicable	
8.3.3.2.3.1 Obstructed (≤255 mm) side reach	Not Applicable	
8.3.3.2.3.2 Obstructed (≤610 mm) side reach	Not Applicable	
8.3.4 Visibility	Not Applicable	
8.3.5 Installation instructions	Not Applicable	
8.4 Mechanically Operable parts		
8.4.1 Numeric keys	Not Applicable	
8.4.2.1 Means of Operation of mechanical parts	Not Applicable	
8.4.2.2 Force of operation of mechanical parts	Not Applicable	
8.4.3 Keys, tickets and fare cards	Not Applicable	
8.5 Tactile indication of speech mode	Not Applicable	

## Chapter 9: [Web](#) (see WCAG 2.0 section below)

Notes:

## Chapter [10: Non-web Documents](#) - Click to show or hide table data

Notes:

Criteria	Conformance Level	Remarks and Explanations
10.1 General		
10.2 Document success criteria		
10.2.1 through 10.2.38	See <a href="#">WCAG 2.0</a> section	
10.2.39 Caption positioning	Not Applicable	
10.2.40 Audio description timing	Not Applicable	

## Chapter [11: Software](#) - Click to show or hide table data

Notes: This section is not applicable because the PDF textbook series does not contain any software.

Criteria	Conformance Level	Remarks and Explanations
11.2.1 Software success criteria (excluding closed functionality)	See <a href="#">WCAG 2.0</a> section	
11.2.2 Software success criteria (closed functionality)	See <a href="#">WCAG 2.0</a> section	
11.3 Interoperability with assistive technology		
11.3.1 Closed functionality (informative)		
11.3.2 Accessibility services		
11.3.2.1 Platform accessibility service support for software that provides a user interface	Not Applicable	
11.3.2.2 Platform accessibility service support for assistive technologies	Not Applicable	
11.3.2.3 Use of accessibility services	Not Applicable	
11.3.2.4 Assistive technology	Not Applicable	
11.3.2.5 Object information	Not Applicable	
11.3.2.6 Row, column, and headers	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
11.3.2.7 Values	Not Applicable	
11.3.2.8 Label relationships	Not Applicable	
11.3.2.9 Parent-child relationships	Not Applicable	
11.3.2.10 Text	Not Applicable	
11.3.2.11 List of available actions	Not Applicable	
11.3.2.12 Execution of available actions	Not Applicable	
11.3.2.13 Tracking of focus and selection attributes	Not Applicable	
11.3.2.14 Modification of focus and selection attributes	Not Applicable	
11.3.2.15 Change notification	Not Applicable	
11.3.2.16 Modifications of states and properties	Not Applicable	
11.3.2.17 Modifications of values and text	Not Applicable	
11.4 Documented accessibility usage		
11.4.1 User control of accessibility features	Not Applicable	
11.4.2 No disruption of accessibility features	Not Applicable	
11.5 User preferences	Not Applicable	
11.6 Authoring tools		
11.6.2 Accessible content creation	Not Applicable	
11.6.3 Preservation of accessibility information in transformations	Not Applicable	
11.6.4 Repair assistance	Not Applicable	
11.6.5 Templates	Not Applicable	

## Chapter [12: Documentation and Support Services](#) -

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Notes: No support documentation available.

Criteria	Conformance Level	Remarks and Explanations
12.1 Product documentation		
12.1.1 Accessibility and compatibility features	Not Applicable	
12.1.2 Accessible documentation	Not Applicable	
12.2 Support Services		
12.2.2 Information on accessibility and compatibility features	Not Applicable	
12.2.3 Effective communication	Not Applicable	
12.2.4 Accessible documentation	Not Applicable	

## Chapter [13: ICT Providing Relay or Emergency Service Access](#) -

*Click to show or hide table data*

Notes:

Criteria	Conformance Level	Remarks and Explanations
13.1 Relay services requirements		
13.1.2 Text relay services	Not Applicable	
13.1.3 Sign relay services	Not Applicable	
13.1.4 Lip-reading relay services	Not Applicable	
13.1.5 Captioned telephony services	Not Applicable	
13.1.6 Speech to speech relay services	Not Applicable	
13.2 Access to relay services	Not Applicable	
13.3 Access to emergency services	Not Applicable	

## Legal Information

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