

Answer guide for assessments

Pre-test and post-test answers:

1. What is WCAG? What is the current WCAG version?
 - a. The **Web Content Accessibility Guidelines (WCAG)** is an international standard published by the W3C WAI.
 - b. **WCAG 2.2** is the current version of WCAG (as of October 2023).
2. What is an ACR? What is a VPAT? What is the current VPAT version?
 - a. An **Accessibility Conformance Report (ACR)** documents a product's conformance to the WCAG Success Criteria. Vendors are responsible for creating ACRs for their products.
 - b. A **Voluntary Product Accessibility Template (VPAT)** is a report template used to create an ACR.
 - c. As of November 2023, the latest VPAT version is **2.5**.
3. What are some things you want to see in an ACR/VPAT?
 - a. **Complete:** All fields in all sections should be filled out.
 - b. **Current:** ACRs older than one year are likely to be out of date.
 - c. **VPAT version:** The report should use the current VPAT version.
 - d. **Standards/guidelines included in report:** Vendors should be evaluating a product's conformance to the AA success criteria of the most recent version of WCAG, at least.
 - e. **Evaluation methods used:** The report should list specific assistive technologies and testing methods.
 - f. **Conformance Level, Remarks and Explanations**
 - i. Conformance Levels should be accompanied by supporting evidence in the Remarks and Explanations column. A blank Remarks and Explanation column may indicate that the product has not been thoroughly evaluated.
 - ii. Vendors should report on their level of compliance with all applicable criteria. Answers of "not applicable" to clearly applicable criteria indicate that the report is inaccurate.
4. What is keyboard navigation?
 - a. Keyboard navigation is a way to interact with a website using only the keyboard, as opposed to using a mouse.
5. How can you use keyboard navigation to get a sense of how accessible a webpage is?
 - a. See if you can do the things you want to do using only keyboard navigation. If you cannot accomplish this, the site is not accessible. If you can accomplish this, but it is very difficult, there are probably accessibility improvements that need to be made.
6. What are questions to ask a vendor to find out more about the accessibility of their product?

- a. Which accessibility standards does your product meet (for example, WCAG 2.2AA)?
 - b. Can users perform all functions without a mouse?
 - c. Does your product rely on activating a special "accessibility mode," a "lite version," or accessing an alternate interface for accessibility purposes?
 - d. Can you provide live or pre-recorded demonstrations of the accessibility of your product?
 - e. What are the details of any areas where the product or service does not meet one of the above-referenced standards?
 - f. Are there any available workarounds for this issue?
 - g. What are your plans for improving accessibility and do you have a timeline?
 - h. Has the tool, product, or site been tested using assistive technologies?
 - i. Which assistive technologies were used in testing?
 - ii. If the product is web-based, which browsers and operating systems were used in testing?
 - i. Is accessibility testing conducted internally or do you hire an outside consultant?
 - i. If testing is conducted internally, who did the testing?
 - ii. What training or certifications are in-house testers required to complete?
7. If a product is inaccessible, what are some strategies you can use to influence the vendor to improve the accessibility of their product?
- a. Ask for a current and complete ACR
 - b. Ask to include accessibility language in the license
 - c. Ask for an accessibility improvement plan or roadmap and timeline
 - d. Inform the vendor that you take accessibility seriously and future subscriptions decisions take accessibility into consideration.
8. Does your institution have a Licensing Principles policy or statement? If so, does it include accessibility?
- a. Answers vary