VPAT Training

Module 2: Preparing to write the ACR
Modules

Module 1: Introduction
Module 2: Preparing to write the ACR
Module 3: WCAG
Module 4: Section 508
Module 5: EN 301 549
Module 6: What makes a good ACR?
Module 7: Your ACR is filled out…What’s next?
Module 8: ACR readers and evaluators
Goals of module 2

• When an ACR enters into the design, development and procurement process
• Who should write the ACR
• What sections to fill out
When in the process to write an ACR
Who should write the ACR

The ACR should be written by people who
• Are involved with the product development
• Have access to accessibility testing results
• Know accessibility

Remember, this is a technical document based on test results and capabilities, not a marketing document.
Determine what your product is

Review what your product includes

- Documentation
- Support Services
- Hardware
- Software
- Third party products included in your products
How to address third party products

Third party items can include open-source technology

How to address them in your ACR depends on how they are incorporated into your product
- If your users can't determine it's a totally separate product, test the accessibility of it and the ACR must cover it
- If your user can determine it's a separate product, note it in the notes section. If possible, include the URL to the ACR.
Minimum required sections of an ACR

Basic information for the product
• Name of the product and version number
• Date of ACR completion
• Product Description
• Contact information
• Evaluation Methods Used

Applicable Standards/Guidelines
• List of standards/guidelines covered in the ACR

Terms
• Definition of terms used in the ACR

Tables (as applicable)
• WCAG 2.x Report
• Section 508 Report (Chapters 3-6)
• EN 301 549 Report (Chapters 4-13)

These are the minimum items to include in product information.
You can include more!
Additional optional sections of an ACR

The following are other items to include that are optional
• Branding Header
• Report Date Changes
• Notes
• Evaluation Methods Used (additional recommended details are optional)
• Remarks and Explanations
• Legal Disclaimer
Answering the technical criteria (1 of 2)

The tables for WCAG, Section 508 and EN 301 549 list the technical criteria to be evaluated. Each criteria has two answers:

• Conformance Level
• Remarks and Explanations

The 'Terms' section defines the Conformance Levels used.

The Remarks and Explanations are to include:

• Information regarding the testing of a given criteria.
• Information on application dependencies to support accessibility (e.g. OS, app frameworks, browsers recommended).
• How the customer can find more information about accessibility issues. One method can be to include the bug ID where customers can call the company’s customer support to get additional information.
• Known workarounds for accessibility issues.
Answering the technical criteria (2 of 2)

Conformance Levels

- Supports
- Partially Supports
- Does Not Support
- Not Applicable
- Not Evaluated – applies to WCAG 2.x Level AAA only
Questions or feedback?

info@itic.org

Telephone: +1-202-737-8888
Thank you for the contributions