# ACCESSIBILITY EVALUATION TEMPLATE

**Evaluation Results**

[This section to be completed by the accessibility evaluator.]

**Prepared by:** [Name], [Company]

**Date Completed:**  [Month, Year]

**Overall Accessibility Health Rating:** [Poor] [Fair] [Meets Accessibility Standard]

* Poor – Digital information or digital service has one or more accessibility issues that present barriers to access that have no readily apparent workarounds. (e.g., inaccessible controls for keyboard or screen reader users, missing or insufficiently descriptive alternatives for non-text content, missing or insufficiently descriptive input field labels, lack of keyboard focus indication throughout the site or application.)
* Fair – Digital information or digital service has one or more accessibility issues that do not completely block access. (e.g. poor heading structure, lack of sufficient landmark structure, insufficient color contrast on text and background, insufficient keyboard focus indication on non-critical elements.)
* Meets Accessibility Standards – Digital information or service fully meets applicable accessibility standards.

## **Product Description**

[To be completed by the requesting Ohio State department or unit at the time an evaluation estimate is requested from the vendor.]

**Evaluation requested by**: [Name], [Unit]

**Requestor’s Contact Information**: [Name.#], [Office Phone #]

**Date Evaluation Requested:** [Month, Date, Year]

**Description of the Product**: [Summary/Overview of the product]

**Accessibility Risk Level**: [A1] [A2] [A3] [A4]

## **Proposed Scope of Work**

[To be completed by the requesting Ohio State department or unit.]

Briefly describe the work that you would like the vendor to perform. For example, if you would like them to evaluate only a portion or certain components of a product, list those components here. Similarly, if you would like the vendor to evaluate specific pages of a website, list those pages here, and whenever possible, hyperlink to them.

Additionally, if you believe it will be helpful to hold a quick phone call with the vendor to run through your proposed scope of work, please note that in this section and the vendor’s designated point of contact will work with you to schedule a call.

## **Use Cases**

[To be completed by the requesting Ohio State department or unit.]

List all the use cases for which the product is being considered so that they can be evaluated. (A use case is a textual description of the functionality being considered for use by the requesting Ohio State department. There should be a use case for each distinct functionality of the product being considered.)

1.

2.

3.

4.

5.

**-------------------------------------------------------------------------------------------------------------------------------**

## **Full Manual Evaluation Results**

[All sections below to be completed by vendor and submitted back to requestor.]

## **Executive Summary**

[Briefly describe the purpose of the digital information or digital service being evaluated as well as the technology stack used for the evaluation (e.g. Operating system and version, screen reader and browser versions). Please also provide a bulleted list of high-level issues discovered throughout the evaluation. Issues presented here should either be severe enough to be blocking issues or present in pages/interfaces throughout the evaluated content.]

## **Priority Scale**

[For each issue listed in the following sections, indicate the priority based on the following scale.]

1. **Critical:** This issue results in blocked content for individuals with disabilities. Until a solution is implemented content will be completely inaccessible, making the organization highly vulnerable to legal action.
2. **Serious:** This issue results in serious barriers for individuals with disabilities. Until a solution is implemented, some content will be inaccessible, or significant a work-around is required, making the organization vulnerable to legal action. Users with disabilities may experience significant frustration when attempting to access content.
3. **Moderate:** This issue results in some barriers for individuals with disabilities but would not prevent them from accessing fundamental elements or content. Users with disabilities may experience moderate frustration when encountering this issue.
4. **Minor:** This is an issue that may inconvenience a user but would not cause significant frustration in accessing content or accomplishing tasks.

## **Site or Application Wide issues**

[Provide a bulleted list of site-or application-wide problems, with annotated screen shots, where appropriate.]

## **Page-Level Issues**

[Provide a bulleted list of issues discovered on each page evaluated, below, with annotated screenshots, where appropriate, as well as remediation advice.]