



**Desert Community College District  
Voluntary Product Accessibility Template and  
Accessibility Conformance Report Requirements**

Updated April 2020

1. Read the instructions in the Revised Section 508 standards [current Voluntary Product Accessibility Template](#) from the Information Technology Industry Council (ITI).
2. Review the [Required 508 Sections from Chapter 2: Scoping](#).
3. Complete the relevant sections of the Accessibility Conformance Report in accordance with [Accessibility Conformance Report Supporting Definitions](#).



## **Required 508 Sections from Chapter 2: Scoping**

The following sections of the Accessibility Conformance Report are required for information and communication technology purchase orders.

### **Electronic Content: Web pages, Web Applications, Mobile, Software, and Electronic Documents**

1. Web Content Accessibility Guidelines 2.0 Report
  - Level A – Table 1 required
  - Level AA – Table 2 required
  - Level AAA – Table 3 optional
2. Chapter 3 Functional Support Criteria
3. Relevant sections of Chapter 5 Software
  - 502 Documented Accessibility Features are relevant if the Product utilizes the accessibility features built into the operating systems
  - 503 Accessibility Services are relevant if the Product is an application including but not limited to non-web software and mobile applications
  - 504 Software Authoring Tools is relevant if the Product creates an output that is then used for another purpose
4. Chapter 6 Support Documentation and Services

### **Hardware Products**

1. Chapter 3 Functional Support Criteria
2. Chapter 4 Hardware
3. Chapter 6 Support Documentation and Services



## **Accessibility Conformance Report Supporting Definitions**

As of December 19, 2018, the following Conformance Reporting terms are recommended for use in the Accessibility Conformance Report.

When completing the Web Content Accessibility Guidelines tables, there are instances when a vendor may use "Supports" in place of "Not Applicable" if it is in keeping with the [WCAG 2.0 Understanding Conformance](#) recommendation: "This means that if there is no content to which a success criterion applies, the success criterion is satisfied."

This information will assist with the development of Equally Effective Alternate Access Plans if needed.

### **Supports**

- A. Conformance Reporting language
  - i. The functionality of the Product has at least one method that meets the criterion without known defects or meets with equivalent facilitation
  - ii. Alternately, there is no content to which a success criterion applies
- B. What Supports means when it is selected by a vendor
  - i. The Product fully meets the letter and intent of the criterion
- C. What the vendor Remarks and Explanations should reflect
  - i. Describe how the criterion is supported within the Product
  - ii. Describe how the support level of the criterion was validated or tested

## **Partially Supports**

- A. Conformance Reporting language
  - i. Some functionality of the Product does not meet the criterion
- B. What Partially Supports means when it is selected by a vendor
  - i. Product does not entirely meet the letter and intent of the criterion, but does provides some level of access
  - ii. Describe the exceptions to the criterion related to the Product and the functional impact on the users
- C. What the vendor Remarks and Explanations should reflect
  - i. Describe how the criterion is supported within the Product
  - ii. Describe how the support level of the criterion was validated or tested
  - iii. Describe the exceptions or barriers created by the exceptions to the criterion
  - iv. Include a timeline and means of addressing this issue

## **Does Not Support**

- A. Conformance Reporting language
  - i. The majority of Product functionality does not meet the criterion
- B. What Does Not Support means when it is selected by a vendor
  - i. Product does not meet the letter or intent of the criterion
- C. What the vendor Remarks and Explanations should reflect
  - i. Describe exactly how the Product does not support the criterion
  - ii. Describe how the support level of the criterion was validated or tested
  - iii. Describe the barriers created by the criterion not being supported
  - iv. Note any known workarounds in the Product to obtain the same functions
  - v. Include a timeline and means of addressing this issue

## **Not Applicable**

- A. Conformance Reporting language
  - i. The criterion is not relevant to the Product
- B. What Not Applicable means when it is selected by a vendor
  - i. The criterion does not apply to the Product
- C. What the vendor Remarks and Explanations should reflect
  - i. Describe in a simple statement why the criterion is not applicable to the Product

## **Not Evaluated**

- A. Conformance Reporting language
  - i. The Product has not been evaluated against the criterion
  - ii. This can only be used in WCAG 2.0 Level AAA reporting
- B. What Not Evaluated means when it is selected by a vendor
  - i. The vendor did not evaluate the Product for a WCAG 2.0 Level AAA criterion
- C. What the vendor Remarks and Explanations should reflect
  - i. Describe in a simple statement that the criterion was not evaluated for the Level AAA criterion