

EXHIBIT B

Accessibility Review Process and Checklist

Level 1: Review Vendor VPAT or Accessibility Documentation

If Vendor has a [VPAT](#) or similar document disclosing accessibility compliance for the product this will be reviewed first by the district. If the VPAT or product documentation indicates that each of the following mandatory pass/fail WCAG Success Criteria (“SC”) (deemed strictly required) are met, and 90% or more of all applicable Level AA WCAG standards are met, product will be deemed acceptable for use, subject to later-discovered inaccuracies or complaints from users. If the product has 75%-90% of the applicable standards met and documented full conformance with all of the following mandatory SC, then a Level 2 review (as indicated below) will be conducted. Products which do not meet each of the mandatory pass/fail SC or fall under the 75% threshold will be rejected in Level 1 review. In the alternative, the District may rely on certification from a state-sponsored clearinghouse (comparable to the California Student Privacy Alliance) that certifies the technology to be fully conformant with the most current adopted Web Content Accessibility Guidelines (WCAG).

The percentage of SC met will be determined by assigning 1 point to each of the WCAG 2.0 SC. Full compliance with the SC and no documented exceptions or exclusions will award 1 point, and no points will be awarded for partial or non-compliance. The final points awarded will be divided by the points possible out of all applicable SC to arrive at the percentage.

This system of multi-level review is meant as a filter to efficiently ban products that should never be used. This review is not meant to affirmatively determine technical compliance that may often require more expertise than district staff can provide. Thus any product approvals of this review are temporary and should be withdrawn upon discovering post-review barriers or upon receipt of a concern or complaint from staff, students, teachers or parents, with or without disabilities.

The following is a list of mandatory WCAG Level AA Success Criteria (SC). A product that does not document its full conformance without any exceptions to each of the following SC automatically fails the first-level product review. A partial or non-conformant status on any of the following WCAG SC disqualifies the product:

[SC 1.2.1 Audio-only and Video-only \(Prerecorded\)](#) – For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such:

- **Prerecorded Audio-only:** An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content.
- **Prerecorded Video-only:** Either an alternative for time-based media or an audio track is provided that presents equivalent information for prerecorded video-only content.

[SC 1.3.3 Sensory Characteristics](#) – Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound.

[SC 1.3.1 Info and Relationships:](#) Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text.

[SC 1.4.1 Use of Color](#) – Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

[SC 1.4.3 Contrast \(minimum\)](#) – The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for large-scale text that requires a contrast ratio of at least 3:1, and text that is part of an inactive user interface, pure decoration, not visible to anyone, or a logo, need not meet contrast ratios.

[SC 1.4.4 Resize text](#) – Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality.

[SC 2.1.1 Keyboard](#) – All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints.

[SC 2.1.2 No Keyboard Trap](#) – If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away.

[SC 2.3.1 Three Flashes or Below Threshold](#) - Web pages do not contain anything that flashes more than three times in any one second period, or the flash is below the [general flash and red flash thresholds](#).

[SC 2.4.3 Focus Order](#) – If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability.

[SC 2.4.4 Link Purpose \(In Context\)](#) – The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general.

[SC 3.2.1 On Focus](#) – When any component receives focus, it does not initiate a change of context.

[SC 4.1.2 Name, Role, Value](#) For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies.

Level 2: Manual Checklist Review

In the event that the vendor does not provide a VPAT or the VPAT does not detail sufficient standards, the district will complete the Accessibility Review Checklist (ARC), utilizing a subset of the posted [Section 508 Testing Baseline for Web](#). A product which does not fail any one of the above subset of Section 508 Testing Baseline for Web tests will be conditionally approved for use.