

Product Title

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Executive Summary

This report describes the conformance of the [product name] with the [[Harmonised European Standard, EN 301 549 \(2018\)](#)] and includes accessibility conformance testing results.

Accessibility Score

The accessibility score for this report is [enter score here]%.

The score is calculated by multiplying the Total points by 100, then dividing the result by the Maximum points (Total points × 100 ÷ Maximum points).

Note: The score represents conformance with the applicable technical standard. It may not reflect the accessibility or usability of the product as reported by end users. Even a fully conformant product may cause issues for persons with disabilities. As a result, this report should be complemented by user testing that includes users with disabilities.

Summary of Findings

- High level overview of scope, including number of pages and languages
- Number of pass, fail, not applicable issues

Example:

- 6 pages were tested in the scope of this report.
 - 5 pages were tested in English and 1 page was tested in French
- 28 SC (success criteria) were deemed “Supports”
- 14 SC were deemed “Not Applicable”
- 10 SC were deemed “Does Not Support”

Test Information

Assessment Report Date

- Enter a date range for when the evaluation took place.

Contact Information/ Prepared By

- Enter contact email for accessibility testing group

Name of Product and Version

- Enter product version.
 - Course ID:
 - Class ID:

- If product version is not available (example: web pages with no version), use the last modified date of that web product (if available)
- Specify any environment specific settings, if applicable (example: UAT environment tested, QA environment tested)

Product Description

- Type of product (document type, web app, desktop app, etc)
- Access information (web URL, desktop access info, mobile native app, etc.)
- Description: what is the purpose of the product (internal communications tool, web publishing platform, public facing survey, etc)

Testing Scope

- Exact sample size used for the test (example: 34 pages representative sample, 10 pages random sample)
- Specify the criteria used for selecting the sample (for example: TBS sample size chart, WCAG-EM, etc)
- Provide a complete list of all pages/screens evaluated
- Indicate the language of the tested samples (English only screens, English and French screens, how many of each?)
- Specify any limitations or constraints around accessibility testing (if applicable)
- Specify user access role used for testing, if applicable. (regular access, admin access, specific role based on application requirements, etc.) (if applicable)

Total number of pages (in one language only):

Names and links/titles of pages tested:

English status

Fully tested

Page 1:

Page 2:

Page 3:

Page 4:

Page 5:

Partially tested – only needs JAWS

Page 6:

Not tested at all

Page 7:

French status**Fully tested**

Page 1:

Page 2:

Page 3:

Page 4:

Page 5:

Page 6:

Page 7:

Applicable Standards/Guidelines

Mandatory:

- Reference the standards that have been tested against. If none have been defined, use [Harmonised European Standard, EN 301 549 \(2018\)](#)

Optional:

- If other standards are required, such as some specific AAA criteria, add them explicitly to this section.
- Product was tested against WCAG 2.1 “AA” criteria, in addition to “AAA” criteria 2.4.9 Link Purpose (link only).

Evaluation Methods Used

Mandatory:

- Desktop products: Assistive technology used for testing (name and version) (if applicable)
- Automated/semi-automated testing tools (name, version, browser)
 - Microsoft built-in accessibility checker
- Manual testing
 - Keyboard access only
 - Mouse access only

Additional methods:

- Assistive technology used (name and version)
 - JAWS 2020 version xxxx
- Additional testing methods used

Note: Results from conformance testing, even with adaptive technology tools, do not necessarily represent the experience of real users with disabilities. Accessibility conformance testing should be supplemented by usability testing by real users with disabilities, and should include a minimum of three adaptive technology tools.

Additional Notes

- Enter any additional notes about what was tested

Success Criteria and Results

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation. (Pass) (e.g. 1 point)
- **Does Not Support:** The majority of product functionality does not meet the criterion. (Fail) (e.g. 0 point)
- **Not Applicable:** The criterion is not relevant to the product. (e.g. 1 point)

Testing results

EN 301 549 clause	Supports? (Yes/ No/ Not Applicable)	Points	Remarks and Explanations
5.2 Activation of accessibility features			
10.1.1.1 Non-text content			
10.1.2.1 Audio-only and video-only (prerecorded)			

EN 301 549 clause	Supports? (Yes/ No/ Not Applicable)	Points	Remarks and Explanations
10.1.2.2 Captions (prerecorded)			
10.1.2.3 Audio description or media alternative (prerecorded)			
10.1.2.4 Captions (live)			
10.1.2.5 Audio description (prerecorded)			
10.1.3.1 Info and relationships			
10.1.3.2 Meaningful sequence			
10.1.3.3 Sensory characteristics			
10.1.3.4 Orientation			
10.1.3.5 Identify input purpose			
10.1.4.1 Use of colour			
10.1.4.2 Audio control (Only Pass or Fail)			
10.1.4.3 Contrast (minimum)			
10.1.4.4 Resize text			
10.1.4.5 Images of text			
10.1.4.10 Reflow			
10.1.4.11 Non-text contrast			
10.1.4.12 Text spacing			
10.1.4.13 Content on hover or focus			

EN 301 549 clause	Supports? (Yes/ No/ Not Applicable)	Points	Remarks and Explanations
10.2.1.1 Keyboard			
10.2.1.2 No keyboard trap (Only Pass or Fail)			
10.2.1.4 Character key shortcuts			
10.2.2.1 Timing adjustable			
10.2.2.2 Pause, stop, hide (Only Pass or Fail)			
10.2.3.1 Three flashes or below threshold (Only Pass or Fail)			
10.2.4.1 Bypass blocks			
10.2.4.2 Page titled			
10.2.4.3 Focus order			
10.2.4.4 Link purpose (in context)			
10.2.4.5 Multiple ways			
10.2.4.6 Headings and labels			
10.2.4.7 Focus visible			
10.2.5.1 Pointer gestures			
10.2.5.2 Pointer cancellation			
10.2.5.3 Label in name			
10.2.5.4 Motion actuation			

EN 301 549 clause	Supports? (Yes/ No/ Not Applicable)	Points	Remarks and Explanations
10.3.1.1 Language of page			
10.3.1.2 Language of parts			
10.3.2.1 On focus			
10.3.2.2 On input			
10.3.2.3 Consistent navigation			
10.3.2.4 Consistent identification			
10.3.3.1 Error identification			
10.3.3.2 Labels or instructions			
10.3.3.3 Error suggestion			
10.3.3.4 Error prevention (legal, financial, data)			
10.4.1.1 Parsing			
10.4.1.2 Name, role, value			
10.5 Caption positioning			
10.6 Audio description timing			
Total points	---		Sum of points above
Maximum points	---	52	Number of criteria above
Conformance score %	---		Total points * 100 / Maximum points

1. Detailed Issue Report

The following elements must be included where applicable:

- Include screenshots and code snippets to aid developers in identifying each issue.
- Organize/group issues by page/screen/component so that developers can work on one page at a time.
- Include details of how to remediate each issue if possible. These can include code snippets, links to WCAG sufficient techniques or other online resources.
- Report on the same issue only once, but indicate the various instances, such as specifying on which pages the issue appears.

1.1. Short title (criteria #)

1.1.1. Details / Screenshots

Page:

Language: English, French or Both

Details, coding: Describe the error overview

Screenshot(s):

Tools used: Colour contrast analyser, Keyboard, Visual check,

Software/Screen reader: Microsoft Word, JAWS, NVDA, etc.

Device type: Desktop, Mobile, other

Replicate issue: Detail any specific steps or keyboard sequences to get to the issue as needed.

EN 301 549 Reference: Number and name of criteria

Remediation solutions: Add the details of how this issue could be resolved.

Comments: as needed

2. Usability and Functionality Issues

2.1. Short summary of issue

2.1.1. Details / Screenshots

Page / URL:

Language: English, French or Both

Details, coding: Describe the error overview

Screenshot(s):

Tools used: Colour contrast analyser, Keyboard, Visual check, etc.

Browsers/Screen reader: Microsoft Word, JAWS, NVDA, etc.

Device type: Desktop, Mobile, other

Replicate issue: Detail any specific steps or keyboard sequences to get to the issue as needed.

Remediation solutions: Add the details of how this issue could be resolved.

Comments: as needed