

# Product Title

## Table of Contents

TABLE OF CONTENTS.....	1
Executive Summary.....	2
Test Information .....	2
Success Criteria and Results.....	5
Testing results.....	5
1. DETAILED ISSUE REPORT .....	9
1.1. Short title (criteria #) .....	9
2. USABILITY AND FUNCTIONALITY ISSUES.....	10
2.1. Short summary of issue .....	10

## 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, partial, 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 (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:

- Web products: Browser name and versions used for testing (mobile and desktop)
  - Edge
  - Chrome
  - Firefox
- Desktop products: Assistive technology used for testing (name and version) (if applicable)
- Automated/semi-automated testing tools (name, version, browser)

UNCLASSIFIED / NON CLASSIFIÉ

- Accessibility Web Insights
- 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?	Points	Remarks and Explanations
5.2 Activation of accessibility features			
9.1.1.1 Non-text content			

EN 301 549 clause	Supports?	Points	Remarks and Explanations
9.1.2.1 Audio-only and video-only (prerecorded)			
9.1.2.2 Captions (prerecorded)			
9.1.2.3 Audio description or media alternative (prerecorded)			
9.1.2.4 Captions (live)			
9.1.2.5 Audio description (prerecorded)			
9.1.3.1 Info and relationships			
9.1.3.2 Meaningful sequence			
9.1.3.3 Sensory characteristics			
9.1.3.4 Orientation			
9.1.3.5 Identify input purpose			
9.1.4.1 Use of colour			
9.1.4.2 Audio control (Only Pass or Fail)			
9.1.4.3 Contrast (minimum)			
9.1.4.4 Resize text			
9.1.4.5 Images of text			
9.1.4.10 Reflow			
9.1.4.11 Non-text contrast			
9.1.4.12 Text spacing			
9.1.4.13 Content on hover or focus			

EN 301 549 clause	Supports?	Points	Remarks and Explanations
9.2.1.1 Keyboard			
9.2.1.2 No keyboard trap (Only Pass or Fail)			
9.2.1.4 Character key shortcuts			
9.2.2.1 Timing adjustable			
9.2.2.2 Pause, stop, hide (Only Pass or Fail)			
9.2.3.1 Three flashes or below threshold (Only Pass or Fail)			
9.2.4.1 Bypass blocks			
9.2.4.2 Page titled			
9.2.4.3 Focus order			
9.2.4.4 Link purpose (in context)			
9.2.4.5 Multiple ways			
9.2.4.6 Headings and labels			
9.2.4.7 Focus visible			
9.2.5.1 Pointer gestures			
9.2.5.2 Pointer cancellation			
9.2.5.3 Label in name			
9.2.5.4 Motion actuation			
9.3.1.1 Language of page			

EN 301 549 clause	Supports?	Points	Remarks and Explanations
9.3.1.2 Language of parts			
9.3.2.1 On focus			
9.3.2.2 On input			
9.3.2.3 Consistent navigation			
9.3.2.4 Consistent identification			
9.3.3.1 Error identification			
9.3.3.2 Labels or instructions			
9.3.3.3 Error suggestion			
9.3.3.4 Error prevention (legal, financial, data)			
9.4.1.1 Parsing			
9.4.1.2 Name, role, value			
9.4.1.3 Status messages			
9.5 WCAG conformance			
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 pages.

## 1.1. Short title (criteria #)

### 1.1.1. Details / Screenshots

**Page / URL:**

**Language:** English, French or Both

**Details, coding:** Describe the error overview

**Screenshot(s):**

**Tools used:** Compliance Deputy, aXe, Colour contrast analyser, Keyboard, Visual check, W3C Validator, WAVE, Accessibility Insights tool, etc.

**Browsers/Screen reader:** IE11, Chrome, Firefox, Edge, Safari, 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.

**EN 301 549 Reference:** Number and name of criteria

**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:** aXe, Colour contrast analyser, Keyboard, Visual check, W3C Validator, WAVE, Accessibility Insights tool, etc.

**Browsers/Screen reader:** IE11, Chrome, Firefox, Edge, Safari, JAWS, NVDA

**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.