Accessibility Full Self-Audit Procedure

Part 1 – Automated Testing

This process should be used by all digital properties used by the NYC DOE. Every owner of a website and application is to submit the results of their self-audit to the Completed Full Self-Audit Reports in SharePoint. This self-audit must be performed semi-annually (November-January and May-July) to verify compliance.

Part 1 – Automated Self-Audit Procedure (Tab1)

Reminder: Automated testing can catch only 30% of all possible TYPES of errors.

- Watch the 15-minute Automated Self-Audit Training Video
- Add the WebAIM WAVE Chrome extension – WAVE Evaluation Tool—to your Chrome Browser.
- Open the landing page (or the page after the login screen, if you have one) plus 5 other pages. (6 pages in total.)
- Download a copy of the Accessibility Full Self-Audit Template to log your audit results and calculate your site's or application's score.

DigIn Accessibility Full Self-Audit

Part 1 – WebAim Tool Automated Testing

Audit Date:
Prepared By:
Site Name:
Site URL:
Note:

Page #		Errors	Contrast Errors	Alerts	Score
1					0
2					0
3					0
4					0
5					0
6					0

Weighted Accessibility Score: #DIV/0!
Website Accessibility Grade: #DIV/0!

NYC DOE Grade Key	5	4	3	2	1
Weighted Accessibilty Score*	0.0 - 3.0	3.1 - 12.0	12.1 - 21.0	21.1 - 30.0	30.1+

*The goal for all DOE digital properties is a grade of 5.
See Part 3 Worksheet for the Sites Manual Testing and Consolidated Grades

- Enter the following information:
  - Audit Date
  - Prepared By (your/owner's DOE email address)
  - Site's name
  - Site's URL (https://...)
- Use the **WebAIM** Wave Extension on 6 pages:
  - Landing page
  - And 5 other pages of your choice.
    - Add the 5 URLs and associated Wave scores for (Errors, Contrast, and Alerts) in the spreadsheet.
- The score will be automatically calculated based on the 5 individual page ratings.

Part 2 – Manual Testing (Response Values – Yes or No) (Tab 2)

Reminder: Automated testing only catches 40% of the TYPES of errors. The remaining 60% must be tested manually.

- Watch the manual testing training video https://digin.nyc/manualtestpres for more information on each component.
- Answer "Yes" or "No" to every question.
  - Every "Yes" counts as a "1."
  - "No's are not counted.

Part 2 – Manual Testing

Select yes or no in the Pale yellow column B cells - all other values are calculated.

Manual Testing (Yes is a Pass)   See link to full presentation – https://digin.nyc/manualtestpres for more help on each Item below.

Manual Test - Goal Yes	Result	Instructions
1 – Skip Repetitive Content		• Open your school website, with your cursor at the last character • Hit the "Tab" Key • Do you see a way to skip to the main content right away? • Do you see a way to skip to the navigation easily?
2 – Tab Check for Focus and Full Navigability (needs to be tested on every page)		• Keep hitting the "Tab" key. See if you can: · ALWAYS see where your cursor is (e.g. your keyboard focus)? · Move through the site in the same order that you'd read it, visually? · Tab into and — more importantly—out of all sections, tools, widgets? · Does the scroll move your cursor within the section (as opposed to moving what's behind the section)?
3 – Zoom to 200% (needs to be tested on every page)		• Zoom the screen to 200% • Did all the text on the page get 200% bigger? • Can you still access everything on the page? Is it in the same order/have the same experience as when it was at 100% or less?
4 – Mobile Responsiveness (needs to be tested on every page)		• Click three vertical dots in the upper right corner of the Chrome browser • Scroll down to "More Tools" • Select "Developer Tools" • Click the Mobile view • Toggle between the various mobile views. Does the site have the same content/functionality/reading order?
Totals	Count	%
Yes - Pass	0	#DIV/0!
No - Fail	0	#DIV/0!

1 – Skip Repetitive Content

Open your school website. Place your cursor to the right of the URL's last character. Hit the "Tab" Key

- Do you see a way to skip to the main content right away?
- Bonus: Do you see a way to skip to the navigation easily?

2 – Tab Check for Focus (test on every page)

Keep hitting the "Tab" key. See if you can:

- ALWAYS see where your cursor is (e.g. your keyboard focus)?

3 – Tab Check for Order (test on every page)

Keep hitting the "Tab" key. See if you can:

- Move through the site IN THE SAME ORDER that you'd read it, visually?

4 – Tab Check for Full Nav, Widget, and Embed Navigability (test on every page)

Keep hitting the "Tab" key. See if you can:

- Tab into and — more importantly—out of all sections, tools, widgets

5 – Tab Check for Scrolling Accuracy (test on every page)

Test the scrolling:

- Does the scroll move your cursor within the section (as opposed to moving what's behind the section)?

6 – Zoom to 200%

Zoom the screen to 200%.

- Did ALL the text on the page get 200% bigger? Even buttons and menu items?
- Is all the same content still on the page?
  - If some, but not all, of the content is on the page, answer "No."
- Can you still access everything on the page?
  - Is it in the same order as when it was at 100% or less?

      o   Do you have the same experience as when it was at 100% or less?

4 – Mobile Responsiveness

- Click three vertical dots in the upper right corner of the Chrome browser
- Scroll down to "More Tools"
- Select "Developer Tools"
- Click the "Mobile view"
- Toggle between various mobile views: Does the site have the same content/functionality/reading order?

Part 3 – Other Considerations (Response Values – Yes or No) (Tab 2)

Answer "Yes" or "No" to every question:

- Every "Yes" counts as a "1."
- "No's are not counted.

Part 3 – Other Considerations

Six Things to Make Sure You've Created And/or Labeled Correctly (Yes is a Pass) See link to full presentation – https://digin.nyc/manualtestpres for more help on each Item below.

Insure Labels are Correct - Goal is Yes	Answer	Notes
1. Search functionality		
2. Buttons that submit data/information, launch email app, etc.		
3. Specific references when opening or extending navigations or posts		(i.e., no "Extend Nav" or "Read More")
4. All images have alt text—especially when using them as links		
5. Meaningful hyperlinks		(e.g . Do not write out URLS; do not write "click here")
6. All videos have closed captioning		
Totals	Count	%
Yes - Pass	0	#DIV/0!
No - Fail	0	#DIV/0!

Six Things to Never Have on Your Website (Yes is a Fail) See link to full presentation – https://digin.nyc/manualtestpres for more help on each Item below.

Verify You Do Not Have - Goal is No	Answer	Notes
1. FLASH		
2. CAPTCHA		
3. Screens or parts of screens that change unexpectedly		(e.g., Videos/slide shows that auto-start)
4. Images that are filled with words		
5. Complex data tables		
6. Inaccessible/non-digital fillable forms		
Totals	Count	%
Yes - Fail	0	#DIV/0!
No - Pass	0	#DIV/0!

Overall Totals (Counts Pass/Fail responses)

Meets Goal	Count	%
Pass	0	#DIV/0!
Fail	0	#DIV/0!

Six Things to Make Sure You've Created And/or Labeled Correctly (Yes is a Pass)

1. Search functionality
2. Buttons that submit data/information, launch email app, etc.
3. Specific references when opening or extending navigations or posts (i.e., no "Extend Nav" or "Read More")
4. All images have alt text—especially when using them as links
5. Meaningful hyperlinks (e.g. Do not write out URLS; do not write "click here")
6. All videos have closed captioning; videos for families have the CC available in the DOE's 10 official languages

Six Things to Never Have on Your Website (Yes is a Fail)

1. FLASH
2. CAPTCHA
3. Screens or parts of screens that change unexpectedly (e.g., Videos/slide shows that auto-start)
4. Images that are filled with words
5. Complex data tables
6. Inaccessible/non-digital fillable forms
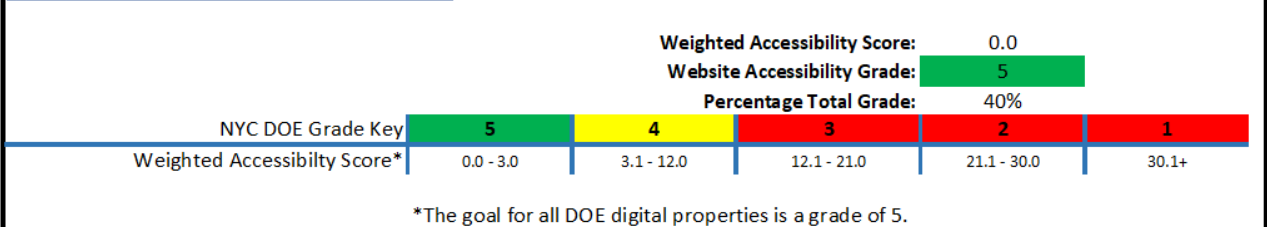
Part 4 – Consolidated Score Card (Tab 3)

The consolidated score care summaries and calculates the information provided in tabs 1 and 2. The calculation is:

- **Calculation = ((Part 1 WebAIM Testing Grade)*40%)+ ((Part 2 &3 Manual Testing Grade)* 60%))**
    - Part 1 accounts for 40% of the sites overall score
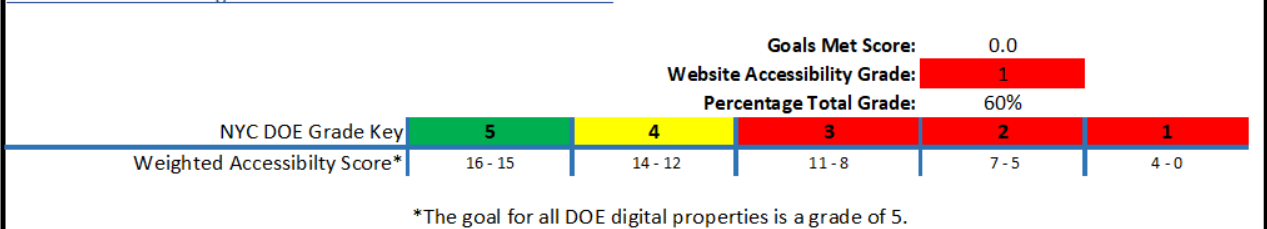   - Parts 2 and 3 together account for 60% of the overall score.

Part 4 - Consolidated Score Card
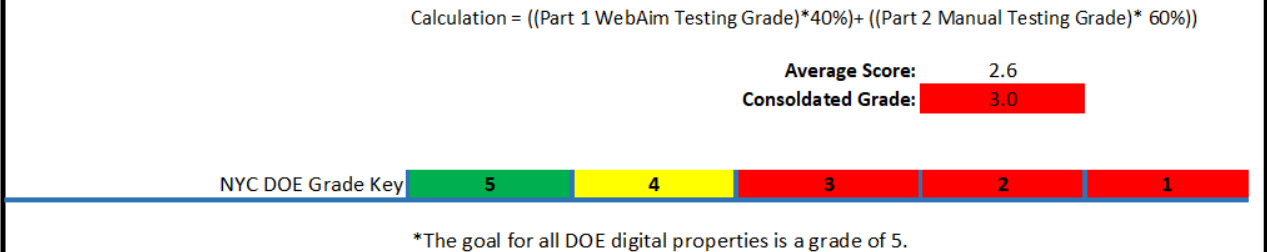All values are calculated in Part 3 based on your responses in Part 1 and Part 2

Part 1 – WebAim Tool Automated Testing Results

Weighted Accessibility Score:			0.0		
Website Accessibility Grade:			5		
Percentage Total Grade:			40%		
NYC DOE Grade Key	5	4	3	2	1
Weighted Accessibilty Score*	0.0 - 3.0	3.1 - 12.0	12.1 - 21.0	21.1 - 30.0	30.1+

*The goal for all DOE digital properties is a grade of 5.

Part 2 – Manual Testing and Part 3 – Oither Considerations Results

Goals Met Score:			0.0		
Website Accessibility Grade:			1		
Percentage Total Grade:			60%		
NYC DOE Grade Key	5	4	3	2	1
Weighted Accessibilty Score*	16 - 15	14 - 12	11 - 8	7 - 5	4 - 0

*The goal for all DOE digital properties is a grade of 5.

Part 4 - Consolidated Grade

Calculation = ((Part 1 WebAim Testing Grade)*40%)+ ((Part 2 Manual Testing Grade)* 60%))

Average Score:			2.6		
Consolated Grade:			3.0		
NYC DOE Grade Key	5	4	3	2	1

*The goal for all DOE digital properties is a grade of 5.

Save Your Completed Self-Audit

Save the spreadsheet with a naming convention of Full-Self-Audit (-Site-Name-) (Audit Date).xlsx at [Completed Full Self-Audits](#).

NOTE:

- There is no .org, .com, or .net in the file name.
- Hyphens (not underscores) are needed between words/dates to make it accessible
- A sample name for a site whose audit was completed on March 1 would be:
    - Full-Self-Audit-PS123-03012022.

Additional Information

Visit the InfoHub If you would like more information on digital [Accessibility](#), [Training,](#) or email us at DigitalAccesibilty@schools.nyc.gov.