

# DigIn Accessibility Self-Audit Procedure

This process should be used by all digital properties used by the NYC DOE. It requires every property to perform and submit the results of their self-audit to the SharePoint Directory: [Completed Self-Audit Reports](#). This self-audit must be performed semi-annually to verify compliance.

## Self-Audit Procedure:

- Add the Chrome extension – [WAVE Evaluation Tool](#) to a Chrome Browser.
- Open the landing page (or the page after the login screen) plus 5 other pages. (6 pages in total.)
- Download a copy of the [Accessibility Self-Audit Template](#) to log your audit results and calculate your site score.

## DigIn Accessibility Self-Audit

DigIn Accessibility Self -Audit						
Audit Date: 26-Feb-21						
Prepared By: rvernon@schools.nyc.gov						
Site Name: InfoHub						
Site URL: https://infohub.nyced.org/						
Page #	Page URL	Errors	Contrast Errors	Alerts	Score	
1	https://infohub.nyced.org/	0	0	6	1.2	
2	https://infohub.nyced.org/working-with-the-doe/covid-19-resources	0	1	2	1.4	
3	https://infohub.nyced.org/in-our-schools/translations/office-of-sign-language-interpreting-services	0	1	3	1.6	
4	https://infohub.nyced.org/working-with-the-doe/new-employees-before-you-begin-work	0	1	4	1.8	
5	https://infohub.nyced.org/nyc-doe-roles/school-administrators/principals	0	1	15	4	
6	https://infohub.nyced.org/nyc-doe-topics/finance/payroll	0	1	2	1.4	
Weighted Accessibility Score:					1.9	
Website Accessibility Grade:					5	
NYC DOE Grade Key		5	4	3	2	1
Weighted Accessibility 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.						

- Enter the following information:
  - Audit Date:
  - Prepared By (Email Address)
  - Site name
  - Site URL
- Use the Wave Evaluation tool 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.
- Save the spreadsheet with a naming convention of Dig-in Self-Audit (Site Name) (Audit Date).xls at [Completed Self-Audit Reports](#).

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