

# Information Technology Accessibility Requirements Checklist

<b>Information Technology Accessibility Standard:</b> for additional information please see: <a href="http://www.vita.virginia.gov/docs/psg/AccessibilityStandard_GOV103-00_Eff_11-04-05.pdf">http://www.vita.virginia.gov/docs/psg/AccessibilityStandard_GOV103-00_Eff_11-04-05.pdf</a> VITA IT Accessibility SME: <a href="mailto:eric.perkins@vita.virginia.gov">eric.perkins@vita.virginia.gov</a>									
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<i>Software Applications and Operating Systems (3.2.1)</i>									
<b>Product functions executable from keyboard</b> - When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually. <b>(ITA-3.2.1.a)</b>									
<b>Activated accessibility features</b> - Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer. <b>(ITA-3.2.1.b)</b>									
<b>On-screen indication of the current focus</b> - A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes. <b>(ITA-3.2.1.c)</b>									
<b>User interface element information</b> - Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text. <b>(ITA-3.2.1.d)</b>									

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<b>Bitmap images</b> - When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance. <b>(ITA-3.2.1.e)</b>									
<b>Textual information</b> - Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes. <b>(ITA-3.2.1.f)</b>									
<b>User selected contrast and color selections</b> - Applications shall not override user selected contrast and color selections and other individual display attributes. <b>(ITA-3.2.1.g)</b>									
<b>Animation</b> - When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user. <b>(ITA-3.2.1.h)</b>									
<b>Color coding</b> - Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. <b>(ITA-3.2.1.i)</b>									
<b>User adjustments to color and contrast</b> - When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided. <b>(ITA-3.2.1.j)</b>									
<b>Flashing or blinking</b> - Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz. <b>(ITA-3.2.1.k)</b>									

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<b>Electronic forms</b> - When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. <b>(ITA-3.2.1.i)</b>									
<i>Web-based Internet and Intranet Information and Application (3.2.2)</i>									
<b>Procured web site</b> - A Web site procured in accordance with the Virginia Public Procurement Act (§ 2.2-4300 et seq.), must adhere to, but is not required to exceed, the Federal Section 508's rules for Web-based intranet and Internet information and applications, which is covered by WAI Level A compliance. <b>(ITA-3.2.2.a)</b>									
<b>Foreground and background color combinations</b> - Ensure that foreground and background color combinations provide sufficient contrast when viewed by someone having color deficits or when viewed on a black and white screen. WAI WCAG checkpoint 2.2 <b>(ITA-3.2.2.b)</b>									
<b>Opening new browser windows</b> - The opening of new browser windows should only be done if the user is warned that a new window will open and there may be a possibility of functional difficulties. Developers should refer to the WATG template site for details at <a href="http://www.vadsa.org/watg/">http://www.vadsa.org/watg/</a> . <b>(ITA-3.2.2.c)</b>									

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<b>Style sheets</b> - Use style sheets to control layout whenever possible. Do not use tables for layout unless the table makes sense when linearized. If the table does not make sense, provide an alternative equivalent, which may be a linearized version. WAI WCAG checkpoint 5.3 <b>(ITA-3.2.2.d)</b>									
<b>Font sizes</b> - Font sizes should be percentage based instead of fixed. <b>(ITA-3.2.2.e)</b>									
<b>Repetitive navigation links</b> - A method shall be provided that permits users to skip repetitive navigation links. (See: WATG for more details) <b>(ITA-3.2.2.f)</b>									
<b>Content headers</b> - Content headers shall use the <H1>-<H6> hierarchy, although style sheets may be used to modify the size and other characteristics of that text. <b>(ITA-3.2.2.g)</b>									

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<b>Commonwealth of Virginia Executive Branch Web sites</b> - The requirements of the aforementioned Standard apply to all Commonwealth of Virginia Executive Branch Web sites, with the following exceptions: (i) Downloadable documents (e.g. Word document, PowerPoint presentation, etc.) per se are exempted, although accessible and equivalent versions of the content must be available. (See: WATG for further details.) (ii) Sites external to the Executive Branch. (iii) HTML frames are forbidden when you use the visual template. If you're exempt from using the visual template and are using frames, then you must: • Provide alternative, equivalent content since many screen readers can't access or follow frames. • Title your frames with text that facilitates frame identification and navigation. (iv) Agencies that are considered to be exempt are: • The Virginia Tourism Corporation • The Library of Virginia • Museums  • Institutions of Higher Education (v) Other exceptions may be allowed on an individual basis and with written approval of the Virginia Information Technologies Agency. <b>(ITA-3.2.2.h)</b>									
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<i>Telecommunications Products (3.2.3)</i>									
<b>Telecommunications products</b> - Telecommunications products, which include voice communication functionality, shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols. <b>(ITA-3.2.3.a)</b>									
<b>TTY users</b> - Voice mail, messaging auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users either through direct TTY access or through use of the relay service and by Voice Carry over (VCO), Hearing Carry over (HCO), and Speech To Speech users through the relay service. <b>(ITA-3.2.3.b)</b>									
<b>Requires user response time interval</b> - Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required. <b>(ITA-3.2.3.c)</b>									
<b>Caller identification and similar telecommunications functions</b> - Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays. <b>(ITA-3.2.3.d)</b>									

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<b>Automatically volume reset</b> - If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use if the volume is capable of greater than 18 dB of gain <b>(ITA-3.2.3.e)</b>									
<b>Effective magnetic wireless coupling to hearing technologies</b> - Where a telecommunications product delivers output by an audio transducer, which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided. <b>(ITA-3.2.3.f)</b>									
<b>Controls and keys tactilely discernible</b> - Controls and keys shall be tactilely discernible without activating the controls or keys for products which have mechanically operated controls or keys. <b>(ITA-3.2.3.g.1)</b>									
<b>Controls and keys operable with one hand</b> - Controls and keys shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2 N) maximum for products which have mechanically operated controls or keys. <b>(ITA-3.2.3.g.2)</b>									
<b>Key repeat</b> - If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. The key repeat rate shall be adjustable to 2 seconds per character for products which have mechanically operated controls or keys. <b>(ITA-3.2.3.g.3)</b>									

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<b>Locking or toggle controls or keys status</b> - The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound for products which have mechanically operated controls or keys. <b>(ITA-3.2.3.g.4)</b>									
<i>Video and Multimedia Products (3.2.4)</i>									
<b>Caption decoder circuitry</b> - Equipment that includes a DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. <b>(ITA-3.2.4.a)</b>									
<b>Secondary audio program playback circuitry</b> - Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry. <b>(ITA-3.2.4.b)</b>									
<b>Open or closed captioned</b> - Training and information video and multimedia products, excluding television broadcasts and live Webcasts, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned. <b>(ITA-3.2.4.c)</b>									
<b>Visual information Alternatively Described.</b> - Training and informational video and multimedia products, excluding television broadcasts and live Webcasts, that contain visual information necessary for the comprehension of the content, shall be Alternatively Described. <b>(ITA-3.2.4.d)</b>									

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<b>Alternate text presentation or audio descriptions user-selectable</b> - Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent. <b>(ITA-3.2.4.e)</b>									
<b>Federal Communications Commission (FCC) captioning and video descriptions rules and regulations</b> - Television broadcasts, both live and pre-recorded, are subject to all the rules and regulations as specified by the Federal Communications Commission (FCC) regarding the inclusion of captioning and video descriptions. (See <a href="http://www.fcc.gov">www.fcc.gov</a> ) <b>(ITA-3.2.4.f)</b>									
<i>Self-Contained, Closed Products (3.2.5)</i>									
<b>Self contained products usable without end-user attached assistive technology</b> - Self contained products shall be usable by people with disabilities without requiring an end-user to attach assistive technology to the product. Personal headsets for private listening are not assistive technology. <b>(ITA-3.2.5.a)</b>									
<b>Required timed response user alert</b> - When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required. <b>(ITA-3.2.5.b)</b>									
<b>Touch-screens or contact-sensitive controls</b> - Where a product utilizes touch-screens or contact-sensitive controls, an alternative input method shall be provided. <b>(ITA-3.2.5.c)</b>									

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<b>User identification or control biometric forms</b> - When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided. <b>(ITA-3.2.5.d)</b>									
<b>Products providing auditory output</b> - When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime. <b>(ITA-3.2.5.e)</b>									
<b>Products delivering voice output in a public area</b> - When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use. <b>(ITA-3.2.5.f)</b>									
<b>Color coding</b> - Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. <b>(ITA-3.2.5.g)</b>									
<b>User selected contrast and color selections</b> - When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided. <b>(ITA-3.2.5.h)</b>									

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<b>Screen flicker</b> - Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz. <b>(ITA-3.2.5.i)</b>									
<b>Operable control position</b> - The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length for products which are freestanding, non-portable, and intended to be used in one location and which have operable controls. <b>(ITA-3.2.5.j.1)</b>									
<b>Operable controls for freestanding, non-portable products 10 inches or less behind reference plane</b> - Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor for products which are freestanding, non-portable, and intended to be used in one location and which have operable controls. <b>(ITA-3.2.5.j.2)</b>									
<b>Operable controls for freestanding, non-portable products more than 10 inches to 24 inches behind the reference plane</b> - Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor for products which are freestanding, non-portable, and intended to be used in one location and which have operable controls. <b>(ITA-3.2.5.j.3)</b>									

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<b>Operable controls for freestanding, non-portable products not more than 24 inches behind reference plane</b> - Operable controls shall not be more than 24 inches behind the reference plane for products which are freestanding, non-portable, and intended to be used in one location and which have operable controls. <b>(ITA-3.2.5.j.4)</b>									
<i>Desktop and Portable Computers (3.2.6)</i>									
<b>Tactilely discernible controls and keys</b> - Controls and keys shall be tactilely discernible without activating the controls or keys for products which have mechanically operated controls or keys. <b>(ITA-3.2.6.a.1)</b>									
<b>Controls and keys operable with one hand</b> - Controls and keys shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2 N) maximum for products which have mechanically operated controls or keys. <b>(ITA-3.2.6.a.2)</b>									
<b>Key repeat</b> - If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character for products which have mechanically operated controls or keys. <b>(ITA-3.2.6.a.3)</b>									
<b>Locking or toggle controls or keys status</b> - The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound for products which have mechanically operated controls or keys. <b>(ITA-3.2.6.a.4)</b>									

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<b>Information Technology Accessibility Standard:</b> for additional information please see: <a href="http://www.vita.virginia.gov/docs/psg/AccessibilityStandard_GOV103-00_Eff_11-04-05.pdf">http://www.vita.virginia.gov/docs/psg/AccessibilityStandard_GOV103-00_Eff_11-04-05.pdf</a> VITA IT Accessibility SME: <a href="mailto:eric.perkins@vita.virginia.gov">eric.perkins@vita.virginia.gov</a>									
<b>Yes:</b> full current compliance <b>Exception:</b> compliance covered by an approved EA exception <b>No:</b> does not currently fully comply <b>NA:</b> no response is needed for this row (Not Applicable) <b>Partial:</b> current compliance is incomplete <b>Upcoming:</b> next release will comply - please supply date <b>Configured:</b> can be configured by admin/user to comply <b>Customized:</b> compliance requires vendor to make changes	Choose One							<b>Other Explanation:</b> (Required for any "Other" response)	
	Yes	Exception	No	NA	Other				
					Partial	Upcoming	Configured		Customized
<b>Touch-screens or touch-operated controls</b> - If a product utilizes touch-screens or touch-operated controls, an alternative input method shall be provided. <b>(ITA-3.2.6.b)</b>									
<b>User identification or control biometric forms</b> - When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided. <b>(ITA-3.2.6.c)</b>									
<b>Expansion slots, ports and connectors</b> - Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards. <b>(ITA-3.2.6.d)</b>									
<b>Functional Performance Criteria (3.2.7)</b>									
<b>Assistive technology used by visually impaired</b> - At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided. <b>(ITA-3.2.7.a)</b>									
<b>Audio and enlarged print output for visual acuity greater than 20/70</b> - At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided. <b>(ITA-3.2.7.b)</b>									

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	Yes	Exception	No	NA	Other				
					Partial	Upcoming	Configured		Customized
<b>Assistive technology used deaf or hard of hearing</b> - At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided. <b>(ITA-3.2.7.c)</b>									
<b>Enhanced auditory fashion or support for assistive hearing devices</b> - Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided. <b>(ITA-3.2.7.d)</b>									
<b>Support for assistive technology that does not require user speech</b> - At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided. <b>(ITA-3.2.7.e)</b>									
<b>Fine motor control, simultaneous actions, limited reach and strength</b> - At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided. <b>(ITA-3.2.7.f)</b>									
<b>Information, Documentation and Support (3.2.8)</b>									
<b>Product support documentation</b> - Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge <b>(ITA-3.2.8.a)</b>									

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	Yes	Exception	No	NA	Other				
					Partial	Upcoming	Configured		Customized
<b>End-users access to product accessibility description and compatibility features</b> - End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge. <b>(ITA-3.2.8.b)</b>									
<b>Product support services</b> - Support services for products shall accommodate the communication needs of end-users with disabilities. <b>(ITA-3.2.8.c)</b>									