# **Accessibility Full Self-Audit Procedure**

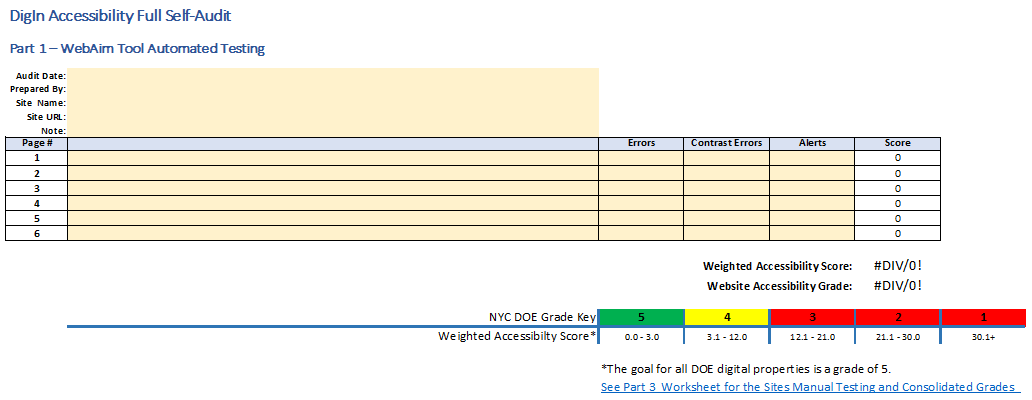
## **Part 1 – Automated Testing**

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](https://nycdoe.sharepoint.com/:f:/r/sites/schoolwebsitemasters/Shared%20Documents/DOE%20Sites%20(non-school)/Full%20Self-Audit%20Documents/Completed%20Full%20Self-Audits?csf=1&web=1&e=Tw0cvm) 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](https://web.microsoftstream.com/video/a19636d4-da67-42c0-8071-fe49a6998e3a?referrer=https:%2F%2Finfohub.nyced.org%2F)
* Add the WebAIMWAVEChrome extension – [WAVE Evaluation Tool](https://chrome.google.com/webstore/detail/wave-evaluation-tool/jbbplnpkjmmeebjpijfedlgcdilocofh)—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](https://nycdoe.sharepoint.com/:x:/r/sites/schoolwebsitemasters/Shared%20Documents/DOE%20Sites%20(non-school)/Full%20Self-Audit%20Documents/Full%20Self-Audit%20Getting%20Started/Full%20self-audit-(site-name)-yyyymmdd.xlsx?d=wa3a666541c1e43d48aa656a5db256bba&csf=1&web=1&e=fvPD8a) to log your audit results and calculate your site’s or application’s score.

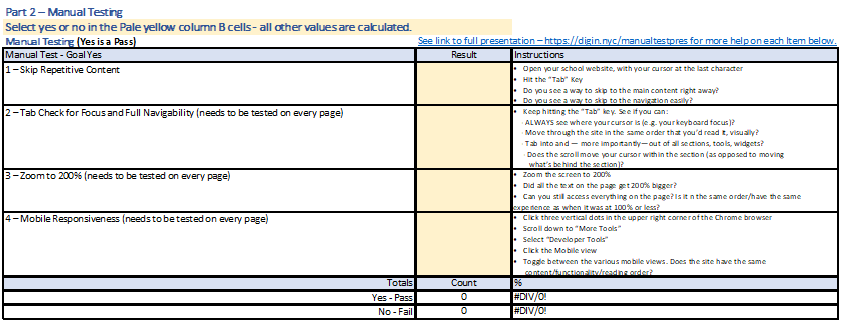


* Enter the following information:
  + Audit Date
  + Prepared By (your/owner’s DOE email address)
  + Site’s name
  + Site’s URL (https://...)
* Use the **WebAIM** Wave Extension on 6 pages:
  + Landing page
  + And 5 other pages of your choice.
    - Add the 5 URLs and associated Wave scores for (Errors, 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.



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

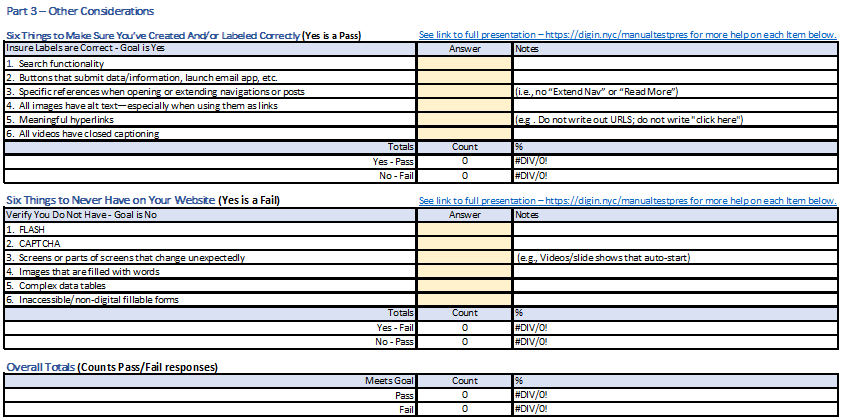
### 4 – Mobile Responsiveness

* 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.



### 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

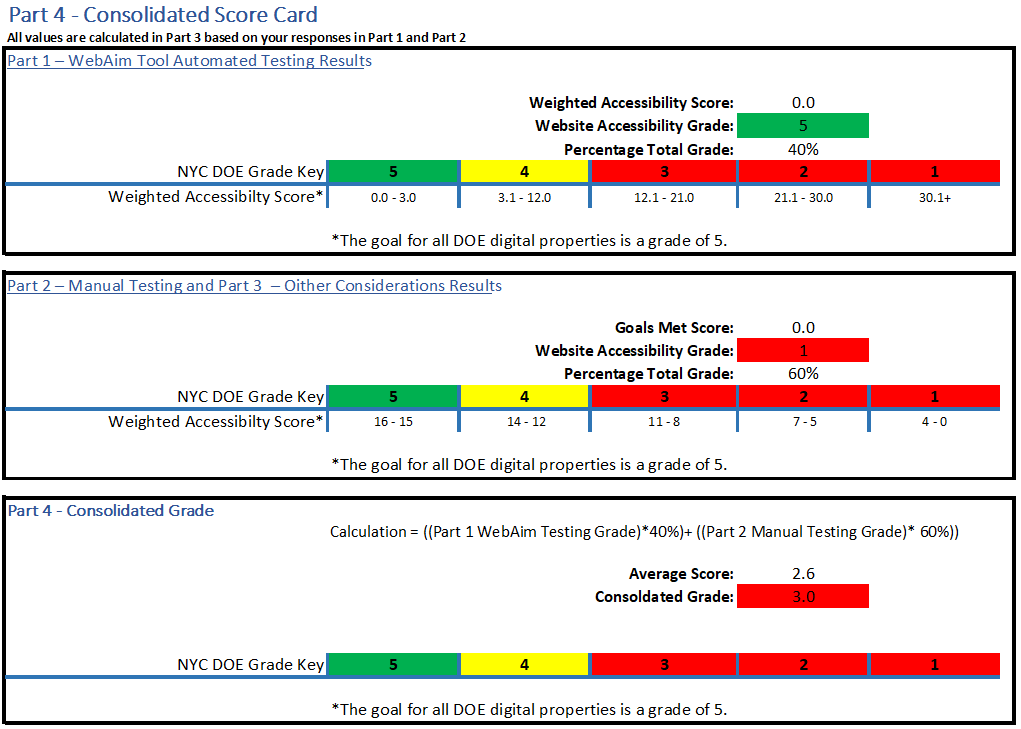
### Six Things to Never Have on Your Website (Yes is a Fail)

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.



## **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](https://nycdoe.sharepoint.com/:f:/r/sites/schoolwebsitemasters/Shared%20Documents/DOE%20Sites%20(non-school)/Full%20Self-Audit%20Documents/Completed%20Full%20Self-Audits?csf=1&web=1&e=MAgMVy).

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](https://infohub.nyced.org/in-our-schools/operations/accessibility-and-websites/school-website-guidelines), [Training](https://infohub.nyced.org/in-our-schools/operations/accessibility-and-websites/digital-accessibility-and-inclusion#jump-to-heading-1), or email us at [DigitalAccesibilty@schools.nyc.gov](mailto:DigitalAccesibilty@schools.nyc.gov).