How to Request an Accessibility Test

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What is an Accessibility Scan or Test?

Accessibility testing checks if a website meets Web Content Accessibility Guidelines (WCAG 2.1).

- **Accessibility Scan:** An automated tool to scan website code and detect common accessibility issues. A scanning tool can only address about 60% of the WCAG requirement.
- **Accessibility Testing:** Uses automated tools and manual testing techniques, including keyboard access, screen readers, and magnification views. Testing addresses all WCAG guidelines.

How to Prepare for an Accessibility Test

You can avoid delays by planning ahead.

- During the early stages of project planning, notify the Digital Accessibility Program Manager (DAP) that you will need accessibility testing.
- Provide an estimated test date range. This will allow DAP to hold space on our schedule for testing. It's okay if dates change; keep DAP updated.
- Use the Siteimprove Accessibility Checker during development. Anyone can use this tool.
    - If it detects many errors before you request a test, plan more time for testing and making fixes.
    - The checker provides fix information so developers can fix issues before you request a test.
    - This reduces the time needed for testing and fixing.
    - For more pre-test options, view the Automated Accessibility Testing Tools article.

How to Request an accessibility test

Email request to xxxxx@american.edu

What to Include in the Request:

- URL to the website or application.
- Describe the status of the content provided (final, in progress, or test sample). Name and email of project primary contact.

- Intended audience demographic:
- Makeup (Students, Faculty, Staff, Public, etc.)
- Estimated Size (10s, 100s, 1000s, etc.)
- Access (public facing, internal, admin, or all.)

Timeline

The timeline depends on how many web pages need to be tested.

All requests for accessibility testing will become a story. The request is estimated and added to the next available sprint for the Digital Accessibility Program (DAP).

Retesting Timeline

After you get the test results, you may need to make fixes and request a retest.

- Retest requests are a priority. DAP will try to address these as quickly as possible.
- Complex retest requests may need to be estimated and split into multiple stories. Then, it's added to the next available sprint for DAP.

Test Results

Test results are sent to the person who requested the test, and the story is closed.

Adding Accessibility Testing Stories to OIT Sprints

DAP adds accessibility tests to its sprint for tracking

If you need a story for your sprint team tracking, you can create one in your sprint and then add the DAP story as a dependent story.

1. Open your story.
2. Select the Dependent Stories tab.
3. Create a filter for:
   a. Task Type – IS – Story – AND
   b. Description – STARTS WITH – DAP
4. Select your story from the Collection List and add it to the Dependent Stories List.