Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Passed
Findings: Manually tested, ok.

2.5.4 Motion Actuation: (Level A)   ☞ Show criterion text

Functionality that can be operated by device motion or user motion can also be operated by user interface components and responding to the motion can be disabled to prevent accidental actuation, except when:

- **Supported Interface** The motion is used to operate functionality through an accessibility supported interface;
- **Essential** The motion is essential for the function and doing so would invalidate the activity.

Understanding ☑ (http://www.w3.org/WAI/WCAG21/Understanding/motion-actuation.html) How to meet ☑ (http://www.w3.org/WAI/WCAG21/quickref/#motion-actuation)

Results for the entire sample:
Outcome: Not checked
Findings: Limited testing tool set to evaluate.

Principle 3 Understandable

3.1 Readable

3.1.1 Language of Page: (Level A)   ☞ Show criterion text

The default human language of each Web page can be programmatically determined.

Outside of scope

Understanding ☑ (http://www.w3.org/WAI/WCAG21/Understanding/language-of-page.html) How to meet
☑ (http://www.w3.org/WAI/WCAG21/quickref/#language-of-page)

Results for the entire sample:
Outcome: Passed
Findings: Although insignificant there is variation with Connect Terms and Conditions lang="en" and the other pages ="en-nz"

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Passed
Findings: Manually tested, ok.

3.1.2 Language of Parts: (Level AA)

☞ Show criterion text

The human language of each passage or phrase in the content can be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text.

Understanding ☑ (http://www.w3.org/WAI/WCAG21/Understanding/language-of-parts.html) How to meet
☑ (http://www.w3.org/WAI/WCAG21/quickref/#language-of-parts)

Results for the entire sample:
Outcome: Not present
Findings: –

Results for: (https://www.connect-preprod.co.nz/landingPage/)

Outside of scope

Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Not present
Findings: –

3.2 Predictable

3.2.1 On Focus: (Level A)   📌 Show   criterion   text

When any component receives focus, it does not initiate a change of context.

Understanding 🔗 (http://www.w3.org/WAI/WCAG21/Understanding/on-focus.html) How to meet 🔗
(http://www.w3.org/WAI/WCAG21/quickref/#on-focus)

Results for the entire sample:
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Passed
Findings: Manually tested, ok.

Outside of scope

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Passed
Findings: Manually tested, ok.

3.2.2 On Input: (Level A)

👉 Show criterion text

Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component.

Understanding ⁠ (http://www.w3.org/WAI/WCAG21/Understanding/on-input.html) How to meet ⁠ (http://www.w3.org/WAI/WCAG21/quickref/#on-input)

Results for the entire sample:
Outcome: Failed
Findings: Please use target="_blank" sparingly. Opening links in new tabs or windows can be very disorienting for people, especially for people who have difficulty perceiving visual content. Secondly, it's not always a good practice to control a user's experience or make decisions for them. As a user about to activate a link, notify in advance when the content will be displayed in a new window, so they can expect the upcoming change of context.

Notification that screen reader users are aware the "connect terms and conditions" opens in a new window. i.e. (this link opens in a new window)

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Failed
Findings: Notification that screen reader users are aware the "connect terms and conditions" opens in a new window. i.e. (this link opens in a new window)

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Failed
Findings: Inability for screen reader users to return to the previous page. (No navigation)

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Failed
Findings: Notification that screen reader users are aware the "connect terms and conditions" opens in a new window.
Recommend: (this link opens in a new window)

Outside of scope

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Failed
Findings: Notification that screen reader users are aware the "connect terms and conditions" opens in a new window.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Failed
Findings: Notification that screen reader users are aware the "connect terms and conditions" opens in a new window.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Failed
Findings: Notification that screen reader users are aware the "connect terms and conditions" opens in a new window.

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Failed
Findings: Notification that screen reader users are aware the "connect terms and conditions" opens in a new window.

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Failed
Findings: Notification that screen reader users are aware the "connect terms and conditions" opens in a new window.

3.2.3 Consistent Navigation: (Level AA)

☞ Show criterion text

Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user.

Understanding ☑ (http://www.w3.org/WAI/WCAG21/Understanding/consistent-navigation.html) How to meet ☑ (http://www.w3.org/WAI/WCAG21/quickref/#consistent-navigation)

Results for the entire sample:
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/submit)

Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Passed
Findings: Manually tested, ok.

3.2.4 Consistent Identification: (Level AA)   ☞ Show criterion text

Components that have the same functionality within a set of Web pages are identified consistently.

Understanding ☑ (http://www.w3.org/WAI/WCAG21/Understanding/consistent-identification.html) How to meet ☑ (http://www.w3.org/WAI/WCAG21/quickref/#consistent-identification)

Results for the entire sample:
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)

Outcome: Passed
Findings: Manually tested, ok.

3.3 Input Assistance

3.3.1 Error Identification: (Level A)

                                                ☞ Show criterion text

If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text.

Understanding ⌘ (http://www.w3.org/WAI/WCAG21/Understanding/error-identification.html) How to meet ⌘ (http://www.w3.org/WAI/WCAG21/quickref/#error-identification)

Results for the entire sample:
Outcome: Passed
Findings: Passed based on testing, however unable to give full feedback on the submit page without submitting an application.

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Not checked
Findings: Unable to verify without sending official submit.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Passed
Findings: Manually tested, ok.

3.3.2 Labels or Instructions: (Level A)

                                              ☞ Show criterion text

Labels or instructions are provided when content requires user input.

Understanding ⚙ (http://www.w3.org/WAI/WCAG21/Understanding/labels-or-instructions.html) How to meet ⚙ (http://www.w3.org/WAI/WCAG21/quickref/#labels-or-instructions)

Results for the entire sample:
Outcome: Failed
Findings: Title found on non-active element (new Zealand Government logo), Keyboard and assistive technology users will be unable to see the title content.
Recommend: Remove the title, alt tag information will suffice.

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Failed
Findings: Connect logo has an invalid HTML tag: salt=""

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Failed
Findings: There is no label associated with the inputs "Get started", "Delete" and "Edit". Recommend: add aria-labels. i.e.

<input ..... aria-label="get started">

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Failed
Findings: There is no label associated with the inputs "Upload form", "Evidence", "Submit" and "Next". Recommend: add aria-labels. i.e.

<input ..... aria-label="upload form">

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Failed
Findings: There is no label associated with the inputs "Upload form", "Evidence", "Submit" and "Next". Recommend: add aria-labels. i.e.

<input ..... aria-label="upload form">

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Failed
Findings: There is no label associated with the input "Back".
Recommend: Recommend: add aria-labels. i.e.

<input ..... aria-label="back">

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Not checked
Findings: There is no label associated with the input "Back".
Recommend: Recommend: add aria-labels. i.e.

<input ..... aria-label="back">

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Failed
Findings: There is no label associated with the inputs "Upload form", "Evidence", "Submit" ,"Next" and the Close button in the modal. Recommend:
<input ..... aria-label="next">

Outside of scope

The form control for the two drop-down menus has more than one label associated with it. Recommend: Ensure that at most one label element is associated to the form control. If multiple form labels are necessary, use aria-labelledby.

3.3.3 Error Suggestion: (Level AA)

☞ Show criterion text

If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content.

Understanding ☑ (http://www.w3.org/WAI/WCAG21/Understanding/error-suggestion.html) How to meet ☑ (http://www.w3.org/WAI/WCAG21/quickref/#error-suggestion)

Results for the entire sample:
Outcome: Passed
Findings: Manually tested, ok. Though unable to give full feedback on the submit page without submitting an application.

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Not checked
Findings: Unable to check without officially submitting

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Passed
Findings: Manually tested, ok.

3.3.4 Error Prevention (Legal, Financial, Data): (Level AA)

☞ Show criterion text

Outside of scope

For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true:

1. **Reversible** Submissions are reversible.
2. **Checked** Data entered by the user is checked for input errors and the user is provided an opportunity to correct them.
3. **Confirmed** A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.

Understanding 🔗 (http://www.w3.org/WAI/WCAG21/Understanding/error-prevention-legal-financial-data.html) How to meet 🔗 (http://www.w3.org/WAI/WCAG21/quickref/#error-prevention-legal-financial-data)

Results for the entire sample:
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Not checked
Findings: Unable to verify without officially submitting documentation.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Not present
Findings: –

Principle 4 Robust

4.1 Compatible

4.1.1 Parsing: (Level A)

Outside of scope

In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features.

Understanding ☑ (http://www.w3.org/WAI/WCAG21/Understanding/parsing.html) How to meet ☑ (http://www.w3.org/WAI/WCAG21/quickref/#parsing)

Results for the entire sample:
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Passed
Findings: Manually tested, ok.

4.1.2 Name, Role, Value: (Level A)

For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies.

Understanding ☑ (http://www.w3.org/WAI/WCAG21/Understanding/name-role-value.html) How to meet ☑ (http://www.w3.org/WAI/WCAG21/quickref/#name-role-value)

Outside of scope

Results for the entire sample:
Outcome: Failed
Findings: Realme help modal component ("?") next to Login does not have a programmatically associated name.
Recommend adding an ARIA label i.e.

<div style="display: block; padding-right: 17px;" id="realmeHelpModal" role="dialog" tabindex="-1" class="modal show" aria-label="Realme help modal">

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Failed
Findings: Realme help modal component ("?") (refer above)

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Passed
Findings: Manually tested, ok.

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Failed
Findings: Session Timed out modal does not have a programmatically associated name. Recommend: Add an aria-label to the modal.

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Failed
Findings: Help modal for client number does not have a programmatically associated name.
Recommend: Add an aria-label to the modal.

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Failed
Findings: Help modal for "Check your files are clear" does not have a programmatically associated name.
Recommend: Add an aria-label to the modal.

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Failed
Findings: The ARIA attribute "aria-expanded="false"" is not allowed for all drop-down content.

Recommend: Use a button element to toggle open/closed state. i.e.

<button aria-expanded="true">Toggle</button>
<div id="tooltip">
Thanks for toggling! Please click again to hide me.
</div>

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Failed
Findings: Help modal for "Check your files are clear" does not have a programmatically associated name.
Recommend: Add an aria-label to the modal.

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Failed
Findings: The ARIA attribute "aria-expanded="false"" is not allowed for input(s) id="formType" and id="applicationType".

Outside of scope

4.1.3 Status Messages: (Level AA)

☞ Show criterion text

In content implemented using markup languages, status messages can be programmatically determined through role or properties such that they can be presented to the user by assistive technologies without receiving focus.

Understanding 🔗 (http://www.w3.org/WAI/WCAG21/Understanding/status-messages.html) How to meet 🔗 (http://www.w3.org/WAI/WCAG21/quickref/#status-messages)

Results for the entire sample:
Outcome: Not present
Findings: –

Results for: (https://www.connect-preprod.co.nz/landingPage/)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/userTerms/userTerms.html)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/applications)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/studentDetails)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/submit)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink.html#!/help)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/fileUpload)
Outcome: Not present
Findings: –

Results for: (https://www.connect.co.nz/studylink#!/uploadForm)
Outcome: Not present
Findings: –

Sample of audited web pages

Landing page   https://www.connect-preprod.co.nz/landingPage/ (https://www.connect-preprod.co.nz/landingPage/)

Connect user terms   https://www.connect.co.nz/userTerms/userTerms.html (https://www.connect.co.nz/userTerms/userTerms.html)

My applications   https://www.connect.co.nz/studylink#!/applications (https://www.connect.co.nz/studylink#!/applications)

Outside of scope

Student Details   https://www.connect.co.nz/studylink#!/studentDetails
(https://www.connect.co.nz/studylink#!/studentDetails)
Submit   https://www.connect.co.nz/studylink#!/submit (https://www.connect.co.nz/studylink#!/submit)

Help   https://www.connect.co.nz/studylink.html#!/help
(https://www.connect.co.nz/studylink.html#!/help)
New application   https://www.connect.co.nz/studylink#!/fileUpload
(https://www.connect.co.nz/studylink#!/fileUpload)
Upload form   https://www.connect.co.nz/studylink#!/uploadForm
(https://www.connect.co.nz/studylink#!/uploadForm)

Related WCAG 2 resources

- Web Content Accessibility Guidelines (WCAG) (http://www.w3.org/WAI/standards-guidelines/wcag/)
  Overview: www.w3.org/WAI/intro/wcag
- How to Meet WCAG 2.1 Quick Reference (http://www.w3.org/WAI/WCAG21/quickref/)
  www.w3.org/WAI/WCAG21/quickref/
- WCAG Evaluation Methodology (WCAG-EM) (http://www.w3.org/WAI/eval/conformance)
  Overview: www.w3.org/WAI/eval/conformance

Minutes

Accessibility Management Team Meeting

Date and Time:	12 February 2021 2.30-3.30pm
Venue:	56 The Terrace - Room 7.7
Attendees:	Stephen Crombie (Chair), Outside of scope (Principal Disability Advisor), ▓ (Senior Business Analyst), Outside of scope (Technology Infrastructure Portfolio Owner), Joel Healy (Head of Digital Channel Strategy and Implementation), Shalleen Hern (on behalf of Louise Beaumont and Felicity Drader), Richard Tremain (Director Culture and Inclusion), Vaughan Crouch (General Manager Property and Facilities), Pennie Pearce (General Manager Information), Outside of scope Secretariat support)
Apologies:	Louise Beaumont (General Manager Communications and Engagement) and Felicity Drader (General Manager Client and Internal Communications)

1 Follow up actions and Minutes

Background for the Accessibility Management Team

Stephen is the accessibility champion for the Ministry and has been meeting regularly with ▓ and the disabled network to provide oversight. MSD is the overall Champion across the system and has signed the Accessibility Charter. The Ministry is required to be an exemplar to other organisations.

Accessibility must be up front when we start thinking about new initiatives and needs to be by built into initiatives and process by design (similar to how we think about security and privacy considerations now). Considering Accessibility needs to become a learnt behaviour.

The representation for this group has been chosen to help the Ministry think about this holistically and includes Service Delivery (digital), Communications for external facing website and internal communications, the People team for the inclusion aspect, property and IST, and the Information Team to share learnings from how security and privacy considerations are now being included in front end thinking.

▓ and ▓ have done some great work and we all need to be champions for Accessibility. We need Accessibility to be folded into the PI planning process and building Accessibility into the costs. ▓ has done well raising Accessibility at PI planning but needs to be better built into the process.

Ongoing Accessibility Management Team meetings will occur prior to the PI Planning sessions to make sure it is considered. Full compliance will be challenging but we need to make sure it is included

Accessibility Management Team Terms of Reference

Stephen asked for feedback on the draft TOR.

The following feedback was received:

Would be good to include Health, Safety and Security in the group. This was agreed.

A/P 1 Stephen will talk with Pauline Stenhouse (General Manager Health Safety and Security) about having representation on this group. Will invite them into the group. A/P Stephen to talk with Pauline.

Two suggestions were made but not included as follows:

- include the Integrated Portfolio Management in the group. This was not agreed to as they will help manage the process rather than the substance
- strengthen the language in the TOR to reinforce that this is a must do. It was agreed that the current language was appropriate and as a team we need to infer it is a must in our interactions.

A question was asked if the Ministry is aiming to meet the standards or are we trying to exceed them as an exemplar. The group agreed to focus on meeting them first and then if we can do better that is a good thing. No changes to the TOR required.

Decision Point 1 TOR accepted. Once it is confirmed that a rep from the Health, Safety and Security Team joins the Group this will be added and the TOR finalised.

Further Context on the Accessibility Management Work to date

███ has responsibility on behalf of MSD of leading the Accessibility Charter work across Government. Debbie has signed this and the IT and Comms signed this as well. We have IST champions in ██ and Outside of scope (Business Analyst Web Accessibility) and a Communications champion will be assigned to this role by Louise and Felicity.

███ and the team provide monthly training across the sector but MSD representation has been light. ███ has been providing training within MSD. We need to internally and externally look at our systems with MyMSD and MyHR as the priority. Accessibility has to be non-negotiable across the Ministry and we need to show our people what is required.

Key focuses are to make sure communication and systems are born accessible - plain language, Arial or sans serif 12 font, alt text for tables or diagrams, clear heading structures and not having everything able to be controlled by a mouse.

███ raised that procurement has been an issue. ██ has been working on getting a procurement checklist.

Current priorities

Stephen advised that one purpose of this meeting was to assign clear responsibility for moving this work forward and looking to set targets (page 12 of LT paper).

The following priorities and accountabilities were discussed:

MyMSD

Great progress is being made in this area. Good processes are in place and ▮▮▮▮ is well involved with the relevant people. Joel talked about an Accessibility Epic that he wanted to take through the next PI process. The group discussed that Accessibility is better to build into epics rather than having a separate one. Joel mentioned that while good progress has been made in the MyMSD space some of the leftover work that is coming up is quite big. The question was asked "What is the process to make sure the Accessibility is built into epics". Joel will set the expectation as the product owner. This group needs to support Joel when including the Accessibility considerations into MyMSD epics.

Stephen said that it looks like the MyMSD team has the right approach and thinking which will need to continue. Joel to head this work.

External Website

Some work has been done but significant work remains. There has been a lack of focus on the MSD Corporate Work and Income and StudyLink websites. Work to be done to make sure that all current and new websites have Accessibility built in (need to ensure external vendors are aware of Accessibility requirements). Some more recent changes that have are not accessible include Connected website, Jobs expo as examples.

▮ advised that she normally gets involved at the last minute due to not knowing about websites being changed or created.

▮▮▮▮ advised that the Certification and Accreditation process administered by her team might be a good place to kick off the accessibility discussions. ▮▮▮ asked if there is a clear standard for accessibility to point people to. ▮ advised that there is (contained in the TOR).

A/P 2 ▮▮▮▮ to look at how Accessibility can be linked into the CERT process.

▮ and ▮▮ need to be brought into conversations when new websites are being designed up front to help (particularly when talking to external vendors).

Stephen shared that the communications seems like an area that needs more focus. A further meeting between the Communications team, ▮▮ and ▮ with Stephen is required to make sure we understand any barriers and put an appropriate plan in place.

A/P 3 Shalleen will set up a conversation with ▮▮ ▮▮, Felicity, Louise and Stephen to talk about setting in place the requirement for accessibility. This will need a plan in the communications area.

Forms/Templates

▮▮▮ shared that the Ministry is dealing with an OIA and complaint around a StudyLink form, in PDF and is not properly tagged making it inaccessible. The Ministry needs to move to an HTML approach which is most accessible. ▮ advised that this is a large issue across the entire organisation and multiple platforms.

Joel advised of work currently underway to look at getting a business case together to outline a roadmap for forms. Accessibility is only one aspect of a much bigger bit of work. Joel confirmed that this would include StudyLnk.

A/P 4 Joel to develop an epic for PEC to develop a roadmap for forms including how to make them accessible (likely in the next financial year).

Templates are only using 9,10 or 11. MSD standard is not Arial 12. Need to fix them in the MSD style guide.

A/P 5 Shalleen to look at updating the MSD Style Guide to make sure it follows Accessible standards. This will need a communications plan. This will be included in the meeting to be arranged as per A/P 3.

Other Internal systems/processes

MyHR

███ advised that an initial meeting was held with the MyHR team and initial work undertaken however work is on hold while the focus has been on MyMSD. Looking to get into this over next few weeks. ███ will advise Richard T of the People Team contact so that Richard can get across where this is at.

A/P 6 Richard T to assess how accessible our recruitment processes are

Microsoft 365

███ confirmed that Accessibility is being included in Microsoft 365 for the organisation.

Jira/FMIS

███ mentioned that Jira is not accessible. We need to consider how we can manage external vendors and the tools we provide staff. Is FMIS going to be accessible.

A/P 7 ███ to make sure Jira and FMIS are considering Accessibility for these products.

Accessibility resources

The question was asked whether we have enough resources to support people to know if we meet the accessibility standards. The team are currently upskilling existing staff but need additional staff. IST have two resources (Outside of scope ██ has just been given approval to employ two staff to test accessibility. Waiting for AFS for a TPO position which will also help. But room for new resources.

Training

███ acknowledged ███ for the training he has done but need more MSD people to be trained. Around 200 people cross Government have gone through the training (Raising Awareness training 2 hours). Outside of scope helps provide this training supported by the DPOs (Disabled Persons Organisations), which are Blind Citizens, Deaf Aotearoa, and People First. It's important that we get messaging out about the benefits of this training. It would be good for the Communications team to attend this training. Shaleen to make sure this is discussed as part of A/P 3.

Benchmark

Do we have a benchmark so that we can monitor progress in this area? More work is required to think about measures for success.

A/P 8 Stephen, ▮▮▮▮ to consider relevant measures for this work.

2   Next Meeting TBA

Actions

Items in grey shading are closed and will be removed with the next set of minutes.

Date raised	#	Action owner	Action Title and Description	Update / progress on action	Status
12/2/2021	1	Stephen	Health, Safety and Security Representation – Stephen to invite representation onto the group		Open
12/2/2021	2	▓▓▓	Cert process – ▓▓▓ to see how Accessibility can be linked into the CERT process		Open
12/2/2021	3	Shalleen	Communications meeting – Shalleen will set up a meeting between Comminutions, ▓▓▓ and Stephen to discuss an Accessibility plan.		Open
12/2/2021	4	Joel	Form Roadmap Epic – to develop an epic for the next financial year to provide a roadmap for forms including accessibility		Open
12/2/2021	5	Shalleen	MSD Style Guide – Shelleen to arrange a review of the MSD Style Guide to make sure it addresses Accessibility and how this will be messaged out.		Open
12/2/2021	6	Richard	Accessibility in Recruitment processes -= Richard to assess how accessible our recruitment systems and processes are		Open
12/2/2021	7	▓▓▓	JIRA and FMIS – are these products going to be or can be made Accessible		Open
12/2/2021	8	Stephen/▓▓▓	Measures for Accessibility – to provide measures that can be used as a benchmark to monitor future progress		Open

Decisions			
Meeting Date	**Agenda item**	**Decision**	**Note**
12 Feb 2021	The Accessibility Management Team Terms of Reference	Draft TOR approved by group to be finalised	Stephen to talk with [Outside of scope] to see if an HSS rep will be included. Once confirmed the TOR will be finalised.