

# GrackleDocs Accessibility Conformance Report WCAG Edition

(Based on VPAT® Version 2.5)

## Name of Product/Version:

Grackle Workspace

## Report Date:

May 3, 2024

## Product Description:

Add-on to make output from Google Docs, Slides and Sheets accessible.

## Contact Information:

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## Notes:

N/A

## Evaluation Methods Used:

GrackleDocs uses industry-standard tools and methodology (e.g., WCAG-EM) in testing accessibility compliance.

Our process is as follows:

- GrackleDocs selects screens that represent the overall accessibility and functionality of the product.
- We then triage these pages which involves the audit team leader reviewing each page at a high level to determine accessibility issues that reoccur throughout the pages. Triage will also highlight all colour combinations from the pages which do not meet the WCAG standard.
- GrackleDocs audit team accessibility testers will then manually audit all screens against the WCAG Success Criteria, followed by cross-checking every screen to confirm the audit results.
- Lastly, the GrackleDocs audit team lead will review the findings to ensure that the results and comments presented are valid, accurate, and comprehensive.

## Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
<a href="#">Web Content Accessibility Guidelines 2.1</a>	Level A - Yes Level AA - Yes Level AAA - No

## Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can only be used in WCAG Level AAA criteria.

## WCAG 2.x Report

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

## Table 1: Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
<a href="#">1.1.1 Non-text Content</a> (Level A)	Partially Supports	<b>Slides Document structure:</b> The chevrons that expand and contract content are empty buttons
<a href="#">1.2.1 Audio-only and Video-only (Prerecorded)</a> (Level A)	Not Applicable	
<a href="#">1.2.2 Captions (Prerecorded)</a> (Level A)	Not Applicable	
<a href="#">1.2.3 Audio Description or Media Alternative (Prerecorded)</a> (Level A)	Not Applicable	
<a href="#">1.3.1 Info and Relationships</a> (Level A)	Partially Supports	<b>Slides/Sheets Document structure, Sheets Accessibility Check:</b> Headings are styled so they visually appear as headings however they are not programmatically defined. <b>Sheets Accessibility Check:</b> Checkboxes that are displayed within the "Tables" summary are missing labels.
<a href="#">1.3.2 Meaningful Sequence</a> (Level A)	Supports	
<a href="#">1.3.3 Sensory Characteristics</a> (Level A)	Partially Supports	<b>Docs/Slides/Sheets Document Structure:</b> Items that fail are marked by background colour alone.
<a href="#">1.4.1 Use of Color</a> (Level A)	Supports	<b>Docs/Slides/Sheets Document Structure:</b> While items that fail are marked by background colour alone, they meet this criterion due to having a contrast ratio of at least 3:1
<a href="#">1.4.2 Audio Control</a> (Level A)	Not Applicable	
<a href="#">2.1.1 Keyboard</a> (Level A)	Partially Supports	<b>Docs Document Structure:</b> There is no keyboard access to the dropdown chevron.
<a href="#">2.1.2 No Keyboard Trap</a> (Level A)	Supports	
<a href="#">2.1.4 Character Key Shortcuts</a> (Level A 2.1 and 2.2)	Supports	
<a href="#">2.2.1 Timing Adjustable</a> (Level A)	Not Applicable	
<a href="#">2.2.2 Pause, Stop, Hide</a> (Level A)	Not Applicable	
<a href="#">2.3.1 Three Flashes or Below Threshold</a> (Level A)	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
<a href="#">2.4.1 Bypass Blocks</a> (Level A)	Supports	
<a href="#">2.4.2 Page Titled</a> (Level A)	Supports	
<a href="#">2.4.3 Focus Order</a> (Level A)	Supports	
<a href="#">2.4.4 Link Purpose (In Context)</a> (Level A)	Supports	
<a href="#">2.5.1 Pointer Gestures</a> (Level A 2.1 and 2.2)	Supports	
<a href="#">2.5.2 Pointer Cancellation</a> (Level A 2.1 and 2.2)	Supports	
<a href="#">2.5.3 Label in Name</a> (Level A 2.1 and 2.2)	Supports	
<a href="#">2.5.4 Motion Actuation</a> (Level A 2.1 and 2.2)	Not Applicable	
<a href="#">3.1.1 Language of Page</a> (Level A)	Supports	
<a href="#">3.2.1 On Focus</a> (Level A)	Supports	
<a href="#">3.2.2 On Input</a> (Level A)	Not Applicable	
<a href="#">3.3.1 Error Identification</a> (Level A)	Not Applicable	
<a href="#">3.3.2 Labels or Instructions</a> (Level A)	Partially Supports	<b>Sheets Accessibility Check:</b> Checkboxes that are displayed within the "Tables" summary are missing labels.
<a href="#">4.1.1 Parsing</a> (Level A) WCAG 2.0 and 2.1 – Always answer ‘Supports’ WCAG 2.2 (obsolete and removed) - Does not apply	Supports	For WCAG 2.0 and 2.1, the September 2023 errata update indicates this criterion is always supported. See the <a href="#">WCAG 2.0 Editorial Errata</a> and the <a href="#">WCAG 2.1 Editorial Errata</a> .
<a href="#">4.1.2 Name, Role, Value</a> (Level A)	Partially Supports	<b>Docs/Slides/Sheets Document Structure:</b> Not all expandable and collapsable regions are identified nor their expanded and collapsed state announced through assistive technology.

## Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
<a href="#">1.2.4 Captions (Live)</a> (Level AA)	Not Applicable	
<a href="#">1.2.5 Audio Description (Prerecorded)</a> (Level AA)	Not Applicable	
<a href="#">1.3.4 Orientation</a> (Level AA 2.1 and 2.2)	Supports	
<a href="#">1.3.5 Identify Input Purpose</a> (Level AA 2.1 and 2.2)	Not Applicable	
<a href="#">1.4.3 Contrast (Minimum)</a> (Level AA)	Partially Supports	<b>Docs/Slides/Sheets Accessibility Check:</b> Warning number text is 3:1, which is acceptable for large text however this number is regular sized. <b>Docs Document Properties:</b> Text inside of "Update" button
<a href="#">1.4.4 Resize text</a> (Level AA)	Partially Supports	<b>Docs Document Properties:</b> When zoomed to 200% half of the modal is cut off.
<a href="#">1.4.5 Images of Text</a> (Level AA)	Supports	
<a href="#">1.4.10 Reflow</a> (Level AA 2.1 and 2.2)	Does Not Support	<b>All screens:</b> At 400% zoom it is not possible to see any of the content within the modal
<a href="#">1.4.11 Non-text Contrast</a> (Level AA 2.1 and 2.2)	Partially Supports	<b>Docs Accessibility Check:</b> Focus indicator for Export to PDF button does not have 3:1 contrast ratio. <b>Docs Document Structure:</b> Focus indicator for Locate and Refresh buttons as well as the change for the input field border colour indicating focus do not have 3:1 contrast ratio. <b>Docs Document Properties:</b> Focus indicator for cancel button as well as the change for the input field and checkbox borders indicating focus do not have 3:1 contrast ratio.
<a href="#">1.4.12 Text Spacing</a> (Level AA 2.1 and 2.2)	Supports	
<a href="#">1.4.13 Content on Hover or Focus</a> (Level AA 2.1 and 2.2)	Supports	
<a href="#">2.4.5 Multiple Ways</a> (Level AA)	Supports	

Criteria	Conformance Level	Remarks and Explanations
<a href="#">2.4.6 Headings and Labels</a> (Level AA)	Supports	
<a href="#">2.4.7 Focus Visible</a> (Level AA)	Supports	
<a href="#">3.1.2 Language of Parts</a> (Level AA)	Not Applicable	
<a href="#">3.2.3 Consistent Navigation</a> (Level AA)	Supports	
<a href="#">3.2.4 Consistent Identification</a> (Level AA)	Supports	
<a href="#">3.3.3 Error Suggestion</a> (Level AA)	Supports	
<a href="#">3.3.4 Error Prevention (Legal, Financial, Data)</a> (Level AA)	Supports	
<a href="#">4.1.3 Status Messages</a> (Level AA 2.1 and 2.2)	Supports	

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