



Voluntary Product Accessibility Template

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Name of website or product: Qualtrics Survey,
https://survey.qualtrics.com/SE/?SID=SV_5ziPYJd4iLnshqA

Contact for more information: Kathy Wahlbin, (978) 443-0798, kathyw@ia11y.com

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Guideline	Applicable	Compliance
Section 1194.21 Software Applications and Operating Systems	Applicable	Supports with exceptions through equivalent facilitation
Section 1194.22 Web-based internet information and applications	Applicable	Supports with exceptions through equivalent facilitation
Section 1194.23 Telecommunications Products	Not Applicable	-
Section 1194.24 Video and Multi-media Products	Not Applicable	-
Section 1194.25 Self-Contained, Closed Products	Not Applicable	-
Section 1194.26 Desktop and Portable Computers	Not Applicable	-
Section 1194.31 Functional Performance Criteria	Applicable	Supports with exceptions through equivalent facilitation
Section 1194.41 Information, documentation, and support.	Not Applicable	-

Section 1194.21 Software Applications and Operating Systems

Criteria	Supporting Features	Remarks and explanations
<p>(a) 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.</p>	<p>Supports</p>	<p>The Qualtrics Survey can be accessed with the keyboard.</p>
<p>(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.</p>	<p>Supports</p>	<p>The Qualtrics Survey does not disrupt or disable Windows operating system accessibility features such as high contrast mode, filter keys, toggle keys, sticky keys, and the on-screen keyboard.</p>
<p>(c) 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.</p>	<p>Supports</p>	<p>The standard browser indication of focus has been provided for in the Qualtrics Survey website.</p>
<p>(d) 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.</p>	<p>Supports</p>	<p>The Qualtrics Survey uses standard HTML controls that provide identity, operation and state information to Assistive Technology. In some cases, these controls have been styled with CSS to look differently.</p>

Criteria	Supporting Features	Remarks and explanations
(e) 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.	Not Applicable	Bitmap images are not used to identify controls, status indicators or other programmatic elements.
(f) 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.	Not applicable	The Qualtrics Survey is not a software application that interacts with an operating system.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supports	The Qualtrics Survey honors user-selected display attributes, such as high contrast. Custom stylesheets can be used to alter both text and colors on the website. Text can be resized using both browser zoom and text resize functions.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Not applicable	The Qualtrics Survey does not use animation to convey information.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supports	The Qualtrics Survey does not rely on color coding alone to convey information. All actions and visual elements are distinguishable without color – links are underlined and the progress indicator is also available in text.
(j) 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.	Not applicable	The Qualtrics Survey does not have color or contrast adjustment settings.

Criteria	Supporting Features	Remarks and explanations
<p>(k) 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.</p>	<p>Supports</p>	<p>The Qualtrics Survey does not use flashing or blinking user interface elements.</p>
<p>(l) 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.</p>	<p>Supports with exceptions through equivalent facilitation</p>	<p>Assistive technologies, such as screen readers, can identify and navigate to most form elements to complete and submit forms. The form fields are labeled with the prompt, required indicator and directions with the exception of some select menus and radio buttons.</p> <p>An alternative version of the forms is provided for screen reader users.</p>

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Section 1194.22 Web-based Internet information and applications

Criteria	Supporting Features	Remarks and explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports	All images have appropriate alt-text.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not applicable	The Qualtrics Survey has no multimedia presentations.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	The Qualtrics Survey does not rely on color coding alone to convey information. All actions and visual elements are distinguishable without color – links are underlined and the progress indicator is also available in text.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	Style sheets are used and pages are readable with style sheets disabled.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not applicable	Server-side image maps are not used.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not applicable	Client-side image maps are not used.
(g) Row and column headers shall be identified for data tables.	Supports	The Qualtrics Survey utilizes tables for both layout and data. The data tables have both row and column headers defined. Tables used for layout do not contain table headers.

Criteria	Supporting Features	Remarks and explanations
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Not applicable	The Qualtrics Survey does not have tables with two or more logical levels of row and column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Not applicable	The Qualtrics Survey does not use frames.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	The Qualtrics Survey does not use flashing or blinking user interface elements.
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Supports	An alternative accessible version of the survey form has been provided for screen reader users.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supports	Scripting is used on the Qualtrics Survey to enhance the user experience on the website. All text and functions are readable and available to assistive technology users.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21(a) through (l).	Not applicable	The Qualtrics Survey does not require any applets or plug-ins to be present to interpret the web page content.

Criteria	Supporting Features	Remarks and explanations
(n) When electronic forms are designed to be completed on-line, 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.	Supports with exceptions through equivalent facilitation	Assistive technologies, such as screen readers, can identify and navigate to most form elements to complete and submit forms. The form fields are labeled with the prompt, required indicator and directions with the exception of some select menus and radio buttons. An alternative version of the forms is provided for screen reader users.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	HTML headings have been used for quick navigation when accessed with a screen reader.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	The Qualtrics Survey does not timeout.

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Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) - 1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) - 11.4.

Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Remarks and explanations
(a) 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.	Supports with exceptions through equivalent facilitation	Qualtrics Survey supports the use of screen readers such as JAWS using the alternative version. Some form fields may not be announced with the form label.
(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.	Supports	Qualtrics Survey allows users to increase the text size and zoom the page using browser functions. High-contrast mode through the operating systems is honored.
(c) 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	Supports	The Qualtrics Survey does not rely on sound or require hearing.
(d) 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.	Not applicable	The Qualtrics Survey does not rely on audio to present information.
(e) 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.	Supports	The Qualtrics Survey does not require speech.

Criteria	Supporting Features	Remarks and explanations
(f) 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.	Supports	The Qualtrics Survey allows all actions to be completed using a keyboard and simultaneous actions are not required.

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Assessment of compliance is based on the knowledge, experience, and best judgment of the consultant. No warranties or guarantees are implied. The consultant shall not be liable for any special, indirect, incidental, consequential, punitive or exemplary damages based on this work.