VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE (VPAT)

Updated July 25, 2017

Purpose

This document will provide buyers with information to make preliminary assessments regarding the accessibility of *Interfolio Review, Promotion & Tenure*® module. The VPAT documents how our product meets or does not meet the various Section 508 Requirements. Interfolio adopted the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA as the target compliance standard. Interfolio uses a 3rd party vendor to audit our products for compliance with this standard and assist with achieving compliance. In addition, Interfolio tests regularly as part of its normal development and quality assurance practices to ensure compliance is maintained. Despite these efforts, please report any accessibility issues encountered during the use of this application to accessibility@interfolio.com.

Organization:

Supports through Equivalent Facilitation	Product provides *alternative* methods to **meet** the intent of the Criteria.
Does not Support	Product **does not** meet the letter or intent of the Criteria.
Not Applicable	The Criteria **does not** apply to the product.

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Organization:

The Voluntary Product Evaluation Template (VPAT) consists of a long series of tables. The initial one, the Summary Table, is used to provide a sense of your product's overall "level-of-compliance" with the Section 508 Standards. The subsequent tables provide more detailed views of each applicable subsection.

LANGUAGE	DESCRIPTION
Supports	Product **FULLY meets** the letter and intent of the Criteria.
Supports with Exceptions	Product **does not ENTIRELY** meet the letter and intent of the Criteria, but does provides some level of access.
Supports through Equivalent Facilitation	Product provides *alternative* methods to **meet** the intent of the Criteria.
Does not Support	Product **does not** meet the letter or intent of the Criteria.
Not Applicable	The Criteria **does not** apply to the product.

SUMMARY TABLE

Criteria	Supporting Features	Remarks and Explanations
Section 1194.21 Software Applications and Operating Systems	Supports	Product fully supports these criteria following 3rd party audit and remediation.
Section 1194.22 Web-based Internet Information and Applications	Supports with Exceptions	Product complies with most criteria (details below).
Section 1194.23 Telecommunications Products	Not Applicable	Software as a Service (SaaS) application
Section 1194.24 Video and Multimedia Products	Not Applicable	No multimedia in product
Section 1194.25 Self-Contained, Closed Products	Not Applicable	Software as a Service (SaaS) application
Section 1194.26 Desktop and Portable Computers	Not Applicable	Software as a Service (SaaS) application
Section 1194.31 Functional Performance Criteria	Supports	Product fully supports these criteria following 3rd party audit and remediation.
Section 1194.41 Information, Documentation, and Support	Supports	Product fully supports these criteria following 3rd party audit and remediation as well as launch of new Interfolio.com website.

SECTION 1194.21 SOFTWARE APPLICATIONS AND OPERATING SYSTEMS

Criteria	Supporting Features	Remarks and Explanations
(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.	Supports	Product's features are executable from a keyboard and described in text or, where an image or icon is used, with appropriate alternative text.
(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.	Supports	This application does not disrupt or disable any activated features of other products.
(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.	Supports	The application provides labels or alternative text available to screen readers intended to help users with screen readers to maintain context and interact with product features.
(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.	Supports	The application provides labels or alternative text available to screen readers intended to help users with screen readers to maintain context and interact with product features.
(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.	Supports	Images are used consistently throughout the application (such as a pencil to mean edit) and have alternative text/labels so their meaning is clear when using assistive technologies.
(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.	Supports	

(g) Applications shall not override user-selected contrast and color selections and other individual display attributes.	Supports	The application does not override user settings made at the operating system level.
(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 application does not use animation.
(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	Color is not used as the sole means to convey information. When color is used, an equivalent alternate text/label is also applied.
(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 application does not provide users the ability to change color/contrast settings.
(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.	Not Applicable	The application does not utilize flashing or blinking text, objects or other elements having a flash or blink frequency.
(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.	Supports	The application supports standard forms and forms customized by the school. Testing was successful using each of the supported question types.

SECTION 1194.22 WEB-BASED INTERNET INFORMATION & 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	The product provides text equivalents for non-text elements.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supports with (potential) exceptions	The application does not support any multi-media natively, however, it does allow candidates to submit multi-media hosted and rendered via 3rd parties such as YouTube (video) and SoundCloud (audio). These services offer accessibility features, provided the candidate enables them.
(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 application is designed so that all instances where color is used also include alternative text/tags.
(d) Documents shall be organized so that they are readable without requiring an associated style sheet.	Supports with exceptions	Most pages work without a style sheet. This is not required by WCAG 2.0 and less than 1% of users define their own style sheets so it has only been spot tested.
(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 in the application.
(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 in the application.
(g) Row and column headers shall be identified for data tables.	Supports	The product provides row and column headers for all data tables. Some lists operate like tables and efforts have been made to incorporate table-like features into these types of lists.
(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.	Supports	Data tables (and lists that function like a table) have been updated to associate data cells to their headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation.	Supports	While frames are not technically used, even in cases like the document viewer that looks like a frame, it is titled and text is provided.

(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 application is designed in a way that does not cause screen flicker.
(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.	Not Applicable	The application does not use or have need of text-only pages.
(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	The application provides functional and alternative text where scripting languages are used.
(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	No additional applets or plugins are required to use the application outside of the native capabilities of modern browsers.
(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	Product forms are designed to be usable by assistive technologies.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	The option to "skip to main content" has been provided on every page.
(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 application does not use timed responses.

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	Application supports and has been tested on 2-3 assistive technologies. No special mode is needed.
(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	Application supports native browser text enlarge features at least 200% and support assistive technologies without any special mode of operation.
(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.	Not Applicable	The application does not rely upon audio-based information / interactions.
(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 application does not rely upon audio-based information / interactions.
(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.	Not Applicable	The application does not require the user the provide speech-based input / interaction.
(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 application does not require fine motor control. The user can use keyboard navigation throughout the application.

SECTION 1194.41 INFORMATION, DOCUMENTATION, AND SUPPORT

Criteria	Supporting Features	Remarks and Explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supports	Product documentation is provided in PDF versions. Additional versions can be provided upon request.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports	Product documentation is provided in PDF versions. Additional versions can be provided upon request.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	Support services are provided online, via email and by telephone.

APPENDIX: SECTIONS OF VPAT NOT APPLICABLE FOR THIS APPLICATION

SECTION 1194.23 TELECOMMUNICATIONS PRODUCTS – NOT APPLICABLE

Criteria	Supporting Features	Remarks and Explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	Not Applicable	
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	Not Applicable	
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTY's.	Not Applicable	
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	Not Applicable	
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	Not Applicable	
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	Not Applicable	
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	Not Applicable	
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to	Not Applicable	

hearing technologies shall be provided.

(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	Not Applicable
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.	Not Applicable
(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	Not Applicable
(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	Not Applicable
(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	Not Applicable
(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	Not Applicable

SECTION 1194.24 VIDEO AND MULTIMEDIA PRODUCTS – NOT APPLICABLE

Criteria	Supporting Features	Remarks and Explanations
(a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.	Not Applicable	
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	Not Applicable	
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.	Not Applicable	
(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.	Not Applicable	
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Not Applicable	

SECTION 1194.25 SELF-CONTAINED, CLOSED PRODUCTS – NOT APPLICABLE

Criteria	Supporting Features	Remarks and Explanations
(a) Self-contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	Not Applicable	
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not Applicable	
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with 1194.23 (k)(1) through (4).	Not Applicable	
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not Applicable	
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at any time.	Not Applicable	
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	Not Applicable	
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Not Applicable	
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be	Not Applicable	

provided.

(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not Applicable
(j)(1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.	Not Applicable
(j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	Not Applicable
(j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	Not Applicable
(j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.	Not Applicable

SECTION 1194.26 DESKTOP AND PORTABLE COMPUTERS – NOT APPLICABLE

Criteria	Supporting Features	Remarks and Explanations
(a) All mechanically operated controls and keys shall comply with 1194.23 (k)(1) through (4).	Not Applicable	
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with 1194.23 (k)(1) through (3).	Not Applicable	
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not Applicable	
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards.	Not Applicable	