WCAG 2.1 AA

Speedadmin follows the below guidelines for WCAG 2.1 AA.

Subject to third-party content (text and images are managed internally by the school)

1.1.1 – Non-text Content

All images have an alternative text

1.2.1 – Audio-only and Video-only (Pre-recorded)

It is the customers responsibility to include this in the video's they upload.

1.2.2 – Captions (Pre-recorded) Provide captions for videos with audio

It is the customers responsibility to include this in the video's they upload.

1.2.3 – Audio Description or Media Alternative (Pre-recorded)   Video with audio has a second alternative

It is the customers responsibility to include this in the video's they upload.

1.2.4 – Captions (Live)   Live videos have captions

It is the customers responsibility to include this in the video's they upload.

1.2.5 – Audio Description (Pre-recorded)   Users have access to audio description for video content

It is the customers responsibility to include this in the video's they upload.

1.3.1 – Info and Relationships   Logical structure

Pages are structed by heading levels and bullet points to help users navigate the page.

1.3.2 – Meaningful Sequence   Present content in a meaningful order

Page navigation is always in the top of the page and pages are ordered from left to right.

1.3.3 – Sensory Characteristics   Use more than one sense for instructions

We use both text and icons to direct the user in the right direction. In some cases we only use icons, but in these situations we decorate the icon with a title.

1.3.4 – Orientation - Content does not restrict its view and operation to a single display orientation, such as portrait or landscape, unless a specific display orientation is essential.

We don't restrict the view orientation. The website work both in portrait as in landscape.

1.3.5 – Identify Input Purpose - The purpose of each input field collecting information about the user can be programmatically determined when:

- The input field serves a purpose identified in the Input Purposes for User Interface Components section; and
- The content is implemented using technologies with support for identifying the expected meaning for form input data.

All fields are assigned a label, that explains what the field is about.

1.4.1 – Use of Colour   Don't use presentation that relies solely on colour

We use colours on buttons to help the user, but we also add icons and text.

1.4.2 – Audio Control   Don't play audio automatically

No audio is automatically played

1.4.3 – Contrast (Minimum)   Contrast ratio between text and background is at least 4.5:1

Contrast levels are at least 4.5:1.

1.4.4 – Resize Text   Text can be resized to 200% without loss of content or function

Pages are responsive designed and can be zoomed to 200%.

1.4.5 – Images of Text   Don't use images of text

None of the pages have images of text.

It is the customers responsibility to avoid uploading images that include text.

1.4.10 – Reflow - Content can be presented without loss of information or functionality, and without requiring scrolling in two dimensions for:

- Vertical scrolling content at a width equivalent to 320 CSS pixels;
- Horizontal scrolling content at a height equivalent to 256 CSS pixels;

Except for parts of the content which require two-dimensional layout for usage or meaning.

SpeedAdmin supports displays at 1280 x 1024 at minimum.

1.4.11 – Non-text Contrast - The visual presentation of the following have a contrast ratio of at least 3:1 against adjacent color(s):

- **User Interface Components**: Visual information required to identify user interface components and states, except for inactive components or where the appearance of the component is determined by the user agent and not modified by the author;
- **Graphical Objects**: Parts of graphics required to understand the content, except when a particular presentation of graphics is essential to the information being conveyed.

All non-text visual presentation is controlled by the customer.

1.4.12 – Text Spacing - In content implemented using markup languages that support the following text style properties, no loss of content or functionality occurs by setting all of the following and by changing no other style property:

- Line height (line spacing) to at least 1.5 times the font size;
- Spacing following paragraphs to at least 2 times the font size;
- Letter spacing (tracking) to at least 0.12 times the font size;
- Word spacing to at least 0.16 times the font size.

Exception: Human languages and scripts that do not make use of one or more of these text style properties in written text can conform using only the properties that exist for that combination of language and script.

Font and styling of fonts are following the above.

1.4.13 – Content on Hover or Focus - Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, the following are true:

- **Dismissible**: A mechanism is available to dismiss the additional content without moving pointer hover or keyboard focus, unless the additional content communicates an input error or does not obscure or replace other content;
- **Hoverable**: If pointer hover can trigger the additional content, then the pointer can be moved over the additional content without the additional content disappearing;
- **Persistent**: The additional content remains visible until the hover or focus trigger is removed, the user dismisses it, or its information is no longer valid.

Exception: The visual presentation of the additional content is controlled by the user agent and is not modified by the author.

SpeedAdmin does not use hover or focus. Mainly because is would not work on touch devices.

2.1.1 – Keyboard   Accessible by keyboard only

Users can use Tab and arrow keys to navigate our pages.

2.1.2 – No Keyboard Trap   Don't trap keyboard users

Pages include a next and back button to easily navigate back and forth.

2.1.4 – Character Key Shortcuts - a keyboard shortcut is implemented in content using only letter (including upper- and lower-case letters), punctuation, number, or symbol characters, then at least one of the following is true:

- **Turn off**: A mechanism is available to turn the shortcut off;
- **Remap**: A mechanism is available to remap the shortcut to include one or more non-printable keyboard keys (e.g., Ctrl, Alt);
- **Active only on focus**: The keyboard shortcut for a user interface component is only active when that component has focus.

SpeedAdmin can be navigated through keyboard tabs and browser shortcuts.

2.2.1 – Timing Adjustable   Time limits have user controls

None of the pages are time limited.

2.2.2 – Pause, Stop, Hide   Provide user controls for moving content

No scrolling and blinking content is used on our pages. We use font-size to get the users attention when they have added a new course to their basket or added more recipients to a message.

2.3.1 – Three Flashes or Below   No content flashes more than three times per second

None of the pages include any flashing media or flashing content. Unless the customer uploads it.

2.4.1 – Bypass Blocks   Provide a 'Skip to Content' link

Top navigation and menu items are very limited, because of this we do not have a 'Skip to Content link'

2.4.2 – Page Titled   Use helpful and clear page titles

Page title include the current page title and the customers name ex. 'Sign-up - London Music'. Other pages include even more detail like students Id etc. for easy navigation.

2.4.3 – Focus Order   Logical order

Focus order is mainly controlled by the browser. Pages are structures with a starting point in the top left corner and an end point the in the bottom right corner. Some pages have custom focus order where it makes sense.

2.4.4 – Link Purpose (In Context)   Every link's purpose is clear from its context

None of the standard links use a full URL path, all links have a clear link text.

It is the Customers responsibility to make sure that any of the links they enter have clear link text.

2.4.5 – Multiple Ways   Offer several ways to find pages

Sign-in is only one page. When logged in there is always a main navigation menu.

2.4.6 – Headings and Labels   Use clear headings and labels

Please see description for 1.3.1

2.4.7 – Focus Visible   Ensure keyboard focus is visible and clear

No overrides have been done for focus style.

2.5.1 – Pointer Gestures - All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture, unless a multipoint or path-based gesture is essential.

SpeedAdmin does not use gestures.

2.5.2 – Pointer Cancellation - For functionality that can be operated using a single pointer, at least one of the following is true:

- **No Down-Event**: The down-event of the pointer is not used to execute any part of the function;

- **Abort or Undo**: Completion of the function is on the up-event, and a mechanism is available to abort the function before completion or to undo the function after completion;
- **Up Reversal**: The up-event reverses any outcome of the preceding down-event;
- **Essential**: Completing the function on the down-event is essential.

SpeedAdmin uses the click event, instead of up/down events.

2.5.3 – Label in Name - For user interface components with labels that include text or images of text, the name contains the text that is presented visually.

SpeedAdmin uses both the name attribute and aria-labelledby where it makes sense.

2.5.4 – Motion Actuation - 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.

SpeedAdmin motion actuation is not used.

3.1.1 – Language of Page   Page has a language assigned

All pages are assigned the 'lang' tag. The tag is linked to the language of the customer.

3.1.2 – Language of Parts   Tell users when the language on a page change

All pages are marked with the 'lang' tag. The languages are set by the customers language.

It is the customers responsibility to make sure that content they input are marked correctly.

3.2.1 – On Focus   Elements do not change when they receive focus

No element changes purely by receiving focus.

3.2.2 – On Input   Elements do not change when they receive input

No element changes purely by receiving input.

3.2.3 – Consistent Navigation   Use menus consistently

Sign-in is only one page. When logged in there is always a main navigation menu.

3.2.4 – Consistent Identification Use icons and buttons consistently

All buttons and links use the same CSS classes.

3.3.1 – Error Identification   Clearly identify input errors

Input fields have both a title, a description and a validation label attached. The title could be ex. "Phone number" and the description could be ex. "8 digit phone number". The validation label is only visible when the content is not empty and is not in the correct format. We don't use a validation summary.

3.3.2 – Labels or Instructions   Label elements and give instructions

Please see description for 3.3.1

3.3.3 – Error Suggestion Suggest fixes when users make errors

Both validation errors and other errors, guides the user to correct it.

Ex. 1 "Phone number must be 8 ciphers long."

Ex. 2 "You have selected 2 courses. The constraint is 1. Open your basket and remove at least 1."

3.3.4- Error Prevention (Legal, Financial, Data)   Reduce the risk of input errors for sensitive data

Each field has its own validation. National insurance number (CPR, SSN etc) are checked on format and if they are valid). Phone numbers are check on length. Email addresses are checked by format.

4.1.1 – Parsing   No major code errors

Our development environment includes checks to make sure we write valid HTML code. Have send all JavaScript error to our Error-log which is monitored daily.

4.1.2 – Name, Role, Value   Build all elements for accessibility

Please see description for 4.1.1

4.1.3 – Status Messages - 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.

SpeedAdmin has an area were status messages are displayed, this area is marked with an appropriate role.