Document Accessibility Grading Rubric

The University of Manitoba does not have an official grading system of documents, however, Student Accessibility Services has produced this schema as a reference for faculty and staff to quickly see how accessible their documents are and when it would be appropriate to use said document. Any questions about this grading rubric can be forwarded to Jeff Buhse, Assistive Technologist, Student Accessibility Services, University of Manitoba, jeff.buhse@umanitoba.ca.

# Word

| Grade | Expectation | When to use this document |
| --- | --- | --- |
| A | * All requirements to receive a “B” grade have been met.
* The “Check Accessibility” function has been executed and all issues remedied.
* Tagging has been used properly for forms and tables.
 | * Official documents of the University.
* Documents openly available to the public.
* If you are aware a reader with a visual disability will be reading this document.
 |
| B | * Structure provided using Style Formats.
* Alt Text has been provided for all images.
* Colour contrast and font size and type has been taken into consideration.
 | * This level will be accessible for most readers; if you have not been notified that there is a student requiring accessible documents.
* This will be the most accessible without adding much effort to your workflow.
 |
| C | * Some auto formatting for spacing and bullet points.
* Visual structure provided for titles and headings using bold, underline, and alignment features.
 | * When you are brainstorming by yourself and you intend on not sharing it with anyone.
 |
| D | - No formatting, just straight text. | * This could be used for brainstorming, but you are better off using the style formats to keep yourself organized (and improve accessibility).
 |
| F | * Images are used as text.
* Colour is the only method of conveying information.
* No Alt Text provided for images.
 | * Never.
 |

# PDF

| Grade | Expectation | When to use this document |
| --- | --- | --- |
| A | * All requirements to receive a “B” grade have been met.
* The Adobe Acrobat “Check Accessibility” function has been executed.
* The Adobe Acrobat “Make document accessible” function has been executed - tagging has been manually checked (and adjusted if necessary) and no errors remain.
* Any fillable sections (for forms) have been labelled and tagged properly.
 | * Official documents of the University.
* Documents openly available to the public.
* If you are aware your documents are going to be provided to a reader with a visual disability.
 |
| B | * Documents produced in a word processor with proper structure provided, alt text used, and colour contrast and font styles considered.
* The document has been converted to a PDF using the “Save As PDF” function and “Tagging for accessibility” has been checked off in the options.
 | * This level will be accessible for most readers; if you have not been notified that there is a student requiring accessible documents.
* This will be the most accessible without adding much effort to your workflow.
 |
| C+ | * A document that may have been produced with accessibility in mind but has been “printed” to Adobe PDF, thus losing all structure.
 | * This should be avoided. If you have gone to the effort to produce a source document, it is only a few different clicks of the mouse that will make a big difference to the reader and save all of your work.
 |
| C | * A document that has been produced with a word processor but no structure has been provided (Style Formats) and then converted to a PDF with the “Save As PDF” function.
 | * This is definitely a step up from using a scanned document and will be accessible to some assistive technology users but is still not recommended. With a few extra minutes of preparation, you can include style formats and make this a much more accessible document. You will likely even save time by using the automatic style formats, as you will spend much less time arranging margins, font size, and aesthetic things like that.
 |
| D | * A scanned document that has been OCR’d.
 | * This will be acceptable in a worst-case scenario. If there is no document available in an accessibly made digital format and there is no time to have the document properly remediated.
 |
| F | - A scanned document. | * Never.
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