

Accessibility Technical Review Notes

[Vendor Name]

Review Date: [Meeting Date]

Summary

The following is not a comprehensive list of all accessibility issues within the application but provides a highlight of some of the more prominent and high-risk ones.

[Example: The XXXX web product offers well-below average accessibility with meaningful problems in keyboard access, screen reader support (as required by Virginia's IT Access Act), and a high number of smaller, easier to remediate problems. The substantial use of <table> HTML and lack of semantics suggest that the product was built using technologies common prior to 2005.

We are willing to pursue conditional use because of a strong business case and that X department is willing to offer comprehensive customer service to any user that cannot use the product.]

Primary Legal Requirements (Compliance)

- [Section 508 of the Rehabilitation Act](#)
- [Section 504 of the Rehabilitation Act](#)
- [Virginia's IT Access Act](#)
- [ADA Title II including the 2026 Update](#) (Subpart H)
- [Virginia Tech Policy #7215](#)

Primary Technical Standards (Conformance)

- [WCAG 2.1 AA](#)
- [WCAG 2.2 AA](#)

Expectations

If a product is not already compliant with the aforementioned legal requirements, we expect the following:

- **A signed vendor commitment letter**
This signed letter should indicate a commitment to making a product more accessible. The letter should take responsibility for meeting the same legal requirements as Virginia Tech, state the technical standards required over the initial contract, and details as to how this will be accomplished (agile swim lane, dedicated sprints, ...).
- **A product improvement roadmap**
We expect vendors to improve their products at least every six months over the next two years to achieve first conformance and then compliance. Virginia Tech may conduct a

review every six months, upon request, and at each contract renewal. Contract continuation and renewal are contingent on continual improvement.

- **Equally Effective Alternative Action Plan (EEAAP)**

An EEAAP can sometimes be created to bridge the gap to offer a distinct experience for a barrier that cannot use default digital methods. EEAAPs are legally difficult to justify and expire on April 24, 2026.

Issues

These are the issues that were discussed in our meeting. The high-priority issues will be addressed first, and the others integrated into a development roadmap. For a more comprehensive list, as well as strategies for improving overall accessibility, it's recommended to hire an accessibility developer, or partner with an accessibility vendor.

Critical-priority issues (cannot be implemented without remediation)

- 1) Roadblocks for key functionality

Highest-priority issues (high risk)

- 1) General Roadblocks
- 2) Keyboard accessibility
- 3) Low-hanging fruit
- 4) Screen reader issues

Other discussed issues (meaningful risk)

- Other important things