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Dear Brenda:

Per your request, please find below the Web Content Accessibility Guidelines (WCAG) 2.0 guidelines, along with a narrative description of the means by which enCodePlus complies.

Guideline 1.1 Text Alternatives: Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.

Understanding Guideline 1.1

1.1.1 Non-text Content: All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below. (Level A)

- **Controls, Input:** If non-text content is a control or accepts user input, then it has a name that describes its purpose. (Refer to Guideline 4.1 for additional requirements for controls and content that accepts user input.)

    - *enCodePlus complies with these criteria.*

- **Time-Based Media:** If non-text content is time-based media, then text alternatives at least provide descriptive identification of the non-text content. (Refer to Guideline 1.2 for additional requirements for media.)

    - *Not Applicable. No time-based media is employed by default. Descriptive identification can be provided for any time-based media included by the client.*

- **Test:** If non-text content is a test or exercise that would be invalid if presented in text, then text alternatives at least provide descriptive identification of the non-text content.

    - *Not Applicable. No non-text tests are employed by the enCodePlus software.*

- **Sensory:** If non-text content is primarily intended to create a specific sensory experience, then text alternatives at least provide descriptive identification of the non-text content.

    - *Not Applicable. No non-text sensory content is employed by the enCodePlus software.*

- **CAPTCHA:** If the purpose of non-text content is to confirm that content is being accessed by a person rather than a computer, then text alternatives that identify and describe the purpose of the non-text content are provided, and alternative forms of CAPTCHA using output modes for different types of sensory perception are provided to accommodate different disabilities.

  - *enCodePlus complies with these criteria.*

  - *All CAPTCHAs are WCAG 2.0 A compliant.*

- **Decoration, Formatting, Invisible:** If non-text content is pure decoration, is used only for visual formatting, or is not presented to users, then it is implemented in a way that it can be ignored by assistive technology.

  - *enCodePlus complies with these criteria.*

  - *All Decoration is WCAG 2.0 A compliant.*

How to Meet 1.1.1 | Understanding 1.1.1

Guideline 1.2 Time-based Media: Provide alternatives for time-based media.

  - **1.2 – 1.2.9** Not Applicable. No prerecorded audio is employed by the eCodePlus software.

Guideline 1.3 Adaptable: Create content that can be presented in different ways (for example simpler layout) without losing information or structure.

Understanding Guideline 1.3

  - *1.3.1 – 1.3.3 enCodePlus complies with these criteria.*

Guideline 1.4 Distinguishable: Make it easier for users to see and hear content including separating foreground from background.

Understanding Guideline 1.4

1.4.1 Use of Color: Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. (Level A)

Note: This success criterion addresses color perception specifically. Other forms of perception are covered in Guideline 1.3 including programmatic access to color and other visual presentation coding.

  - *enCodePlus complies with these criteria.*

How to Meet 1.4.1 | Understanding 1.4.1

1.4.2 Audio Control: If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level. (Level A)

Note: Since any content that does not meet this success criterion can interfere with a user's ability to use the whole page, all content on the Web page (whether or not it is used to meet other success criteria) must meet this success criterion. See Conformance Requirement 5: Non-Interference.

   o ***enCodePlus complies with these criteria.***

How to Meet 1.4.2 | Understanding 1.4.2

1.4.3 Contrast (Minimum): The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following: (Level AA)

- **Large Text:** Large-scale text and images of large-scale text have a contrast ratio of at least 3:1;

- **Incidental:** Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.

- **Logotypes:** Text that is part of a logo or brand name has no minimum contrast requirement.

   o ***enCodePlus is compliant, subject to client's selections for colors, sizes, and placement.***

How to Meet 1.4.3 | Understanding 1.4.3

1.4.4 Resize text: Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality. (Level AA)

   o ***enCodePlus is compliant as per G142 User-agent provided zoom capability.***

1.4.5 Images of Text: If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text except for the following: (Level AA)

- **Customizable:** The image of text can be visually customized to the user's requirements;

- **Essential:** A particular presentation of text is essential to the information being conveyed.

Note: Logotypes (text that is part of a logo or brand name) are considered essential.

   o ***enCodePlus is compliant, subject to client's selections and placement.***

How to Meet 1.4.5 | Understanding 1.4.5

1.4.6 Contrast (Enhanced): The visual presentation of text and images of text has a contrast ratio of at least 7:1, except for the following: (Level AAA)

- **Large Text:** Large-scale text and images of large-scale text have a contrast ratio of at least 4.5:1;

- **Incidental:** Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.

- **Logotypes:** Text that is part of a logo or brand name has no minimum contrast requirement.

   o ***enCodePlus is compliant, subject to client's selections for colors, sizes, and placement.***

1.4.7 Low or No Background Audio: For prerecorded audio-only content that (1) contains primarily speech in the foreground, (2) is not an audio CAPTCHA or audio logo, and (3) is not vocalization intended to be primarily musical expression such as singing or rapping, at least one of the following is true: (Level AAA)

- **No Background:** The audio does not contain background sounds.

- **Turn Off:** The background sounds can be turned off.

- **20 dB:** The background sounds are at least 20 decibels lower than the foreground speech content, with the exception of occasional sounds that last for only one or two seconds.

Note: Per the definition of "decibel," background sound that meets this requirement will be approximately four times quieter than the foreground speech content.

- *enCodePlus complies with these criteria. No background audio is employed*

1.4.8 Visual Presentation: For the visual presentation of blocks of text, a mechanism is available to achieve the following: (Level AAA)

- *enCodePlus does not meet WCAG 2.0 AAA compliance for this criteria. This criteria is not required for Level AA compliance.*

1.4.9 Images of Text (No Exception): Images of text are only used for pure decoration or where a particular presentation of text is essential to the information being conveyed. (Level AAA)

- *enCodePlus complies with these criteria.*

Note: Logotypes (text that is part of a logo or brand name) are considered essential.

Principle 2: Operable - User interface components and navigation must be operable.

Guideline 2.1 Keyboard Accessible: Make all functionality available from a keyboard.

2.1.1 Keyboard: All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints. (Level A)

Note 1: This exception relates to the underlying function, not the input technique. For example, if using handwriting to enter text, the input technique (handwriting) requires path-dependent input but the underlying function (text input) does not.

Note 2: This does not forbid and should not discourage providing mouse input or other input methods in addition to keyboard operation.

- ○ *enCodePlus complies with these criteria.*

How to Meet 2.1.1 | Understanding 2.1.1

2.1.2 No Keyboard Trap: If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away. (Level A)

Note: Since any content that does not meet this success criterion can interfere with a user's ability to use the whole page, all content on the Web page (whether it is used to meet other success criteria or not) must meet this success criterion. See Conformance Requirement 5: Non-Interference.

How to Meet 2.1.2 | Understanding 2.1.2

- ○ *enCodePlus complies with these criteria.*

2.1.3 Keyboard (No Exception): All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes. (Level AAA)

- ○ *enCodePlus complies with these criteria.*

How to Meet 2.1.3 | Understanding 2.1.3

Guideline 2.2 Enough Time: Provide users enough time to read and use content.

- ○ *enCodePlus complies with these criteria and does not employ any timed content.*

Guideline 2.3 Seizures: Do not design content in a way that is known to cause seizures.

- ○ *2.3.1 – 2.3.2 enCodePlus complies with these criteria and does not use flashing or designs known to cause seizures.*

Guideline 2.4 Navigable: Provide ways to help users navigate, find content, and determine where they are.

Understanding Guideline 2.4

2.4.1 Bypass Blocks: A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. (Level A)

- ○ *enCodePlus complies with these criteria.*

How to Meet 2.4.1 | Understanding 2.4.1

2.4.2 Page Titled: Web pages have titles that describe topic or purpose. (Level A)

- ○ *enCodePlus complies with these criteria.*

2.4.3 Focus Order: If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability. (Level A)

- o *enCodePlus complies with these criteria.*

2.4.4 Link Purpose (In Context): The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general. (Level A)

- o *enCodePlus complies with these criteria.*

2.4.5 Multiple Ways: More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process. (Level AA)

- o *enCodePlus complies with these criteria.*

2.4.6 Headings and Labels: Headings and labels describe topic or purpose. (Level AA)

- o *enCodePlus complies with these criteria.*

2.4.7 Focus Visible: Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible. (Level AA)

- o *enCodePlus complies with these criteria.*

2.4.8 Location: Information about the user's location within a set of Web pages is available. (Level AAA)

- o *enCodePlus is partially compliant. Some pages and content have a location indicator. This Criteria is not required for Level AA compliance.*

2.4.9 Link Purpose (Link Only): A mechanism is available to allow the purpose of each link to be identified from link text alone, except where the purpose of the link would be ambiguous to users in general. (Level AAA)

- o *enCodePlus is partially compliant. This Criteria is not required for Level AA compliance.*

2.4.10 Section Headings: Section headings are used to organize the content. (Level AAA)

Note 1: "Heading" is used in its general sense and includes titles and other ways to add a heading to different types of content.

Note 2: This success criterion covers sections within writing, not user interface components. User Interface components are covered under Success Criterion 4.1.2.

- o ***enCodePlus complies with these criteria.***

Principle 3: Understandable - Information and the operation of user interface must be understandable.

Guideline 3.1 Readable: Make text content readable and understandable.

3.1.1 Language of Page: The default human language of each Web page can be programmatically determined. (Level A)

- o ***enCodePlus complies with these criteria.***

3.1.2 Language of Parts: The human language of each passage or phrase in the content can be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text. (Level AA)

- o ***enCodePlus is compliant subject to proper usage in client authored content.***

3.1.3 Unusual Words: A mechanism is available for identifying specific definitions of words or phrases used in an unusual or restricted way, including idioms and jargon. (Level AAA)

- o ***enCodePlus is compliant subject to proper usage in client authored content.***

3.1.4 Abbreviations: A mechanism for identifying the expanded form or meaning of abbreviations is available. (Level AAA)

- o ***enCodePlus is compliant subject to proper usage in client authored content.***

3.1.5 Reading Level: When text requires reading ability more advanced than the lower secondary education level after removal of proper names and titles, supplemental content, or a version that does not require reading ability more advanced than the lower secondary education level, is available. (Level AAA)

- *enCodePlus is compliant subject to compliance of client authored content.*

3.1.6 Pronunciation: A mechanism is available for identifying specific pronunciation of words where meaning of the words, in context, is ambiguous without knowing the pronunciation. (Level AAA)

- *enCodePlus is compliant subject to proper usage in client authored content.*

Guideline 3.2 Predictable: Make Web pages appear and operate in predictable ways.

3.2.1 On Focus: When any component receives focus, it does not initiate a change of context. (Level A)

- *enCodePlus complies with these criteria.*

3.2.2 On Input: Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component. (Level A)

- *enCodePlus is compliant subject to proper usage in client authored content.*

3.2.3 Consistent Navigation: Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user. (Level AA)

- *enCodePlus complies with these criteria.*

3.2.4 Consistent Identification: Components that have the same functionality within a set of Web pages are identified consistently. (Level AA)

- *enCodePlus complies with these criteria.*

3.2.5 Change on Request: Changes of context are initiated only by user request or a mechanism is available to turn off such changes. (Level AAA)

- o *enCodePlus complies with these criteria.*

Guideline 3.3 Input Assistance: Help users avoid and correct mistakes.

3.3.1 Error Identification: If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text. (Level A)

- o *enCodePlus complies with these criteria.*

3.3.2 Labels or Instructions: Labels or instructions are provided when content requires user input. (Level A)

- o *enCodePlus is partially compliant. Some inputs are not labeled to WCAG standards.*

3.3.3 Error Suggestion: If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content. (Level AA)

- o *enCodePlus complies with these criteria.*

3.3.4 Error Prevention (Legal, Financial, Data): For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true: (Level AA)

1. **Reversible:** Submissions are reversible.

2. **Checked:** Data entered by the user is checked for input errors and the user is provided an opportunity to correct them.

3. **Confirmed:** A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.

- o *Not Applicable. No Legal commitments or financial transactions are performed by enCodePlus.*

How to Meet 3.3.4 | Understanding 3.3.4

3.3.5 Help: Context-sensitive help is available. (Level AAA)

> o ***enCodePlus is partially compliant. Some pages do not provide context sensitive help. This criteria is not required for Level AA compliance.***

How to Meet 3.3.5 | Understanding 3.3.5

3.3.6 Error Prevention (All): For Web pages that require the user to submit information, at least one of the following is true: (Level AAA)

1. **Reversible:** Submissions are reversible.

2. **Checked:** Data entered by the user is checked for input errors and the user is provided an opportunity to correct them.

3. **Confirmed:** A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.

> 1. ***enCodePlus complies with these criteria.***

How to Meet 3.3.6 | Understanding 3.3.6

Principle 4: Robust - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

Guideline 4.1 Compatible: Maximize compatibility with current and future user agents, including assistive technologies.

Understanding Guideline 4.1

4.1.1 Parsing: In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features. (Level A)

> o ***enCodePlus complies with these criteria.***

Note: Start and end tags that are missing a critical character in their formation, such as a closing angle bracket or a mismatched attribute value quotation mark are not complete.

How to Meet 4.1.1 | Understanding 4.1.1

4.1.2 Name, Role, Value: For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies. (Level A)

Note: This success criterion is primarily for Web authors who develop or script their own user interface components. For example, standard HTML controls already meet this success criterion when used according to specification.

- o ***enCodePlus complies with these criteria.***