

# Accessibility Conformance Report for Microsoft Office Specialist (MOS) Excel 365 Exam

WCAG 2.1/Section 508 Edition  
(based on VPAT® version 2.4)

## Overview

Report date: July 20, 2023

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**Product name/version:** Microsoft Office Specialist (MOS) Excel 365 Exam

**Product description:** [Microsoft Office Specialist exams](#) are Live in the App (LITA) exams that measure a candidate's competency using a Microsoft 365 application. Candidates are provided with starter files and instructions to complete a series of tasks directly in the exam application. The task instructions are displayed in a collapsible exam panel.

The portions of the candidate experience attributed to the MOS Excel 365 exam include the task instructions and exam starter files. For information about the accessibility of the exam task panel, refer to the [MOS Windows Test Driver ACR](#). For information about the accessibility of Excel 365, refer to the [Microsoft Excel for Office 365 ACR](#) from Microsoft Corporation.

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### Notes:

- This report documents the accessibility conformance of the product as of the report date.
- References in this report to “the product” or “the exam” refer to the Microsoft Office Specialist (MOS) Excel 365 exam.
- References in this report to “the driver” refer to the Windows Test Driver for MOS exams.

### Evaluation methods used:

- Trained Accessibility Quality Assurance Engineers, including native users of blindness technologies, conducted evaluations that included both automated and manual testing.
- Current testing was conducted on Windows 10 with Chrome browser version 106.
- Assistive technology used during the evaluation included JAWS 2022 and a refreshable braille display.

## Applicable Standards/Guidelines

This report covers the degree of conformance of the product to the accessibility standards and guidelines described in the following table.

**Table 1. Conformance with accessibility standards and guidelines**

Standard/Guideline	Included In Report
<a href="#">Web Content Accessibility Guidelines 2.0</a>	Level A: Yes Level AA: Yes Level AAA: No
<a href="#">Web Content Accessibility Guidelines 2.1</a>	Level A: Yes Level AA: Yes Level AAA: No
<a href="#">Revised Section 508 standards published January 18, 2017, and corrected January 22, 2018</a>	Yes

## Terms

This document uses the following terms to describe the Conformance Level of the product to a success criterion:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can be used only for WCAG 2.0 Level AAA Criteria.
- **Note:** This report does not include information about product conformance to Level AAA Success Criteria.

## WCAG 2.1 Report

Table 2 and Table 3 also document conformance with Revised Section 508: Chapter 5 – 501.1 Scope and 504.2 Content Creation or Editing, and Chapter 6 – 602.3 Electronic Support Documentation.

**Note:** When reporting on conformance with the WCAG 2.1 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

### Level A Success Criteria Conformance

Unless otherwise noted, the criteria in Table 2 also apply to the following sections of Revised Section 508:

- 501 (Web)(Software)
- 504.2 (Authoring Tool)
- 602.3 (Support Docs)

**Table 2. Conformance to Level A success criteria**

Level A Criterion	Conformance Level	Remarks and Explanations
<a href="#">1.1.1 Non-text Content</a>	Supports	The exam has text alternatives for non-text content, including sensory content, and images.
<a href="#">1.2.1 Audio-only and Video-only (Prerecorded)</a>	Not Applicable	The exam does not have audio-only or video-only content.
<a href="#">1.2.2 Captions (Prerecorded)</a>	Not Applicable	The exam has no pre-recorded audio or synchronized media.
<a href="#">1.2.3 Audio Description or Media Alternative (Prerecorded)</a>	Not Applicable	The exam does not have pre-recorded videos.
<a href="#">1.3.1 Info and Relationships</a>	Partially Supports	The exam uses a logical structure in most places where information and relationships can be programmatically determined. Exception: Some tables lack heading markup.
<a href="#">1.3.2 Meaningful Sequence</a>	Supports	The exam presents content in a meaningful order.
<a href="#">1.3.3 Sensory Characteristics</a>	Supports	The exam does not rely only on sensory information to convey meaning.
<a href="#">1.4.1 Use of Color</a>	Supports	The exam does not rely only on color to convey meaning.
<a href="#">1.4.2 Audio Control</a>	Not Applicable	The exam does not have audio or other multimedia.

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Level A Criterion	Conformance Level	Remarks and Explanations
<a href="#">2.1.1 Keyboard</a>	Partially Supports	All core system functionality in the driver (edit fields, buttons, links, navigation controls) can be accessed by using the keyboard. Exception: Empty columns in starter files inhibit logical keyboard navigation.
<a href="#">2.1.2 No Keyboard Trap</a>	Supports	The exam does not have any keyboard traps.
<a href="#">2.1.4 Character Key Shortcuts</a> (WCAG 2.1 only)	Not Applicable	Exam task instructions do not include single-character shortcuts. All other shortcuts are controlled by the driver.
<a href="#">2.2.1 Timing Adjustable</a>	Not Applicable	The driver controls the duration of the exam.
<a href="#">2.2.2 Pause, Stop, Hide</a>	Supports	The exam does not use moving or blinking content.
<a href="#">2.3.1 Three Flashes or Below Threshold</a>	Supports	The exam does not use flashing content.
<a href="#">2.4.1 Bypass Blocks</a> Note for Revised Section 508: <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Not Applicable	The driver controls navigation and bypass blocks.
<a href="#">2.4.2 Page Titled</a>	Not Applicable	The exam does not have page titles by design.
<a href="#">2.4.3 Focus Order</a>	Supports	Correct focus order is available for the elements in the exam.
<a href="#">2.4.4 Link Purpose (In Context)</a>	Supports	The exam uses meaningful link names.
<a href="#">2.5.1 Pointer Gestures</a> (WCAG 2.1 only)	Not Applicable	No exam interactions are based on pointer gestures.
<a href="#">2.5.2 Pointer Cancellation</a> (WCAG 2.1 only)	Not Applicable	The driver controls pointer cancellation.
<a href="#">2.5.3 Label in Name</a> (WCAG 2.1 only) <i>Does not apply to Revised Section 508</i>	Supports	Visual labels are provided in the names of existing elements.
<a href="#">2.5.4 Motion Actuation</a> (WCAG 2.1 only) <i>Does not apply to Revised Section 508</i>	Not Applicable	The exam does not use motion actuation.
<a href="#">3.1.1 Language of Page</a>	Supports	The exam contains language attributes.

Level A Criterion	Conformance Level	Remarks and Explanations
<a href="#">3.2.1 On Focus</a>	Supports	Elements do not change when they receive focus.
<a href="#">3.2.2 On Input</a>	Supports	Changing the setting of any user interface component does not automatically cause a change of context.
<a href="#">3.3.1 Error Identification</a>	Supports	The exam clearly identifies input errors.
<a href="#">3.3.2 Labels or Instructions</a>	Supports	Content input fields are clearly labeled, and clear instructions are given for user input.
<a href="#">4.1.1 Parsing</a>	Supports	The exam adheres to industry coding standards.
<a href="#">4.1.2 Name, Role, Value</a>	Supports	Form fields and primary item interactions are fully compliant and encoded with Name, Role, Value.

## Level AA Success Criteria Conformance

Unless otherwise noted, the criteria in Table 3 also apply to the following sections of Revised Section 508:

- 501 (Web)(Software)
- 504.2 (Authoring Tool)
- 602.3 (Support Docs)

**Table 3. Conformance to Level AA success criteria**

Level AA Criterion	Conformance Level	Remarks and Explanations
<a href="#">1.2.4 Captions (Live)</a>	Not Applicable	The exam does not have time-based media or media players.
<a href="#">1.2.5 Audio Description (Prerecorded)</a>	Not Applicable	The exam does not have time-based media or media players.
<a href="#">1.3.4 Orientation</a> (WCAG 2.1 only) <i>Does not apply to Revised Section 508</i>	Supports	The exam supports multiple display orientations.
<a href="#">1.3.5 Identify Input Purpose</a> (WCAG 2.1 only) <i>Does not apply to Revised Section 508</i>	Supports	The purpose of input fields can be programmatically determined.
<a href="#">1.4.3 Contrast (Minimum)</a>	Partially Supports	The exam has sufficient color contrast in its content. Exception: In starter files, some graphs lack sufficient color contrast.
<a href="#">1.4.4 Resize text</a>	Not Applicable	The driver controls zooming and resizing of content.

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Level AA Criterion	Conformance Level	Remarks and Explanations
<a href="#">1.4.5 Images of Text</a>	Supports	The exam does not include images of text.
<a href="#">1.4.10 Reflow</a> (WCAG 2.1 only) <i>Does not apply to Revised Section 508</i>	Not Applicable	The driver controls zooming and reflow of content.
<a href="#">1.4.11 Non-text Contrast</a> (WCAG 2.1 only) <i>Does not apply to Revised Section 508</i>	Supports	The exam supports 3:1 contrast ratio for non-text elements.
<a href="#">1.4.12 Text Spacing</a> (WCAG 2.1 only) <i>Does not apply to Revised Section 508</i>	Supports	The exam content uses adequate text spacing.
<a href="#">1.4.13 Content on Hover or Focus</a> (WCAG 2.1 only) <i>Does not apply to Revised Section 508</i>	Supports	Pop-up content does not prevent user access to other page content, and users have adequate access to pop-up content.
<a href="#">2.4.5 Multiple Ways</a> Note for Revised Section 508: <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Not Applicable	The driver controls navigation and multiple pathways.
<a href="#">2.4.6 Headings and Labels</a>	Supports	The exam supports meaningful page headings and labels.
<a href="#">2.4.7 Focus Visible</a>	Supports	Keyboard focus is visible and can be enhanced for assistive technology-enabled forms to improve visual perception.
<a href="#">3.1.2 Language of Parts</a>	Supports	The exam supports page language attributes.
<a href="#">3.2.3 Consistent Navigation</a> Note for Revised Section 508: <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Not Applicable	The driver controls navigation.

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Level AA Criterion	Conformance Level	Remarks and Explanations
<a href="#">3.2.4 Consistent Identification</a> Note for Revised Section 508: <ul style="list-style-type: none"><li>• 501 (Web)(Software) – Does not apply to non-web software</li><li>• 602.3 (Support Docs) – Does not apply to non-web docs</li></ul>	Supports	The exam supports consistent use of interface elements like icons and buttons.
<a href="#">3.3.3 Error Suggestion</a>	Not Applicable	The driver controls error suggestion.
<a href="#">3.3.4 Error Prevention (Legal, Financial, Data)</a>	Not Applicable	The driver controls input errors for sensitive data.
<a href="#">4.1.3 Status Messages</a> (WCAG 2.1 only) <i>Does not apply to Revised Section 508</i>	Supports	The driver controls exam-related status messages.

## Level AAA Success Criteria Conformance

This report does not cover the degree of conformance of the product to WCAG 2.x Level AAA Success Criteria.

## Revised Section 508 Report

**Note:** These standards address access to information and communication technology (ICT) under Section 508 of the Rehabilitation Act. Application and scoping information, including definitions and exceptions, is specified in:

- Chapter 1: [Application and Administration](#)
- Chapter 2: [Scoping Requirements](#)

### Chapter 3: [Functional Performance Criteria \(FPC\)](#)

**Table 4. Conformance to Section 508 Chapter 3 criteria**

Functional Performance Criterion	Conformance Level	Remarks and Explanations
302.1 Without Vision	Partially Supports	Refer to <a href="#">Table 2</a> and <a href="#">Table 3</a> for explanations.
302.2 With Limited Vision	Partially Supports	Refer to <a href="#">Table 2</a> and <a href="#">Table 3</a> for explanations.
302.3 Without Perception of Color	Supports	The exam does not rely only on color coding to convey information.
302.4 Without Hearing	Supports	The exam does not rely only on sound to access any of its core functionality.
302.5 With Limited Hearing	Supports	The exam does not rely only on audio to present information.
302.6 Without Speech	Supports	The exam does not rely only on speech input to access any of its core functionality.
302.7 With Limited Manipulation	Supports	The exam does not require simultaneous actions.
302.8 With Limited Reach and Strength	Supports	The exam does not require simultaneous actions.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	The exam uses a simplified language to convey meaning of functions within Excel.

### Chapter 4: [Hardware](#)

**Note:** The Chapter 4 standards do not apply to this product because the product has no hardware components.

### Chapter 5: [Software](#)

**Note:** The Chapter 5 standards do not apply to this product because the product does not meet the definition of software.



## Chapter 6: Support Documentation and Services

**Note:** Section 601 defines the scope of Chapter 6. Subsections 60x.1 state that the elements of each section shall conform to that section. The table does not include these sections and subsections.

**Table 5. Conformance to Section 508 Chapter 6 criteria**

Support Documentation and Services Criterion	Conformance Level	Remarks and Explanations
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	Supports	Accessibility and compatibility features of the product can be made available in accessible electronic formats at no additional charge.
602.3 Electronic Support Documentation	See <a href="#">WCAG 2.1 Report</a> section	See <a href="#">WCAG 2.1 Report</a> section
602.4 Alternate Formats for Non-Electronic Support Documentation	Supports	Accessible electronic formats of non-electronic support documentation can be made available on request at no additional charge.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	Support services are available online, over the phone, or by email to provide information about accessibility and compatibility features to end users.
603.3 Accommodation of Communication Needs	Supports	Support services are available online, over the phone, or by email to provide information about accessibility and compatibility features to end users.

## Legal Disclaimer

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