**Accessibility statement for** [SharePoint (Both Ends)](https://uoe.sharepoint.com/sites/TestSite5)

Application accessibility statement in line with Public Sector Body (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

This accessibility statement applies to:

Communication sites:

(Branding)

[https://uoe.sharepoint.com/sites/Brand?xsdata=MDV8MDJ8fDNjNzJlMjdhNTQ2YjQxOGJjNTAyMDhkY2E1NzVlZDRhfDJlOWYwNmIwMTY2OTQ1ODk4Nzg5MTBhMDY5MzRkYzYxfDB8MHw2Mzg1NjcxNzMwOTA2MjQ3NzB8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxMMk5vWVhSekx6RTVPbTFsWlhScGJtZGZXV3BPYWsxRVVUVmFSRUYwV1RKVk5FNURNREJPTWxVMVRGUm9iRTB5VlhSTlZGcHBUbnBaZVU1Nlp6RlplbU40UUhSb2NtVmhaQzUyTWk5dFpYTnpZV2RsY3k4eE56SXhNVEl3TlRBNE1EUXl8YjA1MjM5YzQ1OTRjNDkwN2M1MDIwOGRjYTU3NWVkNGF8ODk2MGJiOWZhY2ZkNGEzMGIzYWJlNTU3YTkzNTdjNjU%3D&sdata=S2dvc3RsNU5CRlJ0UzkxS3c5d2JMM3EwZy9NK3ZWOHlMRWsvd3hkVE9zND0%3D&ovuser=2e9f06b0-1669-4589-8789-10a06934dc61%2Cvrumenov%40ed.ac.uk&OR=Teams-HL&CT=1721120511476&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI1MC8yNDA2MTMxODQwOCIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D#](https://uoe.sharepoint.com/sites/Brand?xsdata=MDV8MDJ8fDNjNzJlMjdhNTQ2YjQxOGJjNTAyMDhkY2E1NzVlZDRhfDJlOWYwNmIwMTY2OTQ1ODk4Nzg5MTBhMDY5MzRkYzYxfDB8MHw2Mzg1NjcxNzMwOTA2MjQ3NzB8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxMMk5vWVhSekx6RTVPbTFsWlhScGJtZGZXV3BPYWsxRVVUVmFSRUYwV1RKVk5FNURNREJPTWxVMVRGUm9iRTB5VlhSTlZGcHBUbnBaZVU1Nlp6RlplbU40UUhSb2NtVmhaQzUyTWk5dFpYTnpZV2RsY3k4eE56SXhNVEl3TlRBNE1EUXl8YjA1MjM5YzQ1OTRjNDkwN2M1MDIwOGRjYTU3NWVkNGF8ODk2MGJiOWZhY2ZkNGEzMGIzYWJlNTU3YTkzNTdjNjU%3D&sdata=S2dvc3RsNU5CRlJ0UzkxS3c5d2JMM3EwZy9NK3ZWOHlMRWsvd3hkVE9zND0%3D&ovuser=2e9f06b0-1669-4589-8789-10a06934dc61%2Cvrumenov%40ed.ac.uk&OR=Teams-HL&CT=1721120511476&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI1MC8yNDA2MTMxODQwOCIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)

(Digital Strategy)

<https://uoe.sharepoint.com/sites/DigitalStrategyunpublished?xsdata=MDV8MDJ8fDA2NTBlZjJiZGMyYjRmNjg2OTM5MDhkY2E1NzVkM2I2fDJlOWYwNmIwMTY2OTQ1ODk4Nzg5MTBhMDY5MzRkYzYxfDB8MHw2Mzg1NjcxNzI2NjE0NzE1NDV8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxMMk5vWVhSekx6RTVPbTFsWlhScGJtZGZXV3BPYWsxRVVUVmFSRUYwV1RKVk5FNURNREJPTWxVMVRGUm9iRTB5VlhSTlZGcHBUbnBaZVU1Nlp6RlplbU40UUhSb2NtVmhaQzUyTWk5dFpYTnpZV2RsY3k4eE56SXhNVEl3TkRZMU9EYzR8MGU0ODVjNDgyZTJhNGQwOTY5MzkwOGRjYTU3NWQzYjZ8MDFjYzAwNzdjYjFmNGQ2MmFmMDRiOTIxYTIzMmEwOTg%3D&sdata=YzZNTTFxT0dzVVB3NTV2WHk2SVVycW9vSHFUdlVWZXpncmxEa21xRndYTT0%3D&ovuser=2e9f06b0-1669-4589-8789-10a06934dc61%2Cvrumenov%40ed.ac.uk&OR=Teams-HL&CT=1721124151211&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI1MC8yNDA2MTMxODQwOCIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D>

(Solutions Services)

[https://uoe.sharepoint.com/sit es/sharepoint-solutions-service/SitePages/Personal-Document-Management-with-OneDrive.aspx](https://uoe.sharepoint.com/sit%20es/sharepoint-solutions-service/SitePages/Personal-Document-Management-with-OneDrive.aspx)

(Test Site)

<https://uoe.sharepoint.com/sites/TestSite5>

This system is bought and used by University of Edinburgh. We want as many people as possible to be able to use this website. For example, that means you should be able to:

* Access a help section in the same place with contact details.
* Magnify the page up to 200% without issues.
* Reflow is present on all magnification.
* Use both zooming functions on mobile devices.
* Viewed the website in both orientations on mobile devices.
* Customise most of the site on different browsers.
* All areas of the page are able to be reached by keyboard only.
* Screen magnifiers (for example, Zoomtext) worked without issues.
* Speech-to-text assistive software (for example, Dragon NaturallySpeaking) is compatible with all browser configurations when using this site.

We’ve also made the website text as simple as possible to understand. However, some of our content is technical, and we use technical terms where there is no easier wording, we could use without changing what the text means.

# Customising the website

AbilityNet has advice on making your device easier to use if you have a disability. This is an external site with suggestions to make your computer more accessible:

[AbilityNet - My Computer My Way](https://mcmw.abilitynet.org.uk/)

With a few simple steps you can customise the appearance of our website using your browser settings to make it easier to read and navigate:

[Additional information on how to customise our website appearance](https://www.ed.ac.uk/about/website/accessibility/customising-site)

If you are a member of University staff or a student, you can use the free SensusAccess accessible document conversion service:

[Information on SensusAccess](https://www.ed.ac.uk/student-disability-service/staff/supporting-students/accessible-technology)

## How accessible this website is

We know some parts of this website are not fully accessible:

* The spellchecker is inconsistent between each browser and some individual field’s lack spellchecking altogether.
* Data validation is not present in areas which would require it and, in some areas, where is it present it lacks a clear error indication.
* Repetition of information can be added into each page although it wasn’t present the sites tested
* Colour contrasts do not necessarily meet the Web Content Accessibility Guidelines 2.2 AA standards.
* There are naked URLs present.
* Serif font and italics are used.
* Non-links are underlined and many links lack meaningful hypertext.
* Not all customisation options work.
* Some information is conveyed by colour only
* Some keyboard controls are unexpectedly reversed on an info-graph.
* Selection displays are not clearly visible
* There are random illogical occurrences of keyboard controls going from tabbing to arrow keys.
* Some non-text content is missing alt text or has inappropriate descriptions.
* Text-to-speech assistive technology (Job Access with Speech (JAWS) or Read&Write(TextHelp)) is not necessarily compatible with all browser configurations when using this site.
* Some tooltips are either required for the operation of an item, redundant, displayed as full URLs or missing from icons and, obscure other content.
* There are no transcripts or audio descriptions on some videos.
* Captions are not always human corrected.
* There are pop-ups and new browser tabs that open without warning.
* Time limits can be assigned to pages despite not being present in the sites tested.
* Drag is required when editing the page.
* Accessibility statement is out of date.
* There is moving content in the form of loading icons.
* Some parts of the websites are not fully compatible with mobile text-to-speech functionality.

## Feedback and contact information

If you need information on this website in a different format, including accessible PDF, large print, audio recording or braille:

* Email: IS.Helpline@ed.ac.uk
* Telephone: +44 (0)131 651 5151
* British Sign Language (BSL) users can contact us via [Contact](http://contactscotland-bsl.org/) Scotland BSL, the on-line BSL interpreting service.

We’ll consider your request and get back to you in 5 working days.

## Reporting accessibility problems with this Website

We are always looking to improve the accessibility of this website. If you find any problems not listed on this page, or think we’re not meeting accessibility requirements, please contact:

* Email: IS.Helpline@ed.ac.uk
* Telephone: +44 (0)131 651 5151
* British Sign Language (BSL) users can contact us via [Contact](http://contactscotland-bsl.org/) Scotland BSL,

the on-line BSL interpreting service.

We’ll consider your request and get back to you in 5 working days.

## Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the ‘accessibility regulations’). If you’re not happy with how we respond to your complaint please contact the Equality Advisory and Support Service (EASS) directly:

[Contact details for the Equality Advisory and Support Service (EASS)](https://www.equalityadvisoryservice.com/)

The government has produced information on how to report accessibility issues:

[Reporting an accessibility problem on a public sector website](https://www.gov.uk/reporting-accessibility-problem-public-sector-website)

## Contacting us by phone using British Sign Language

British Sign Language service

Contact Scotland BSL runs a service for British Sign Language users and all of Scotland’s public bodies using video relay. This enables sign language users to contact public bodies and vice versa. The service operates from 8.00am to 12.00am, 7 days a week.

[Contact Scotland BSL service details.](https://contactscotland-bsl.org/)

## Technical information about this Website’s accessibility

The University of Edinburgh is committed to making its websites and applications accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

## Compliance Status

This application is partially compliant with the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard, due to the non-compliances listed below.

The full guidelines are available at:

[Web Content Accessibility Guidelines (WCAG) 2.2 AA standard](https://www.w3.org/TR/WCAG22/)

## Non accessible content

The content listed below is non-accessible for the following reasons.

### **Noncompliance with the accessibility regulations**

The following items to not comply with the WCAG 2.2 AA success criteria:

* Images lack alternative text.
	+ [1.1.1 Non-text Content](https://www.w3.org/TR/WCAG22/#non-text-content)
* Lack of transcripts for some video content.
	+ [1.2.1 Audio-only and Video-only (Prerecorded)](https://www.w3.org/TR/WCAG22/#audio-only-and-video-only-prerecorded)
* Captions are not always human corrected.
	+ [1.2.2 Captions (Prerecorded)](https://www.w3.org/TR/WCAG22/#captions-prerecorded)
* Lack of audio descriptions for prerecorded videos.
	+ [1.2.3 Audio Description or Media Alternative (Prerecorded)](https://www.w3.org/TR/WCAG22/#audio-description-or-media-alternative-prerecorded)
* Some information is conveyed by colour only.
	+ [1.4.1 Use of Colour](https://www.w3.org/TR/WCAG22/#use-of-color)
* Colour contrast is not always sufficient between text and background colours.
	+ [1.4.3 Contrast (Minimum)](https://www.w3.org/TR/WCAG22/#contrast-minimum)
* Some tooltips obscure content.
	+ [1.4.13 Content on Hover or Focus](https://www.w3.org/TR/WCAG22/#content-on-hover-or-focus)
* Some parts of the site working correctly by keyboard.
	+ [2.1.1 Keyboard](https://www.w3.org/TR/WCAG22/#keyboard)
* Time limits can be added to pages.
	+ [2.2.1 Timing Adjustable](https://www.w3.org/TR/WCAG22/#timing-adjustable)
* No option to pause moving content like loading icons.
	+ [2.2.2 Pause, Stop, Hide](https://www.w3.org/TR/WCAG22/#pause-stop-hide)
* Links do not always have meaningful hypertext.
* [2.4.4 Link Purpose in Context](https://www.w3.org/TR/WCAG22/#link-purpose-in-context)
* Where a keyboard user has tabbed to was not always sufficiently visible.
* [2.4.7 Focus visible](https://www.w3.org/TR/WCAG22/#focus-visible)
* Dragging is required to edit the pages of the site.
	+ [2.5.7 Dragging Movements](https://www.w3.org/TR/WCAG22/#dragging-movements)
* When some items received focus which initiates a change without the user interacting with the element
* [3.2.1 On Focus](file:///C%3A%5CUsers%5Cvgalt%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CLN84QSJH%5C3.2.1%20On%20Focus)
* Users are not always alerted when links open new windows or pop ups
	+ [3.2.2 On Input](https://www.w3.org/TR/WCAG22/#on-input)
* Error suggestions are not present on all parts of the system
* [3.3.3 Error Suggestion](https://www.w3.org/TR/WCAG22/#error-suggestion)
* Repetition of information can be added to the pages.
	+ [3.3.7 Redundant Entry](https://www.w3.org/TR/WCAG22/#redundant-entry)
* The website is not fully compatible with assistive software as not all items are coded correctly
	+ [4.1.2 Name, Role, Value](https://www.w3.org/WAI/WCAG21/Understanding/name-role-value)

We aim to improve our website’s accessibility on a regular and continuous basis. See the section below ('What we're doing to improve accessibility') on how we are improving our site accessibility.

We will continue to address the accessibility issues highlighted, working alongside the software suppliers of SharePoint to deliver a solution or suitable workaround. Unless specified otherwise, a complete solution or significant improvement will be in place for those items within our control by January 2025.

## Disproportionate burden

We are not currently claiming that any accessibility problems would be a disproportionate burden to fix.

### Content that’s not within the scope of the accessibility regulations

#### Maps

It is unlikely that the maps used within the website are fully accessible with all assistive technologies. However, maps are currently not within the scope of the regulations.

There is a lot of additional information available in different formats, including address written as text in the event information.

The following items do not comply with the WCAG 2.2 AA success criteria:

* Not all non-text content presented to users has alternative text
	+ [1.1.1 Non-text Content](https://www.w3.org/TR/WCAG22/#non-text-content)
* Colour is used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element
	+ [1.4.1 Use of Color](https://www.w3.org/TR/WCAG22/#use-of-color)
* The map is not fully compatible with assistive software
	+ [4.1.2 Name, Role, Value](https://www.w3.org/WAI/WCAG21/Understanding/name-role-value)

## What we’re doing to improve accessibility

We will continue to address the accessibility issues highlighted, working alongside the software suppliers of SharePoint to deliver a solution or suitable workaround. Unless specified otherwise, a complete solution or significant improvement will be in place for those items within our control by January 2025.

While we are in the process of resolving these accessibility issues, we will ensure reasonable adjustments are in place to make sure no user is disadvantaged. As changes are made, we will continue to review accessibility and retest the accessibility of this website.

## Preparation of this accessibility statement

**This statement was prepared on January 15th 2025. It was last reviewed on January 15th 2025.**

**The website was last tested on January 9th 2025. The testing was carried out by the Service Management team at the University of Edinburgh** using both automated and manual methods. The site was tested on a PC, primarily using the browsers Microsoft Edge (129.0.2792.52), Firefox (130.0.1) and Google Chrome (129.0.6668.59). Recent world-wide usage levels survey for different screen readers and browsers shows that Chrome, Mozilla Firefox and Microsoft Edge are increasing in popularity and Google Chrome is now the favoured browser for screen readers:

[WebAIM: Screen Reader User Survey](https://webaim.org/projects/screenreadersurvey9/)

The aforementioned three browsers have been used in certain questions for reasons of breadth and variety.

We ran automated testing using [Axe DevTools](https://www.deque.com/axe/devtools/) and then manual testing that included:

* Spell check functionality;
* Scaling using different resolutions and reflow;
* Options to customise the interface (magnification, font, background colour, etc);
* Keyboard navigation and keyboard traps;
* Data validation;
* Warning of links opening in new tab or window;
* Information conveyed in the colour or sound only;
* Flashing, moving or scrolling text;
* Use with screen reading software (for example JAWS);
* Assistive software (TextHelp Read and Write, Windows Magnifier, ZoomText, Dragon Naturally Speaking, TalkBack and VoiceOver);
* Tooltips and text alternatives for any non-text content;
* Time limits;
* Compatibility with mobile accessibility functionality (Android and iOS);
* Any drag functionality and alternatives;
* Consistent help functions;
* No need to re-enter data already submitted;
* Any cognitive tests.

## Change Log