

Dear Mei and Andy,

For the process of planning and running an accessibility assessment, we based our review on the following resources:

1. [New] Rebus draft of Accessibility Requirements for Publishing:

https://docs.google.com/document/d/1cEVpqX_lvQR04_QKioc_WSo7GSsXpDKQht1v8ecCXvw/edit?usp=sharing

2. ABC of digital accessibility - Brief introduction: <https://www.accessibletextbooksforall.org/abcs-digital-accessibility>

3. BCcampus [accessibility checklist](#)

4. Strategies, D. E., & School, T. C. (2019). *Professional Web Accessibility Auditing Made Easy*. The Chang School, Toronto Metropolitan University (formerly Ryerson University). <https://pressbooks.library.torontomu.ca/pwaa/>

Element	Requirements	Pass?	Comments for Guidance
License	Must be a Creative Commons licence, except no derivative conditions.	Yes	
Formats	Book should be public download files must be available: editable (XHTML, XML, common cartridge, or ODT), (PDF or EPUB) formats	Yes No	Make book available in recommended online and offline formats Apurva will take care of the final step to make them appear Pressbooks instructions here: https://guide.pressbooks.com/chapter/export/
Cover and Metadata	The following fields in the Book Information section in the dashboard must be completed: - o Title - o Short description - o Long description - o Basic contributor info: author, editor, reviewer, contributor, etc. - o License - o Publication date - o Subject Include cover image		Include short book description to let audience (students and potential adopters know who this resource is for and what areas will be covered) – see example Provide basic information on all contributors.

Editing	OER must be copy edited	Yes	
Peer-review	OER must be peer-reviewed OER must contain a review statement	Yes?	Name peer-reviewers to provide credit
Accessibility	OER should be built with accessibility and inclusive design and mind - see our Accessibility Best Practices from TSP and recommendations below OER must contain an accessibility statement, for which the OER must have been reviewed using the using the Accessibility Checklist	No	
Content requirements			
Front matter	required: 1. Introduction 2. Acknowledgements recommended: 1. What is an open textbook or OER? 2. How to access and use this OER? 3. Dedication 4. Preface 5. Praise for the OER		required: 1. Introduction 2. Acknowledgements
Back matter	Required: 1. About the contributors 2. Accessibility assessment 3. Review statement 4. Version history recommended: 1. Feedback and suggestions		1. Include brief bios for contributors 2. There is no need to include the Rebus Community, but if you wish, place the reference below your own review process. 3. Include a means of contact for those people who follow up on your invitation to provide feedback in your review statement. 4. Include Version history

	2. Adoption for 3. Licensing and attribution information 4. Glossary 5. Appendix/templates		
Headings	Content is organized under headings and subheadings that are used sequentially.	No	To help people access the book with screen readers but also process the structure cognitively more easily, 1. please don't put text into the summary boxes when not necessary 2. use headings and subheadings as helpful indicators for segments (i.e. text in 繁体和简体, tables , grammar notes, commentary, vocabulary, example texts, audio inserts, etc.)
Images	Images that convey information include alternative text descriptions. These descriptions are provided in the alt text field, in the surrounding text, or linked to as a long description.	No	Provide either captions or alternative text telling someone with vision issues what the map shows and why it is placed here
Images	Images and text do not rely on colour to convey information.	N.A.	
Images	Images that are purely decorative or are already described in the surrounding text contain empty alternative text descriptions. (Descriptive text is unnecessary if the image doesn't convey contextual content information.)	N/A	
Tables	Tables include row and/or column headers that have the correct scope assigned.	No	Include table column headers
Tables	Tables include a title or caption.	No	
Tables	Tables do not have merged or split cells.	Yes	
Tables	Tables have adequate cell padding.	Yes	
Links	The link text describes the destination of the link.	Yes	

Links	Links do not open new windows or tabs. If they do, a textual reference is included in the link text.	N/A	
Links	Links to files include the file type in the link text.	N/A	
Audio	All audio content includes a transcript that includes all speech content and relevant descriptions of non-speech audio and speaker names/headings where necessary.	N/A	Include descriptors or audio recording attributing the creator and the speaker.
Video	All videos include high-quality (i.e., not machine generated) captions of all speech content and relevant non-speech content.	N/A	
Video	All videos with contextual visuals (graphs, charts, etc.) are described audibly in the video.	N/A	
H5P	All H5P activities have been tested for accessibility by the H5P team and have passed their testing.	N/A	
H5P	All H5P activities that include images, videos, and/or audio content meet the accessibility requirements for those media types.	N/A	
Formulas	Formulas have been created using LaTeX and are rendered with MathJax.	N/A	
Formulas	If LaTeX is not an option, formulas are images with alternative text descriptions.	N/A	
Font	Font size is 12 point or higher for body text.	Yes	
Font	Font size is 9 point for footnotes or endnotes.	Yes	
Font	Font size can be zoomed to 200% in the webbook or eBook formats.	Yes	