



Award Force Accessibility Conformance Report

WCAG Edition

(Based on VPAT[®] Version 2.5)

Name of Product/Version: Award Force

Report Date: 15th August 2024

Product Description: Award force is recognised as the world's #1 software for managing awards entries and judging online. Designed for performance and function, it's fast, secure and offers an unparalleled experience for entrants, judges, and awards managers.

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Evaluation Methods Used: Testing was conducted on MacOS Sonoma 14.6 using Chrome version 127, VoiceOver for Mac, and the WebAIM accessibility tool.

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A Yes Level AA Yes Level AAA No
Web Content Accessibility Guidelines 2.1	Level A Yes Level AA Yes Level AAA No
Web Content Accessibility Guidelines 2.2	Level A Yes Level AA Yes Level AAA No
Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018	Yes
EN 301 549 Accessibility requirements for ICT products and services - V3.1.1 (2019-11) AND EN 301 549 Accessibility requirements for ICT products and services - V3.2.1 (2021-03)	Yes

Terms

The terms used in the Conformance Level information are defined as follows:

- **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 only be used in WCAG Level AAA criteria.

WCAG 2.x Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 - Web, Sections 10.1-10.4 of Chapter 10 - Non-Web documents, and Sections 11.1-11.4 and 11.8.2 of Chapter 11 - Non-Web Software (open and closed functionality), and Sections 12.1.2 and 12.2.4 of Chapter 12 – Documentation
- Revised Section 508: Chapter 5 – 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 – 602.3 Electronic Support Documentation.

Note: When reporting on conformance with the WCAG 2.x 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](#).

Table 1: Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)	Supports	The product provides text alternatives for non-text content such as images and user interface controls. The non-text content provides descriptive information to people using assistive technologies
1.2.1 Audio-only and Video-only (Prerecorded) (Level A)	Supports	The product provides alternatives to audio-only and video-only content. Users can upload transcripts to provide an alternative for users with hearing impairments. In the case of video-only content users can upload audio alternatives for users with vision impairments.
1.2.2 Captions (Prerecorded) (Level A)	Supports	The video player supports captions and the entry input form provides a field for users to submit caption files.
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)	Supports	The product provides alternatives to audio-only and video-only content. Users can upload transcripts to provide an alternative for users with hearing impairments. In the case of video-only content users can upload audio alternatives for users with vision impairments.
1.3.1 Info and Relationships (Level A)	Supports	The application makes use of ARIA landmarks to identify regions of the page and elements like menus, text input fields, tabs, and buttons.
1.3.2 Meaningful Sequence (Level A)	Supports	The application orders content on the page in a meaningful sequence and makes use of the tabIndex property when needed.
1.3.3 Sensory Characteristics (Level A)	Supports	Understanding and using the application does not rely solely on sensory characteristics like shape and colour. Textual identification is included for all items.

Criteria	Conformance Level	Remarks and Explanations
1.4.1 Use of Color (Level A)	Supports	Textual identification is provided to convey information to indicate an action, request a response, or to distinguish a visual element on the page.
1.4.2 Audio Control (Level A)	Supports	The application does not play audio automatically on any pages.
2.1.1 Keyboard (Level A)	Supports	The interface can be navigated by keyboard only using the tab and arrow keys.
2.1.2 No Keyboard Trap (Level A)	Supports	Elements on the page can be navigated to and away from using keyboard tab and arrow keys.
2.1.4 Character Key Shortcuts (Level A 2.1 and 2.2)	Supports	There are no keyboard character shortcuts in the app.
2.2.1 Timing Adjustable (Level A)	Supports	Access to the entry form is set and communicated by the program manager. Tools (content blocks, notifications, entry round countdown and broadcasts) are available to the program manager to provide adequate messaging of deadline dates. Access to judging data is also set by the program manager who can communicate this to users through the system.
2.2.2 Pause, Stop, Hide (Level A)	Not applicable	The app does not have any moving, blinking, or scrolling information that automatically changes.
2.3.1 Three Flashes or Below Threshold (Level A)	Supports	The app does not contain any pages with flashing information.
2.4.1 Bypass Blocks (Level A)	Supports	Skip to content links have been provided on each page and menus are identified as menus using ARIA labelling.
2.4.2 Page Titled (Level A)	Supports	Every page has a descriptive title.
2.4.3 Focus Order (Level A)	Supports	The page can be navigated sequentially via keyboard tab and arrow keys and focus goes from left to right and top to bottom.
2.4.4 Link Purpose (In Context) (Level A)	Supports	All links contain descriptive text that indicates what the link is for.
2.5.1 Pointer Gestures (Level A 2.1 and 2.2)	Not applicable	The app does not have any multipoint or path-based pointer gestures

Criteria	Conformance Level	Remarks and Explanations
2.5.2 Pointer Cancellation (Level A 2.1 and 2.2)	Supports	For single pointer functionality, down events do not trigger any actions.
2.5.3 Label in Name (Level A 2.1 and 2.2)	Supports	User interface components include names that describe the component to allow speech recognition software to operate the software.
2.5.4 Motion Actuation (Level A 2.1 and 2.2)	Not applicable	There is no functionality in the app that requires shaking, tilting, or gesturing a device to perform an action.
3.1.1 Language of Page (Level A)	Supports	The language of the page is specified using language attributes on the HTML element.
3.2.1 On Focus (Level A)	Supports	When focus changes in the app it does not trigger a change of context.
3.2.2 On Input (Level A)	Supports	Forms are submitted when a “Submit” button is clicked.
3.2.6 Consistent Help (Level A 2.2 only)	Supports	Access to the help centre is from the same place on all pages throughout the app.
3.3.1 Error Identification (Level A)	Supports	Input validation errors are described to the user in text.
3.3.2 Labels or Instructions (Level A)	Supports	Descriptive labels are provided for interface controls that require user input.
3.3.7 Redundant Entry (Level A 2.2 only)	Supports	Users are not required to enter the same information twice and all forms and search fields use remembrance.
4.1.2 Name, Role, Value (Level A)	Supports	All user interface components use aria labelling to aid assistive technologies. In addition, markup is used to expose the name, role, and value information of user controls.

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA)	Not applicable	The app does not live-stream any audio or video content.

Criteria	Conformance Level	Remarks and Explanations
1.2.5 Audio Description (Prerecorded) (Level AA)	Supports	Program managers can provide an input field for audio descriptions to users who submit video and audio files.
1.3.4 Orientation (Level AA 2.1 and 2.2)	Supports	The app is responsive and adapts to different orientations and devices.
1.3.5 Identify Input Purpose (Level AA 2.1 and 2.2)	Supports	The different types of user input fields are described programmatically. eg., type="email"
1.4.3 Contrast (Minimum) (Level AA)	Supports	The text and background has a contrast ratio of at least 4.5:1.
1.4.4 Resize text (Level AA)	Supports	The app supports the resizing of text up to 300% without any loss of functionality.
1.4.5 Images of Text (Level AA)	Supports	The app uses text rather than images of text to present information.
1.4.10 Reflow (Level AA 2.1 and 2.2)	Supports	When the browser zoom is used the content is presented as a single column and does not require scrolling in two dimensions.
1.4.11 Non-text Contrast (Level AA 2.1 and 2.2)	Supports	Interface components have a contrast ratio of at least 3:1.
1.4.12 Text Spacing (Level AA 2.1 and 2.2)	Supports	Line height spacing is 1.5 times the font size; spacing between paragraphs is 2 times the font size; letter spacing is at least 0.12 times the font size and word spacing is at least 0.16 times the font size
1.4.13 Content on Hover or Focus (Level AA 2.1 and 2.2)	Supports	Popovers can be dismissed using the Escape key. You can also move the mouse over the text in the popover without it disappearing.
2.4.5 Multiple Ways (Level AA)	Supports	The app is not a set of web pages.
2.4.6 Headings and Labels (Level AA)	Supports	Headings and labels are descriptive and indicate purpose.
2.4.7 Focus Visible (Level AA)	Supports	Keyboard focus is visible.
2.4.11 Focus Not Obscured (Minimum) (Level AA 2.2 only)	Supports	Input fields and controls with focus are always visible.
2.5.7 Dragging Movements (Level AA 2.2 only)	Partially supports	An alternative method is provided for ordering fields so users don't have to use drag and drop. Items in a drop-down list can currently only be ordered by drag and drop.

Criteria	Conformance Level	Remarks and Explanations
2.5.8 Target Size (Minimum) (Level AA 2.2 only)	Supports	Targets for pointer selection and input are greater than or equal to 24px x 24px.
3.1.2 Language of Parts (Level AA)	Supports	The app supports just one language at a time and it's defined programmatically.
3.2.3 Consistent Navigation (Level AA)	Supports	Navigation is consistent across the app.
3.2.4 Consistent Identification (Level AA)	Supports	Components in the app with the same functionality are identified consistently.
3.3.3 Error Suggestion (Level AA)	Supports	Input validation errors display text that describes the error and how to rectify it.
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)	Supports	Submissions can be reverted to in progress and/or deleted. Orders can also be deleted and refunds issues via the payment gateway.
3.3.8 Accessible Authentication (Minimum) (Level AA 2.2 only)	Supports	A direct login link is available for authentication, dispensing with the need to remember a password.
4.1.3 Status Messages (Level AA 2.1 and 2.2)	Supports	Success feedback is provided to the user when forms are submitted. Alert messages have the appropriate role.

Table 3: Success Criteria, Level AAA

Notes: Not applicable. The Recipe Dashboard site was not evaluated for WCAG 2.1 Level AAA conformance.

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

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Supports	The app can be accessed using keyboard or assistive technologies. Where drag-and-drop functionality is available an alternative option for configuration is provided.
302.2 With Limited Vision	Supports	The app is accessible to users with limited vision.
302.3 Without Perception of Color	Supports	Colour perception is not required to use the app.
302.4 Without Hearing	Supports	The app does not require hearing. If users upload videos or audio to entries they have the option to also include captions and written text.
302.5 With Limited Hearing	Supports	The app does not require hearing. If users upload videos or audio to entries they have the option to also include captions and written text.
302.6 Without Speech	Supports	Speech input is not required to use the app.
302.7 With Limited Manipulation	Supports	The app can be navigated using a keyboard.
302.8 With Limited Reach and Strength	Supports	The app can be used with limited reach and strength.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	The app can be used by individuals with limited cognitive, language, and learning abilities.

Chapter 4: [Hardware](#)

Not applicable

Chapter 5: [Software](#)

Criteria	Conformance Level	Remarks and Explanations
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501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.x section	See information in WCAG 2.x section
502 Interoperability with Assistive Technology	Heading cell – no response required	Heading cell – no response required
502.2.1 User Control of Accessibility Features	Not applicable	The app is not platform software.
502.2.2 No Disruption of Accessibility Features	Supports	The app does not disrupt or override any platform accessibility features.
502.3 Accessibility Services	Heading cell – no response required	Heading cell – no response required
502.3.1 Object Information	Supports	The app uses appropriate role, state, property names to support assistive technologies.
502.3.2 Modification of Object Information	Supports	States and properties that can be set by the user can be done through assistive technologies.
502.3.3 Row, Column, and Headers	Supports	Tables use appropriate labelling to indicate rows and headers.
502.3.4 Values	Supports	All values can be determined using assistive technologies.
502.3.5 Modification of Values	Supports	Values that can be set by the user can be determined using assistive technologies.
502.3.6 Label Relationships	Supports	All components have appropriate labels that are programmatically determinable
502.3.7 Hierarchical Relationships	Supports	Hierarchical relationships (parent-child) are programmatically determinable
502.3.8 Text	Supports	All text is programmatically determinable
502.3.9 Modification of Text	Supports	Text that can be modified by the user is available to assistive technologies.
502.3.10 List of Actions	Supports	Actions available to an object are programmatically determinable
502.3.11 Actions on Objects	Supports	Actions on objects are available to assistive technologies.

502.3.12 Focus Cursor	Supports	The cursor uses focus to allow the user to track changes, expose information, and show text insertion points.
502.3.13 Modification of Focus Cursor	Supports	The cursor focus can be controlled by assistive technologies.
502.3.14 Event Notification	Supports	Notification of events such as state changes are available to assistive technologies.
502.4 Platform Accessibility Features	Not applicable	The app is not platform software.
<u>503 Applications</u>	Heading cell – no response required	Heading cell – no response required
503.2 User Preferences	Partially supports	The app will inherit from the user's system preferences. The font size can be changed using the browser zoom settings. Exceptions: The font type cannot be changed and nor can the colour and contrast.
503.3 Alternative User Interfaces	Supports	The app does not provide an alternative user interface that functions as an assistive technology.
503.4 User Controls for Captions and Audio Description	Heading cell – no response required	Heading cell – no response required
503.4.1 Caption Controls	Supports	The app supports captioning for videos.
503.4.2 Audio Description Controls	Supports	The app allows for upload of audio transcripts.
<u>504 Authoring Tools</u>	Heading cell – no response required	Heading cell – no response required
504.2 Content Creation or Editing (if not authoring tool, enter "not applicable")	See <u>WCAG 2.x</u> section	See information in WCAG 2.x section
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Supports	The app does not convert content from one format to another.

504.2.2 PDF Export	Does not support	PDF files created by the system do not have accessible features of tagging, titles, and language. To be implemented.
504.3 Prompts	Does not support	Users have the option to change theme colours but we do not prompt them to ensure sufficient colour contrast. Users have the option to upload video captions but they are not required to do so.
504.4 Templates	Not applicable	

Chapter 6: [Support Documentation and Services](#)

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	Supports	The help centre includes information on accessibility features like video captions.
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in WCAG 2.x section
602.4 Alternate Formats for Non-Electronic Support Documentation	Not applicable	Documentation is only provided in electronic format.
603 Support Services	Heading cell – no response required	Heading cell – no response required

603.2 Information on Accessibility and Compatibility Features	Supports	The client success team can provide information on accessibility features like video captions when needed.
603.3 Accommodation of Communication Needs	Supports	The client success team accommodates the communication needs of all users including individuals with disabilities.

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Chapter [4: Functional Performance Statements \(FPS\)](#)

Criteria	Conformance Level	Remarks and Explanations
4.2.1 Usage without vision	Supports	The app can be accessed using keyboard or assistive technologies. Where drag-and-drop functionality is available an alternative option for configuration is provided.
4.2.2 Usage with limited vision	Supports	The app is accessible to users with limited vision.
4.2.3 Usage without perception of colour	Supports	Colour perception is not required to use the app.
4.2.4 Usage without hearing	Supports	The app does not require hearing. If users upload videos or audio to entries they have the option to also include captions and written text.
4.2.5 Usage with limited hearing	Supports	The app does not require hearing. If users upload videos or audio to entries they have the option to also include captions and written text.
4.2.6 Usage with no or limited vocal capability	Supports	Speech input is not required to use the app.

4.2.7 Usage with limited manipulation or strength	Supports	The app can be navigated using a keyboard and does not require strength.
4.2.8 Usage with limited reach	Supports	The app can be used with limited reach.
4.2.9 Minimize photosensitive seizure triggers	Supports	The app does not have any flashing lights or contrasting dark and light patterns.
4.2.10 Usage with limited cognition, language or learning	Supports	The app can be used by individuals with limited cognitive, language, and learning abilities.
4.2.11 Privacy	Supports	The same level of privacy is granted to all users including users of assistive technology.

Chapter [5: Generic Requirements](#)

Not applicable. The app does not have any functionality that restricts the use of assistive technologies.

Chapter [6: ICT with Two-Way Voice Communication](#)

Not applicable. The app does not have any functionality that relies on two-way voice communication.

Chapter [7: ICT with Video Capabilities](#)

Criteria	Conformance Level	Remarks and Explanations
7.1 Caption processing technology	Heading cell – no response required	Heading cell – no response required

7.1.1 Captioning playback	Supports	The app supports video captions.
7.1.2 Captioning synchronization	Supports	Captions are provided by the user and the app follows the time stamp given in the caption file.
7.1.3 Preservation of captioning	Not applicable	The app does not transmit, convert, or record video.
7.1.4 Captions characteristics	Does not support	Users cannot change the colour or font type of captions.
7.1.5 Spoken subtitles	Does not support	Captions are visible only and not available as spoken subtitles however users are able to upload their own audio files.
7.2.1 Audio description playback	Does not support	Audio descriptions are not provided with video playback however users can upload separate audio files with the audio description recording.
7.2.2 Audio description synchronization	Does not support	Audio descriptions are not included with videos.
7.2.3 Preservation of audio description	Does not support	Audio descriptions are not included with videos.
7.3 User controls for captions and audio description	Does not support	There are no customisation options for captions.

Chapter [8: Hardware](#)

Not applicable. The app is a software product only.

Chapter [9: Web](#) (see [WCAG 2.x section](#))

Chapter [10: Non-Web Documents](#)

Not applicable. The app can only be accessed on the web.

Chapter [11: Software](#)

Notes:

Criteria	Conformance Level	Remarks and Explanations
11.0 General (informative)	Heading cell – no response required	Heading cell – no response required
11.1.1.1 through 11.4.1.3	See WCAG 2.x section	See information in WCAG 2.x section
11.5 Interoperability with assistive technology	Heading cell – no response required	Heading cell – no response required
11.5.1 Closed functionality	Heading cell – no response required	Heading cell – no response required
11.5.2 Accessibility services	Heading cell – no response required	Heading cell – no response required
11.5.2.1 Platform accessibility service support for software that provides a user interface	See 11.5.2.5 through 11.5.2.17	See information in 11.5.2.5 through 11.5.2.17
11.5.2.2 Platform accessibility service support for assistive technologies	See 11.5.2.5 through 11.5.2.17	See information in 11.5.2.5 through 11.5.2.17
11.5.2.3 Use of accessibility services	See information in 11.5.2.5 through 11.5.2.17	See information in 11.5.2.5 through 11.5.2.17

11.5.2.4 Assistive technology	Not applicable	The app is not an assistive technology.
11.5.2.5 Object information	Supports	The app uses appropriate role, state, property names to support assistive technologies.
11.5.2.6 Row, column, and headers	Supports	Tables use appropriate labelling to indicate rows and headers.
11.5.2.7 Values	Supports	All values can be determined using assistive technologies.
11.5.2.8 Label relationships	Supports	All components have appropriate labels that are programmatically determinable.
11.5.2.9 Parent-child relationships	Supports	Hierarchical relationships (parent-child) are programmatically determinable.
11.5.2.10 Text	Supports	All text is programmatically determinable.
11.5.2.11 List of available actions	Supports	Actions available to an object are programmatically determinable.
11.5.2.12 Execution of available actions	Supports	Actions on objects are available to assistive technologies.
11.5.2.13 Tracking of focus and selection attributes	Supports	The cursor uses focus to allow the user to track changes, expose information, and show text insertion points.
11.5.2.14 Modification of focus and selection attributes	Supports	The cursor focus can be controlled by assistive technologies.
11.5.2.15 Change notification	Supports	Notification of events such as state changes are available to assistive technologies.
11.5.2.16 Modifications of states and properties	Supports	States and properties that can be set by the user can be done through assistive technologies.
11.5.2.17 Modifications of values and text	Supports	Values that can be set by the user can be determined using assistive technologies.
11.6 Documented accessibility usage	Heading cell – no response required	Heading cell – no response required
11.6.1 User control of accessibility features	Not applicable	The app is not a platform.
11.6.2 No disruption of accessibility features	Supports	The app does not interfere with or disrupt the use of assistive technologies.

11.7 User preferences	Partially supports	The app will inherit from the user's system preferences. The font size can be changed using the browser zoom settings. Exceptions: The font type cannot be changed.
11.8 Authoring tools	Heading cell – no response required	Heading cell – no response required
11.8.1 Content technology	Heading cell – no response required	Heading cell – no response required
11.8.2 Accessible content creation	See WCAG 2.x section (If not authoring tool, enter "Not Applicable")	See information in WCAG 2.x section
11.8.3 Preservation of accessibility information in transformations	Supports	Accessibility information is preserved when page structure changes.
11.8.4 Repair assistance	Does not support	The app does not enforce the use of captions or ensure sufficient colour contrast is maintained if the user changes theme colours.
11.8.5 Templates	Not applicable	The app does not provide templates.

Chapter [12: Documentation and Support Services](#)

Criteria	Conformance Level	Remarks and Explanations
12.1 Product documentation	Heading cell – no response required	Heading cell – no response required

12.1.1 Accessibility and compatibility features	Supports	The help centre includes information about the use of captions.
12.1.2 Accessible documentation	See WCAG 2.x section	See information in WCAG 2.x section
12.2 Support Services	Heading cell – no response required	Heading cell – no response required
12.2.2 Information on accessibility and compatibility features	Supports	The client success team can provide information on accessibility features like captions when needed.
12.2.3 Effective communication	Supports	The client success team supports all users including individuals with disabilities.
12.2.4 Accessible documentation	See WCAG 2.x section	See information in WCAG 2.x section

Chapter [13: ICT Providing Relay or Emergency Service Access](#)

Not applicable. The app does not provide any relay or emergency service access.