**Internal Digital Accessibility Risk Scoring**- *revised August 2021*

Product Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Final Risk Category:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed and Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information gathered from:

* Intake Form
* Communication with Requestor
* Communication with IT contact

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| --- | --- | --- |
| **Risk Factor Category** | **Scoring Rubric** | **Score** |
| **VPAT** *Choose one* | * 5 = No current or historical VPAT exists.
* 4 = VPAT is highly unsatisfactory either in quality of completion or results of testing.
* 3 = VPAT is more than two years old OR Testing methods are missing or lack adequate detail. Explanation fields are left blank, seem copied/part of a template, or reveal significant barriers.
* 2 = VPAT is within 2 years old but is less thorough or accurate OR VPAT is older than 2 years but filled out thoroughly by third party.
* 1 = VPAT is current. Testing methods are listed. Any "Does Not Support" responses are accompanied by explanations.
 |  |
| **Total annual cost of the product, including all add-ons and fees** *Choose one* | * 5 = More than $100,000
* 4 = $50,000-$100,000
* 3 = $25,000-$50,000
* 2 = $2500-$25,000
* 1 = Less than $2500 or free
 |  |
| **Audience(s) Using Product** *Choose as many as apply and add scores for right-most column* | * 5 = Current Students and Staff
* 4 = Current Students
* 3 = Current Faculty/Staff
* 2 = Student/Employee Recruitment or Alumni
* 1 = Other
 |  |
| **Operational Scope** *Choose as many as apply and add scores for right-most column* | * 5 = **Public facing, high traffic** *(part of student/donor/alumni lifecycle OR in use by over 500 users OR for students of entire college, business area or program)*
* 3 = **Public facing, moderate traffic** *(100-500 users OR in use by entire course or department)*
* 2 = **Public facing, low traffic** *(under 100 users)*
* 4 = **Internal use, high user count** *(part of mandatory employee lifecycle OR in use by over 500 users*)
* 2 = **Internal use, medium user count** *(100-500 users OR in use by entire business area)*
* 1 = **Internal use, low user count** *(under 100 users)*
 |  |
| **Purpose***Choose one* | * 5 = Mandatory use by employees or registered students
* 4 = Non-mandatory technology for active courses (includes LTIs)
* 3 = Non-mandatory student or staff development
* 2 = Used in research OR to support alumni/recruitment
* 1 = Other
 |  |
| **Total Score** | ***Multiply each number from column.*** *VPAT x Cost x Audience x Scope x Purpose x Users =* |  |
| **Known Impaired Users** | *IF total score is under 1000, but there is knowledge of a prospective* *or current user who is impaired, bump category to* ***HIGH RISK*** |

**Impact Score Categories:** *High*: 200+, *Low*: 1 – 200

***Mark Final Risk Category at top of page.***