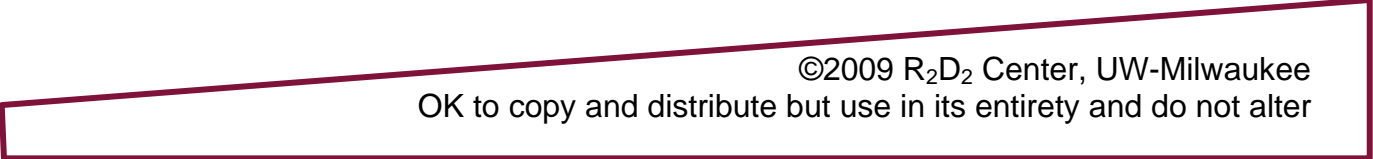# P3 AUDIT Manual (Version 1.1)

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COMPATIBILITY

All AUDITs have been tested for compatibility with Excel 2004 in Mac OS X and Excel 2003 in Windows XP and Windows Vista.

Note: If you are a PC user in order to use the AUDITs, Macro Security must be set to Medium (recommended) or Low (not recommended). The AUDITs will run on a Mac system without needing this adjustment.

BACKGROUND

"P3" = The Presenter Presenting the Presentation. The P3 AUDIT evaluates the accessibility and usability aspects of a presentation.

In higher education, the presentation is one of the main methods for conveying information to students. In order to provide an equal opportunity for all students as they learn, universal design (UD) of presentations allows all individuals to have a better opportunity to take in all of the information of a presentation or lecture through methods that allows for a variety of learning styles and abilities.

Items in the P3 AUDIT are created based on current studies about presentation, teaching and learning strategies. The P3 AUDIT acknowledges the importance of the environment and audiovisual (AV) equipment as well as the presentation itself. The questions in the P3 AUDIT are developed to avoid unnecessary technical terms and jargon. We encourage its use by students, faculty, or anyone doing a presentation.

An individual may assess a videotaped presentation of one of their lectures, performing a self-AUDIT. Alternatively, audience members can score the AUDIT during a presentation.

DIRECTIONS

To perform an AUDIT:

- ✓ Open the Excel file: click on "enable macros".
- ✓ The AUDIT will open in "Page Break Preview" view. You may change to another view mode if you wish.
- ✓ Save your file with a new name.
- ✓ Identify the presentation for audit and clearly label it (along with your name and date) at the top of the worksheet by double clicking on "AUDIT Target", "AUDIT Date", and "Auditor" to enter data in these cells.
  (The AUDIT Target, in this case, could be "Smith lecture 2008-10-22.)
- ✓ Print a copy of both the Accessibility and Usability worksheets,
  (or, you may enter scores into the AUDIT directly on your computer).
- ✓ You may use the print features of Excel, or you may click on the buttons at the bottom of the page to print individual sheets or the entire workbook.
- ✓ This AUDIT requires the investigation of multiple features of the presentation, including the speaker, environment, audiovisual equipment and content of the presentation.
- ✓ Score the AUDIT/enter data.
- ✓ You can move from sheet-to-sheet by using the buttons across the top or by clicking on the Excel worksheet tabs at the bottom.
- ✓ Examine and interpret the graphical data.
- ✓ Write comments about the presentation, or specific issues related to the P3 AUDIT, in the comments section.

For most AUDITs (e.g. doing an AUDIT of an architectural feature) it is easiest to print a paper copy of both the accessibility and usability worksheets. Take the paper copy to the location, score the items, and then transfer your scores to the computerized spreadsheet. Some AUDITs may be scored directly on the spreadsheet. The method you use depends on the item you are auditing and the computer you use. The AUDITs

are formatted in an Excel workbook with 3 spreadsheets. You may use arrow keys to facilitate the entering of data. Double click on the boxes where you will enter text (e.g. "Comments", "Auditor"). The spreadsheets for both the accessibility and usability sections will tally the scores and provide a numerical score based on the percentage of possible points. Graphical data are presented on the 3rd workbook sheet.

Trichotomous scoring (e.g. "Yes", "Partial", "No") is used to rate each item in the AUDIT. The spreadsheet converts these to numerical scores.

A **"Yes"** score indicates the item is present and effective. This should not be selected if there is any doubt if the item is present.

A **"Partial"** score indicates that the item is present to some extent. If the item is only present in some cases, or is present but not in an effective way, you mark "Partial".

A **"No"** score indicates that the specified item is not present. If a feature is present, but not readily "discoverable," the typical user will not benefit from it. If you are not sure that an item is present, it should be marked "No."

"NA" will remove the item from scoring.

The Accessibility and Usability scores compute the "demonstrated" levels of accessibility and usability. Thus, items that are not scored are considered not to have been demonstrated. If you do not score all items the final score will be lower because the spreadsheet will score any items left blank as zero.

CLARIFICATION ON INDIVIDUAL ITEM SCORING

Accessibility Items

Accessibility Section 1, item 3: The speaker's gestures and grooming do not interfere with view of face for listeners (e.g. mustache does not extend beyond upper lip, hair worn back from face, speaker does not cover mouth with hands when speaking).

✓ Lip reading is critical for some individuals with hearing impairments. If the audience cannot see the speakers face clearly for any reason, select "Partial" or "No" depending how frequently this occurs.

Accessibility Section 3, item 2: The speaker delivers content at a rate that is appropriate for the majority of the class.

✓ Since different members of the audience receive information at different rates, it is impossible to make a specific standard. At almost any manageable rate, some people will be frantically trying to keep up (as they try to write every word uttered) and others will be waiting for the next fact. If the speaker lectures at the pace required for the slowest member of the audience, most will lose interest and not learn.
✓ To some extent, this is where accommodations are required. The lecturer should move at a pace that is appropriate for the majority of the class, and provide lecture notes to the students who struggle to keep up.

Accessibility Section 3, item 4: Numbers, formulae, or unfamiliar terms are introduced or explained with more than one medium (e.g. written and spoken).

✓ After all, speaking slowly and repeating doesn't improve understanding for a deaf student.

Accessibility Section 3, item 5: The speaker explains the acronyms the first time they are used (except when they were explained in previous presentations.)

✓ Even with the acronyms that are commonly used such as FBI and IRS, the speaker should clarify what those mean because people from different cultures may not know their meanings.
✓ In addition, the same acronym with multiple meanings can cause confusion.

Accessibility Section 5, item 2: When requested, assisted listening systems (FM amplification, loop, or other requested technology are provided to audience members.

- ✓ For more information about assistive listening systems see Class Act www.rit.edu/classact (also annotated on the ACCESS-ed website).

Accessibility Section 6, item 1: Equivalent text (electronic) or verbal explanations (by the speaker as he/she refers to the graphic) is provided for all visual information supporting a real-time presentation.

- ✓ In one of our research projects a significant number of subjects who rated this item chose "NA" when there were multiple graphics in the presentation (24 of 100 raters). There needs to be more education about what a "graphic element" is that requires equivalent text descriptions to be written. See Appendix A for a list of items that constitute graphic elements.
- ✓ People who are blind, visually impaired, or those with perceptual difficulties are not going to be able to "see" your charts, graphics, photos, etc. as you intend. For information about equivalent text descriptions (EqTDs) see the ACCESS-ed website.
- ✓ Providing a verbal description of your graphic is always helpful as long as it does not interrupt the flow. [If it is too difficult to describe you graphic – is your graphic presenting more information than audience members can absorb?]

Accessibility Section 6, item 2: Real-time captioning is provided for the audio portion of any media used in a real-time presentation.

- ✓ Sound tracks or auditory information included in your slides require synchronous captioning.

Usability Items

Usability Section 3, item 2: The speaker clearly conveys to the audience that they should interrupt if they experience problems (e.g. hearing, seeing, understanding) so that adjustments can be made.

- ✓ Unexpected events that obstruct the listening, seeing and understanding of the presentation can occur anytime during the presentation. The speaker should make the audience members feel comfortable about interrupting the presentation if this should occur.

Usability Section 5, item 2: Support materials are available, and availability is announced to audience prior to the beginning of a presentation.

- ✓ The opportunity to review materials in advance is not only helpful for students but for interpreters or note-takers as well.

AUDIT SCORE SHEET

The AUDIT summary graphs display the accessibility and usability scores for both parts of the AUDIT. The graphs help determine the perceived levels of accessibility and usability for the item under review based on the percentage of possible points. Behind the scenes a score of "Y" = 2 points, a score of "P" = 1 point and a score of "N" = 0 points. A score of "NA" removes the item from consideration, reducing the total number of possible points for the section of the AUDIT.

Accessibility interpretation: A one hundred percent score suggests full, basic access to people with disabilities. Any "no" or "partial" scores indicate that some people with disabilities will not be able to use the AUDIT target. They flag major problems.

Usability interpretation: The usability scores illustrate the "friendliness" of the AUDIT target. This usability affects all users, including people without disabilities, but difficulties are often amplified for people with disabilities. The higher the "yes" and "somewhat" scores, the more usable the AUDIT target is for everyone. "No" responses signify less access for everybody.

The score sheet **"comments"** section is provided for your notes and/or recommendations.

The ACCESS-ed Project considers all AUDITs to be live/working documents. Please share any comments, feedback or suggestions that you may have through the "Contact Us" feature of our website.

APPENDIX A:

WORDS COMMONLY USED FOR INFORMATION DISPLAYED VISUALLY

Visual	Symbol
Non-text format	Emblem
Non-text information	Visual depiction
Image	Photograph
Graphic	Cartoon
Picture	Icon
Chart	Visual aid
Graph	Map
Table	Graphic representation
Sketches	Design
Logo	Visual imagery
Illustration	Multimedia (environment)
Diagram	Non-text element (section 508)
Model	Exhibits/displays
Visual representation	
Sign	