

**Accessibility and Inclusion Requirements for Media, Written Documentation,  
Tests and Online Materials Associated with Training**

The vendor's requirement to provide accessible course materials/training aids includes the following:

<b>Media</b>	All media used in training shall have closed captioning capability.
<b>Presentations</b>	An electronic version of all presenters' presentations shall be submitted a minimum of 14 business days prior to the deployment of training in order for NASA Goddard Space Flight Center (GSFC) to provide accessible formats to individuals requesting large print or electronic documents.
<b>Written Documents</b>	An electronic version derived from a text source of the written documents shall be submitted to the NASA GSFC technical point of contact electronically a minimum of 14 business days prior to the deployment of training. Scanned copies are <u>not</u> acceptable. This includes, but is not limited to; course training materials and supplemental handouts.
<b>Test Materials</b>	An electronic version of any tests utilized shall be submitted a minimum of 14 business days prior to the deployment of training in order for NASA GSFC to provide accessible formats for individuals requiring reasonable accommodation. The vendor shall provide proof of Section 508 Compliance testing and verification of on-line resources and web pages in connection with the course or training a minimum of 30 business days prior to the deployment of the course and/or program.
<b>Websites</b>	Online resources and web-pages that are owned, created, and maintained by the vendor shall meet the accessibility standards established by Section 508 a minimum of 30 business days prior to the deployment of the training course. See <a href="http://www.section508.gov">http://www.section508.gov</a> .

The vendor shall deliver all of the above-required electronic materials to the technical point of contact as indicated in the agreement a minimum of 14 business days prior to the deployment of training.

**Testing Accommodations Requirement**

If testing is utilized during a course, reasonable accommodations shall be provided to individuals with disabilities and to other employees with known health related needs. The vendor shall work with GSFC Office of Human Capital Management (OHCM) and Equal Opportunity Programs Office (EOPO) to determine appropriate testing accommodations that meet the needs of the employee while ensuring the integrity of the testing and learning environment. Vendor shall provide proof of Section 508 Compliance testing and verification of testing software environment a minimum of 30 business days prior to the deployment of the course and/or program. ***All testing material shall be submitted to the technical point of contact a minimum of 14 business days prior to the deployment of training.***

**To be Provided by the Vendor**

Computer Based Testing	
<b>Extended Testing Time</b>	<i>Monitored by the Instructor</i>
<b>Testing Proctors (as required)</b>	
<b>Additional Rest Breaks</b>	<i>Monitored by the Instructor</i>
Paper Based Testing	
<b>Extended Testing Time</b>	<i>Monitored by the Instructor</i>
<b>Additional Rest Breaks</b>	<i>Monitored by the Instructor</i>

**To be Provided by the Government**

Scribe for recording answers on response sheet
<b>Reader</b>
<b>Sign Language Interpreter (for spoken instructions only)</b>
<b>Selective background and foreground colors</b>
<b>Alternative Formats via assistive technology or built in accessibility features:</b>
<ul style="list-style-type: none"> <li>• Large print</li> <li>• Synthesized speech</li> <li>• Braille</li> </ul>
<b>Assistive Input Devices and Software:</b>
<ul style="list-style-type: none"> <li>• Trackball or Quill mouse</li> <li>• Intellikeys or Ergonomic keyboards or keyboards with touchpad</li> <li>• Magnification or screen reading software</li> </ul>
Paper Based Testing
<b>Reader</b>
<b>Alternative Formats</b>
<ul style="list-style-type: none"> <li>• Large print (test book, answer sheet, instructions)</li> <li>• Audio Recording</li> <li>• Braille</li> <li>• Synthesized speech</li> <li>• Tactile figure supplement</li> </ul>
<b>Scribe for recording answers on response sheet</b>
<b>Sign Language Interpreter (for spoken instructions only)</b>