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11/14/11

**Subject:** Proposal to Create a Manual for Instructors on Making Online Tests, Quizzes, and Learning Materials Accessible

Dear Matthieu,

I am writing to propose a manual that your office might need. I noticed that the UNT Office of Disability Accommodation lacks any manual on how to make online tests and quizzes accessible. As technology advances, more tests and quizzes will be administered online. Therefore, it is imperative that all instructors know how to make their tests and quizzes accessible so that technology does not become an obstacle.

According to the project plan I have outlined in this proposal, I expect to complete the rough draft by November 16 and the final copy by November 23.

## The Problem

This idea arose from my mind when, in my Technical Writing class, we were asked to find well and poorly-designed web sites. The web site I found was, design-wise, absolutely atrocious. It used images in lieu of text, it had background images that made the text unreadable, and it lacked a well-planned layout.

As I examined it further, I found that its biggest flaw was its lack of accessibility. The selection order of text boxes wasn't from left-to-right and none of its images had any alternate text. I began to think, "I'd hate to be a person with blindness relying on a screen-reader to decipher that page." Then, that made me think, "What if this page was a test or quiz that a student had to complete?"

Then, I dug deeper, only to find that this has happened. Worse yet, it has happened over 300 times in the school year, and not just with tests and quizzes, but with PowerPoint presentations and other materials that the instructors post for their students.

## The Solution

I propose a manual on how instructors can make their online tests and quizzes accessible. This manual will detail everything that an instructor needs to do to ensure that their test or quiz is just as understandable to a person with blindness as it would be to a person with sight. Once completed, this manual will be distributed to every instructor at UNT.

## Outline

1. Introduction
2. Making Tests and Quizzes Accessible
  - a. Checking for Inaccessible Questions
    - Accessible Questions vs Inaccessible Questions
  - b. Making Inaccessible Questions Accessible
    - Alternatives to Inaccessible Questions for People Using Screen-Readers
  - c. Improving Questions that Might Be Inaccessible
  - d. Ensuring All Future Tests and Quizzes are Accessible
3. Making PowerPoint Presentations and Other Academic Materials Accessible
  - a. Checking for Inaccessible Objects
    - Making Inaccessible Objects Accessible
  - b. Making Sure Your Layout is Accessible
  - c. Accessibility in Non-Microsoft Office Suites
    - OpenOffice/LibreOffice
    - iWork (?)
    - Google Docs (?)
4. Conclusion
5. Appendix
  - a. Definitions of Terms

## Work Plan

I will produce the manual on this schedule across a 16-day period, beginning on November 7.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Research Manual																
Edit Manual																
Test Manual																
Revise Manual																

Figure 1: Manual Work Plan, Day 1 to 16

During this time, I will go task-by-task and document the steps involved in making tests, quizzes, surveys, PowerPoint presentations, and any other documents an instructor might produce for their students accessible for people with blindness. Along the way, I will be gathering and documenting the resources I use to produce this manual.

## Qualifications

I am a student in Justin Bigos's Technical Writing class. Before this, I have taken many other English courses, where I have wrote a lot of papers and greatly expanded my vocabulary.

## Budget

As I would be creating this manual during my own hours, there will be no labor costs. However, there will be costs associated with printing and binding this manual for all the instructors at UNT.

Item	Details	Costs
Double-sided color printing	525 copies of a 16-page double-sided manual printed in color at an average cost of \$1.25 per page	\$10,500.00
1.5", 3-ring white binders	525 binders at an average cost of \$3 per binder	\$1,575.00
Total:		\$12,075.00

Figure 2: Initial Costs Estimate

## **Conclusion**

I believe that the UNT Office of Disability Accommodation needs a manual on how to make online tests and quizzes accessible, and I hope that, after reading my proposal, you agree too. If you have any questions that remain, please email me at [taylorjspencer@gmail.com](mailto:taylorjspencer@gmail.com). Thank you for reading this proposal.

Sincerely,

Taylor Spencer