[Digital Product Name]

### Client: [Department or Staff Name]

### Tester: [Accessibility Reviewer]

# Introduction to [Digital Product Name]

*Write some information about what the product does and who the intended audience is. This is for the tester to understand the context and purpose of the product. If any URLs are included in the document, please use the full path URL (including http:// or https://).*

# Initial Orientation

*Add any questions related to the tester’s first impressions of the product. There are two below, but you can add up to five.*

1. What information is available?
2. What can you do here?

# Read Top to Bottom with Screen Reader

*The tester will read the initial page from top to bottom using a screen reader. The tester will include notes here about the order of content and a brief summary of everything that is available to them on the page.*

# Functionality Check

*Use an outline to list the core functionalities that you would like the tester to check. You can see an example below from a room search application. Think about specific content that you want the tester to check for and functions that you want them to try out. Use specific tasks to make it easier for a function to be checked.*

1. Use the filters to filter the list of rooms.
   1. There are five categories of filters. What are the categories of filters?
   2. Limit the rooms that are displayed by noise level
   3. Limit the rooms that are displayed by those that have couches and armchairs
   4. Limit the rooms that have capacity for at least 10 people
2. Select the specific room, Cabot L010 – Lower Level. Can you access the following details about this room:
   1. What features does this room have?
   2. Can you access the button to book the space?
   3. Can you access the list of details titled “What you need to know”?
   4. Can you access Harvard’s hours?

# Overall Summary

*The tester will provide a summary of the most problematic areas of the product and any additional final comments.*