

# Accessibility Conformance Report for Microsoft Office Specialist exam: Microsoft Excel for Accounting Associate (Microsoft 365 Apps)

WCAG 2.2/Section 508 Edition  
(based on VPAT® version 2.5)

## Overview

**Report date:** December 17, 2025

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**Product:** Microsoft Excel for Accounting Associate (Microsoft 365 Apps) Microsoft Office Specialist (MOS) exam

**Product description:** Microsoft Office Specialist exams are Live in the App (LITA) exams created and maintained by Certiport that measure a candidate's competency using a Microsoft 365 application. Candidates are provided with starter files and instructions to complete a series of tasks directly in the exam application. The task instructions are displayed in a collapsible exam panel.

The MOS Excel for Accounting Associate exam is based on Generally Accepted Accounting Principles (GAAP). This certification validates the ability to use Microsoft Excel to manage financial data, perform calculations, and generate reports—ideal for individuals pursuing roles in bookkeeping, auditing, and entry-level accounting.

The candidate experience within the exam task panel is governed by the Windows Test Driver for Microsoft Office Specialist exams, a third-party product created and maintained by Internet Test Systems (ITS) for Certiport. For information about the accessibility of the exam task panel, refer to the “Microsoft Office Specialist exams on Windows Test Driver” ACR, available from the Certiport Accessibility Conformance Reports page at <https://www.pearsonvue.com/us/en/legal/accessibility-statement/certiport-acrs.html>.

For information about the accessibility of Excel 365, refer to the Excel ACR available from the Microsoft Accessibility Conformance Reports page at <https://www.microsoft.com/en-us/accessibility/conformance-reports>.

Information about the Microsoft Office Specialist exams for Microsoft 365 Apps is available from the Microsoft Office Specialist Program page at <https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/365-Apps>.

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**Notes:**

- This report documents the accessibility conformance of the product as of the report date.
- References in this report to “the product” or “the exam content” refer to the product described above.
- References in this report to “the driver” or “the exam driver” refer to the Windows Test Driver for Microsoft Office Specialist exams.

## Evaluation Methods and Scope

Trained Accessibility Quality Assurance Engineers, including native users of blindness technologies, conducted evaluations that included both automated and manual testing. Current testing was conducted on Windows 11. Assistive technology used during the evaluation included JAWS 2025, NVDA 2025, and a refreshable braille display.

## Applicable Standards/Guidelines

This report covers the degree of conformance of the product to the accessibility standards and guidelines described in Table 1.

**Table 1. Coverage of accessibility standards and guidelines**

Standard/Guideline	Documentation Location	Included In Report
Web Content Accessibility Guidelines (WCAG) 2.2 (incorporates WCAG 2.0 and 2.1)	<a href="https://www.w3.org/TR/WCAG22">https://www.w3.org/TR/WCAG22</a>	Level A: Yes Level AA: Yes Level AAA: No
Revised Section 508 Accessibility Standards	<a href="https://www.access-board.gov/ict">https://www.access-board.gov/ict</a>	Chapter 3: Yes Chapter 4: No Chapter 5: No Chapter 6: No

## Terms

This document uses the following terms to describe the Conformance Level of the product to a success criterion:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or with equivalent facilitation.
- **Partially Supports:** Most product functionality meets the criterion. Exceptions provided.
- **Does Not Support:** Most product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion.

## WCAG 2.2 Report

When reporting on conformance with the WCAG 2.2 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the WCAG 2.0 Conformance Requirements.

Table 2 and Table 3 also document conformance with Revised Section 508: Chapter 5 – 501.1 Scope and 504.2 Content Creation or Editing, and Chapter 6 – 602.3 Electronic Support Documentation.

**Note:** Information about WCAG and Section 508 criteria is available from the websites provided in Table 1.

### Level A Success Criteria Conformance

Unless otherwise noted, the criteria in Table 2 also apply to the following sections of Revised Section 508:

- 501 (Web)(Software)
- 504.2 (Authoring Tool)
- 602.3 (Support Docs)

**Table 2. Conformance to Level A success criteria**

Level A Criterion	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content	Supports	All non-text content that is presented to the user has a text alternative that serves the equivalent purpose.
1.2.1 Audio-only and Video-only (Prerecorded)	Not Applicable	The exam content does not include prerecorded audio- or video-only media.
1.2.2 Captions (Prerecorded)	Not Applicable	The exam content does not include synchronized media.
1.2.3 Audio Description or Media Alternative (Prerecorded)	Not Applicable	The exam content does not include synchronized media.
1.3.1 Info and Relationships	Partially Supports	The exam content uses a logical structure in most places where information and relationships can be programmatically determined. Exception: Not all tables in the Excel files are formatted as tables.
1.3.2 Meaningful Sequence	Supports	The programmatic reading order does not change the meaning of the content. Note: The exam driver controls the reading order of the testing application.

Level A Criterion	Conformance Level	Remarks and Explanations
1.3.3 Sensory Characteristics	Supports	The exam content does not rely only on sensory information to convey meaning.
1.4.1 Use of Color	Supports	The exam content does not rely only on color to convey meaning.
1.4.2 Audio Control	Not Applicable	The exam content does not include prerecorded audio or synchronized media that auto-plays for more than three seconds.
2.1.1 Keyboard	Supports	All core product functionality of the exam content can be accessed by using the keyboard. Note: The driver controls keyboard functionality for the testing application.
2.1.2 No Keyboard Trap	Supports	The exam content has no keyboard traps.
2.1.4 Character Key Shortcuts	Not Applicable	The driver or Microsoft Excel controls any keyboard shortcuts.
2.2.1 Timing Adjustable	Not Applicable	The duration of the exam is controlled by the driver.
2.2.2 Pause, Stop, Hide	Not Applicable	The exam content does not include non-essential moving, blinking, scrolling, or auto-updating information that continues for more than five seconds.
2.3.1 Three Flashes or Below Threshold	Supports	The exam content does not include content that flashes more than three times per second.
2.4.1 Bypass Blocks <i>For Revised Section 508, Sections 501 and 602.3 – Does not apply to non-web docs</i>	Not Applicable	The exam driver controls all mechanisms that bypass blocks of content.
2.4.2 Page Titled	Not Applicable	The exam does not have page titles by design.
2.4.3 Focus Order	Partially Supports	The focus order of the product elements preserves meaning and operability. Exception: Confusing focus order for screen reader users in worksheets with multiple tables with blank rows or columns.
2.4.4 Link Purpose (In Context)	Supports	The exam content uses meaningful link names.

Level A Criterion	Conformance Level	Remarks and Explanations
2.5.1 Pointer Gestures	Not Applicable	No interactions are based on pointer gestures.
2.5.2 Pointer Cancellation	Not Applicable	The driver or Microsoft Excel controls pointer cancellation.
2.5.3 Label in Name <i>Does not apply to Revised Section 508</i>	Not Applicable	The exam driver or Microsoft Excel controls all user interface components.
2.5.4 Motion Actuation <i>Does not apply to Revised Section 508</i>	Not Applicable	The exam has no motion-operated functionality.
3.1.1 Language of Page	Supports	The exam identifies the default language of each page.
3.2.1 On Focus	Supports	Exam content does not change when it receives focus.
3.2.2 On Input	Not Applicable	The exam driver or Microsoft Excel controls all user interface components.
3.2.6 Consistent Help	Not Applicable	The exam content does not include human contact details or mechanisms, a self-help option, or a fully automated contact mechanism.
3.3.1 Error Identification	Not Applicable	The exam content does not include a validation mechanism.
3.3.2 Labels or Instructions	Supports	Content input fields are clearly labeled, and clear instructions are given for user input.
3.3.7 Redundant Entry	Not Applicable	The exam does not require re-entry of information.
4.1.2 Name, Role, Value	Supports	The exam driver or Microsoft Excel controls all user interface components.

## Level AA Success Criteria Conformance

Unless otherwise noted, the criteria in Table 3 also apply to the following sections of Revised Section 508:

- 501 (Web)(Software)
- 504.2 (Authoring Tool)
- 602.3 (Support Docs)

**Table 3. Conformance to Level AA success criteria**

<b>Level AA Criterion</b>	<b>Conformance Level</b>	<b>Remarks and Explanations</b>
1.2.4 Captions (Live)	Not Applicable	The exam content does not include time-based media or media players.
1.2.5 Audio Description (Prerecorded)	Not Applicable	The exam content does not include time-based media or media players.
1.3.4 Orientation <i>Does not apply to Revised Section 508</i>	Not Applicable	The exam driver controls orientation.
1.3.5 Identify Input Purpose <i>Does not apply to Revised Section 508</i>	Supports	Microsoft Excel controls all input fields.
1.4.3 Contrast (Minimum)	Supports	The product has sufficient color contrast in its content.
1.4.4 Resize text	Not Applicable	The exam driver or Microsoft Word controls zooming and resizing content.
1.4.5 Images of Text	Supports	The exam content does not include images of text.
1.4.10 Reflow <i>Does not apply to Revised Section 508</i>	Not Applicable	The exam driver or Microsoft Excel controls magnification and reflow of content.
1.4.11 Non-text Contrast <i>Does not apply to Revised Section 508</i>	Supports	Non-text elements of the exam content meet or exceed the minimum color contrast ratio of 3:1.
1.4.12 Text Spacing <i>Does not apply to Revised Section 508</i>	Not Applicable	The exam driver or Microsoft Excel controls text spacing.
1.4.13 Content on Hover or Focus <i>Does not apply to Revised Section 508</i>	Supports	Pop-up content does not prevent user access to other page content, and users have adequate access to pop-up content.
2.4.5 Multiple Ways <i>For Revised Section 508, Sections 501 and 602.3 – Does not apply to non-web docs</i>	Not Applicable	The exam driver controls navigation and multiple pathways.
2.4.6 Headings and Labels	Supports	Headings and labels describe the content topic or purpose.
2.4.7 Focus Visible	Not Applicable	The exam driver or Microsoft Excel controls keyboard focus.

Level AA Criterion	Conformance Level	Remarks and Explanations
2.4.11 Focus Not Obscured (Minimum)	Not Applicable	The exam driver or Microsoft Excel controls focus indicator appearance and functionality
2.5.7 Dragging Movements	Not Applicable	Exam functionality does not require dragging.
2.5.8 Target Size (Minimum)	Supports	All pointer-input targets are at least 24-by-24 CSS pixels unless they have equivalent spacing or an alternative control, the target is inline, the size is determined by the user agent, or a specific target presentation is required.
3.1.2 Language of Parts	Not Applicable	Content is not presented in multiple languages.
3.2.3 Consistent Navigation <i>For Revised Section 508, Sections 501 and 602.3 – Does not apply to non-web docs</i>	Not Applicable	The exam driver controls navigation.
3.2.4 Consistent Identification <i>For Revised Section 508, Sections 501 and 602.3 – Does not apply to non-web docs</i>	Not Applicable	The exam driver or Microsoft Excel controls use of interface elements like icons and buttons.
3.3.3 Error Suggestion	Not Applicable	The exam driver or Microsoft Excel controls error suggestion.
3.3.4 Error Prevention (Legal, Financial, Data)	Not Applicable	The exam does not involve legal commitments, financial transactions, or user-controllable data.
3.3.8 Accessible Authentication (Minimum)	Not Applicable	The exam does not control any authentication process.
4.1.3 Status Messages <i>Does not apply to Revised Section 508</i>	Not Applicable	The exam driver or Microsoft Excel controls status messages.

## Level AAA Success Criteria Conformance

This report does not cover the degree of conformance of the product to WCAG 2.x Level AAA Success Criteria.

## Revised Section 508 Report

These standards address access to information and communication technology (ICT) under Section 508 of the Rehabilitation Act. Application and scoping information, including definitions and exceptions, is specified in:

- Chapter 1: Application and Administration
- Chapter 2: Scoping Requirements

**Note:** Information about Section 508 criteria is available from the website provided in Table 1.

### Chapter 3: Functional Performance Criteria (FPC)

**Note:** Section 301 defines the scope of Chapter 3. The table does not include that section.

**Table 4. Conformance to Section 508 Chapter 3 criteria**

Functional Performance Criterion	Conformance Level	Remarks and Explanations
302.1 Without Vision	Partially Supports	At least one mode of operation does not require user vision. Exceptions: Refer to Table 2, criteria 1.3.1 and 2.4.3.
302.2 With Limited Vision	Partially Supports	At least one mode of operation enables users to make use of limited vision. Exceptions: Refer to Table 2, criteria 1.3.1 and 2.4.3 and Table 3, criterion 1.4.3.
302.3 Without Perception of Color	Supports	At least one visual mode of operation does not require user perception of color.
302.4 Without Hearing	Not Applicable	The product does not provide an audible mode of operation.
302.5 With Limited Hearing	Not Applicable	The product does not provide an audible mode of operation.
302.6 Without Speech	Not Applicable	The product does not use speech for input, control, or operation.
302.7 With Limited Manipulation	Supports	At least one mode of operation does not require fine motor control or simultaneous manual operations.
302.8 With Limited Reach and Strength	Supports	At least one mode of operation is operable with limited reach and limited strength.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	The product provides features to simplify use by individuals with limited cognitive, language, and learning abilities.

## **Chapter 4: Hardware**

**Note:** The Chapter 4 standards do not apply to this product because the product has no hardware components.

## **Chapter 5: Software**

**Note:** The Chapter 5 standards do not apply to this product because the product does not meet the definition of software.

## **Chapter 6: Support Documentation and Services**

**Note:** The Chapter 6 standards do not apply to this product because the product does not provide support documentation or services to end users.

## **Legal Disclaimer**

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