

DATE: June 02, 2024

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Jenna Montgomery, Instructional Materials Coordinator

RE: **NOTICE - # 4**  
2024 Oregon K-5 ELA Adoption

Please review the updated information below regarding the 2024 Oregon K-5 ELA Instructional Materials Adoption.

### 1. **Publisher Presentation Review and Q&A Schedule (July 30th)**

Publishers who are considered for adoption are expected to provide a presentation outlining their submitted materials. They will also be allowed a live Q&A session with the K-5 evaluation team. Each publisher will have a total of 1 hour and 15 minutes for their session, which includes both the presentation and a live Q&A. The presentation should be no longer than 45 minutes, followed by a Q&A session lasting no more than 30 minutes. The allotted presentation and Q&A time is for K-5 instructional materials (both categories).

### 2. **Accessibility Conformance Report Reminder**

Publishers with adopted electronic instructional materials are required to contract with an independent third party to review each electronic student and teacher component included on official bids for compliance with WCAG 2.1 AA standards and technical standards required by the Federal Rehabilitation Act, Section 508 (TAC §66.28(a)(2)). The selected vendor must provide a compliance report that includes the Accessibility Compliance Report Cover Sheet. When testing the accessibility of the materials, the auditor must take the following steps:

- Use automated web accessibility evaluation tools to analyze the selected pages and note any problems indicated by the tools.
- Manually check pages to determine that form labels and alternative text on images and graphs is appropriate.
- Manually check pages with dynamic content, forms, or other applications
- Determine whether page content and controls can be accessed, operated, and reset when necessary, using only a keyboard
- Examine pages with graphical user interface (GUI) browser (e.g., Internet Explorer, Edge, Firefox, Chrome) while listening to the page with screen-reader software.
- Employ and include documentation of the experience of real users with disabilities for manual testing.
- Test a random sample of each different type of electronic component.

The final report provided to ODE must include, at a minimum, the audit results from the following pages:

- The home page people use to enter the site.
- One page with at least one table or form (if applicable)
- One page with at least one informational image (e.g., a diagram, map, or graph)
- One page from each component of the product
- One page with interactive content

Publishers can determine the total number of pages included in the testing. A publisher that provides access to materials to students with disabilities through an alternate format must include a link to that material on the entrance page of the main product. Failure to provide a report with a cover sheet and/or material that is found to not meet any of the required accessibility standards will result in that product's removal from the adopted list and the publisher's contract may be presented to the SBOE for termination. If the contract has not yet been terminated, the product will be returned to the adopted list when the publisher certifies that the product meets the required accessibility standards and submits an updated cover sheet.

If you have further questions or need clarification, please contact [Jenna Montgomery](#).