



Measuring Accessibility

SAMPLE ACCESSIBILITY ITEMS FOR PROGRAM EVALUATIONS

Review the following suggestions to spark ideas for your own evaluations. These are illustrative examples; feel free to select and adapt only the questions that align with your specific program format and learner needs.

Note: The American Psychological Association provides this material for informational and educational purposes only. These resources are intended to support continuing education sponsors in enhancing program accessibility and do not constitute legal advice or legal guidance. While these materials reflect best practices, they may not encompass all local, state, or federal compliance requirements (such as those under the ADA). Sponsors are encouraged to consult with their legal counsel or compliance officers to ensure their specific programs meet all applicable legal standards.

Please rate on a scale of 1 (Poor) to 5 (Excellent):

1. Was the speed (or pace) of the presentation conducive to taking notes and processing information?
2. How easy was it to read the slides (font size, color contrast, and layout)?
3. How clear was the instructor's voice/audio throughout the discussion?
4. (If online) How easy was it to find links, files, or breakout rooms?

Please check "Yes", "No", or "N/A":

1. Did you encounter any specific barriers to accessing any of the presentation materials?
2. Did the instructor provide enough verbal descriptions of the visual content (images/graphs)?
3. To what extent did the quality of the captions or transcripts (e.g., accuracy, legibility, and timing) meet your needs?
4. If you required a specific accommodation, was it provided to your satisfaction?

Please respond:

(Note that you do not need to disclose a disability to provide feedback on why a certain part of the workshop was difficult to access.)

1. Was there any specific moment during the training where you felt you couldn't fully participate (e.g., "The font on the slide was too small," "The group activity was too loud/chaotic")? If so, please explain: _____
2. What is one thing we could change to make this training more welcoming for learners with diverse needs?