

2018

Accessibility Checklist - Based on Web Content Accessibility Guidelines (WCAG 2.0 Level AA) Principles: Perceivable, Operable, Understandable, Robust

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Accessibility Checklist		Accessibility Guide (Working Draft for End Users)	
Based on Web Content Accessibility Guidelines (WCAG 2.0 Level AA)			
Principles: Perceivable, Operable, Understandable, Robust			
	Pass		
1. Principle: Perceivable			
1.1. Text Alternatives for images, audio, video, forms, Captcha			
Provide text alternatives for any non-text content. -- 1.1.1			
Add a text alternative to all images. Note: images that do not convey content, are decorative, or contain content that is already conveyed in text are given null alt text (alt="") or implemented as CSS backgrounds.	<input type="checkbox"/>	ALT TEXT	
Add a text alternative to your audio and video (a succinct description of the topic).	<input type="checkbox"/>	VIDEO DESCRIPTION	
Form buttons have a descriptive value. Form inputs have associated text labels. Add a name to all of your controls (such as 'Search' or 'Submit').	<input type="checkbox"/>	ENSURE ENTER SUBMITS FORMS; SEE ARIA	
Alternatives to graphic Captchas are present.	<input type="checkbox"/>	GRAPHIC CAPTCHA ALTERNATIVE	
Frames are appropriately titled.	<input type="checkbox"/>	FRAMES HAVE TITLES	
1.2. Provide an alternative to video-only and audio-only content.			
Audio-only and Video-only (Prerecorded) -- 1.2.1			
If audio or video media are not an alternative to the content, the following applies:			
Write text transcripts for any audio-only media.	<input type="checkbox"/>	TRANSCRIPTS FOR AUDIO	
Write text transcripts for any video-only media.	<input type="checkbox"/>	TRANSCRIPTS FOR VIDEO	
Record an audio-track for any video-only media.	<input type="checkbox"/>	AUDIO TRACK	
Captions (Prerecorded) -- 1.2.2.			
Add captions to all videos with sound (Media Space, YouTube videos, etc.).	<input type="checkbox"/>	CAPTIONS	
Audio Description or Media Alternative (Prerecorded) -- 1.2.3			
Provide a full text transcript of the video, or provide a version of the video with audio description.	<input type="checkbox"/>	AUDIO DESCRIPTION	
Captions (Live) -- 1.2.4			
Provide simultaneous subtitles for all live media that contains audio (audio-only broadcasts, web casts, video conferences, Flash animations, etc.).	<input type="checkbox"/>	CAPTIONS	
Audio Description (Prerecorded) -- 1.2.5			
Audio descriptions are provided for all video content. Audio description version must include everything that might be lost to a visually impaired user – things like:	<input type="checkbox"/>	AUDIO DESCRIPTION	
<ul style="list-style-type: none"> • Relevant exposition (location, gestures, lighting, colours). • Identifying new speakers. • Marking the passing of time. 			
1.3. Adaptable: Create content that can be presented in different ways (simpler layout) without losing information or structure.			
Info and Relationship -- 1.3.1			
A. Headings			
Break up content with subheadings for new sections.	<input type="checkbox"/>	HEADINGS (ACTUAL TAGS, CORRECT ORDER, NONE MISSING) -- HOME PAGE NEEDS HIDDEN HEADERS WHEN NONE ARE PRESENT.	
Mark those headings with HTML header tags (h1, h2, ... , h6).	<input type="checkbox"/>	N/A (PREVIOUSLY ADDRESSED)	
B. Lists			
Be sure listed information is formatted as a list (ul, ol, dl).	<input type="checkbox"/>	BULLETS ARE CODED	
C. Forms			
In forms with multiple parts, group the content into information blocks.	<input type="checkbox"/>	FOR MULTI-PART FORMS, GROUP CONTENT INTO BLOCKS	
Ensure that the field labels and related form input fields are logically linked.	<input type="checkbox"/>	FORM LABELS/FIELDS LOGICALLY LINKED; INSTRUCTIONS FOR INPUT FORMATS	
D. Data tables			
Use markup for data tables, e.g., clearly label headings for column and rows; label tables; present a table summary.	<input type="checkbox"/>	TABLES - NO EMPTY CELLS, DESCRIPTIVE HEADER, THEAD/TBODY/TH/TD	
Data tables can be read serially and are not used for layout purposes.	<input type="checkbox"/>	TABLES - NOT USED FOR LAYOUT	
E. Use of symbols			
Special text is correctly formatted, e.g., citations with cite and long quotations with blockquote	<input type="checkbox"/>	USE CITE FOR TITLES; BLOCKQUOTES - NOT USED FOR LAYOUT	
Meaningful Sequence -- 1.3.2			
The reading and navigation order (determined by code order) is logical and intuitive.	<input type="checkbox"/>	NVDA - LOGICAL ORDER FOR KEYBOARD TAB NAVIGATION	
The logical order is retained for screen readers and when CSS is turned off.	<input type="checkbox"/>	N/A (PREVIOUSLY ADDRESSED)	
Contents in tables are correctly linearized and no empty cells are used to create space in the layout.	<input type="checkbox"/>	N/A (PREVIOUSLY ADDRESSED)	
No character spaces are used to create space in the layout; CSS is used instead.	<input type="checkbox"/>	DON'T USE &NBSP;	
There is no contextual confusion caused by content positioned with CSS.	<input type="checkbox"/>	ENSURE CSS DOES NOT CAUSE ILLOGICAL ELEMENT ORDER.	
Sensory Characteristics -- 1.3.3			
There are no instructions that are solely optical or acoustic, e.g., "Press the green button on the left."	<input type="checkbox"/>	DON'T USE SHAPE, SOUND, POSITION, SIZE DESCRIPTIONS	
1.4. Distinguishable: Make it easier for users to see and hear content including separating foreground from background.			
Use of Color -- 1.4.1			
Information is not communicated solely based on color.	<input type="checkbox"/>	DON'T USE COLOR DESCRIPTIONS -- "CLICK ON 'RED' BUTTON"	
If color alone is used for differentiation, e.g., for links in a text, the links have a contrast ratio to the surrounding running text of at least 3:1.	<input type="checkbox"/>	CONTRAST RATIO 4.5	
Audio Control -- 1.4.2			

Do not have any audio that plays automatically, or if audio plays automatically for more than 3 seconds, a stop button is provided.	<input type="checkbox"/>	NO AUTO-START AUDIO
Contrast (Minimum) -- 1.4.3		
The contrast ratio of the font color to the background color is at least 4.5:1.	<input type="checkbox"/>	CONTRAST RATIO 4.5
The contrast ratio of the font color of large fonts (at least 18 pt or 14 pt for bold text) to the background color is at least 3:1.	<input type="checkbox"/>	CONTRAST RATIO 4.5 (3:1 FOR LARGER TEXT)
NOTE: This applies to all text and tips, as well as to the borders around input fields and texts in information graphics; this does not necessarily apply to logos, logotypes or purely decorative graphics.		CONTRAST RATIO 4.5:1 FOR BORDERS AROUND INPUT BOXES
Picking a contrast ratio of 7:1 exceeds AA standards to fulfill 1.4.6, AAA standard for enhanced contrast.		
WebAim Contrast Checker		
Resize Text -- 1.4.4		
The font size is defined in the CSS in terms of % or em.	<input type="checkbox"/>	DON'T USE FIXED FONTS (USE EMs)
It is possible to enlarge either the contents of the entire page or the text alone using the browser's "zoom" function.	<input type="checkbox"/>	CHECK WITH CHROME. (ALL CONTENTS)
Text can be resized to 200% without loss of content or function.	<input type="checkbox"/>	CHECK WITH FIREFOX, TRADITIONAL VIEW TO INCREASE FONT ONLY; MEGA MENU AND TOP NAV SPILL OVER AT 200%; USE FLEXIBLE HEIGHT FOR NAVIGATION CONTAINERS. (TEXT ONLY)
Images of Text -- 1.4.5		
No images of text are used.	<input type="checkbox"/>	AVOID USING TEXT IMAGES; PROVIDE ALT TEXT IF NEEDED.
NOTE: A logo or brand name is the only exception. They can be described with alt/title attributes.		(LOGO/BRANDS ARE EXCEPTIONS)
2. Principle: Operable		
2.1. Keyboard Accessible: Make all functionality available from a keyboard		
Keyboard -- 2.1.1		
Unplug your mouse and make sure you can fully use your website with your keyboard.	<input type="checkbox"/>	PERFORM THE NO-MOUSE TEST TO ENSURE ELEMENTS ARE ACCESSIBLE.
Make sure no function on your website requires timed keystrokes – such as double tap enter/return within two seconds to submit.		
<i>The following can be navigated and operated using the keyboard (tab key):</i>		
All page functions and elements.	<input type="checkbox"/>	FUNCTIONS/ELEMENTS/TEXT/LINKS
All form input fields, controls and switches.	<input type="checkbox"/>	FORM INPUT AND BUTTONS
No particular timing of individual keystrokes is needed for operation.	<input type="checkbox"/>	NO TIMING
No Keyboard Trap -- 2.1.2		
The keyboard focus is not blocked for any element of the website.	<input type="checkbox"/>	NO KEYBOARD TRAPS
The user can move focus to and from every element using the keyboard.	<input type="checkbox"/>	TAB BACKWARD
The user is advised if keyboard keys other than the conventional ones are used (tab key, arrow keys).	<input type="checkbox"/>	(USER IS ADVISED ABOUT ARROW DOWN FOR MEGA MENU)
2.2. Enough Time: Provide users enough time to read and use content		
Timing Adjustable -- 2.1.2		
<i>There is no time limit for pages. Exceptions:</i>		
The user can turn off the time limit before encountering it.	<input type="checkbox"/>	SECURITY TIMEOUTS ONLY
The user can adjust the time limit before encountering it.	<input type="checkbox"/>	N/A
Pause, Stop, Hide -- 2.2.2		
<i>The following applies to any auto-updating, moving or flashing information that starts automatically and is presented in parallel with other content for longer than 5 seconds:</i>		(STUDY ROOMS AUTO-REFRESHES; SCREENREADER FRIENDLY VERSION DOES NOT AUTO-REFRESH.)
The user can use some mechanism to stop, close or hide the information.	<input type="checkbox"/>	N/A
A mechanism is provided for automatic updates, so that the user can stop or hide the update or control its frequency.	<input type="checkbox"/>	N/A
2.3. Seizures: Do not design content in a way that is known to cause seizures		
Three Flashes or Below Threshold -- 2.3.1		
Websites contain nothing that flashes more than three times a second on an ongoing basis, or the flash is below a defined limit for flashes.	<input type="checkbox"/>	NO FLASHING
2.4. Navigable: Provide ways to help users navigate, find content and determine where they are		
Bypass Blocks --2.4.1		
Skip links are made available to avoid repeated blocks of information	<input type="checkbox"/>	SKIP LINKS FOR MAIN NAV ONLY (COULD EXPAND TO SIDEBAR/FOOTER/OTHER APP NAV)
Repeated blocks of information are grouped or labeled using headings.	<input type="checkbox"/>	USE HEADINGS AND GROUP REPEATED BLOCKS OF INFORMATION
Page Titled -- 2.4.2		
Web pages have a title (title tag in the meta area) that describes the topic or purpose.	<input type="checkbox"/>	ALL PAGES HAVE TITLES, IDEALLY MATCHING THE H1
Focus Order -- 2.4.3		
The order of links in the navigation and in the content is logical.	<input type="checkbox"/>	(SAME AS MEANINGFUL SEQUENCE)
Link Purpose (In Context) -- 2.4.4		
Link texts can be understood either alone or based on the context.	<input type="checkbox"/>	HEADER NAV - TAB ORDER: PSU LOGO NEEDS CUE, AND GIVE SHOULD NOT BE FIRST. FOOTER ORDER - GIVE SHOULD NOT BE FIRST.
A change in format is indicated by the link text or the context.		
2.4.5. Multiple Ways		
<i>In addition to navigation, the website presents at least one other method for accessing content:</i>		
A search function or	<input type="checkbox"/>	PROVIDE SEARCH FUNCTION
A sitemap / table of contents or both	<input type="checkbox"/>	ENSURE LOGICAL ORDER AND INCLUDING NON-WORDPRESS LINKS IN SITEMAP
Headings and Labels -- 2.4.6		

<i>Informative page headings and labels are used:</i>		
The website has headings that group the content.	<input type="checkbox"/>	N/A (PREVIOUSLY ADDRESSED)
The headings describe the subsequent section of content concisely and meaningfully.	<input type="checkbox"/>	N/A (PREVIOUSLY ADDRESSED)
Descriptive labels are present in forms.	<input type="checkbox"/>	N/A (PREVIOUSLY ADDRESSED)
The functions or instructions are labeled, and active zones can be recognized on image maps and maps.	<input type="checkbox"/>	IMAGE MAPS WITH ACTIVE ZONES ARE LABELED (EXHIBITS PASSES)
Focus Visible -- 2.4.7		
Elements with focus are visibly emphasized when they are activated using the keyboard.		
Skip links become visible when they receive keyboard focus.	<input type="checkbox"/>	VISUAL CUE FOR FOCUS ELEMENTS - DOTTED BORDER. HEADER NAV - TAB ORDER: PSU LOGO NEEDS CUE, AND GIVE SHOULD NOT BE FIRST. FOOTER ORDER - GIVE SHOULD NOT BE FIRST. SKIP LINK NEEDS TO BE STYLED.
3. Principle: Understandable		
3.1. Readable: Make text content readable and understandable		
Language of Page -- 3.1.1		
Every web page has a correct language declaration.	<input type="checkbox"/>	HTML METATAG FOR LANGUAGE IS ENGLISH (WORDPRESS HEADER PASSES)
Language of Parts -- 3.1.2		
Sections of text in languages other than the default language are marked up using the lang attribute.	<input type="checkbox"/>	IF NON-ENGLISH IS USED, TAG THEM WITH LANG ATTRIBUTE (YIZKOR)
Individual words in another language that could be understood incorrectly or not at all are marked up using the lang attribute.	<input type="checkbox"/>	TAG NON-ENGLISH WORDS WITH LANG ATTRIBUTE
3.2. Predictable: Make web pages appear and operate in predictable ways		
On Focus -- 3.2.1		
Context does not change when a section of the page receives focus.	<input type="checkbox"/>	NO POP-UPS OR OTHER ACTIONS ON FOCUS
On Input -- 3.2.2		
Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised beforehand.	<input type="checkbox"/>	FORMS DO NOT SKIP FIELDS AUTOMATICALLY OR AUTO-SUBMIT.
Consistent Navigation -- 3.2.3		
Navigation within a website is structured and arranged consistently.	<input type="checkbox"/>	N/A (PREVIOUSLY ADDRESSED)
Consistent Identification -- 3.2.4		
Elements with the same function are identified consistently within a website.	<input type="checkbox"/>	ICONS AND BUTTONS ARE CONSISTENTLY IDENTIFIABLE
3.3. Input Assistance: Help users avoid and correct mistakes		
Error Identification -- 3.3.1		
If input errors are automatically detected, the error is clearly described in text form in the error message.	<input type="checkbox"/>	CLEAR ERROR MESSAGES EXIST IN SCREEN-READER FRIENDLY TEXT
Labels or Instructions -- 3.3.2		
Labels or instructions are given when user inputs are required.	<input type="checkbox"/>	N/A (PREVIOUSLY ADDRESSED)
Error Suggestion -- 3.3.3		
Suggested corrections are made in case of input errors.	<input type="checkbox"/>	SUGGESTED CORRECTIONS ARE MADE FOR INPUT ERRORS
Error Prevention (Legal, Financial, Data) -- 3.3.4		
It must be possible to check, change, delete or confirm inputs that have legal or financial consequences before sending.	<input type="checkbox"/>	ALLOW USERS TO CONFIRM INPUTS FOR LEGAL/FINANCIAL/DATA SUBMISSION
4. Principle: Robust		
4.1. Compatible: Maximize compatibility with current and future user agents, including assistive technologies		
Parsing -- 4.1.1		
The markup language used, HTML or XHTML, conforms to standards and is free of errors.	<input type="checkbox"/>	FOLLOW HTML/XHTML STANDARDS AND BE ERROR FREE (Evaluation tools will report XHTML errors.)
Name, Role, Value -- 4.1.2		
In case of generated and self-programmed content, markup is used in a way that supports accessibility.	<input type="checkbox"/>	CONFIRM HTML GENERATED WITH JAVASCRIPT IS ACCESSIBLE