# ACCESSIBILITY CHECKLIST

## Adapted from WCAG 2.0 AA guidelines for the Western Web Community

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| GUIDELINE | ACTION ITEMS | PASS | NOTES |
| Guideline 1.1 : Provide text alternatives for all non-text content | All non-text content that presents information has a text alternative that presents the same information.  E.g. diagrams, infographics, maps or event flyers have text to the same effect on the web page. |  |  |
| All multimedia has a text alternative.  E.g. if linking to a non-compliant student work, provide a text description of the work in the page.  (May relate to Guideline 1.2 below). |  |  |
| Guideline 1.2 : Provide synchronized alternatives for multimedia | All multimedia items (live or pre-recorded) have captions that include what is said, and a description of what is seen.  Note: text included in the video image does not pass as it cannot be read by assistive technologies. |  |  |
| Audio descriptions of pre-recorded multimedia are provided.  I.e. an additional narration track, which consists of a narrator talking through the presentation, describing what is happening on the screen during the natural pauses in the audio, and sometimes during dialogue if deemed necessary. |  |  |
| Guideline 1.3 : Ensure that information and structure can be separated from presentation | Correct heading hierarchy is used throughout the web page.   * Page name = H1 (only one H1 per page) * First heading on page = H2 * Following H3 /H2 used to mark information into subsections |  |  |
| Any images or documents on the page that use colour to convey meaning have text explaining the same information.  E.g. information conveyed in a colour-coded diagram is explained on the page. |  |  |
| Where possible, correct structure is used in associated documentation.  E.g. headings applied using style formatting and not simply by changing the font size or colour in Word documents; Order of focus is set for PDF content so screenreaders read in the correct order. |  |  |
| Guideline 1.4 : Make it easy to distinguish foreground information from its background | All images with text or diagrams in the webpage or associated with the content meet contrast requirements.   * luminosity contrast ratio of at least 5:1 can be tested using the [WebAIM Color Contrast Checker](http://webaim.org/resources/contrastchecker/) |  |  |
| Guideline 2.2 : Allow users to control time limits on their reading or interaction  Guideline 2.3 : Allow users to avoid content that could cause seizures due to photosensitivity | Any animated or multimedia content does not blink for more than 3 seconds, and does not flash at all. |  |  |
| Guideline 2.4 : Provide mechanisms to help users find content, orient themselves within it, and navigate through it | All web pages have a unique, relevant, descriptive page name and page short name assigned (page name and page short name can be the same).  E.g. Contact Web Services. |  |  |
| Link text is descriptive in that the purpose of the link can be understood without the context of any surrounding text.  E.g. ‘register online’ or ‘Arts Course Guide 2017 (PDF 120Kb) |  |  |
| Email addresses are linked with the email address as the link text.  E.g. <a.name@westernsydney.edu.au> |  |  |
| Use consistent terminology throughout your pages. |  |  |
| There is more than one way to locate the content.  E.g. direct navigation through the menu, through links within other page content, promotional buttons (RHC items). |  |  |
| Guideline 2.5 : Help users avoid mistakes and make it easy to correct mistakes that do occur | When building forms, required fields are marked with an asterisk \* and a note is provided to this effect. |  |  |
| Form fields with rules applied have the rules noted in text for users to read before filling in the field.  E.g. ‘Upload limit 10Kb’ or ‘Maximum 140 characters’ |  |  |
| Form errors for each question are descriptive and guide the user in how to correct their mistake.  E.g. ‘Location: Please select one option from the list of locations’ |  |  |
| Forms contain contact details for assistance in completing it (email and phone). |  |  |
| Forms direct to a thank you page when submission is complete. |  |  |
| Forms send an email to the user with their form information enclosed and relevant contact details for further enquiry or assistance (email and phone). |  |  |
| Forms that are a legal transaction must contain a review and confirmation screen, which allows users to go back and modify their answers, before submitting. |  |  |
| Guideline 3.1 : Make text content readable and understandable. | Expand or explain abbreviations and acronyms on first use.  E.g. Peer Assisted Study Sessions (PASS) |  |  |
| Lists are used to group information, where appropriate.  E.g. Unordered lists where order is irrelevant. Ordered list where information is sequential. |  |  |
| Content is written as simply and clearly as possible. |  |  |
| Alert users to language changes in your content.  If the page contains content in a language other than English, it is marked as the relevant language using the html *lang* attribute. E.g. “Sometimes you win, sometimes you don’t. C'est la vie.” The relevant French words need to be marked in the code as being French.  Use the [IANA Language Subtag Registry](http://www.iana.org/assignments/language-subtag-registry/language-subtag-registry) for relevant language tags. |  |  |
| Guideline 4.2 : Ensure that content is accessible or provide an accessible alternative | All of the content on your web page must meet all WCAG 2.0 AA compliance levels. If for some reason this is not possible, an alternate version of the content that does meet AA compliance must be available from the page. |  |  |
| Attachments linked from your page should meet WCAG 2.0 AA compliance where possible.  If the information in the attachment is within the webpage in text format and the page meets AA compliance then it is okay for the attachment not to comply. |  |  |

NOTE:

Adapted for relevance to the Western Sydney University Web Community from the WCAG 2.0 Appendix B: Checklist (Non-Normative) <https://www.w3.org/TR/2006/WD-WCAG20-20060427/appendixB.html>

Not all compliance criteria are listed here as some criteria are not the responsibility of content authors, they remain the responsibility of the team managing the web content management system.  
  
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