



WEB ACCESSIBILITY CHECKLIST



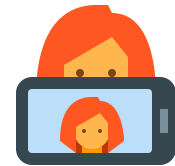
1. Alternate Text (ALT text)

- All non-text elements such as images have text equivalents (ALT text).
- Images that include text should have the text reflected in the ALT text or on the page.
- Charts, graphs, etc. that need long descriptions are described in surrounding text or provide a link to a separate page with description.
- Decorative images are indicated where appropriate.



2. Multimedia

- Multimedia files with audio have synchronized captioning.
- Audio only files have a text equivalent such as a transcript.
- A silent web slide show presentation has text alternatives associated with the graphics.



3. Headings

- Headings should be provided and used appropriately.
- Do not "fake" headings by bolding, underlining, or coloring the heading without using heading tags.



4. Lists

- Lists need to be created with the list tools, not faked by manually entering numbers or bullets.



5. Links

- The purpose of each link can be determined from the link text.
- Links with the same text do not go to different locations.



6. Color

- Color is not solely used to convey information or indicate an action..
- Foreground text and background colors have sufficient contrast of at least 4.5:1.
- Text that is over 18 point or 14 point and bold needs a contrast of at least 3:1.





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7. Sensory Characteristics

- Instructions do not rely upon shape, size, visual location, or sound. (e.g. "Click on the square icon" or "Follow the instructions in the right-hand column" or "Listen for the tone to continue".



8. Table used for data

- Row and column header cells are designated.
- Where necessary, data cells are associated with their headers by using the scope attribute.
- Data table captions and summaries are used where appropriate (for more complex tables).



9. Moving, blinking, scrolling and auto-updating

- No elements on the page flicker at a rate of 3 times per second or more unless that flashing content is sufficiently small and the flashes are of low contrast and do not contain too much red.



10. Applets, plug-ins and other applications

- A link is provided to download any applet, plug-in or other application needed to play or display the required content
- Acrobat Reader for PDF documents and Open Office for Microsoft documents are the two most common plug-ins to link to.



11. Linked documents

- Word documents, PDFs, and PowerPoint files are accessible
- Contact the Instructional Accessibility Specialist to help with document testing and remediation.



12. External Sites

- When choosing external sites to link to, particularly if the students will be tested on the materials or are required to do an activity as an assignment, make every effort to choose accessible sites. Quizzes and surveys can easily have issues.
- Contact the Instructional Accessibility Specialist to help with testing.

