Task 1 - Develop quality assurance standards

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| Part A: Check Content | | |
| Items | Issues | Met Criteria  Pass / Fail |
| A1 | **Spelling, Grammar, Punctuation** All content, including any titles, headers, menus, links, has been checked for spelling, grammar and punctuation. |  |
| A2 | **Hyperlinks**  All hyperlinks are tested for broken links. |  |
| A3 | **Styles, graphics, and layout** Design of websites/webpages conforms to the current corporate web style (ref). This includes;   * All style and formatting is done through the use of Cascading Style Sheets. * All pages comply with the Corporate Web Style guidelines. |  |
| A4 | **Images**  All images are tested for broken links. |  |

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| Part B: Accessibility | | |
| Items | Issues | Met Criteria  Pass / Fail |
| B1 | **Equivalent alternatives to auditory and visual content are provided.** All non-text elements, such as images (including buttons, spacers) have meaningful alternative “alt”, or long description (longdesc) text. |  |
| B2 | **Media independence** Are all hyperlinks worded in a media independent way and include appropriate “title”? (text descriptive and embedded, rather than the typical “click here”) |  |
| B3 | **Clarify natural language usage.** Abbreviations and/or acronyms are expanded. |  |

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| Part C: Validation | | |
| Items | Issues | Met Criteria  Pass / Fail |
| C1 | **Preform HTML Validation.** All html pages validated with <http://validator.w3.org> or a similar html validator. |  |
| C2 | **Preform CSS Validation.** All css files validated with <https://jigsaw.w3.org/css-validator> or a similar html validator. |  |
| C3 | **Browser compatibility** The website is compatible with the following base set of browsers:   * Microsoft Internet Explorer 8+ * Mozilla Firefox 3.6.8+ * Apple Safari 5+ |  |