

Accessibility Checklist

Alternate Text

- ☐ Every image on the page has clear, appropriate alternate text.
- ☐ Decorative images and graphics are loaded by CSS or have null/empty alt values (alt="").
- ☐ Complex graphics (graphs, charts, etc.) either have a descriptive caption or a link to a description.
- ☐ Alternate text on image links is descriptive enough to convey appropriate information and direction to members.
- ☐ Any image-based form buttons have clear, accurate alternate text.
- ☐ If the same visual presentation can be made using text alone, an image is not used to present that text.

Code Standards

- ☐ The page is readable and functional when the text size is doubled.
- ☐ The web page has a descriptive and informative page title.
- ☐ The language of the page is identified using the HTML lang attribute
- ☐ The language of page content that is in a different language is identified using the lang attribute
- ☐ The HTML of a page of validates without significant errors.
- ☐ Semantic markup is used to designate headings (<h1>), lists (, , and <dl>), emphasized or special text (, <code>, <abbr>, <blockquote>, for example), etc. Semantic markup is used appropriately.
- ☐ Markup is used in a way that facilitates accessibility. This includes following the HTML/XHTML specifications and using forms, form labels, frame titles, etc. appropriately.

Content

- ☐ Page headings are informative.
- ☐ Large blocks of text are broken up with useful headings.
- ☐ Navigation links that are repeated on web pages do not change order when navigating through the site.
- ☐ Elements that have the same functionality across multiple web pages are consistently identified.
- ☐ Instructions do not rely upon shape, size, or visual location (e.g., "Click the square icon to continue" or "Instructions are in the right-hand column").
- ☐ Instructions do not rely upon sound (e.g., "A beeping sound indicates you may continue.").
- ☐ The purpose of each link (or form image button or image map hotspot) can be determined from the link text alone, or from the link text and its context (e.g., surrounding paragraph, list item, table cell, or table headers).
- ☐ Links (or form image buttons) with the same text that go to different locations are readily distinguishable.
- ☐ Multiple ways are available to find other web pages on the site

Design

- ☐ Color is not the only way to distinguish important information.
- ☐ Links are either underlined or have a 3:1 contrast ratio with surrounding text and change visually on focus and hover.
- ☐ Text has enough contrast. The background and foreground colors have a contrast ratio of 3:1 for large text (18px and above) and 4.5:1 for smaller text.
- ☐ If the same visual presentation can be made using text alone, an image is not used to present that text.
- ☐ The font is readable and not too small (a least 9pt, 12pt preferred). (**Optional**)

Documentation and Support

- ☐ The documentation and support pages are accessible.
- ☐ The documentation includes any accessibility features, including any special keyboard shortcuts. (**Optional**)
- ☐ If there is audio technical support, like a phone line, there is a non-audio alternative, like a support email address, for users with hearing or speech difficulties. (**Optional, required for Medicare**)

Files and Plug-Ins

- ☐ Any linked files are also accessible.

Forms

- ☐ Each form element has a corresponding label element (preferred) or a title attribute.
- ☐ Any image-based form buttons have clear, accurate alternate text.
- ☐ Related form fields are grouped.
- ☐ The tab order of the fields (the order a user travels through them with the tab key) matches the visual order.
- ☐ Users can navigate and submit a form using only a keyboard.
- ☐ If the form has a time limit, there is a way to extend that limit.
- ☐ It is visually apparent which form field has the current keyboard focus (i.e., as you tab through the field, you can see where you are).
- ☐ Form fields are identified as required or optional. Any special formatting instructions are obvious and linked to the form field
- ☐ Form validation errors are presented in an efficient, intuitive, and accessible manner.
- ☐ If an input error is detected, provide suggestions for fixing the input in a timely and accessible manner
- ☐ Sufficient labels, cues, and instructions for required interactive elements are provided via instructions, examples, properly positioned form labels, and/or fieldsets/legends.
- ☐ If the user can change or delete legal or financial data, the changes/deletions can be reversed, verified, or confirmed.
- ☐ When a page element receives focus, it does not result in a substantial change to the page that could confuse or disorient the user.

- ☐ When a user inputs information or interacts with a control, it does not result in a substantial change to the page without warning.
- ☐ On a form validation, focus automatically moves to the error message or first invalid field (**optional**)

Keyboard Accessibility

- ☐ The entire page is keyboard-navigable. Users can reach every interactive element of the page using a keyboard, including all user interface controls, using the default navigation keys (tab for forward, shift + tab for back, enter or spacebar to trigger).
- ☐ There are no keyboard traps that prevent keyboard-only users from navigating.
- ☐ The navigation order of links, form elements, etc. is logical and intuitive.
- ☐ It is visually apparent which page element has the current keyboard focus (i.e., as you tab through the page, you can see where you are).

Multimedia

- ☐ No autoplay (preferred) OR a mechanism is provided to stop, pause, mute, or adjust volume for audio that automatically plays on a page for more than 3 seconds.
- ☐ Audio-only files have transcripts.
- ☐ Videos without an audio track have a text-based description.
- ☐ Videos have synchronized captions.
- ☐ No page content flashes more than 3 times per second unless that flashing content is sufficiently small and the flashes are of low contrast and do not contain too much red.
- ☐ Audio or video players have keyboard controls.

Skip Navigation Link

- ☐ There is a way to skip over repetitive navigation menus, if they exist. Note that an expandable and collapsible menu (e.g., a “hamburger” menu on a mobile page) meets this standard without a separate skip navigation link.
- ☐ The skip nav link is the first focusable object on a page.
- ☐ The skip nav link is either visible or appears on focus.

Tables

- ☐ Data tables have marked header cells.
- ☐ Tables are not used for layout (preferred), or layout tables do not have header cells.
- ☐ If a large or complex table has multiple levels of headers, the headers have an appropriate scope (**Optional**).

Timed elements

- ☐ Every timed element (e.g., sliders, timed forms) has a way to either pause the content or extend the time.
- ☐ Automatically moving, blinking, or scrolling content that lasts longer than 5 seconds can be paused, stopped, or hidden by the user.
- ☐ Automatically updating content can be paused, stopped, or hidden.