PDF 508 Test Checklist

Tester Full Name:

Date and Time of Test:

File Owner/Requester Full Name:

Document Title (if found):

File Name:

Number of Pages in File:

Preliminary Inspection

Test for:	Pass	Fail	N/A
Color Contrast (≥3:1 for large text; ≥4.5:1 for normal text)			
Use of Color (color alone is not used to convey meaning)			
Bookmarks match headings (for files 9 pages or longer)			
Document Properties			
Tagged "Yes" (if "No" then end test)			
Descriptive Document Title			
Show Document Title			
Correct Language			
Security ("Content copying for accessibility" allowed)			

Comments:

Order Pane

Test for:	Pass	Fail	N/A
Order matches logical reading order of content			

Tags Pane

Test for:	Pass	Fail	N/A
Order matches logical reading order of content			
Meaningful, non-repetitive content is included in the Tags pane			
There are no empty tags (except for <TD>)			
Text Headings			
Visual headings are tagged as headings <H1> - <H6>			
Heading levels are logical and are not skipped			
Paragraphs			
Each paragraph is tagged with a single <P>			
Lists & Table of Contents			
Ordered lists are tagged with required <L> <LI> <Lbl> <LBody>			
Unordered lists are tagged with required <L> <LI> <LBody>			
Nested lists are contained within <LBody>			
Table of Contents is properly structured			
Data Tables			
Tables are properly structured: <Table> <TR> <TH> or <TD>			
Tables have correct <TH> cells			
All <TH> cells have Scope of Column or Row set			
Merged cells have Span set			
Figures			
Decorative images are not included in the Tags pane			
Figures that convey meaning have appropriate alt text			
Hyperlinks			
Links are properly structured: <Link> and "Link – OBJR"			
Link text describes destination/purpose or has alt text			
Form Fields			
Form Fields are properly structured and have tooltips			

Comments:

Automated Testing

Test for:	Pass	Fail	N/A
Acrobat Accessibility Checker reports no failures			
CommonLook PDF Validator reports no Structural failures			
CommonLook PDF Validator reports no applicable WCAG 2.0 AA failures (identify acceptable failures below)			

Comments:

Keyboard Testing

Test for:	Pass	Fail	N/A
Links and form fields can be tabbed to in the correct order			

Screen Reader Testing

Test for:	Pass	Fail	N/A
Spot checking with NVDA reveals no additional failures			

Comments: