PLEASE NOTE, Text in ORANGE IS N/A, All other checklists have been ticked off with a GREEN TICK

# WebAIM - web accessibility in mindPrinciple 1: Perceivable

WCAG 2 Checklist

Web content is made available to the senses - sight, hearing, and/or touch

Guideline 1.1 Text Alternatives

Provide text alternatives for any non-text content

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| Success Criteria | Recommendations |
| [1.1.1 Non-text](http://www.w3.org/TR/WCAG20/#text-equiv-all) [Content](http://www.w3.org/TR/WCAG20/#text-equiv-all) (Level A) | * Images, form image buttons, and image map hot spots have appropriate, equivalent [alternative text.](https://webaim.org/techniques/alttext/) * Images that do not convey content, are decorative, or contain content that is already conveyed in text are given null alt text (alt="") or implemented as CSS backgrounds. Linked images have descriptive alternative text. * Equivalent alternatives to complex images are provided in context or on a separate linked page. * Form buttons have a descriptive value. * Form inputs have associated [text labels.](https://webaim.org/techniques/forms/controls) * Embedded multimedia is identified via accessible text. * Frames and iframes are appropriately [titled.](https://webaim.org/techniques/frames/) |

Guideline 1.2 Time-based Media

Provide alternatives for time-based media

NOTE: If the audio or video is designated as an alternative to web content (e.g., an audio or sign language version of a web page, for example), then the web content itself serves as the alternative.

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| Success Criteria | Recommendations |
| [1.2.1 Prerecorded](http://www.w3.org/TR/WCAG20/#media-equiv-av-only-alt) [Audio-only and](http://www.w3.org/TR/WCAG20/#media-equiv-av-only-alt) [Video-only](http://www.w3.org/TR/WCAG20/#media-equiv-av-only-alt) (Level A) | * A transcript of relevant content is provided for non-live audio-only (audio podcasts, MP3 files, etc.). * A transcript or audio description of relevant content is provided for non-live video-only, unless the video is decorative. |
| [1.2.2 Captions](http://www.w3.org/TR/WCAG20/#media-equiv-captions) [(Prerecorded)](http://www.w3.org/TR/WCAG20/#media-equiv-captions) (Level A) | * [Synchronized captions](https://webaim.org/techniques/captions/) are provided for non-live video (YouTube videos, etc.). |
| [1.2.3 Audio](http://www.w3.org/TR/WCAG20/#media-equiv-audio-desc) [Description or](http://www.w3.org/TR/WCAG20/#media-equiv-audio-desc) [Media Alternative](http://www.w3.org/TR/WCAG20/#media-equiv-audio-desc) [(Prerecorded)](http://www.w3.org/TR/WCAG20/#media-equiv-audio-desc) (Level A) | * A [transcript](https://webaim.org/techniques/captions/#transcripts) OR [audio description](https://webaim.org/techniques/captions/#ad) is provided for non-live video. NOTE: Only required if there is relevant visual content that is not presented in the audio. . |
| [1.2.4 Captions](http://www.w3.org/TR/WCAG20/#media-equiv-real-time-captions) [(Live)](http://www.w3.org/TR/WCAG20/#media-equiv-real-time-captions)  (Level AA) | * Synchronized captions are provided for live media that contains audio (audio-only broadcasts, web casts, video conferences, etc.) |
| [1.2.5 Audio](http://www.w3.org/TR/WCAG20/#media-equiv-audio-desc-only) [Description](http://www.w3.org/TR/WCAG20/#media-equiv-audio-desc-only) [(Prerecorded)](http://www.w3.org/TR/WCAG20/#media-equiv-audio-desc-only) (Level AA) | * Audio descriptions are provided for non-live video. NOTE: Only required if there is relevant visual content that is not presented in the audio.. * While not required at level AA, for optimal accessibility WebAIM recommends descriptive transcripts in addition to audio descriptions. |

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| [1.2.7 Extended](http://www.w3.org/TR/WCAG20/#media-equiv-extended-ad) [Audio Description](http://www.w3.org/TR/WCAG20/#media-equiv-extended-ad) [(Prerecorded)](http://www.w3.org/TR/WCAG20/#media-equiv-extended-ad) (Level AAA) | * When audio description cannot be added to video due to audio timing (e.g., insufficient pauses in the audio), an alternative version of the video with pauses that allow audio descriptions is provided. |
| [1.2.8 Media](http://www.w3.org/TR/WCAG20/#media-equiv-text-doc) [Alternative](http://www.w3.org/TR/WCAG20/#media-equiv-text-doc) [(Prerecorded)](http://www.w3.org/TR/WCAG20/#media-equiv-text-doc) (Level AAA) | * A transcript is provided for pre-recorded media that has a video track. For optimal accessibility, WebAIM strongly recommends transcripts for all multimedia. |
| [1.2.9 Audio-only](http://www.w3.org/TR/WCAG20/#media-equiv-live-audio-only) [(Live)](http://www.w3.org/TR/WCAG20/#media-equiv-live-audio-only)  (Level AAA) | * A descriptive text transcript (e.g., the script of the live audio) is provided for live content that has audio. |

## Guideline 1.3 Adaptable:

Create content that can be presented in different ways (e.g., simpler layout) without losing information or structure

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| Success Criteria | Recommendations |
| [1.3.1 Info and](http://www.w3.org/TR/WCAG20/#content-structure-separation-programmatic) [Relationships](http://www.w3.org/TR/WCAG20/#content-structure-separation-programmatic) (Level A) | * [Semantic markup](https://webaim.org/techniques/semanticstructure/) is used to designate headings (<h1>), regions/landmarks, lists (<ul>,   <ol>, and <dl>), emphasized or special text (<strong>, <code>, <abbr>, <blockquote>, for example), etc. Semantic markup is used appropriately.   * [Tables](https://webaim.org/techniques/tables/data) are used for tabular data and data cells are associated with their headers. Data table captions, if present, are associated to data tables. * [Text labels](https://webaim.org/techniques/forms/controls) are associated with form input elements. Related form elements are grouped with fieldset/legend. ARIA labelling may be used when standard HTML is insufficient. |
| [1.3.2 Meaningful](http://www.w3.org/TR/WCAG20/#content-structure-separation-sequence) [Sequence](http://www.w3.org/TR/WCAG20/#content-structure-separation-sequence)  (Level A) | * The [reading and navigation order](https://webaim.org/techniques/screenreader/#linearization) (determined by code order) is logical and intuitive. |
| [1.3.3 Sensory](http://www.w3.org/TR/WCAG20/#content-structure-separation-understanding) [Characteristics](http://www.w3.org/TR/WCAG20/#content-structure-separation-understanding) (Level A) | * 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."). |
| [1.3.4 Orientation](https://www.w3.org/TR/WCAG21/#orientation)  (WCAG 2.1  Level AA) | * Orientation of web content is not restricted to only portrait or landscape, unless a specific orientation is necessary. |
| [1.3.5 Identify](https://www.w3.org/TR/WCAG21/#identify-input-purpose) [Input Purpose](https://www.w3.org/TR/WCAG21/#identify-input-purpose) (WCAG 2.1  Level AA) | * Input fields that collect [certain types of user information](https://www.w3.org/TR/WCAG21/#input-purposes) have an appropriate autocomplete attribute defined. |
| [1.3.6 Identify](https://www.w3.org/TR/WCAG21/#identify-purpose) [Purpose](https://www.w3.org/TR/WCAG21/#identify-purpose) (WCAG 2.1  Level AAA) | * HTML5 regions or ARIA landmarks are used to identify page regions. * ARIA is used, where appropriate, to enhance HTML semantics to better identify the purpose of interface components. |

## Guideline 1.4 Distinguishable:

Make it easier for users to see and hear content including separating foreground from background

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| Success Criteria | Recommendations |
| [1.4.1 Use of Color](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-without-color) (Level A) | * Color is not used as the sole method of conveying content or distinguishing visual elements. * Color alone is not used to distinguish [links](https://webaim.org/techniques/hypertext/) from surrounding text unless the [contrast ratio between the link and the surrounding text is at least 3:1](https://webaim.org/resources/linkcontrastchecker/) and an additional distinction (e.g., underline) is provided when the link is hovered and receives focus. |
| [1.4.2 Audio](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-dis-audio) [Control](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-dis-audio) (Level A) | * A mechanism is provided to stop, pause, mute, or adjust volume for audio that automatically plays on a page for more than 3 seconds. |

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| [1.4.3 Contrast](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-contrast) [(Minimum)](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-contrast) (Level AA) | * Text and images of text have a [contrast ratio](https://webaim.org/resources/contrastchecker/) of at least 4.5:1. * Large text - at least 18 point (typically 24px) or 14 point (typically 18.66px) and bold - has a contrast ratio of at least 3:1. |
| [1.4.4 Resize text](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-scale) (Level AA) | * The page is readable and functional when the page is zoomed to 200%. NOTE: 1.4.10 (below) introduces a much higher requirement for zoomed content. |
| [1.4.5 Images of](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-text-presentation) [Text](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-text-presentation) (Level AA) | * If the same visual presentation can be made using text alone, an image is not used to present that text. |
| [1.4.6 Contrast](http://www.w3.org/TR/WCAG20/#visual-audio-contrast7) [(Enhanced)](http://www.w3.org/TR/WCAG20/#visual-audio-contrast7) (Level AAA) | * Text and images of text have a [contrast ratio](https://webaim.org/resources/contrastchecker/) of at least 7:1. * Large text - at least 18 point (typically 24px) or 14 point (typically 18.66px) bold - has a contrast ratio of at least 4.5:1. |
| [1.4.7 Low or No](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-noaudio) [Background](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-noaudio) [Audio](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-noaudio)  (Level AAA) | * Audio with speech has no or very low background noise so the speech is easily distinguished. |
| [1.4.8 Visual](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-visual-presentation) [Presentation](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-visual-presentation) (Level AAA) | Blocks of text over one sentence in length:   * Are no more than 80 characters wide. * Are NOT fully justified (aligned to both the left and the right margins). * Have adequate line spacing (at least 1/2 the height of the text) and paragraph spacing (1.5 times line spacing). * Have a specified foreground and background color. These can be applied to specific elements or to the entire page using CSS (and thus inherited by all other elements). * Do NOT require horizontal scrolling when the text size is doubled. |
| [1.4.9 Images of](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-text-images) [Text (No](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-text-images) [Exception)](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-text-images) (Level AAA) | * Text is used within an image only for decoration (image does not convey content) OR when the information cannot be presented with text alone. |
| [1.4.10 Reflow](https://www.w3.org/TR/WCAG21/#reflow)  (WCAG 2.1  Level AA) | * No loss of content or functionality occurs and horizontal scrolling is avoided when content is presented at a width of 320 pixels.   o This requires responsive design for most web sites. This is best tested by setting the browser window to 1280 pixels wide and then zooming the page content to 400%.   * Content that requires horizontal scrolling, such as data tables, complex images (such as maps and charts), toolbars, etc. are exempted. |
| [1.4.11 Non-text](https://www.w3.org/TR/WCAG21/#non-text-contrast) [Contrast](https://www.w3.org/TR/WCAG21/#non-text-contrast) (WCAG 2.1  Level AA) | * A [contrast ratio](https://webaim.org/resources/contrastchecker/) of at least 3:1 is present for differentiating graphical objects (such as icons and components of charts or graphs) and author-customized interface components (such as buttons, form controls, and focus indicators/outlines). * At least 3:1 contrast must be provided in the various states (focus, hover, active, etc.) of author-customized interactive components. |
| [1.4.12 Text](https://www.w3.org/TR/WCAG21/#text-spacing) [Spacing](https://www.w3.org/TR/WCAG21/#text-spacing) (WCAG 2.1  Level AA) | * No loss of content or functionality occurs when the user adapts paragraph spacing to 2 times the font size, text line height/spacing to 1.5 times the font size, word spacing to .16 times the font size, and letter spacing to .12 times the font size. * This is best supported by avoiding pixel height definitions for elements that contain text. |
| [1.4.13 Content on](https://www.w3.org/TR/WCAG21/#content-on-hover-or-focus) [Hover or Focus](https://www.w3.org/TR/WCAG21/#content-on-hover-or-focus) (WCAG 2.1  Level AA) | * When additional content is presented on hover or keyboard focus:   + The newly revealed content can be dismissed (generally via the Esc key) without moving the pointer or keyboard focus, unless the content presents an input error or does not obscure or interfere with other page content.   + The pointer can be moved to the new content without the content disappearing.   + The new content must remain visible until the pointer or keyboard focus is moved away from the triggering control, the new content is dismissed, or the new content is no longer relevant. |

# Principle 2: Operable

Interface forms, controls, and navigation are operable

Guideline 2.1 Keyboard Accessible:

Make all functionality available from a keyboard

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| Success Criteria | Recommendations |
| [2.1.1 Keyboard](http://www.w3.org/TR/WCAG20/#keyboard-operation-keyboard-operable) (Level A) | * All page functionality is available using the [keyboard,](https://webaim.org/techniques/keyboard/) unless the functionality cannot be accomplished in any known way using a keyboard (e.g., free hand drawing). * Page-specified shortcut keys and accesskeys (accesskey should typically be avoided) do not conflict with existing browser and screen reader shortcuts. |
| [2.1.2 No](http://www.w3.org/TR/WCAG20/#keyboard-operation-trapping)  [Keyboard Trap](http://www.w3.org/TR/WCAG20/#keyboard-operation-trapping) (Level A) | * Keyboard focus is never locked or trapped at one particular page element. The user can navigate to and from all navigable page elements using only a keyboard. |
| [2.1.3 Keyboard](http://www.w3.org/TR/WCAG20/#keyboard-operation-all-funcs) [(No Exception)](http://www.w3.org/TR/WCAG20/#keyboard-operation-all-funcs) (Level AAA) | * All page functionality is available using the keyboard. |
| [2.1.4 Character](https://www.w3.org/TR/WCAG21/#character-key-shortcuts) [Key Shortcuts](https://www.w3.org/TR/WCAG21/#character-key-shortcuts) (WCAG 2.1  Level A) | * If a keyboard shortcut uses printable character keys, then the user must be able to disable the key command, change the defined key to a non-printable key (Ctrl, Alt, etc.), or only activate the shortcut when an associated interface component or button is focused. |

## Guideline 2.3 Seizures:

Do not design content in a way that is known to cause seizures or physical reactions

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| Success Criteria | Recommendations |
| [2.3.1 Three](http://www.w3.org/TR/WCAG20/#seizure-does-not-violate) [Flashes or Below](http://www.w3.org/TR/WCAG20/#seizure-does-not-violate) [Threshold](http://www.w3.org/TR/WCAG20/#seizure-does-not-violate) (Level A) | * No page content [flashes](https://webaim.org/articles/seizure/) 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. |
| [2.3.2 Three](http://www.w3.org/TR/WCAG20/#seizure-three-times) [Flashes](http://www.w3.org/TR/WCAG20/#seizure-three-times) (Level AAA) | * No page content flashes more than 3 times per second. |
| [2.3.3 Animation](https://www.w3.org/TR/WCAG21/#animation-from-interactions) [from Interactions](https://www.w3.org/TR/WCAG21/#animation-from-interactions) (WCAG 2.1  Level AAA) | * Users can disable non-essential animation and movement that is triggered by user interaction. |

## Guideline 2.4 Navigable:

Provide ways to help users navigate, find content, and determine where they are

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| Success Criteria | | Recommendations | |
| [2.4.1 Bypass](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-skip) [Blocks](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-skip) (Level A) | | * A link is provided to [skip navigation](https://webaim.org/techniques/skipnav/) and other page elements that are repeated across web pages. * A proper heading structure and/or identification of page regions/landmarks may be considered a sufficient technique. Because navigating by headings or regions is not supported in most browsers, WebAIM recommends a "skip" link (in addition to headings and regions) to best support sighted keyboard users. | |
| [2.4.2 Page Titled](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-title) (Level A) | | * The web page has a descriptive and informative page title. | |
| [2.4.3 Focus Order](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-focus-order) (Level A) | | * The navigation order of links, form elements, etc. is logical and intuitive. | |
| [2.4.4 Link](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-refs) [Purpose (In](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-refs) [Context)](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-refs) (Level A) | | * 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 text, list item, previous heading, or table headers). * Links (or form image buttons) with the same text that go to different locations are readily distinguishable. | |
| [2.4.5 Multiple](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-mult-loc) [Ways](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-mult-loc)  (Level AA) | | * [Multiple ways](https://webaim.org/techniques/sitetools/) are available to find other web pages on the site - at least two of: a list of related pages, table of contents, site map, site search, or list of all available web pages. | |
| [2.4.6 Headings](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-descriptive) [and Labels](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-descriptive) (Level AA) | | * Page headings and labels for form and interactive controls are informative. Avoid duplicating heading (e.g., "More Details") or label text (e.g., "First Name") unless the structure provides adequate differentiation between them. | |
| [2.4.7 Focus](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-focus-visible) [Visible](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-focus-visible) (Level AA) | | * 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). | |
| [2.4.8 Location](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-location) (Level AAA) | | * If a web page is part of a sequence of pages or within a complex site structure, an indication of the current page location is provided, for example, through breadcrumbs or specifying the current step in a sequence (e.g., "Step 2 of 5 - Shipping Address"). | |
| [2.4.10 Section](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-headings) [Headings](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-headings) (Level AAA) | | * Beyond providing an overall document structure, individual sections of content are designated using headings, where appropriate. | |

# Principle 3: Understandable

Information and the operation of user interface must be understandable.

Guideline 3.1 Readable:

Make text content readable and understandable

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| Success Criteria | Recommendations |
| [3.1.1 Language of](http://www.w3.org/TR/WCAG20/#meaning-doc-lang-id) [Page](http://www.w3.org/TR/WCAG20/#meaning-doc-lang-id) (Level A) | * The language of the page is identified using the HTML lang attribute (e.g., <html lang="en">). |
| [3.1.2 Language of](http://www.w3.org/TR/WCAG20/#meaning-other-lang-id) [Parts](http://www.w3.org/TR/WCAG20/#meaning-other-lang-id) (Level AA) | * The language of page content that is in a different language is identified using the lang attribute (e.g., <blockquote lang="es">). |
| [3.1.3 Unusual](http://www.w3.org/TR/WCAG20/#meaning-idiom) [Words](http://www.w3.org/TR/WCAG20/#meaning-idiom)  (Level AAA) | * [Words](https://webaim.org/techniques/writing/) that may be ambiguous, unfamiliar, or used in a very specific way are defined through adjacent text, a definition list, a glossary, or other suitable method. |
| [3.1.4](http://www.w3.org/TR/WCAG20/#meaning-located)  [Abbreviations](http://www.w3.org/TR/WCAG20/#meaning-located) (Level AAA) | * The meaning of an unfamiliar abbreviation is provided by expanding it the first time it is used, using the <abbr> element, or linking to a definition or glossary. |

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| [3.1.5 Reading](http://www.w3.org/TR/WCAG20/#meaning-supplements) [Level](http://www.w3.org/TR/WCAG20/#meaning-supplements) (Level AAA) | * A more understandable alternative is provided for content that is more advanced than can be reasonably read by a person with roughly 9 years of primary education. |
| [3.1.6](http://www.w3.org/TR/WCAG20/#meaning-pronunciation)  [Pronunciation](http://www.w3.org/TR/WCAG20/#meaning-pronunciation) (Level AAA) | * If the pronunciation of a word is vital to understanding that word, its pronunciation is provided immediately following the word or via a link or glossary. |

Guideline 3.2 Predictable:

Make Web pages appear and operate in predictable ways

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| Success Criteria | Recommendations |
| [3.2.1 On Focus](http://www.w3.org/TR/WCAG20/#consistent-behavior-receive-focus) (Level A) | * When a page element receives focus, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user. |
| [3.2.2 On Input](http://www.w3.org/TR/WCAG20/#consistent-behavior-unpredictable-change) (Level A) | * When a user inputs information or interacts with a control, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user unless the user is informed of the change ahead of time. |
| [3.2.3 Consistent](http://www.w3.org/TR/WCAG20/#consistent-behavior-consistent-locations) [Navigation](http://www.w3.org/TR/WCAG20/#consistent-behavior-consistent-locations) (Level AA) | * Navigation links that are repeated on web pages do not change order when navigating through the site. |
| [3.2.4 Consistent](http://www.w3.org/TR/WCAG20/#consistent-behavior-consistent-functionality) [Identification](http://www.w3.org/TR/WCAG20/#consistent-behavior-consistent-functionality) (Level AA) | * Elements that have the same functionality across multiple web pages are consistently identified. For example, a search box at the top of the site should always be labeled the same way. |
| [3.2.5 Change on](http://www.w3.org/TR/WCAG20/#consistent-behavior-no-extreme-changes-context) [Request](http://www.w3.org/TR/WCAG20/#consistent-behavior-no-extreme-changes-context)  (Level AAA) | * Substantial changes to the page, the spawning of pop-up windows, uncontrolled changes of keyboard focus, or any other change that could confuse or disorient the user must be initiated by the user. Alternatively, the user is provided an option to disable such changes. |

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# Principle 4: Robust

Content can be used reliably by a wide variety of user agents, including assistive technologies

Guideline 4.1 Compatible:

Maximize compatibility with current and future user agents, including assistive technologies

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| Success Criteria | Recommendations |
| [4.1.1 Parsing](http://www.w3.org/TR/WCAG20/#ensure-compat-parses) (Level A) | * Significant HTML/XHTML validation/parsing errors are avoided. |
| [4.1.3 Status](https://www.w3.org/TR/WCAG21/#status-messages) [Messages](https://www.w3.org/TR/WCAG21/#status-messages) (WCAG 2.1  Level AA) | * If an important status message is presented and focus is not set to that message, the message must be announced to screen reader users, typically via an ARIA alert or live region. |

Available online at: [webaim.org/standards/wcag/checklist](https://webaim.org/standards/wcag/checklist)

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**WCAG 2.1 Checklist – Comments/Observations**

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| **Web content is made available to the senses - sight, hearing, and/or touch** |
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| **Guideline 1.1 Text Alternatives: Provide text alternatives for any non-text content.** |
| Comments/observations:  Alt text provided for all non text content |
| **Guideline 1.2 Time-based Media: Provide alternatives for time-based media.** |
| Comments/observations: n/a |
| **Guideline 1.3 Adaptable: Create content that can be presented in different ways (e.g., simpler layout) without losing information or structure.** |
| Comments/observations:  Content is presented in a simple layout but can be changed. |
| **Guideline 1.4 Distinguishable: Make it easier for users to see and hear content including separating foreground from background.** |
| Comments/observations:  Site is completely distinguishable. |
|  |
| **Operable Interface forms, controls, and navigation are operable** |
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| **Guideline 2.1 Keyboard Accessible: Make all functionality available from a keyboard.** |
| Comments/observations;  Site is keyboard accessible. |
| **Guideline 2.2 Enough Time: Provide users enough time to read and use content.** |
| Comments/observations:  No time constraints for users. |
| **Guideline 2.3 Seizures: Do not design content in a way that is known to cause seizures.** |
| Comments/observations:  Content is designed with seizures in mind. |
| **Guideline 2.4 Navigable: Provide ways to help users navigate, find content, and determine where they are.** |
| Comments/observations:  Clear navigation points on the site. |
| **Guideline 2.5 Input Modalities: Make it easier for users to operate functionality through various inputs beyond keyboard.** |
| Comments/observations:  n/a |
|  |
| **Understandable Content and interface are understandable** |
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| **Guideline 3.1 Readable: Make text content readable and understandable.** |
| Comments/observations:  Text is correct size, minimum size 12 and colour is readable. |
| **Guideline 3.2 Predictable: Make Web pages appear and operate in predictable ways.** |
| Comments/observations:  n/a |
| **Guideline 3.3 Input Assistance: Help users avoid and correct mistakes.** |
| Comments/observations: Only applicable if you have working forms on your site.  n/a |
|  |
| **Robust Content can be used reliably by a wide variety of user agents, including assistive technologies** |
|  |
| **Guideline 4.1 Compatible: Maximize compatibility with current and future user agents, including assistive technologies.** |
| Comments/observations:  n/a |
|  |
| **Summary of identified issues** |
|  |
| List issues here:  Identified originally the text size was 8, this wasn’t clearly readable and below the minimum size. |

|  |
| --- |
| **Actions taken to resolve above issues** |
|  |
| List actions here:  It was corrected to at least 12 throughout the site and remains consistent throughout. |

|  |
| --- |
| **Outcomes** |
|  |
| Were you able to resolve all issues? If not, explain why.  We resolved all issues. |