



The Ultimate WCAG 2.0 and 2.1 Checklist™

A Must-Have for:

Web Designers and Developers
Web Accessibility Auditors
Compliance Officers
Business Owners
IT Personnel

Ally Right
Accessibility done right!™

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For more information on the WCAG and its criteria, visit the World Wide Web Consortium's (W3C) website: <https://www.w3.org/TR/WCAG21>

Disclaimer

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About Ally Right

Ally Right is a web accessibility consultancy firm and think tank. We are passionate about providing equal access to people living with disabilities. We help organizations of all sizes to have a web presence that is compliant with the Americans with Disabilities Act (ADA), the Web Content Accessibility Guidelines (WCAG), the Section 508 to the Rehabilitation Act of 1973, and other industry-specific guidelines to web accessibility.

Who We Help

AVIATION

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To learn more about the industries we serve and to schedule your accessibility testing, contact Ally Right today!

Web Accessibility

The internet has become an integral part of society. Subsequently, we must ensure that digital content is available to everyone. To not create accessible websites would mean to deny millions of people access to knowledge, communication, and power. With the technology available today, web designers and developers are able to create wonderful content that is available to all, by simply following the WCAG standards.

Web Content Accessibility Guidelines (WCAG) 2.0 and 2.1

Concerned about equal access to all, the The World Wide Web Consortium (W3C), through its Web Accessibility Initiative - Accessible Rich Internet Applications (WAI-ARIA), created a set of standards for web accessibility. As technology improves, these standards are updated to meet the new possibilities. The most recent update, WCAG 2.1, was released on June 5th, 2018. WCAG 2.1 added some criteria to its predecessor. Compliance with WCAG 2.1 also ensures compliance with WCAG 2.0. On this checklist we summarize the Guidelines. For a more comprehensive understanding



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Americans with Disabilities Act (ADA)

In 1990, the US Congress passed the American with Disabilities Act, which protects people living with disabilities from any form of discrimination. This includes giving equal digital access to people living with disabilities. Creating accessible content is more than good business practice, it is the law.

Disabilities in numbers

According to the most recent US Census, nearly 1 in 5 American lives with one or more disabilities. Let's ensure everyone has access to your website!

Contact Us

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hello@allyright.com

Social Media : [@allyright](#)

Spreading Love

Why do We Provide Amazing Resources for Free?

We are very passionate about web accessibility and want to help as many organizations as we possibly can. We dream of an accessible internet(!). We could sell this and other documents and make more money, but then we would severely restrict the amount of people we helped.

If this document was helpful to you, please return the favor by spreading the message on your social media and/or website. Below are messages you can copy and paste on your social media. Or you can create your own message =)



Social Media:

Looking for a thorough WCAG 2.1 Checklist?

Check out Ally Right's free checklist at
allyright.com/wcag-checklist #webally
#accessibility #wcag

Thanks you Ally Right for the amazing free WCAG 21.1 Checklist! Super useful! allyright.com/wcag-checklist
#webally #accessibility #gratitude

Website:

If you are looking for the ultimate WCAG 2.0 and WCAG 2.1 checklist? Ally Right got you covered.
And it is free! allyright.com/wcag-checklist

When doing a web accessibility audit, you will be wise to use Ally Right's "Ultimate WCAG 2.0 and WCAG 2.1 Checklist'. It is free! allyright.com/wcag-checklist

How to use this Checklist

A web accessibility audit is a very serious endeavor. This checklist will help you to make sure your audit is thorough. First determine which level of accessibility you need to meet. The W3C defines the three levels as follows:

Level A

For **Level A** conformance (the minimum level of conformance), the Web page satisfies all the **Level A** Success Criteria, or a conforming alternate version is provided.

Level AA

For **Level AA** conformance, the Web page satisfies all the **Level A** and **Level AA** Success Criteria, or a **Level AA** conforming alternate version is provided.

Level AAA

For **Level AAA** conformance, the Web page satisfies all the **Level A**, **Level AA** and **Level AAA** Success Criteria, or a **Level AAA** conforming alternate version is provided.

If you are unsure on which level you must follow, check with your compliance officer. If your company does not have one, you can check online for the standards of your particular industry or go for the highest level. The more accessible you make your website the better.

Once you have determined which level you must satisfy, then go through every page of your website and check if each criterion has been met.

Continue

It is important to note that not all criteria will be applicable to your website. If a specific success criterion does not apply to the content you have on your website, then your website cannot be in violation of that criterion, and thus it is compliant with the criterion.

To make your job easier and more organized, in this ebook we provide you with the following resources:

- Checklists for each WCAG 2.1 criterion.
- Checklists for each conformance level (A, AA and AAA).
- Blank templates for criteria and conformance levels.

If you get stuck and need professional help, give us a call or email us.

We can answer your questions or do the full audit for you.

Enjoy!

Warm regards,

Paulo Amaral, MS

President

Ally Right

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Checklist Level A

Checklist A

Tester _____ Date _____

Website _____ Webpage _____

No	Guidelines	Version	Pass/Fail
<input type="checkbox"/> 1.1.1	Non-text Content	2.0	
<input type="checkbox"/> 1.2.1	Audio-only and Video-only (Prerecorded)	2.0	
<input type="checkbox"/> 1.2.2	Captions (Prerecorded)	2.0	
<input type="checkbox"/> 1.2.3	Audio Description or Media Alternative (Prerecorded)	2.0	
<input type="checkbox"/> 1.3.1	Info and Relationships	2.0	
<input type="checkbox"/> 1.3.2	Meaningful Sequence	2.0	
<input type="checkbox"/> 1.3.3	Sensory Characteristics	2.0	
<input type="checkbox"/> 1.4.1	Use of Color	2.0	
<input type="checkbox"/> 1.4.2	Audio Control	2.0	
<input type="checkbox"/> 2.1.1	Keyboard	2.0	
<input type="checkbox"/> 2.1.2	No Keyboard Trap	2.0	
<input type="checkbox"/> 2.1.4	Character Key Shortcuts	2.1	
<input type="checkbox"/> 2.2.1	Timing Adjustable	2.0	
<input type="checkbox"/> 2.2.2	Pause, Stop, Hide	2.0	
<input type="checkbox"/> 2.3.1	Three Flashes or Below Threshold	2.0	
<input type="checkbox"/> 2.4.1	Bypass Blocks	2.0	
<input type="checkbox"/> 2.4.2	Page Titled	2.0	
<input type="checkbox"/> 2.4.3	Focus Order	2.0	
<input type="checkbox"/> 2.4.4	Link Purpose (In Context)	2.0	
<input type="checkbox"/> 2.5.1	Pointer Gestures	2.1	
<input type="checkbox"/> 2.5.2	Pointer Cancellation	2.1	
<input type="checkbox"/> 2.5.3	Label in Name	2.1	
<input type="checkbox"/> 2.5.4	Motion Actuation	2.1	

Checklist A, Continue



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Checklist A

Tester _____ Date _____

Website _____ Webpage _____

No	Guidelines	Version	Pass/Fail
<input type="checkbox"/>	3.1.1 Language of Page	2.0	
<input type="checkbox"/>	3.2.1 On Focus	2.0	
<input type="checkbox"/>	3.2.2 On Input	2.0	
<input type="checkbox"/>	3.3.1 Error Identification	2.0	
<input type="checkbox"/>	3.3.2 Labels or Instructions	2.0	
<input type="checkbox"/>	4.1.1 Parsing	2.0	
<input type="checkbox"/>	4.1.2 Name, Role, Value	2.0	

Checklist Level AA



Checklist AA

Tester _____ Date _____

Website _____ Webpage _____

No	Guidelines	Version	Pass/Fail
<input type="checkbox"/>	1.2.4 Captions (Live)	2.0	
<input type="checkbox"/>	1.2.5 Audio Description (Prerecorded)	2.0	
<input type="checkbox"/>	1.3.4 Orientation	2.0	
<input type="checkbox"/>	1.3.5 Identify Input Purpose	2.0	
<input type="checkbox"/>	1.4.3 Contrast (Minimum)	2.0	
<input type="checkbox"/>	1.4.4 Resize text	2.0	
<input type="checkbox"/>	1.4.5 Images of Text	2.0	
<input type="checkbox"/>	1.4.10 Reflow	2.0	
<input type="checkbox"/>	1.4.11 Non-text Contrast	2.0	
<input type="checkbox"/>	1.4.12 Text Spacing	2.0	
<input type="checkbox"/>	1.4.13 Content on Hover or Focus	2.0	
<input type="checkbox"/>	2.4.5 Multiple Ways	2.1	
<input type="checkbox"/>	2.4.6 Headings and Labels	2.0	
<input type="checkbox"/>	2.4.7 Focus Visible	2.0	
<input type="checkbox"/>	3.1.2 Language of Parts	2.0	
<input type="checkbox"/>	3.2.3 Consistent Navigation	2.0	
<input type="checkbox"/>	3.2.4 Consistent Identification	2.0	
<input type="checkbox"/>	3.3.3 Error Suggestion	2.0	
<input type="checkbox"/>	3.3.4 Error Prevention (Legal, Financial, Data)	2.0	
<input type="checkbox"/>	4.1.3 Status Messages	2.1	
<input type="checkbox"/>	2.5.4 Motion Actuation	2.1	

Checklist Level AAA

Checklist AAA

Tester _____ Date _____

Website _____ Webpage _____

No	Guidelines	Version	Pass/Fail
<input type="checkbox"/> 1.2.6	Sign Language (Prerecorded)	2.0	
<input type="checkbox"/> 1.2.7	Extended Audio Description (Prerecorded)	2.0	
<input type="checkbox"/> 1.2.8	Media Alternative (Prerecorded)	2.0	
<input type="checkbox"/> 1.2.9	Audio-only (Live)	2.0	
<input type="checkbox"/> 1.3.6	Identify Purpose	2.0	
<input type="checkbox"/> 1.4.6	Contrast (Enhanced)	2.0	
<input type="checkbox"/> 1.4.7	Low or No Background Audio	2.0	
<input type="checkbox"/> 1.4.8	Visual Presentation	2.0	
<input type="checkbox"/> 1.4.9	Images of Text (No Exception)	2.0	
<input type="checkbox"/> 2.1.3	Keyboard (No Exception)	2.0	
<input type="checkbox"/> 2.2.3	No Timing	2.0	
<input type="checkbox"/> 2.2.4	Interruptions	2.1	
<input type="checkbox"/> 2.2.5	Re-authenticating	2.0	
<input type="checkbox"/> 2.2.6	Timeouts	2.0	
<input type="checkbox"/> 2.3.2	Three Flashes	2.0	
<input type="checkbox"/> 2.3.3	Animation from Interactions	2.0	
<input type="checkbox"/> 2.4.8	Location	2.0	
<input type="checkbox"/> 2.4.9	Link Purpose (Link Only)	2.0	
<input type="checkbox"/> 2.4.10	Section Headings	2.0	
<input type="checkbox"/> 2.5.5	Target Size	2.1	
<input type="checkbox"/> 2.5.6	Concurrent Input Mechanisms	2.1	
<input type="checkbox"/> 3.1.3	Unusual Words	2.1	
<input type="checkbox"/> 2.5.4	Motion Actuation	2.1	

Checklist AAA

Tester _____ Date _____

Website _____ Webpage _____

No	Guidelines	Version	Pass/Fail
<input type="checkbox"/>	3.1.4 Abbreviations	2.0	
<input type="checkbox"/>	3.1.5 Reading Level	2.0	
<input type="checkbox"/>	3.1.6 Pronunciation	2.0	
<input type="checkbox"/>	3.2.5 Change on Request	2.0	
<input type="checkbox"/>	3.3.5 Help	2.0	
<input type="checkbox"/>	3.3.6 Error Prevention (All)	2.0	



All WCAG 2.1 Criteria



Success Criterion (A) 1.1.1 Non-text Content

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below.

- **Controls, Input:**

If non-text content is a control or accepts user input, then it has a name that describes its purpose. (Refer to Success Criterion 4.1.2 for additional requirements for controls and content that accepts user input.)

- **Time-Based Media:**

If non-text content is time-based media, then text alternatives at least provide descriptive identification of the non-text content. (Refer to Guideline 1.2 for additional requirements for media.)

- **Test:**

If non-text content is a test or exercise that would be invalid if presented in text, then text alternatives at least provide descriptive identification of the non-text content.

- **Sensory:**

If non-text content is primarily intended to create a specific sensory experience, then text alternatives at least provide descriptive identification of the non-text content.

- **CAPTCHA:**

If the purpose of non-text content is to confirm that content is being accessed by a person rather than a computer, then text alternatives that identify and describe the purpose of the non-text content are provided, and alternative forms of CAPTCHA using output modes for different types of sensory perception are provided to accommodate different disabilities.

- **Decoration, Formatting, Invisible:**

If non-text content is pure decoration, is used only for visual formatting, or is not presented to users, then it is implemented in a way that it can be ignored by assistive technology.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 1.2.1 Audio-only and Video-only (Prerecorded)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such:

- **Prerecorded Audio-only**

An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content.

- **Prerecorded Video-only**

Either an alternative for time-based media or an audio track is provided that presents equivalent information for prerecorded video-only content.

Element Location(s):

How to Fix:

Notes:



Success Criterion (A) 1.2.2 Captions (Prerecorded)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Captions are provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such.

Element Location(s):

How to Fix:

Notes:



Success Criterion (A) 1.2.3 Audio Description or Media Alternative (Prerecorded)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AA) 1.2.4 Captions (Live)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Captions are provided for all live audio content in synchronized media.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AA) 1.2.5 Audio Description (Prerecorded)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Audio description is provided for all prerecorded video content in synchronized media.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 1.2.6 Sign Language (Prerecorded)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Sign language interpretation is provided for all prerecorded audio content in synchronized media.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 1.2.7 Extended Audio Description (Prerecorded)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Where pauses in foreground audio are insufficient to allow audio descriptions to convey the sense of the video, extended audio description is provided for all prerecorded video content in synchronized media.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AAA) 1.2.8 Media Alternative (Prerecorded)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

An alternative for time-based media is provided for all prerecorded synchronized media and for all prerecorded video-only media.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 1.2.9 Audio-only (Live)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

An alternative for time-based media that presents equivalent information for live audio-only content is provided.

Element Location(s):

How to Fix:

Notes:



Success Criterion (A) 1.3.1 Info and Relationships

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 1.3.2 Meaningful Sequence

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined.

Element Location(s):

How to Fix:

Notes:



Success Criterion (A) 1.3.3 Sensory Characteristics

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, color, size, visual location, orientation, or sound.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AA) 1.3.4 Orientation

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Content does not restrict its view and operation to a single display orientation, such as portrait or landscape, unless a specific display orientation is essential.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AA) 1.3.5 Identify Input Purpose

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

The purpose of each input field collecting information about the user can be programmatically determined when:

- The input field serves a purpose identified in the Input Purposes for User Interface Components section; and
- The content is implemented using technologies with support for identifying the expected meaning for form input data.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 1.3.6 Identify Purpose

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

In content implemented using markup languages, the purpose of User Interface Components, icons, and regions can be programmatically determined.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (A) 1.4.1 Use of Color

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 1.4.2 Audio Control

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AA) 1.4.3 Contrast (Minimum)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following:

- **Large Text:** Large-scale text and images of large-scale text have a contrast ratio of at least 3:1;
- **Incidental:** Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.
- **Logotypes:** Text that is part of a logo or brand name has no contrast requirement.

Element Location(s):

How to Fix:

Notes:



Success Criterion (AA) 1.4.4 Resize text

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AA) 1.4.5 Images of Text

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text except for the following:

- **Customizable:** The image of text can be visually customized to the user's requirements;
- **Essential:** A particular presentation of text is essential to the information being conveyed.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 1.4.6 Contrast (Enhanced)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

The visual presentation of text and images of text has a contrast ratio of at least 7:1, except for the following:

- **Large Text:** Large-scale text and images of large-scale text have a contrast ratio of at least 4.5:1;
- **Incidental:** Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.
- **Logotypes:** Text that is part of a logo or brand name has no contrast requirement.

Element Location(s):

How to Fix:

Notes:



Success Criterion (AAA) 1.4.7 Low or No Background Audio

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For prerecorded audio-only content that (1) contains primarily speech in the foreground, (2) is not an audio CAPTCHA or audio logo, and (3) is not vocalization intended to be primarily musical expression such as singing or rapping, at least one of the following is true:

- **No Background:** The audio does not contain background sounds.
- **Turn Off:** The background sounds can be turned off.
- **20 dB:** The background sounds are at least 20 decibels lower than the foreground speech content, with the exception of occasional sounds that last for only one or two seconds.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 1.4.8 Visual Presentation

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For the visual presentation of blocks of text, a mechanism is available to achieve the following:

- Foreground and background colors can be selected by the user.
- Width is no more than 80 characters or glyphs (40 if CJK).
- Text is not justified (aligned to both the left and the right margins).
- Line spacing (leading) is at least space-and-a-half within paragraphs, and paragraph spacing is at least 1.5 times larger than the line spacing.
- Text can be resized without assistive technology up to 200 percent in a way that does not require the user to scroll horizontally to read a line of text on a full-screen window.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 1.4.9 Images of Text (No Exception)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Images of text are only used for pure decoration or where a particular presentation of text is essential to the information being conveyed.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AA) 1.4.10 Reflow

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Content can be presented without loss of information or functionality, and without requiring scrolling in two dimensions for:

- Vertical scrolling content at a width equivalent to 320 CSS pixels;
- Horizontal scrolling content at a height equivalent to 256 CSS pixels.

Except for parts of the content which require two-dimensional layout for usage or meaning.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AA) 1.4.11 Non-text Contrast

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

The visual presentation of the following have a contrast ratio of at least 3:1 against adjacent color(s):

- **User Interface Components:** Visual information required to identify user interface components and states, except for inactive components or where the appearance of the component is determined by the user agent and not modified by the author;
- **Graphical Objects:** Parts of graphics required to understand the content, except when a particular presentation of graphics is essential to the information being conveyed.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AA) 1.4.12 Text Spacing

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

In content implemented using markup languages that support the following text style properties, no loss of content or functionality occurs by setting all of the following and by changing no other style property:

- Line height (line spacing) to at least 1.5 times the font size;
- Spacing following paragraphs to at least 2 times the font size;
- Letter spacing (tracking) to at least 0.12 times the font size;
- Word spacing to at least 0.16 times the font size.

Exception: Human languages and scripts that do not make use of one or more of these text style properties in written text can conform using only the properties that exist for that combination of language and script.

Element Location(s):

How to Fix:

Notes:



Success Criterion (AA) 1.4.13 Content on Hover or Focus

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, the following are true:

- **Dismissable:** A mechanism is available to dismiss the additional content without moving pointer hover or keyboard focus, unless the additional content communicates an input error or does not obscure or replace other content;
- **Hoverable:** If pointer hover can trigger the additional content, then the pointer can be moved over the additional content without the additional content disappearing;
- **Persistent:** The additional content remains visible until the hover or focus trigger is removed, the user dismisses it, or its information is no longer valid.

Exception: The visual presentation of the additional content is controlled by the user agent and is not modified by the author.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.1.1 Keyboard

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.1.2 No Keyboard Trap

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AAA) 2.1.3 Keyboard (No Exception)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.1.4 Character Key Shortcuts

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

If a keyboard shortcut is implemented in content using only letter (including upper- and lower-case letters), punctuation, number, or symbol characters, then at least one of the following is true:

- **Turn off:** A mechanism is available to turn the shortcut off;
- **Remap:** A mechanism is available to remap the shortcut to use one or more non-printable keyboard characters (e.g. Ctrl, Alt, etc);
- **Active only on focus:** The keyboard shortcut for a user interface component is only active when that component has focus.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.2.1 Timing Adjustable

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For each time limit that is set by the content, at least one of the following is true:

- **Turn off:** The user is allowed to turn off the time limit before encountering it; or
- **Adjust:** The user is allowed to adjust the time limit before encountering it over a wide range that is at least ten times the length of the default setting; or
- **Extend:** The user is warned before time expires and given at least 20 seconds to extend the time limit with a simple action (for example, “press the space bar”), and the user is allowed to extend the time limit at least ten times; or
- **Real-time Exception:** The time limit is a required part of a real-time event (for example, an auction), and no alternative to the time limit is possible; or
- **Essential Exception:** The time limit is essential and extending it would invalidate the activity; or
- **20 Hour Exception:** The time limit is longer than 20 hours.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.2.2 Pause, Stop, Hide

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For moving, blinking, scrolling, or auto-updating information, all of the following are true:

- **Moving, blinking, scrolling:** For any moving, blinking or scrolling information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it unless the movement, blinking, or scrolling is part of an activity where it is essential; and
 - **Auto-updating:** For any auto-updating information that (1) starts automatically and (2) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it or to control the frequency of the update unless the auto-updating is part of an activity where it is essential.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 2.2.3 No Timing

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Timing is not an essential part of the event or activity presented by the content, except for non-interactive synchronized media and real-time events.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 2.2.4 Interruptions

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Interruptions can be postponed or suppressed by the user, except interruptions involving an emergency.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AAA) 2.2.5 Re-authenticating

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

When an authenticated session expires, the user can continue the activity without loss of data after re-authenticating.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 2.2.6 Timeouts

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Users are warned of the duration of any user inactivity that could cause data loss, unless the data is preserved for more than 20 hours when the user does not take any actions.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (A) 2.3.1 Three Flashes or Below Threshold

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Web pages do not contain anything that flashes more than three times in any one second period, or the flash is below the general flash and red flash thresholds.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 2.3.2 Three Flashes

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Web pages do not contain anything that flashes more than three times in any one second period.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AAA) 2.3.3 Animation from Interactions

Tester _____ **Date** _____ **Number of instances** _____

Website _____ Webpage _____

Description:

Motion animation triggered by interaction can be disabled, unless the animation is essential to the functionality or the information being conveyed.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.4.1 Bypass Blocks

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

A mechanism is available to bypass blocks of content that are repeated on multiple Web pages.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.4.2 Page Titled

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Web pages have titles that describe topic or purpose.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.4.3 Focus Order

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability.

Element Location(s):

How to Fix:

Notes:



Success Criterion (A) 2.4.4 Link Purpose (In Context)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AA) 2.4.5 Multiple Ways

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AA) 2.4.6 Headings and Labels

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Headings and labels describe topic or purpose.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AA) 2.4.7 Focus Visible

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AAA) 2.4.8 Location

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Information about the user's location within a set of Web pages is available.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 2.4.9 Link Purpose (Link Only)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

A mechanism is available to allow the purpose of each link to be identified from link text alone, except where the purpose of the link would be ambiguous to users in general.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 2.4.10 Section Headings

Tester _____ **Date** _____ **Number of instances** _____

Website _____ Webpage _____

Description:

Section headings are used to organize the content.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.5.1 Pointer Gestures

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture, unless a multipoint or path-based gesture is essential.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (A) 2.5.2 Pointer Cancellation

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For functionality that can be operated using a single pointer, at least one of the following is true:

- **No Down-Event:** The down-event of the pointer is not used to execute any part of the function;
- **Abort or Undo:** Completion of the function is on the up-event, and a mechanism is available to abort the function before completion or to undo the function after completion;
- **Up Reversal:** The up-event reverses any outcome of the preceding down-event;
- **Essential:** Completing the function on the down-event is essential.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 2.5.3 Label in Name

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For user interface components with labels that include text or images of text, the name contains the text that is presented visually.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (A) 2.5.4 Motion Actuation

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Functionality that can be operated by device motion or user motion can also be operated by user interface components and responding to the motion can be disabled to prevent accidental actuation, except when:

- **Supported Interface:** The motion is used to operate functionality through an accessibility supported interface;
- **Essential:** The motion is essential for the function and doing so would invalidate the activity.

Element Location(s):

How to Fix:

Notes:



Success Criterion (AAA) 2.5.5 Target Size

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

The size of the target for pointer inputs is at least 44 by 44 CSS pixels except when:

- **Equivalent:** The target is available through an equivalent link or control on the same page that is at least 44 by 44 CSS pixels;
- **Inline:** The target is in a sentence or block of text;
- **User Agent Control:** The size of the target is determined by the user agent and is not modified by the author;
- **Essential:** A particular presentation of the target is essential to the information being conveyed.

Element Location(s):

How to Fix:

Notes:



Success Criterion (AAA) 2.5.6 Concurrent Input Mechanisms

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Web content does not restrict use of input modalities available on a platform except where the restriction is essential, required to ensure the security of the content, or required to respect user settings.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 3.1.1 Language of Page

Tester _____ Date _____ Number of instances _____

Website _____ **Webpage** _____

Description:

The default human language of each Web page can be programmatically determined.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AA) 3.1.2 Language of Parts

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

The human language of each passage or phrase in the content can be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 3.1.3 Unusual Words

Tester _____ Date _____ Number of instances _____

Website _____ **Webpage** _____

Description:

A mechanism is available for identifying specific definitions of words or phrases used in an unusual or restricted way, including idioms and jargon.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 3.1.4 Abbreviations

Tester _____ Date _____ Number of instances _____

Website _____ **Webpage** _____

Description:

A mechanism for identifying the expanded form or meaning of abbreviations is available.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 3.1.5 Reading Level

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

When text requires reading ability more advanced than the lower secondary education level after removal of proper names and titles, supplemental content, or a version that does not require reading ability more advanced than the lower secondary education level, is available.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AAA) 3.1.6 Pronunciation

Tester _____ Date _____ Number of instances _____

Website _____ **Webpage** _____

Description:

A mechanism is available for identifying specific pronunciation of words where meaning of the words, in context, is ambiguous without knowing the pronunciation.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 3.2.1 On Focus

Tester _____ Date _____ Number of instances _____

Website _____ **Webpage** _____

Description:

When any user interface component receives focus, it does not initiate a change of context.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 3.2.2 On Input

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AA) 3.2.3 Consistent Navigation

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AA) 3.2.4 Consistent Identification

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Components that have the same functionality within a set of Web pages are identified consistently.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 3.2.5 Change on Request

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Changes of context are initiated only by user request or a mechanism is available to turn off such changes.

Element Location(s):

How to Fix:

Notes:



Success Criterion (A) 3.3.1 Error Identification

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 3.3.2 Labels or Instructions

Tester _____ Date _____ Number of instances _____

Website _____ **Webpage** _____

Description:

Labels or instructions are provided when content requires user input.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AA) 3.3.3 Error Suggestion

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AA) 3.3.4 Error Prevention (Legal, Financial, Data)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true:

- **Reversible:** Submissions are reversible.
 - **Checked:** Data entered by the user is checked for input errors and the user is provided an opportunity to correct them.
 - **Confirmed:** A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.

Element Location(s):

How to Fix:

Notes:

Success Criterion (AAA) 3.3.5 Help

Tester _____ Date _____ Number of instances _____

Website _____ **Webpage** _____

Description:

Context-sensitive help is available.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (AAA) 3.3.6 Error Prevention (All)

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For Web pages that require the user to submit information, at least one of the following is true:

- **Reversible:** Submissions are reversible.
- **Checked:** Data entered by the user is checked for input errors and the user is provided an opportunity to correct them.
- **Confirmed:** A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.

Element Location(s):

How to Fix:

Notes:

Success Criterion (A) 4.1.1 Parsing

Tester _____ Date _____ Number of instances _____

Website _____ **Webpage** _____

Description:

In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features.

Element Location(s):

How to Fix:

Notes:



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Success Criterion (A) 4.1.2 Name, Role, Value

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies.

Element Location(s):

How to Fix:

Notes:



Success Criterion (AA) 4.1.3 Status Messages

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

In content implemented using markup languages, status messages can be programmatically determined through role or properties such that they can be presented to the user by assistive technologies without receiving focus.

Element Location(s):

How to Fix:

Notes:



5.2.1 Conformance Level

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

One of the following levels of conformance is met in full.

- **For Level A** conformance (the minimum level of conformance), the Web page satisfies all the Level A Success Criteria, or a conforming alternate version is provided.
- **For Level AA** conformance, the Web page satisfies all the Level A and Level AA Success Criteria, or a Level AA conforming alternate version is provided.
- **For Level AAA** conformance, the Web page satisfies all the Level A, Level AA and Level AAA Success Criteria, or a Level AAA conforming alternate version is provided.

Element Location(s):

How to Fix:

Notes:

5.2.2 Full pages

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Conformance (and conformance level) is for full Web page(s) only, and cannot be achieved if part of a Web page is excluded.

Element Location(s):

How to Fix:

Notes:



5.2.3 Complete processes

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

When a Web page is one of a series of Web pages presenting a process (i.e., a sequence of steps that need to be completed in order to accomplish an activity), all Web pages in the process conform at the specified level or better. (Conformance is not possible at a particular level if any page in the process does not conform at that level or better.)

Element Location(s):

How to Fix:

Notes:

5.2.4 Only Accessibility-Supported Ways of Using Technologies

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Only accessibility-supported ways of using technologies are relied upon to satisfy the success criteria. Any information or functionality that is provided in a way that is not accessibility supported is also available in a way that is accessibility supported. (See Understanding accessibility support.)

Element Location(s):

How to Fix:

Notes:

5.2.5 Non-Interference

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

If technologies are used in a way that is not accessibility supported, or if they are used in a non-conforming way, then they do not block the ability of users to access the rest of the page. In addition, the Web page as a whole continues to meet the conformance requirements under each of the following conditions:

1. when any technology that is not relied upon is turned on in a user agent,
2. when any technology that is not relied upon is turned off in a user agent, and
3. when any technology that is not relied upon is not supported by a user agent

In addition, the following success criteria apply to all content on the page, including content that is not otherwise relied upon to meet conformance, because failure to meet them could interfere with any use of the page:

- **1.4.2 - Audio Control,**
- **2.1.2 - No Keyboard Trap,**
- **2.3.1 - Three Flashes or Below Threshold, and**
- **2.2.2 - Pause, Stop, Hide.**

Element Location(s):

How to Fix:

Notes:

5.3.1 Required Components of a Conformance Claim

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Conformance claims are not required. Authors can conform to WCAG 2.1 without making a claim. However, if a conformance claim is made, then the conformance claim must include the following information:

01. **Date** of the claim
 - 02 **Guidelines title, version and URI** "Web Content Accessibility Guidelines 2.1 at <https://www.w3.org/TR/WCAG21/>" In WCAG 2.0 this was a dated URI, which may need to be adjusted when this becomes a Rec.
 03. **Conformance level** satisfied: (Level A, AA or AAA)
 04. **A concise description of the Web pages**, such as a list of URIs for which the claim is made, including whether subdomains are included in the claim.
 05. **A list of the Web content technologies relied upon**.

Element Location(s):

How to Fix:

Notes:

5.3.2 Optional Components of a Conformance Claim

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

In addition to the required components of a conformance claim above, consider providing additional information to assist users. Recommended additional information includes:

- A list of success criteria beyond the level of conformance claimed that have been met. This information should be provided in a form that users can use, preferably machine-readable metadata.
- A list of the specific technologies that are “used but not relied upon.”
- A list of user agents, including assistive technologies that were used to test the content.
- A list of specific accessibility characteristics of the content, provided in machine-readable metadata.
- Information about any additional steps taken that go beyond the success criteria to enhance accessibility.
- A machine-readable metadata version of the list of specific technologies that are relied upon.
- A machine-readable metadata version of the conformance claim.

Element Location(s):

How to Fix:

Notes:

5.4 Statement of Partial Conformance - Third Party Content

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Sometimes, Web pages are created that will later have additional content added to them. For example, an email program, a blog, an article that allows users to add comments, or applications supporting user-contributed content. Another example would be a page, such as a portal or news site, composed of content aggregated from multiple contributors, or sites that automatically insert content from other sources over time, such as when advertisements are inserted dynamically.

In these cases, it is not possible to know at the time of original posting what the uncontrolled content of the pages will be. It is important to note that the uncontrolled content can affect the accessibility of the controlled content as well. Two options are available:

1. A determination of conformance can be made based on best knowledge. If a page of this type is monitored and repaired (non-conforming content is removed or brought into conformance) within two business days, then a determination or claim of conformance can be made since, except for errors in externally contributed content which are corrected or removed when encountered, the page conforms. No conformance claim can be made if it is not possible to monitor or correct non-conforming content;

OR

2. A “statement of partial conformance” may be made that the page does not conform, but could conform if certain parts were removed. The form of that statement would be, “This page does not conform, but would conform to WCAG 2.1 at level X if the following parts from uncontrolled sources were removed.” In addition, the following would also be true of uncontrolled content that is described in the statement of partial conformance:

1. It is not content that is under the author’s control.
2. It is described in a way that users can identify (e.g., they cannot be described as “all parts that we do not control” unless they are clearly marked as such.)



Element Location(s):

How to Fix:

Notes:



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5.5 Statement of Partial Conformance - Language

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

A “statement of partial conformance due to language” may be made when the page does not conform, but would conform if accessibility support existed for (all of) the language(s) used on the page. The form of that statement would be, “This page does not conform, but would conform to WCAG 2.1 at level X if accessibility support existed for the following language(s):”

Element Location(s):

How to Fix:

Notes:



Blank Templates



Blank Checklist Template

Tester _____ Date _____

Website _____ **Webpage** _____

Blank Criteria Template

Tester _____ Date _____ Number of instances _____

Website _____ Webpage _____

Description:

Element Location(s):

How to Fix:

Notes:



For more information and resources:

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