

Checklist for developing accessible websites

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This checklist has been designed to assist web development teams to include accessible design in their web products and processes. It should be used throughout the planning, design, production and testing phases of the project. Elements of it can also be used to evaluate the accessibility of a completed web product.

Planning for accessibility

1. Accessibility plans are included in the project proposal.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. All team members are acquainted with accessibility issues related to online learning.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Strategies for making our website accessible to all users have been developed and documented.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4. The prototype has been tested for accessibility.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5. Changes have been made to the prototype, where necessary.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6. An accessibility page has been included in the site.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A



Choosing web development tools

1. The W3C guidelines for choosing authoring tools have been followed for this project.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. The accessibility features of these authoring tools are familiar to the project team.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Writing style – plain, clear and inclusive

1. Information is organised into small, manageable chunks and small paragraphs that cover one key idea.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Headings, subheadings, bullets, etc, are used where possible to break up the information so that it is easier to scan and process.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Information is presented succinctly.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4. Headings accurately describe the content.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5. Plain English is used.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6. Inclusive language is used.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7. Grammar and spelling are correct.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
8. Key information is presented first, followed by the details.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Mark-up and style sheets

1. Mark-up has been used to convey information rather than images.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Layout and presentation have been controlled by using style sheets.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Documents make sense without style sheets.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4. Relative (as opposed to absolute) units have been used in mark-up language attribute values and style sheet property values.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5. Header elements have been used to convey document structure.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6. Correctly marked-up lists and list items in HTML have been used.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7. Quotations have been correctly marked up in HTML.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A



Using colour

1. Information that is conveyed in colour is also understandable in greyscale.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Foreground and background colour combinations provide sufficient contrast.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Graphics

1. Text equivalents are used for simple graphics.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. A NULL ALT is used in your image tag if you have used graphics for layout.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. A 'longdesc' attribute is used for complex graphics that may need more in-depth coverage.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4. A description link 'D' is used where user agents don't support 'longdesc'.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5. Graphic file sizes are small for faster downloads.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6. Client-side image maps are used instead of server-side image maps for image maps or images used as links.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Forms

1. Form labels are associated with their elements by placing them immediately above or to the left of the element.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Only one text entry box is provided per line.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. ALT text is used to describe the function of any graphical buttons used.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4. The <LABEL> tag in HTML is used to connect the form element and its label.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5. Forms can be emailed or downloaded, filled in and then faxed or mailed.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6. An assistance phone number is provided.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7. A logical tab order through form controls is provided.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
8. Keyboard shortcuts for moving to different fields are provided.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
9. A button has been included for form submissions and drop-down lists.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A



Frames

1. The 'title' attribute is used to title each frame.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. The 'alt' or 'longdesc' text is used to describe the purpose of frames and their relationship to one another.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. The sizes of each frame in a frameset are set in percentages.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4. Each page in your site has a meaningful title using the TITLE element.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Moving text

1. Style sheets with scripting to create movement have been used to allow users to turn off or override the effect easily.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Style sheets with scripting to create movement have been used to allow users to turn off or override the effect easily.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Servers are configured to perform auto-redirects. Mark-up is not used to redirect pages automatically.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Multimedia

1. Some form of captioning has been included for video.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Text transcripts have been provided for audio content.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Macromedia Flash content has been made accessible.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Tables

1. Row and column headers for data tables are identified.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Mark-up is used to associate data cells and header cells for complex data tables.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Complex tables have been broken down to simple tables where appropriate.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4. A summary and a caption for tables has been provided.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5. Tables are only used for layout where absolutely necessary.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6. Tables are used only when they make sense when linearised.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7. A linear text alternative is provided for all tables that present text in parallel, word-wrapped columns.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
8. Abbreviations are provided for header labels.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A



Applets and scripts

1. Equivalent information is provided on an alternative accessible page for content which cannot be accessed because scripts, applets or other programming objects are turned off or not supported.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Text equivalents for dynamic content are updated when the dynamic content changes.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Event handlers are input-device independent for applets and scripts.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4. Javascript links will work when users have Javascript disabled.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Navigation

1. Clear and meaningful link text, that makes sense when read out of context, is provided.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Meaningful information is provided about pages and sites by means of metadata.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Users are informed about the general layout of the site.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4. Navigation mechanisms are clear and consistent.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5. Navigation links highlight when users are accessing the content linked to it, so that they know where they are in the site.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6. Clear spaces are used to help create an uncluttered look.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7. Headings are used to structure information on the page.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
8. An option to skip navigation is provided.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
9. A logical tab order has been designed using TabIndex.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
10. Links have been provided using 'Link rel' for text-based browsers.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

PDF

1. Information is provided on how to convert PDF files.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Information is provided on how to download Acrobat Reader from the more accessible Adobe site.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. PDF content is provided in an alternative accessible format, where practical.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A



Testing

1. The accessibility of the website has been assessed using an appropriate checklist.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. The site has been tested with a reliable web validation tool.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. The site has been tested by different users, and for accessibility to a range of browsers and platforms.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Informing users of site's accessibility

1. Users are informed about how to customise their browsers.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2. Users are informed about adaptive technologies they can use to overcome access barriers.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Users are informed about the accessibility features of the site.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

