Accessibility Checklist

A collection of standards and guidelines for webpage accessibilty.

Thank you for downloading the Praxent Accessbility Guide.

The following is a collection of accessibility guidelines and standards we use for projects here at Praxent.

It is not a complete list of each requirement or a legal standard. It's just a great place to get started.

To see the complete Web Content Accessibility Guidelines used to create this checklist, **check out the official guide here**.

Let's go! ▼

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Legend

Accessibility Rating

A **"A" Accessibility Rating.** The minimum level of accessibility required.

AA **"AA" Accessibility Rating.** The level needed to provide a broad range of accessibility.

Resources

WCAG Guidelines ↗

VIEW All sections link to their correlating section within the Web Content Accessibility Guideline (WCAG) Version 2.1.

(#.#.#) All sections are labeled with their corresponding section within WCAG.

Getting Started

All Teams

🤝 **Accessibility Planning Meeting** VIEW

Discuss the accessibility goals for your project. How will you keep those goals at the forefront?

🕵️ **Consult Accessibility Guidelines** VIEW

Create a baseline assessment of how your plans comply (and do not comply) with legal guidelines.

💰 **Budget for Accessibility** VIEW

Allocate the necessary time and budget for design and development accessibility before beginning your project.

Audio

Design

A	**Audio-Only Descriptions** (1.2.1) All audio-only content has a text transcript alternative.	VIEW

A	**Audio Instruction Alternatives** (1.3.3) Detailed audio instructions are not reliant on a single sensory ability.	VIEW

AA	**All Audio Descriptions** (1.2.3) All audio has an accompanying text description.	VIEW

Engineering

A	**Audio Descriptions** (1.2.3) For any video, add an alternative video that includes an audio description of information not presented in the original video's soundtrack or include a text description (there are some exceptions).	VIEW

A	**Audio Control** (1.4.2) Any audio must be able to be paused, stopped, or muted.	VIEW

AA	**Live Captions** (1.2.4) Any live audio presentations must have closed captions.	VIEW

Video

Design

A	**Video-Only Descriptions** (1.2.1) All video-only content has a text transcript alternative.	VIEW
A	**Video Instruction Alternatives** (1.3.3) Detailed video instructions are not reliant on a single sensory ability.	VIEW

Engineering

A	**Closed Captioning** (1.2.2) All video with sound contains accurate closed captioning.	VIEW
A	**Audio Descriptions** (1.2.3) For any video, add an alternative video that includes an audio description of information not presented in the original video's soundtrack or include a text description (there are some exceptions).	VIEW
AA	**Live Captions** (1.2.4) Any live video presentations must have closed captions.	VIEW

Content

Design

A   **Meaningful Order** (1.3.2)   VIEW

Content is presented in a logical order so that it makes sense to the reader.

A   **Sensory Capabilities** (1.3.3)   VIEW

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.

A   **Under Three Flashes** (2.3.1)   VIEW

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

AA   **Images of Text** (1.4.5)   VIEW

Text is not in image form unless absolutely necessary (e.g. logo).

AA   **Text Size & Spacing** (1.4.12)   VIEW

Text is adjustable to the following format without loss of functionality or content:

1) Line height (line spacing) to at least 1.5 times the font size
2) Spacing following paragraphs to at least 2 times the font size
3) Letter spacing (tracking) to at least 0.12 times the font size
4) Word spacing to at least 0.16 times the font size

AA   **Content on Hover & Focus** (1.4.13)   VIEW

Content present on hover can be dismissed. Content remains visible until the hover is removed, dismissed, or no longer valid.

Engineering

A	**Alternative Text** (1.1.1)	VIEW
	All images and non-text content requires alternative text (there are exceptions).	

A	**Pause, Stop, Hide** (2.2.2)	VIEW
	Users must have the ability to pause, stop, or hide any content that blinks, scrolls, or moves.	

A	**Page Titles** (2.4.2)	VIEW
	Each website page has a unique page title that describes topic and purpose.	

A	**Website Language** (3.1.1)	VIEW
	There is a programmed, set language for your website.	

AA	**Text Resize** (1.4.4)	VIEW
	Text can be resized up to 200% without negatively affecting the ability to read content or use functions.	

AA	**Language Changes** (3.1.2)	VIEW
	Language changes are programmed and indicated for entire pages or content sections.	

Search Engine Optimization

AA	**Descriptive Headings & Labels** (2.4.6)	VIEW
	Headings and programmatic labels must be clear and descriptive. They do not need to be lengthy.	

Navigation & Architecture

Design

A	**Clear Text Links** (2.4.4) The purpose of each link is clear based on the text within the link itself (e.g. no use of "click here").	VIEW

AA	**Multiple Paths** (2.4.5) There are multiple ways to access different pages and information on the site (e.g. search bar, nav menus, a sitemap, breadcrumbs, helpful links after content).	VIEW

AA	**Consistent Navigation** (3.2.3) Navigation order is kept consistent throughout all site pages (e.g. the same links in the same order).	VIEW

Engineering

A	**Website Structure** (1.3.1) Use proper markup techniques to structure your website's content (e.g. use correct heading tags and HTML for ordered and unordered lists).	VIEW

A	**Bypass Sections** (2.4.1) Users are able to bypass navigation menus or repeated cotent and go straight to new sections (e.g. a "Skip Navigation" or "Skip to Content" link).	VIEW

Interface Elements

Design

A   **Form Labels & Instructions** (3.3.2)   VIEW

All forms and input fields are labeled so users understand the information and format of information that is required.

A   **Label in Name** (2.5.3)   VIEW

For user interface elements (text or image) the visible label name should match or be similar to the accessiblity label name.

AA   **Consistent Identification** (3.2.4)   VIEW

User interface elements that have the same functionality are identified the same way consistently (but not necessarily identically) (e.g. buttons are always called buttons but perform different actions).

Engineering

A   **Name, Role, Value** (4.1.2)   VIEW

All user interface components (forms, links, components generated by scripts, etc.), have a programmatically determined name, role, and value. All components are compatible with assistive technology.

AA   **Identify Input Purpose** (1.3.5)   VIEW

Form fields specify the intent of the field within the input type (e.g. input type="email"). Forms identify a specific type for HTML autocomplete (e.g. autocomplete="tel").

Interactions

Design

A   **Focus Order** (2.4.3)   VIEW

Users can navigate through the website in a logical, sequential order that preserves meaning.

A   **No Focus Change** (3.2.1)   VIEW

When any user interface component receives focus, it doesn't change context (e.g. forms don't auto-submit).

A   **No Input Change** (3.2.2)   VIEW

User interface fields do not change when information is entered (e.g. a form auto-submits after data is entered).

A   **Error Identification** (3.3.1)   VIEW

All user interface errors are identified in text and are easy to identify, understand, and correct.

AA   **Keyboard Focus Visible** (2.4.7)   VIEW

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

AA   **Error Suggestions** (3.3.3)   VIEW

If a user interface error is automatically detected, suggestions are given on how to correct that error.

AA   **Error Preventions** (3.3.4)   VIEW

For pages that create legal commitments or financial transactions or any other critical data submissions, one of the following is true:

1) Submissions are reversible
2) The user has an opportunity to correct errors
3) Confirmation is available that allows the user to review and correct before submission

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Interactions (cont'd)

Design

A	**Pointer Gestures** (2.5.1) Alternative forms of interaction are provided for gestures that require highly precise pointer movements.	VIEW

A	**Pointer Cancellations** (2.5.2) A "down-event" is not required to take action with screens or mice (e.g. the user clicking a mouse). All gestures can be aborted, undone, or reversed.	VIEW

A	**Motion Actuation** (2.5.4) Functionality that is operated by device motion or user motion can also be operated by user interface elements. Responding to motion can be disabled to prevent accidental actuation (with some exceptions).	VIEW

Engineering

A	**Keyboard Only** (2.1.1) All content and functions on a website must be accessible by keyboard only (i.e. no mouse) and without requiring specific timing.	VIEW

A	**No Keyboard Traps** (2.1.2) Keyboard-only users can navigate forwards and backwards througout any part of the website without getting stuck.	VIEW

A	**Character Key Shortcuts** (2.1.4) All keyboard shortcuts can be turned off, remapped, or are only active on focus.	VIEW

A	**Adjustable Time** (2.2.1) Users have the ability to turn off, adjust, or extend any time limits on the site (with some exceptions).	VIEW

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Visibility

Design

A	**Use of Color** (1.4.1)	VIEW
	Color alone is not used as the only visual means to convey information.	

AA	**Orientation** (1.3.4)	VIEW
	Don't restrict or lock the orientation (portrait or landscape) unless essential.	

AA	**Text & Image Contrast** (1.4.3)	VIEW
	There is a color contrast ratio of at least 4.5:1 between all text and images and their backgrounds (with some exceptions).	

AA	**Additional Element Contrast** (1.4.11)	VIEW
	User interface elements and graphics that are necessary to understanding the content must meet a ratio of at least 3:1.	

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Code

Engineering

A	**Clean Code** (4.1.1)	VIEW
	All HTML code is clean, parsed, and free of errors; particularly missing brackets. All HTML elements are properly nested.	

A	**Reflow** (1.4.10)	VIEW
	When altering the scale of a site (e.g. zooming to 400%) make sure content is visible without the loss of information or functionality; and without having to scroll both vertically and horizontally.	

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Testing

All Teams

Test with Assistive Technologies

VIEW

Test your products with the same assistive technologies used by persons with disabilities (e.g. a screen reader).

Test with Alternative Input Devices

VIEW

Test with alternate input devices like screen enlargement software and voice recognition. Always evaluate and test your products under circumstances similar to that of the user.

Document

VIEW

Record any issues or roadblocks that appear during the testing phase.