ignition 72

ACCESSIBILITY CHECKLIST

INFO@IGNITION72.COM 233 E. REDWOOD ST. SUITE 1000B, BALTIMORE, MD 21202 410-357-6277

WHAT IS WCAG?

The Web Content Accessibility Guidelines or WCAG provides technical specifications to improve the accessibility of web content, websites and web applications on desktop computers, laptops, tablets and mobile devices for people with a wide range of disabilities, including auditory, cognitive, neurological, physical, speech and visual disabilities.

W3C, or World Wide Web Consortium, is a global community of accessibility experts who are striving to make the internet as inclusive as possible. The Web Accessibility Initiative (WAI) develops WCAG and related resources with input from individuals and organizations around the world.

The guidelines are mainly for the use of web content developers, web authoring tool developers and related professions; they aren't intended to be an introduction to accessibility. However, it is helpful for companies and organizations, especially employees who contribute to their digital properties, to have a general understanding of WCAG, its purpose and how it benefits not only people with disabilities, but all users.

This checklist is a practical resource guide for experienced accessibility professionals and for those newer to the industry. The first part is a primer of industry nomenclature and accessibility testing approaches. Fillable and printable checklists follow.

A

MINIMUM

AA

MOST COMMON

AAA

HIGHEST STANDARD

TESTING AGAINST WCAG

When we use the term “digital accessibility testing” we’re referring to the step-by-step process of thoroughly and diligently checking whether or not an internal or external-facing website, mobile app, software application, or LMS is usable by people with disabilities.

Proper accessibility testing of these digital properties typically involves extensive manual scrutiny of individual web pages against the WCAG 2.1 success criteria, as well as tests of various functions such as product searches and online form submissions. It can also mean using automated testing tools to check for accessibility of various, specific elements of the digital property. The best approach is usually a combination of both.

What about *automated* testing?

There are many tools available that will perform an automated test of certain components of a website, mobile experience, app, or electronic document. They can be quite useful for doing preliminary inspections. Accessibility experts often use various tools in concert to effectively test a website. Automated accessibility testing is a great way to learn more about the different reasons why persons with disabilities might encounter problems. However, this form of testing has limitations. Only about 30% of the WCAG 2.0 success criteria and precisely 0% of the WCAG 2.1 success criteria can be tested using an automated tool.

WCAG 2.1 CHECKLIST

A

WEBSITE _____ **DATE** _____

Success Criteria	Description	✓ PASS / ✗ FAIL
1.1.1 – Non-text Content	Provide text alternatives for non-text content	
1.2.1 – Audio-only and Video-only (Pre-recorded)	Provide an alternative to video-only and audio-only content	
1.2.2 – Captions (Pre-recorded)	Provide captions for videos with audio	
1.2.3 – Audio description or Media	Video with an audio has a second alternative	
1.3.1 – Info and Relationships	Logical structures	
1.3.2 – Meaningful Sequence	Present content in a meaningful order	
1.3.3 – Sensory Characteristics	Use more than one sense for instructions	
1.4.1 – Use of Colour	Don’t use presentation that relies solely on colour	
1.4.2 – Audio Control	Don’t play audio automatically	
2.1.1 – Keyboard	Accessible by keyboard only	
2.1.2 – No Keyboard Trap	Don’t trap keyboard users	
2.1.4 – Character Key Shortcuts	Do not use single key shortcuts or provide a way to turn them off or change them	
2.2.1 – Timing Adjustable	Time limits have user controls	
2.2.2 – Pause, Stop, Hide	Provide user controls for moving content	
3.1 – Three Flashes or Below	No content flashes more than three times per second	
2.4.1 – Bypass Blocks	Provide a “Skip to Content” link	
2.4.2 – Page Titled	Helpful and clear page title	

WCAG 2.1 CHECKLIST

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WEBSITE _____ **DATE** _____

Success Criteria	Description	✓ PASS / ✗ FAIL
2.4.3 – Focus Order	Logical Order	
.4.4 – Link Purpose (In Context)	Every link's purpose is clear from its context	
2.5.1 – Pointer Gestures	Users can perform touch functions with assistive technology or one finger	
2.5.2 – Pointer Cancellation	This requirement applies to web content that interprets pointer actions	
2.5.3 – Label in Name	The name contains the text that is presented visually	
2.5.4 – Motion Actuation	Functions that are trigged by moving a device or by gesturing towards a device can also be operated by more conventional user interface components	
3.1.1 – Language of Page	Page has a language assigned	
3.2.1 – On Focus	Elements do not change when they receive focus	
3.2.2 – On Input	Elements do not change when they receive input	
3.3.1 – Error Identification	Clearly identify input errors	
3.3.2 – Labels or Instructions	Label elements and give instructions	
4.1.1 – Parsing	No major code errors	
4.1.2 – Name, Role, Value	Build all elements for accessibility	

WCAG 2.1 CHECKLIST

AA

WEBSITE _____ **DATE** _____

Success Criteria	Description	✓ PASS / ✗ FAIL
1.2.4 – Captions (Live)	Live videos have captions	
1.2.5 – Audio Description (Pre-recorded)	Users have access to audio description for video content	
1.3.4 – Orientation	Requires authors not to rely on a screen orientation	
1.3.5 – Identify Input Purpose	Ensure common names are provided using the HTML autocomplete list	
1.4.3 – Contrast (Minimum)	Contrast ratio between text and background is at least 4.5:1	
1.4.4 – Resize Text	Text can be resized to 200% without loss of content or function	
1.4.5 – Images of Text	Don’t use images of text	
1.4.10 – Reflow	Your website must be responsive	
1.4.11 – Non-Text Contrast	High contrast between pieces of text and their backgrounds	
1.4.12 – Text Spacing	Text spacing can be overridden to improve the reading experience	
4.13 – Content on Hover Focus	Ensuring content visible on hover or keyboard focus does not lead to accessibility issues	
2.4.5 – Multiple Ways	Offer several ways to find pages	
2.4.6 – Headings and Labels	Use clear headings and labels	
2.4.7 – Focus Visible	Keyboard focus is visible and clear	
3.1.2 – Language of Parts	Tell users when the language on a page changes	
3.2.3 – Consistent Navigation	Use menus consistently	
3.2.4 – Consistent Identification	Use icons and buttons consistently	

WCAG 2.1 CHECKLIST

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WEBSITE _____ **DATE** _____

Success Criteria	Description	✓ PASS / ✗ FAIL
3.3.3 – Error Suggestion	Suggest fixes when users make errors	
3.3.4 – Error Prevention (Legal, Financial, Data)	Reduce the risk of input errors for sensitive data	
4.1.3 – Status Changes	Distances between paragraphs, rows, words and characters must be able to be increased to a certain value	

WCAG 2.1 CHECKLIST

AAA

WEBSITE _____ **DATE** _____

Success Criteria	Description	✓ PASS / ✗ FAIL
1.2.6 – Sign Language (Pre-recorded)	Provide sign language translations for videos	
1.2.7 – Extend Audio Description (Pre-	Provide extended audio description for videos	
1.2.8 – Media Alternative (Pre-recorded)	Provide a text alternative to videos	
1.2.9 – Audio only (Live)	Provide alternatives for live audio	
1.3.6 – Identify Purpose	Anticipates the release of cognitive metadata to be used with assistive technology to simply interfacesused with assistive technology to simply interfaces	
1.4.6 – Contrast (Enhanced)	Contrast ratio between text and background is at least 7:1	
1.4.7 – Low or No Background Audio	Audio is clear for listeners to hear	
1.4.8 – Visual Presentation	Offer users a range of presentation options	
1.4.9 – Images of Text (No Exception)	Don’t use images of text	
2.1.3 – Keyboard (No Exception)	Accessible by keyboard only, without exception	
.3 – No Timing	No time limits	
2.2.4 – Interruptions	Don’t interrupt users	
2.2.5 – Re-authenticating	Save user data when re-authenticating	
2.2.6 – Timeouts	Users need to be warned of the duration of any inactivity that could cause data loss	
2.3.2 – Three Flashes	No content flashes more than three times per second	
2.3.3 – Animation from Interaction	Motion animation triggered by interaction can be disabled	

WCAG 2.1 CHECKLIST

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WEBSITE _____ **DATE** _____

V

Success Criteria	Description	✓ PASS / ✗ FAIL
2.4.8 – Location	Let users know where they are	
2.4.9 – Link Purpose (Link Only)	Every link's purpose is clear from its text	
2.4.10 – Section Headings	Break up content with headings	
2.5.5 – Target Size	The size of the target for pointer inputs is at least 44 x 44 CSS pixels	
2.5.6 – Concurrent Input Mechanisms	Web content does not restrict use of input modalities available on a platform	
3.1.3 – Unusual Words	Explain any strange words	
3.1.4 – Abbreviations	Explain any abbreviations	
3.1.5 – Reading Level	Users with nine years of school can read your content	
3.1.6 – Pronunciation	Explain any words that are hard to pronounce	
3.2.5 – Change on Request	Don't change elements until users ask	
3.3.5 – Help	Provide detailed help and instructions	
3.3.6 – Error Prevention (All)	Reduce the risk of all input errors	

WAS THIS HELPFUL?

TAKE THE NEXT STEP

At Ignition72, we take accessibility very seriously. From day one, it is a major focal point at every step of the way, from planning all the way through to development. Following the Web Content Accessibility Guidelines, or WCAG, we rigorously test every facet of the project in order to ensure that anyone with a disability will still be able to use the site as intended. Our team can also provide you with a rundown of the changes needed for older sites to become WCAG AA compliant. Finally, our developers can add a custom accessibility toggle to any existing or future website, which gives the user the option of greatly increasing the font size and color contrast.

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