



## ICT Accessibility Checklist

Some of the most common accessibility barriers in online learning environments, documents and applications can be avoided when these things are considered in their design using everyday techniques. Evaluate your content against this list, and see how it measures up!

- ❑ 1. **Images** – do images have meaningful descriptions in “alt text” and visible captions?
- ❑ 2. **Headings** – are headings made using styles, named meaningfully, and support a logical reading order?
- ❑ 3. **Multimedia** – is it closed captioned and is a text transcript provided to facilitate comprehension and SEO?
- ❑ 4. **Multimedia** – does not play automatically, is the player accessible by the keyboard or a downloadable version, and is there nothing that flickers 3+ times per second that may cause seizures?
- ❑ 5. **Colour Contrast** - optimize contrast between text and background, checking with a [Color Contrast Analyser](#)
- ❑ 6. **Naming Practices** – are link text, buttons, edit fields descriptive and unique, avoiding “click here”, “read more”, and graphics?
- ❑ 7. **Text Size** – use scalable font sizing techniques to ensure size is resizable by the reader and technology (% , em, rem)?
- ❑ 8. **100% Keyboard Functionality** - can all links, buttons, controls, clickable objects and forms, be controlled using the keyboard, without a mouse?
- ❑ 9. **Visual Focus** – do the keyboard focus and mouse hover have distinct visual appearance so targets are found easily (menus, controls, buttons, forms, links)?
- ❑ 10. **Language** – set document/section language properties, use plain language
- ❑ 11. **Accessibility Checker** – built into most popular applications such as Office 365, Adobe Acrobat, InDesign, web browser plug-ins or free site evaluators like [WAVE](#)?
- ❑ 12. **Colour** – avoid sole use of colour to convey meaning of information, use patterns, text, symbols or font attributes
- ❑ 13. **Avoid Sensory Cues** – do not rely on single sensory cues like a sound, a flashing item, colour, a visual or audible error without an accessible alternative like a focused message (status line, ARIA alert)
- ❑ 14. **Text is searchable** – ensure text is not an image of text in documents/pages (PDFs, data tables, charts). Try to select a word to test.
- ❑ 15. **Tables** – tables are for data not layout. (use CSS, styles) and include column and row headers in data tables

Using this checklist will help you grab the low hanging fruit that create accessible barriers. Check out WebAim’s resources including best practice techniques and common rationale to help understand why accessibility of our documents, web content and software is important ([www.webaim.org](http://www.webaim.org)).



## Manually Test for Accessibility

There are a few simple tests that people without technical expertise can employ to test for some accessibility “low hanging fruit”. They include the following:

- Turn off the graphics-loading feature of your web browser and access your website
  - Can you understand and read all the content of your website without the graphic images?
    - The content you see is similar in reading order to that which will be read aloud on mobile devices, with text to speech and screen reading software.
- Check to see that all content presented in color can be understood if you could not distinguish one color from another.
  - In Chrome run your page using the overlays from the NoCoffee extension.
  - Run a free Colour Analyzer for appropriate contrast between foreground and background
- Mute the sound on your computer. Play your multimedia. Is it understandable especially if you are just learning the concept? Would a caption or transcript assist in learning new words?
- Re-size the font (usually CONTROL+PLUS or MINUS, COMMAND+PLUS or MINUS). Does the font resize, still appear clear, and does not overlay other content?
- Access all actionable content with the keyboard by unplugging your mouse. Is there a visual indication to tell you where you are in the page or program? Use TAB to jump between buttons or links, use Arrows to scroll a window/page, use ENTER to activate a button or control, Use shortcut keys often provided on Accessibility pages for a product. Does the ESCAPE key exit a pop up?

## Accessibility Resources

The W3C WCAG is the web accessibility guidelines created to guide developers and content experts to create accessible documents and applications.

- W3C Web Content Accessibility Guidelines (WCAG): <https://www.w3.org/WAI/>
- Interactive W3C WCAG: <http://code.viget.com/interactive-wcag/#role=&level=aa>
- Free Web Accessibility Tutorial: <https://teachaccess.github.io/tutorial/>

Accessible ICT Procurement Toolkit: <http://mandate376.standards.eu/>

Web Accessibility Evaluation Tools: <https://www.w3.org/WAI/ER/tools/>

Accessible OER Textbook Toolkit: <https://open.bccampus.ca/2015/02/26/introducing-the-b-c-open-textbook-accessibility-toolkit/>