

## PURPOSE OF THIS CHECKLIST:

The goal of the WCAG 2.0 guidelines is to provide an international standard for making web content more accessible for people with disabilities. This checklist, as provided by the WCAG, is designed for use in conducting an assessment of the accessibility of your website. The level of ADA compliance is measured against the following items:

Please note: this checklist only pertains to your site and does not address any ADA compliance issues related to third-party vendors; e.g. calculators, financial services sites, etc.

## Conformance Level A Requirements:

### Text Alternatives

Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols.

#### 1.1.1 Non-text Content

All non-text content that is presented to the user has a text alternative that serves the equivalent purpose.

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### Time-Based Media

Provide alternatives for time-based media.

#### 1.2.1 Audio-only and Video-only (Prerecorded)

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.

#### 1.2.2 Captions (prerecorded)

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.

#### 1.2.3 Audio Description or Media Alternative (prerecorded)

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.

## Adaptable

Create content that can be presented in different ways (for example, simpler layout) without losing information or structure.

### 1.3.1 Info and Relationships

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

### 1.3.2 Meaningful Sequence

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

### 1.3.3 Sensory Characteristics

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

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## Distinguishable

Make it easier for users to see and hear content, including separating foreground from background.

### 1.4.1 Use of Color

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

### 1.4.2 Audio Control

If any audio on a Web page plays automatically for more than three 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.

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## Keyboard Accessible

Make all functionality available from a keyboard.

### 2.1.1 Keyboard

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.

### 2.1.2 No Keyboard Trap

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.

## Enough Time

Provide users enough time to read and use content.

### 2.2.1 Timing Adjustable

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;
- 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;
- 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;
- 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;
- Essential Exception: The time limit is essential and extending it would invalidate the activity;
- 20 Hour Exception: The time limit is longer than 20 hours.

### 2.2.2 Pause, Stop, Hide

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;
- 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.

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## Seizures

Do not design content in a way that is known to cause seizures.

### 2.3.1 Three Flashes or Below Threshold

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.

## Navigable

Provide ways to help users navigate, find content and determine where they are.

### 2.4.1 Bypass Blocks

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

### 2.4.2 Page Titled

Web pages have titles that describe topic or purpose.

### 2.4.3 Focus Order

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.

### 2.4.4 Link Purpose (in context)

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.

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## Readable

Make text content readable and understandable.

### 3.1.1 Language of Page

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

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## Predictable

Make Web pages appear and operate in predictable ways.

### 3.2.1 On Focus

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

### 3.2.2 On Input

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.

## Input Assistance

Help users avoid and correct mistakes.

### 3.3.1 Error Identification

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.

### 3.3.2 Labels or Instructions

Labels or instructions are provided when content requires user input.

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## Compatible

Maximize compatibility with current and future user agents, including assistive technologies.

### 4.1.1 Parsing

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.

### 4.1.2 Name, Role, Value

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.

## Conformance Level AA Requirements:

### Time-Based Media

Provide alternatives for time-based media.

#### 1.2.4 Captions (live)

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

#### 1.2.5 Audio Description (prerecorded)

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

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### Distinguishable

Make it easier for users to see and hear content, including separating foreground from background.

#### 1.4.3 Contrast (minimum)

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, are not visible to anyone or 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 minimum contrast requirement.

#### 1.4.4 Resize Text

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

#### 1.4.5 Images of Text

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 users' requirements.
- Essential: A particular presentation of text is essential to the information being conveyed. Logotypes (text that is part of a logo or brand name) are considered essential.

## Navigable

Provide ways to help users navigate, find content and determine where they are.

### 2.4.5 Multiple Ways

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.

### 2.4.6 Headings and Labels

Headings and labels describe topic or purpose.

### 2.4.7 Focus Visible

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

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## Readable

Make text content readable and understandable.

### 3.1.2 Language of Parts

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.

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## Predictable

Make Web pages appear and operate in predictable ways.

### 3.2.3 Consistent Navigation

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.

### 3.2.4 Consistent Identification

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

## Input Assistance

Help users avoid and correct mistakes.

### 3.3.3 Error Suggestion

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.

### 3.3.4 Error Prevention (Legal, Financial, Data)

For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete the 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.



## Conformance Level AAA Requirements:

### Time-Based Media

Provide alternatives for time-based media.

#### 1.2.6 Sign Language (prerecorded)

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

#### 1.2.7 Extended Audio Description (prerecorded)

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.

#### 1.2.8 Media Alternative (prerecorded)

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

#### 1.2.9 Audio-only (live)

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

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### Distinguishable

Make it easier for users to see and hear content including separating foreground from background.

#### 1.4.6 Contrast (Enhanced)

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, are not visible to anyone, or 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 minimum contrast requirement.

#### 1.4.7 Low or No Background Audio

Or 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.

#### 1.4.8 Visual Presentation

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 a 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.

#### 1.4.9 Images of Text (No Exception)

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

- Logotypes (text that is part of a logo or brand name) are considered essential.

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## Keyboard Accessible

Make all functionality available from a keyboard.

#### 2.1.3 Keyboard No Exception

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

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## Enough Time

Provide users enough time to read and use content.

#### 2.2.3 No Timing

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

#### 2.2.4 Interruptions

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

#### 2.2.5 Re-Authenticating

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

## Seizures

Do not design content in a way that is known to cause seizures.

### 2.3.2 Three Flashes

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

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## Navigable

Provide ways to help users navigate, find content and determine where they are.

### 2.4.8 Location

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

### 2.4.9 Link Purpose (Link Only)

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.

### 2.4.10 Section Headings

Section headings are used to organize the content.

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## Readable

Make text content readable and understandable.

### 3.1.3 Unusual Words

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

### 3.1.4 Abbreviations

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

### 3.1.5 Reading Level

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.

### 3.1.6 Pronunciation

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

## Predictable

Make Web pages appear and operate in predictable ways.

### 3.2.5 Change of Request

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

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## Input Assistance

Help users avoid and correct mistakes.

### 3.3.5 Help

Context-sensitive help is available.

### 3.3.6 Error Prevention (All)

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.

## Notes