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ADA Compliant Website Checklist

A-Tier Compliance

- ☐ Any and all non-text content has a text alternative that serves the same purpose.
- ☐ Any time-based media, including audio-only and video-only presentations, has an easily accessible alternative.
- ☐ All prerecorded synchronized media has closed-captions.
- ☐ The reading order of any content can be programmatically determined. Content is presented in a logical order, and navigating by keyboard follows this order.
- ☐ Instructions do not rely solely on sensory characteristics, such as color, sound, or visual orientation, to explain how to operate website content.
- ☐ Color is never used as the sole means of communicating the presence of prompts, links, or other visual elements.
- ☐ If audio is programmed to play automatically for more than 3 seconds, a mechanism is available to pause the audio or lower the volume independent of the system volume.
- ☐ Users can access all the functions of a website with only a keyboard.
- ☐ Input fields may not require specific keystroke timing unless the timing of a user's movements are essential to the function of the field.
- ☐ If a component can be accessed by keyboard, it must also be possible to leave that component using a keyboard.
- ☐ If it is necessary to have an exit command from an on-page component, it should be a single non-printable key, such as Escape or Tab.
- Single letter shortcuts must have at least one of the following features:
    - ☐ There must always be a way to disable the shortcut.
    - ☐ There is a mechanism to remap the shortcut to a non-printable character.
    - ☐ The shortcut only works in a specific component, and is only active when that component has focus.
- ☐ Users should be able to extend or turn off time limits in content, unless that time limit is an essential part of a real-life function, like an auction.
- ☐ Users should be able to hide any blinking or scrolling features. The only exception is for genuine emergency alerts.
- ☐ No feature may flash more than three times in one second.
- ☐ A mechanism must exist to bypass duplicated blocks of content.
- ☐ All page titles must describe the topic and purpose of the page.
- ☐ When a page is navigated sequentially, components must receive focus in proper order when accessed by keyboard.
- ☐ Any multi-input gesture has a single input alternative.
- When a function is activated by a click, it must utilize one of the following accessibility features:
    - ☐ The down-click alone does not activate the function.

- ☐ There is an option to undo or abort the click.
  - ☐ Releasing the pointer button aborts the click.
  - ☐ The only exception is when the function is designed to emulate a keyboard or keypad.
- ☐ When a button includes text or images, the name of the button contains that name or describes the visual content of the button.
- ☐ Motion-activated functions must also have a way to activate through the user interface. The only exception is when motion is an essential part of the activity, and the GUI could not possibly replicate the function.
- ☐ The default language of a web page can be determined programmatically.
- ☐ Buttons and other interactive components cannot change their purpose when they receive focus from the user.
- ☐ Changing user settings should not change the context of buttons or interactive elements.
- ☐ Input errors should have a clear name and text description.
- ☐ Any input field should have a clear label and instructions.
- ☐ The name, role, and state of all user interface components can be programmatically determined.
- ☐ Any content or feature implemented with markup language have accurate tags and use unique IDs.

AA Tier Compliance

- ☐ Live synchronized-media content will be presented with closed captions.
- ☐ Pre-recorded media should have closed-captions with audio description.
- ☐ The orientation of a page (landscape or portrait) does not restrict view or operation, unless orientation is an essential feature of the content.
- ☐ The purpose of any input that collects user information is clearly labeled and can be programmatically determined.
- ☐ Normal text must have a contrast of 4.5:1.
- ☐ Text with a font size of 18pt or greater may have a contrast ratio as low as 3:1. Purely decorative text and corporate logos are exempt from these standards.
- ☐ Text must retain all content and functionality when resized up to 200%.
- ☐ Images of text should not be used in any place where actual text would suffice. If the image has no practical alternative, such as presentations of art or antique documents, a description of the image should be available.
- ☐ Content must reflow into a width of 320 CSS pixels (scrolling vertically) or 256 CSS pixels (scrolling horizontally) when scaled up to 400%
- ☐ User interface components and any non-decorative color separation should have a contrast of at least 3:1.
- • Minimum Text Spacing:
  - ☐ Line Height is 1.5x the size of the font.
  - ☐ Paragraph Spacing is 2x the size of the font
  - ☐ Letter Spacing is 0.12x the size of the font
  - ☐ Word Spacing is 0.16 times the size of the font.
  - ☐ If a given language or script does not support one of these spacing options, it is exempt from that option for accessibility purposes.

- When Content Appears on Hover or Keyboard Focus:
  - ☐ There should be a way to dismiss the content without changing focus.
  - ☐ The content should not disappear as long as the pointer or focus remains on it.
  - ☐ The content should not disappear unless the user triggers it (i.e. by changing focus or dismissing the content) or the information becomes invalid.
- ☐ There is more than one way to access a web page within a set of other web pages unless that page is one step of a process.
- ☐ All headings and labels describe the topic or purpose of the content beneath them.
- ☐ The keyboard focus indicator should always be visible where applicable.
- ☐ The language of a text passage is marked programmatically.
  - o Exceptions can be made for names, technical jargon, and reasonable vernacular.
- ☐ Navigational elements should share the same design, location, and purpose across web related pages.
- ☐ Input errors are automatically detected and suggestions are made about how to resolve them.
- If a web page causes a legal commitment, results in a financial transaction, or submits test responses, it must include at least one of these features:
  - ☐ The submission is reversible.
  - ☐ The website checks for omissions and data errors and gives the user an option to correct them.
  - ☐ The user is given a chance to review, correct, and confirm any information they have entered.
- ☐ The website presents error and status messages to assistive technology even when the user does not give focus to the error message.

AAA Tier Compliance

- ☐ Sign language interpretation is provided for any prerecorded synchronized media.
- ☐ Prerecorded media has closed-captions with extended audio description.
- ☐ Untimed alternatives are provided for video-only media.
- ☐ Untimed alternatives are provided for audio-only media.
- ☐ Content implemented via markup languages and the purpose of user interface components can be programmatically determined.
- ☐ The contrast of normal text is at least 7:1. and bold text is at least 4.5:1.
- ☐ If prerecorded audio is primarily speech, there should be no background noise, or the difference between background noise and speech should be at least 20db. Musical content is exempt.
- The user should be able to change the format of blocks of text so that:
  - ☐ foreground and background colors are user-selectable,
  - ☐ paragraphs are no wider than 80 characters or 40 Chinese/Japanese/Korean glyphs,
  - ☐ line spacing is at least 1.5 and paragraph spacing is at least 3,
  - ☐ Text does not require the user to scroll horizontally when resized up to 200%.
  - ☐ Images of text are purely used as decoration. Logos are exempt.
- ☐ All functionality of a website is accessible with only a keyboard interface.
- ☐ No function on a website should be time-sensitive unless tied to real-world events.

- ☐ Any non-emergency interruptions can be paused or dismissed by the user.
- ☐ When a session expires, users should be able to re-authenticate and resume their entering information.
- ☐ Users should be clearly notified if any data will be lost after a period of inactivity, and an option should be provided to save user data and continue at a later date.
- ☐ Animated motions are not essential to conveying information.
- ☐ Animations can be disabled.
- ☐ When web pages are a connected set, there should be clear visual and programmatic indication of a user's location.
- ☐ The text of a link should identify the purpose of a link.
- ☐ Text is organized with HTML heading tags.
- ☐ Buttons and other targets for a pointer must be at least 44px by 44px.
- ☐ Alternate input modalities can only be blocked by programming when the restriction is necessary for a valid security purpose.
- ☐ Foreign loanwords, idioms, and technical jargon are defined with text markup or by links to an appropriate dictionary.
- ☐ Abbreviations are defined or can be expanded to show the full term.
- ☐ A simplified version of content should be available when written above a 9th-grade reading level.
- ☐ When the pronunciation of a word is ambiguous, a key to pronunciation should be included.
- ☐ Navigational elements should never change context, unless the user initiates the change.
- ☐ Context-sensitive help or tooltips are always available.
- When a web page requires a user to submit any personal information, at least one of these features are included:
    - ☐ The submission is reversible.
    - ☐ The website checks for omissions and data errors and gives the user an option to correct them.
    - ☐ The user is given a chance to review, correct, and confirm any information they have entered.