# **State of Missouri Web Accessibility Testing Checklist (WCAG 2.1)**

**Website/Application Name and Date:**

## Categories for Testing

1. Visual Navigation
2. Non-Visual Navigation with a Screen Reader
3. Alternate Visual Access
4. Usability
5. Non-Audio Access
6. Mobile Devices and Responsive Design
7. Downloadable Files

### Testing Tools Needed

1. Keyboard
2. [WAVE Toolbar](https://wave.webaim.org/) or other browser extension
3. Screen reader (and how to use it): JAWS, NVDA (Windows/Mac), VoiceOver (Mac), Narrator (Windows)
4. [Color contrast analyzer](https://developer.paciellogroup.com/resources/contrastanalyser/) or other color contrast tester
5. [Text Spacing Bookmarklet](https://codepen.io/stevef/full/YLMqbo)
6. Browser dev tools to use mobile device simulation
7. Another option: Testing of other AT devices such as Dragon Dictate, Switch activation, one handed keyboard, Voiceover on a tablet and ZoomText via equipment available on loan through [Missouri Assistive Technology’s Accessibility Testing Kit](https://at.mo.gov/device-loan/) (device loan program). Available December 2024.

### Using the Checklist/Testing Guidance

1. Automated testing such as using the WAVE Toolbar only captures about 30-50% of accessibility issues. Use this checklist to various manual testing listed above.
2. Each section includes instructions on how to use applicable testing tools.
3. The desirable answer for each yes/no question is “Yes.” Any question answered with “No” is an accessibility issue.
4. Most testing is done via a desktop browser. Make sure to test a sample of pages with mobile/mobile simulator.
5. [Use the Web Accessibility Evaluation Report Template](https://at.mo.gov/it-access/ict-websites-webapps.html) to record and remediate accessibility issues.
6. Checklist items added in 2024 are indicated in **bold** as “WCAG 2.1”
7. Checklist items indicated with **“CRITICAL”** mean these accessibility failures completely stop users from accessing the content. All checklist items need to pass accessibility, but CRITICAL items should be prioritized first.
8. Using semantic HTML and native HTML elements ensure maximum accessibility.

## Testing Visual Navigation

The first step to manual testing is to throw away your mouse. See if you can navigate the page, including all menus and interactive elements, using only the keyboard.

### Keyboard Focus

**Role:** Developer, Designer

**Resources:** [Understanding 2.1.2 – No Keyboard Trap](http://www.w3.org/TR/UNDERSTANDING-WCAG20/keyboard-operation-trapping.html), [Understanding 2.4.7 – Focus Visible](http://www.w3.org/TR/UNDERSTANDING-WCAG20/navigation-mechanisms-focus-visible.html)

Use the TAB, ENTER, SPACE, and UP and DOWN ARROW keys to navigate.

* You can always see the keyboard focus when tabbing through the page. ☐ Yes ☐ No ☐ N/A
* Keyboard focus does notunexpectedly shift to other elements. ☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** The keyboard focus should not be locked or fixed on a specific element on the page. or stop altogether (keyboard trap). ☐ Yes ☐ No ☐ N/A

### Visual and Tab Order

**Role:** Developer
**Resources:** [Understanding 2.1.1 – Keyboard, Understanding 1.3.2 Meaningful Sequence, Understanding 2.4.3 Focus Order](https://www.w3.org/WAI/WCAG22/Understanding/focus-order.html)

See if you can activate all interactive elements with the ENTER or SPACE keys.

* The navigation order of links, form controls, etc. is logical and intuitive. ☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** All elements on the page can be reached by keyboard. This includes links, dropdown menu items, buttons, and other interactive elements. (except those that are known not to use a keyboard, like a freehand drawing) ☐ Yes ☐ No ☐ N/A
* When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined (for example, disabling styles will test this sequence). ☐ Yes ☐ No ☐ N/A

### Forms (and Keyboard Testing)

**Role:** Developer
**Resources:** [Understanding 2.1.1 - Keyboard](http://www.w3.org/TR/UNDERSTANDING-WCAG20/keyboard-operation-keyboard-operable.html), [Understanding 2.2.1 – Timing Adjustable](http://www.w3.org/TR/UNDERSTANDING-WCAG20/time-limits-required-behaviors.html), [Understanding 3.3.1 – Error Identification](http://www.w3.org/TR/UNDERSTANDING-WCAG20/minimize-error-identified.html)[, Understanding 3.3.2 – Labels or Instructions](http://www.w3.org/TR/UNDERSTANDING-WCAG20/minimize-error-cues.html), [Understand 4.1.3 Status Messages](https://www.w3.org/WAI/WCAG22/Understanding/status-messages.html)

* ☐ N/A (There are no forms.)
* Tab order of form fields is logical. ☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** All form fields you can navigate to or select items using the keyboard alone. ☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** Data entered is retained if page is refreshed or too much time is taken to fill out fields. ☐Yes ☐No ☐ N/A
* If a required field is left blank, keyboard focus shifts to an error message or the field.\* ☐ Yes ☐ No ☐ N/A
* If a field has improperly formatted data, keyboard focus shifts to the error messages.\* ☐ Yes ☐ No ☐ N/A
* **If an important status message is presented and focus is not set to that message, keyboard focus shifts to the message, typically via an ARIA alert or live region. (WCAG 2.1) \* ☐ Yes ☐ No ☐ N/A**

**\*** Use aria-invalid to indicate invalid fields/live regions, role = alert, or role = alertdialog to identify error/status message zone.

### Dialog Boxes and Popups

**Role:** Developer
**Resources:** [Understanding 2.1.1 – Keyboard, Understanding 1.4.13 Content on Hover or Focus](https://www.w3.org/WAI/WCAG22/Understanding/content-on-hover-or-focus.html)

* ☐ N/A (There are no dialog boxes.)
* Dialog boxes or pop-up menus receive keyboard focus. ☐ Yes ☐ No ☐ N/A
* Dialog messages can be dismissed using the keyboard. ☐ Yes ☐ No ☐ N/A
* Focus returns to a logical location when dialog boxes are closed. ☐ Yes ☐ No ☐ N/A

**When additional content is presented on hover or keyboard focus:**

* **The newly revealed content can be dismissed (generally via the Esc key) without moving the pointer or keyboard focus, unless the content presents an input error or does not obscure or interfere with other page content. (WCAG 2.1) ☐ Yes ☐ No ☐ N/A**
* **The pointer can be moved to the new content without the content disappearing. (WCAG 2.1) ☐ Yes ☐ No ☐ N/A**
* **The new content must remain visible until the pointer or keyboard focus is moved away from the triggering control, the new content is dismissed, or the new content is no longer relevant. (WCAG 2.1) ☐ Yes ☐ No ☐ N/A**

### Multimedia and Keyboard (Video, Webinars, Audio, Photo Carousels)

**Role:** Developer
**Resources:** [Understanding 2.1.1 - Keyboard](http://www.w3.org/TR/UNDERSTANDING-WCAG20/keyboard-operation-keyboard-operable.html), [Understanding 2.2.2 – Pause, Stop, Hide](http://www.w3.org/TR/UNDERSTANDING-WCAG20/time-limits-pause.html)

* ☐ N/A (There are no multimedia.)
* Controls can be tabbed through. ☐ Yes ☐ No ☐ N/A
* Controls can be activated using the keyboard. ☐ Yes ☐ No ☐ N/A

### Keyboard Shortcuts

**Role:** Developer
**Resources:** [Understanding 2.1.4 Character Key Shortcuts](https://www.w3.org/WAI/WCAG22/Understanding/character-key-shortcuts.html)

* **☐ N/A (There are no added keyboard shortcuts.)**
* **If a keyboard shortcut uses printable character keys, then the user must be able to disable the key command, change the defined key to a non-printable key (Ctrl, Alt, etc.), or only activate the shortcut when an associated interface component or button is focused. (WCAG 2.1) Examples include: provides a toggle button for the shortcuts or provide a menu to reassign shortcuts ☐ Yes ☐ No ☐ N/A**

### Multiple Ways to Navigate

**Role:** Developer
**Resources:** [Understanding 2.4.5 Multiple Ways](https://www.w3.org/WAI/WCAG22/Understanding/multiple-ways.html)

* Multiple ways are available to find other web pages on the site - at least two of: a list of related pages, table of contents, site map, site search, or list of all available web pages. ☐ Yes ☐ No ☐ N/A

Exception: Where the web page is the result of, or a step in, a [process](https://www.w3.org/TR/WCAG22/#dfn-processes).

### Multi-Point or Path-Based Gestures

**Role:** Developer
**Resources:** [Understanding 2.5.1 Pointer Gestures](https://www.w3.org/WAI/WCAG22/Understanding/pointer-gestures.html)

* **☐ N/A (There are no multipoint or path-based gestures used.)**
* **If multipoint or path-based gestures (such as pinching, swiping, or dragging across the screen) are not essential to the functionality, then the functionality can also be performed with a single point activation (such as activating a button). (WCAG 2.1) ☐ Yes ☐ No ☐ N/A**

### Pointer Cancellation

**Role:** Developer
**Resources:** [Understanding 2.5.2 Pointer Cancellation](https://www.w3.org/WAI/WCAG22/Understanding/pointer-cancellation.html)

* **☐ N/A (There are no multipoint or path-based gestures used.)**
* **The activation of controls must be done in the up-event. No use of down-event (e.g., onmousedown) activation when clicking, tapping, or long pressing the screen. For complex interactions (such as drag and drop), onmousedown can be used if an associated onmouseup (or similar) event can be aborted or reversed**. **(WCAG 2.1)** **☐ Yes ☐ No ☐ N/A**

## Testing Non-Visual Navigation (Screen Reader)

When testing with your screen reader, use the same keyboard navigation strategies that you used in the previous section (TAB, ENTER, SPACE, and ARROW KEYS). This time, listen to how the screen reader interprets the page as you navigate with the keyboard. Screen Reader How-To’s: [NVDA (Windows)](http://webaim.org/articles/nvda/), [JAWS](http://webaim.org/articles/jaws/), [VoiceOver (Mac](https://help.apple.com/voiceover/info/guide/10.12/)), [Narrator (Windows)](file:///C%3A%5CUsers%5Clstrange%5CDownloads%5C%E2%80%A2%09https%3A%5Csupport.microsoft.com%5Cen-us%5Chelp%5C22798%5Cwindows-10-narrator-get-started)

### Links – Descriptive Text

**Roles:** Developer, Designer, Content Creator

**Resources:** [Understanding 2.4.4 – Link Purpose (In Context)](http://www.w3.org/TR/UNDERSTANDING-WCAG20/navigation-mechanisms-refs.html)

One way a screen reader navigates is by using the TAB key to skip through the page links, or by bringing up a list of links. Use descriptive links so that a user can easily determine where they will go even taken out of context.

* Links are descriptive, without generic text such as “click here”. ☐ Yes ☐ No ☐ N/A
* Links with different purposes and destinations have different text descriptions. ☐ Yes ☐ No ☐ N/A

### Label in Name

**Roles: Developer, Designer, Content Creator**

**Resources:** [**Understanding 2.5.3 – Label in Name**](https://www.w3.org/WAI/WCAG22/Understanding/label-in-name.html#examples)

* **If an interface component (link, button, etc.) presents text (or images of text), the accessible name (label, alternative text, aria-label, etc.) for that component includes the visible text. (WCAG 2.1) ☐ Yes ☐ No ☐ N/A**

### Title and Logical Headings

**Roles:** Developer, Designer, Content Creator

**Resources**: [Understanding 2.4.2 Page Titled](https://www.w3.org/WAI/WCAG22/Understanding/meaningful-sequence.html), [Understanding 2.4.6 – Headings and Labels](http://www.w3.org/TR/UNDERSTANDING-WCAG20/navigation-mechanisms-descriptive.html)

* The web page has a descriptive and informative page title. ☐ Yes ☐ No ☐ N/A

Screen reader users also navigate content using headings. Headings allow users to jump to a specific section instead of having to listen to the entire page.

* Headings are used to provide structure and indicate importance of the content. ☐ Yes ☐ No ☐ N/A
* Heading levels are not skipped. ☐ Yes ☐ No ☐ N/A

### Skip Navigation Links

**Role:** Developer

**Resources:** [Understanding 2.4.1 – Bypass Blocks](http://www.w3.org/TR/UNDERSTANDING-WCAG20/navigation-mechanisms-skip.html)

A skip navigation link is helpful for users who don’t want to navigate through all the links on the page before getting to the main content. This link does not have to be visible on the page, but it should be listed first in the tab order.

* Skip navigation links are present. ☐ Yes ☐ No ☐ N/A
* Skip links work as intended, skipping to the main content of the page. ☐ Yes ☐ No ☐ N/A

### Images

**Roles:** Developer, Content Creator

**Resources:** [Understanding 1.1.1 – Non-text Content](http://www.w3.org/TR/UNDERSTANDING-WCAG20/text-equiv-all.html)

Any non-text element needs a text description that screen reading software can read aloud to the listener. It should describe the purpose of the image in context. (examples include informative images, functional images, decorative images, images of text, graphs, diagrams, image maps) [Guidance on images](https://www.w3.org/WAI/tutorials/images/)

* ☐ N/A (There are no images.)
* All meaningful images have descriptive alternate text. ☐ Yes ☐ No ☐ N/A
* Purely decorative images have null alternate text (ALT=””). ☐ Yes ☐ No ☐ N/A
* All navigation buttons have function-based alternate text. ☐ Yes ☐ No ☐ N/A

### Multimedia and Screen Readers (Video, Webinars, Audio, Photo Carousels)

**Roles:** Developer, Content Creator

**Resources:** [Understanding 1.2.1 - Audio-only and Video-only (Prerecorded)](http://www.w3.org/TR/UNDERSTANDING-WCAG20/media-equiv-av-only-alt.html), [Understanding 1.2.2 - Captions (Prerecorded)](http://www.w3.org/TR/UNDERSTANDING-WCAG20/media-equiv-captions.html), [Understanding 1.2.3 - Audio Description or Media Alternative (Prerecorded)](http://www.w3.org/TR/UNDERSTANDING-WCAG20/media-equiv-audio-desc.html), [Understanding 1.2.4 - Captions (Live),](http://www.w3.org/TR/UNDERSTANDING-WCAG20/media-equiv-real-time-captions.html) [Understanding 1.2.5 - Audio Description (Prerecorded)](http://www.w3.org/TR/UNDERSTANDING-WCAG20/media-equiv-audio-desc-only.html)

* ☐ N/A (There are no multimedia.)
* Multimedia controls have alternate text. ☐ Yes ☐ No ☐ N/A
* Video or audio do not start to play automatically, only when triggered by the user. ☐ Yes ☐ No ☐ N/A
* You hear what you expect when selecting controls. ☐ Yes ☐ No ☐ N/A
* Using the controls is intuitive. ☐ Yes ☐ No ☐ N/A
* Videos have audio descriptions available for any information that is only conveyed visually. ☐ Yes ☐ No ☐ N/A

More video requirements in section “Testing Non-Audio Access”.

### Forms (and Screen Readers)

**Roles:** Developer, Designer

**Resources:** [Understanding 3.3.1 – Error Identification](http://www.w3.org/TR/UNDERSTANDING-WCAG20/minimize-error-identified.html)[, Understanding 3.3.2 – Labels or Instructions](https://www.w3.org/TR/WCAG22/#error-prevention-legal-financial-data),[Understanding 3.3.3 – Error Suggestions](https://www.w3.org/WAI/WCAG22/Understanding/error-suggestion.html),[Understanding 3.3.4 Error Prevention (Legal, Financial, Data)](https://www.w3.org/TR/WCAG22/#error-prevention-legal-financial-data),[Understanding 3.2.1 On Focus](https://www.w3.org/WAI/WCAG22/Understanding/on-focus.html)**,** [Understanding 3.2.2 On Input](https://www.w3.org/WAI/WCAG22/Understanding/on-input.html),[**Understanding 1.3.5 Identify Input Purpose**](https://www.w3.org/WAI/WCAG22/Understanding/identify-input-purpose.html)

* ☐ N/A (There are no forms.)
* Form fields have descriptive labels. Checkbox and radio button groups use fieldset/legend for labeling.
☐ Yes ☐ No ☐ N/A
* Appropriate descriptive labels present, associated correctly, and read when tabbing through form fields.
☐ Yes ☐ No ☐ N/A
* You can fill out the form and submit successfully with screen reader. ☐ Yes ☐ No ☐ N/A
* Buttons are labeled and read correctly by screen reader. ☐ Yes ☐ No ☐ N/A
* Required fields or fields that require a specific format, value, or length provide this information within the element's label. (Required fields use aria-required.) ☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** If an error is detected, suggestions are provided for fixing the input in a timely and accessible manner.
☐ Yes ☐ No ☐ N/A
* If an error dialog is dismissed, focus returns to the position it had before the dialog opened. ☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** If the user can change or delete legal, financial, or test data, the changes/deletions can be reversed, verified, or confirmed. (If the form has only one step, it is understood that it can already be reviewed.)
☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** When a page element receives focus or user input/interaction, it does not result in a substantial change to the page, (e.g., opens pop-up window, keyboard focus changed to another part of page, auto submit of form) unless the user is informed of the change ahead of time. ☐ Yes ☐ No ☐ N/A
* **Input fields that collect** [**certain types of user information**](https://www.w3.org/TR/WCAG22/#input-purposes) **have an appropriate autocomplete attribute defined (i.e., autocomplete="name")** **(WCAG 2.1) ☐ Yes ☐ No ☐ N/A**

### Data Tables

**Roles:** Developer, Designer Content Creator

**Resources:** [Understanding 1.3.1 – Info. and Relationships](http://www.w3.org/TR/UNDERSTANDING-WCAG20/content-structure-separation-programmatic.html)

* ☐ N/A (There are no data tables.)
* Tables are not used purely for positioning content. ☐ Yes ☐ No ☐ N/A
* Data tables have designated header and/or column rows, including ‘scope’ attribute. ☐ Yes ☐ No ☐ N/A
* Tables are not nested or filled with spanned or ‘spacer’ cells. ☐ Yes ☐ No ☐ N/A

### Captcha

**Role:** Developer

**Resources:** [Understanding 2.1.1 - Keyboard](http://www.w3.org/TR/UNDERSTANDING-WCAG20/keyboard-operation-keyboard-operable.html)

If CAPTCHA is used, it must be fully accessible and simple to use. Recommendation: [reCaptcha Version 3](https://developers.google.com/recaptcha/docs/v3)

* ☐ N/A (There is no CAPTCHA.)
* CAPTCHA is fully accessible by keyboard. ☐ Yes ☐ No ☐ N/A
* CAPTCHA is fully accessible to screen reading software. ☐ Yes ☐ No ☐ N/A
* Audio CAPTCHA is fully accessible by screen readers, including a pause that allows the screen reader to finish before the audio begins. ☐ Yes ☐ No ☐ N/A
* Audio CAPTCHA has an alternative for users with hearing impairments. ☐ Yes ☐ No ☐ N/A

### Sensory Characteristic Instructions

**Roles:** Developer, Designer, Content Creator

**Resources:** [Understanding 1.3.3 - Sensory Characteristics](https://www.w3.org/WAI/WCAG22/Understanding/sensory-characteristics.html)

* ☐ N/A
* **(CRITICAL)** Any instructions will not depend on shape, size or visual location (for example, "Click the square icon to continue" or "The instructions are in the right column"). ☐ Yes ☐ No ☐ N/A

### Mobile Devices and Screen Readers

**Role:** Developer

**Resources:** [**Understanding 1.3.4 – Orientation**](https://www.w3.org/WAI/WCAG22/Understanding/orientation.html)**,** [**Understanding 2.5.4 Motion Actuation**](https://www.w3.org/WAI/WCAG22/Understanding/motion-actuation.html)

* **Orientation of web content is not restricted to only portrait or landscape, unless a specific orientation is** [**necessary**](https://www.w3.org/TR/WCAG21/#dfn-essential)**. (WCAG 2.1) ☐ Yes ☐ No ☐ N/A**
* **Functionality that is triggered by moving the device (such as shaking or tilting a mobile device) or by user movement (such as waving to a camera) can be disabled and equivalent functionality is provided via standard controls like buttons. (WCAG 2.1) ☐ Yes ☐ No ☐ N/A**

## Testing Alternate Visual Access

Many users are colorblind or have low vision. Color choice matters for both groups of users. Contrast impacts those with low vision, while those who are colorblind cannot distinguish between certain colors.

### Choice of Color

**Roles:** Developer, Designer, Content Creator

**Resources:** [Understanding 1.4.1 – Use of Color](http://www.w3.org/TR/UNDERSTANDING-WCAG20/visual-audio-contrast-without-color.html), [Understanding 1.4.3 – Contrast Minimum](http://www.w3.org/TR/UNDERSTANDING-WCAG20/visual-audio-contrast-contrast.html), [**Understanding 1.4.11 – Non-text Contrast**](https://www.w3.org/WAI/WCAG22/Understanding/non-text-contrast.html)

* Color is not used as the sole means of conveying information on the page. ☐ Yes ☐ No ☐ N/A
* A [color contrast checker](https://developer.paciellogroup.com/resources/contrastanalyser/) test indicates sufficient contrast (Minimum AA) for text on solid color backgrounds. ☐ Yes ☐ No ☐ N/A
* A [color contrast checker](https://developer.paciellogroup.com/resources/contrastanalyser/) test indicates sufficient contrast for text on top of images or gradient backgrounds. ☐ Yes ☐ No ☐ N/A
* **A** [**color contrast checker**](https://developer.paciellogroup.com/resources/contrastanalyser/) **indicates sufficient 3:1 ratio contrast (Level AA) for differentiating graphical objects (such as icons and components of charts or graphs) and author-customized interface components (such as buttons, form controls, and focus indicators/outlines). (WCAG 2.1) ☐ Yes ☐ No ☐ N/A**
* **A** [**color contrast checker**](https://developer.paciellogroup.com/resources/contrastanalyser/) **indicates sufficient 3:1 ratio contrast (Level AA) for focus, hover or active state for any of the above. (WCAG 2.1) ☐ Yes ☐ No ☐ N/A**

### Zoom (Magnification)

**Role:** Developer

**Resources:** [Understanding 1.4.4 - Resize text](http://www.w3.org/TR/UNDERSTANDING-WCAG20/visual-audio-contrast-scale.html), [Understanding 1.4.5 – Images of Text](http://www.w3.org/TR/UNDERSTANDING-WCAG20/visual-audio-contrast-text-presentation.html), [**Understanding 1.4.10 Reflow**](file:///C%3A%5CUsers%5Clstrange%5CDocuments%5CNo%20loss%20of%20content%20or%20functionality%20occurs%2C%20and%20horizontal%20scrolling%20is%20avoided%20when%20content%20is%20presented%20at%20a%20width%20of%20320%20pixels)

* Text is actual text (e.g. not images of text). ☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** Font sizes increase when you zoom in on the page. ☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** Text does not become pixelated when zooming in on the page. ☐ Yes ☐ No ☐ N/A
* **(CRITICAL)** Items do not become jumbled when zooming in on the page. ☐ Yes ☐ No ☐ N/A
* **No loss of content or functionality occurs, and horizontal scrolling is avoided when content is presented at a width of 320 pixels. (WCAG 2.1) (Exceptions: data tables, complex images such as maps and charts, toolbars) ☐ Yes ☐ No ☐ N/A**

**(This requires responsive design for most web sites. This is best tested by setting the browser window to 1280 pixels wide and then zooming the page content to 400%)**

## Usability

Many users have a non-apparent disability, such as a traumatic brain injury or a cognitive or learning disability that affects their ability to process information. Clear organization of information is vital for these users.

### Page Language

**Role:** Developer

**Resources:** [Understanding 3.1.1 Language of Page](https://www.w3.org/WAI/WCAG22/Understanding/language-of-page.html), [Understanding 3.1.2 Language of Parts](https://www.w3.org/WAI/WCAG22/Understanding/language-of-parts.html)

* The language of the page is identified using the lang attribute (e.g., <html lang="en">). ☐ Yes ☐ No ☐ N/A
* The language of page content that is in a different language (e.g., a word or passage) is identified using the lang attribute (e.g., <blockquote lang="es">). ☐ Yes ☐ No ☐ N/A

### Clear and Simple Content

**Role:** Developer, Designer

**Resources:** [Understanding 2.2.2 – Pause, Stop, Hide](http://www.w3.org/TR/UNDERSTANDING-WCAG20/time-limits-pause.html), [Understanding 1.4.2 Audio Control](https://www.w3.org/WAI/WCAG22/Understanding/audio-control.html), [**Understanding 1.4.12 Text Spacing**](https://www.w3.org/WAI/WCAG22/Understanding/text-spacing.html)

* Automatically moving, blinking, or scrolling content (such as carousels, marquees, or animations) that lasts longer than 5 seconds can be paused, stopped, or hidden by the user. ☐ Yes ☐ No ☐ N/A
* A mechanism is provided to stop, pause, mute, or adjust volume for audio that automatically plays on a page for more than 3 seconds. ☐ Yes ☐ No ☐ N/A
* Automatically updating content (e.g., a dynamically-updating news ticker, chat messages, etc.) can be paused, stopped, or hidden by the user or the user can manually control the timing of the updates. ☐ Yes ☐ No ☐ N/A
* **No loss of content or functionality occurs when the user adapts paragraph spacing to 2 times the font size, text line height/spacing to 1.5 times the font size, word spacing to .16 times the font size, and letter spacing to .12 times the font size. (WCAG 2.1) ☐ Yes ☐ No ☐ N/A** [Text Spacing Bookmarklet](https://codepen.io/stevef/full/YLMqbo)

### Consistency and Logic in Visual Navigation

**Role:** Developer

**Resources:** [Understanding 3.2.3 - Consistent Navigation](http://www.w3.org/TR/UNDERSTANDING-WCAG20/consistent-behavior-consistent-locations.html), [Understanding 3.2.4 - Consistent Identification](http://www.w3.org/TR/UNDERSTANDING-WCAG20/consistent-behavior-consistent-functionality.html)

* Menus and search are consistently placed across the entire site. ☐ Yes ☐ No ☐ N/A
* Components with the same functionality (i.e., search field) are consistently identified. ☐ Yes ☐ No ☐ N/A

## Testing Non-Audio Access

**Role:** Developer, Designer

**Resources:** [Understanding 1.2.1 - Audio-only and Video-only (Prerecorded)](http://www.w3.org/TR/UNDERSTANDING-WCAG20/media-equiv-av-only-alt.html), [Understanding 1.2.2 - Captions (Prerecorded)](http://www.w3.org/TR/UNDERSTANDING-WCAG20/media-equiv-captions.html), [Understanding 1.2.4 - Captions (Live)](http://www.w3.org/TR/UNDERSTANDING-WCAG20/media-equiv-real-time-captions.html), [Understanding 2.2.2 – Pause, Stop, Hide](http://www.w3.org/TR/UNDERSTANDING-WCAG20/time-limits-pause.html)

This includes audio files such as podcasts as well as videos.

* ☐ N/A (There is no audio or video content.)
* All videos have captions. ☐ Yes ☐ No ☐ N/A
* Existing captions are accurate. ☐ Yes ☐ No ☐ N/A
* All audio files have a link to a transcript. ☐ Yes ☐ No ☐ N/A
* For live audio only or videoconferences, subtitles are synchronized with the audio content. ☐ Yes ☐ No ☐ N/A

## Mobile Devices and Responsive Design

Responsive design contains content that stays the same, but CSS stylesheets are used to render it differently depending on the viewport width. For example, on narrow screens the navigation menus may be hidden until the user taps a menu button.

* Did all accessibility tests performed on a sampling of pages using a mobile device/mobile device simulator pass accessibility? ☐ Yes ☐ No

## Downloadable Files

**Role:** Developer, Designer, Content Creator

[Resources for creating accessible documents](https://at.mo.gov/ict-electronic-documents/)

Documents (for example - PDF, Word, PowerPoint, Excel, InDesign) linked into a site also need to be accessible.

* ☐ N/A (There are no document files.)
* PDFs include text, not scanned images of text. (you can highlight/search text in the document). ☐Yes ☐No ☐ N/A
* PDFs have tags (indicated under properties). ☐Yes ☐No ☐ N/A
* All documents include a descriptive title in the document properties ☐Yes ☐No ☐ N/A
* All documents have hierarchical headings, at a minimum, heading 1. ☐Yes ☐No ☐ N/A
* All documents have alt text for non-text elements (or mark as decorative). ☐Yes ☐No ☐ N/A
* All documents have logical reading order. ☐Yes ☐No ☐ N/A
* All documents include sufficient color contrast. ☐Yes ☐No ☐ N/A
* All documents with data tables identify table headers. (No tables for layout purposes.) ☐Yes ☐No ☐ N/A