

Information and Communication Technology (ICT) Standards and Guidelines (Section 508)

WCAG 2.0 Level A/AA Checklist

Effective: January 18, 2017, final implementation deadline: January 18, 2018

Note: WCAG 2.0 Level AAA is not required as part of the ICT Standards and Guidelines

1. Perceivable

Web content is made available to the senses - sight, hearing, and/or touch

Guideline 1.1

Text Alternatives: Provide text alternatives for any non-text content

| Success Criteria | Recommendations |
|---|--|
| 1.1.1 Non-text Content (Level A) | <ul style="list-style-type: none"> ✓ All images, form image buttons, and image map hot spots have appropriate, equivalent alternative text. ✓ Images that do not convey content, are decorative, or with content that is already conveyed in text are given null alt text (alt="") or implemented as CSS backgrounds. All linked images have descriptive alternative text. ✓ Equivalent alternatives to complex images are provided in context or on a separate (linked and/or referenced via longdesc) page. ✓ Form buttons have a descriptive value. ✓ Form inputs have associated text labels. |

Guideline 1.2

Time-based Media: Provide alternatives for time-based media

NOTE: If the audio or video is designated as an alternative to web content (e.g., an audio or sign language version of a web page, for example), then the web content itself serves as the alternative.

| Success Criteria | Recommendations |
|---|---|
| 1.2.1 Prerecorded Audio-only and Video-only (Level A) | <ul style="list-style-type: none"> ✓ A descriptive text transcript (including all relevant visual and auditory clues and indicators) is provided for non-live, web-based audio (audio podcasts, MP3 files, etc.). ✓ A text or audio description is provided for non-live, web-based video-only (e.g., video that has no audio track). |
| 1.2.2 Captions (Prerecorded) (Level A) | <ul style="list-style-type: none"> ✓ Synchronized captions are provided for non-live, web-based video (YouTube videos, etc.) |
| 1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A) | <ul style="list-style-type: none"> ✓ A descriptive text transcript OR audio description audio track is provided for non-live, web-based video |
| 1.2.4 Captions (Live) (Level AA) | <ul style="list-style-type: none"> ✓ Synchronized captions are provided for all live multimedia that contains audio (audio-only broadcasts, web casts, video conferences, Flash animations, etc.) |

| Success Criteria | Recommendations |
|---|--|
| 1.2.5 Audio Description (Prerecorded) (Level AA) | <ul style="list-style-type: none"> ✓ Audio descriptions are provided for all video content <p>NOTE: Only required if the video conveys content visually that is not available in the default audio track.</p> |

Guideline 1.3

Adaptable: Create content that can be presented in different ways (e.g., simpler layout) without losing information or structure

| Success Criteria | Recommendations |
|--|--|
| 1.3.1 Info and Relationships (Level A) | <ul style="list-style-type: none"> ✓ Semantic markup is used to designate headings (<h1>), lists (, , and <dl>), emphasized or special text (, <code>, <abbr>, <blockquote>, for example), etc. Semantic markup is used appropriately. ✓ Tables are used for tabular data. Headings, where necessary, are used to associate data cells with headers. Data table captions and summaries are used where appropriate. ✓ Text labels are associated with form input elements. Related form elements are grouped with fieldset/legend. |
| 1.3.2 Meaningful Sequence (Level A) | <ul style="list-style-type: none"> ✓ The reading and navigation order (determined by code order) is logical and intuitive. |
| 1.3.3 Sensory Characteristics (Level A) | <ul style="list-style-type: none"> ✓ Instructions do not rely upon shape, size, or visual location (e.g., "Click the square icon to continue" or "Instructions are in the right-hand column"). ✓ Instructions do not rely upon sound (e.g., "A beeping sound indicates you may continue."). |

Guideline 1.4

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

| Success Criteria | Recommendations |
|--|---|
| 1.4.1 Use of Color (Level A) | <ul style="list-style-type: none"> ✓ Color is not used as the sole method of conveying content or distinguishing visual elements. ✓ Color alone is not used to distinguish links from surrounding text unless the luminance contrast between the link and the surrounding text is at least 3:1 and an additional differentiation (e.g., it becomes underlined) is provided when the link is hovered over or receives focus. |
| 1.4.2 Audio Control (Level A) | <ul style="list-style-type: none"> ✓ A mechanism is provided to stop, pause, mute, or adjust volume for audio that automatically plays on a page for more than 3 seconds. |
| 1.4.3 Contrast (Minimum) (Level AA) | <ul style="list-style-type: none"> ✓ Text and images of text have a contrast ratio of at least 4.5:1. ✓ Large text - at least 18 point (typically 24px) or 14 point (typically 18.66px) bold has a contrast ratio of at least 3:1. |
| 1.4.4 Resize text (Level AA) | <ul style="list-style-type: none"> ✓ The page is readable and functional when the text size is doubled. |
| 1.4.5 Images of Text (Level AA) | <ul style="list-style-type: none"> ✓ If the same visual presentation can be made using text alone, an image is not used to present that text. |

2. Operable Interface forms, controls, and navigation are operable

Guideline 2.1

Keyboard Accessible: Make all functionality available from a keyboard

| Success Criteria | Recommendations |
|---|--|
| 2.1.1 Keyboard (Level A) | <ul style="list-style-type: none"> ✓ All page functionality is available using the keyboard, unless the functionality cannot be accomplished in any known way using a keyboard (e.g., free hand drawing). ✓ Page-specified shortcut keys and accesskeys (accesskey should typically be avoided) do not conflict with existing browser and screen reader shortcuts. |
| 2.1.2 No Keyboard Trap (Level A) | <ul style="list-style-type: none"> ✓ Keyboard focus is never locked or trapped at one particular page element. The user can navigate to and from all navigable page elements. |

Guideline 2.2

Enough Time: Provide users enough time to read and use content

| Success Criteria | Recommendations |
|--|--|
| 2.2.1 Timing Adjustable (Level A) | <ul style="list-style-type: none"> ✓ If a page or application has a time limit, the user is given options to turn off, adjust, or extend that time limit. This is not a requirement for real-time events (e.g., an auction), where the time limit is absolutely required, or if the time limit is longer than 20 hours. |
| 2.2.2 Pause, Stop, Hide Level A) | <ul style="list-style-type: none"> ✓ Automatically moving, blinking, or scrolling content that lasts longer than 5 seconds can be paused, stopped, or hidden by the user. Moving, blinking, or scrolling can be used to draw attention to or highlight content as long as it lasts less than 5 seconds. ✓ Automatically updating content (e.g., automatically redirecting or refreshing a page, a news ticker, AJAX updated field, a notification alert, etc.) can be paused, stopped, or hidden by the user or the user can manually control the timing of the updates. |

Guideline 2.3

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

| Success Criteria | Recommendatio |
|---|---|
| 2.3.1 Three Flashes or Below Threshold (Level A) | <ul style="list-style-type: none"> ✓ No page content flashes more than 3 times per second unless that flashing content is sufficiently small and the flashes are of low contrast and do not contain too much red. (See general flash and red flash thresholds) |

Guideline 2.4

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

| Success Criteria | Recommendations |
|---|---|
| 2.4.1 Bypass Blocks (Level A) | <ul style="list-style-type: none"> ✓ A link is provided to skip navigation and other page elements that are repeated across web pages. ✓ If a page has a proper heading structure, this may be considered a sufficient technique instead of a "Skip to main content" link. Note that navigating by headings is not yet supported in all browsers. ✓ If a page uses frames and the frames are appropriately titled, this is a sufficient technique for bypassing individual frames. |
| 2.4.2 Page Titled (Level A) | <ul style="list-style-type: none"> ✓ The web page has a descriptive and informative page title. |
| 2.4.3 Focus Order (Level A) | <ul style="list-style-type: none"> ✓ The navigation order of links, form elements, etc. is logical and intuitive. |
| 2.4.4 Link Purpose (In Context) (Level A) | <ul style="list-style-type: none"> ✓ The purpose of each link (or form image button or image map hotspot) can be determined from the link text alone, or from the link text and it's context (e.g., surrounding paragraph, list item, table cell, or table headers). ✓ Links (or form image buttons) with the same text that go to different locations are readily distinguishable. |
| 2.4.5 Multiple Ways (Level AA) | <ul style="list-style-type: none"> ✓ 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. |
| 2.4.6 Headings and Labels (Level AA) | <ul style="list-style-type: none"> ✓ Page headings and labels for form and interactive controls are informative. Avoid duplicating heading (e.g., "More Details") or label text (e.g., "First Name") unless the structure provides adequate differentiation between |
| 2.4.7 Focus Visible (Level AA) | <ul style="list-style-type: none"> ✓ It is visually apparent which page element has the current keyboard focus (i.e., as you tab through the page, you can see where you are). |

3. Understandable

Content and interface are understandable

Guideline 3.1

Readable: Make text content readable and understandable

| Success Criteria | Recommendations |
|--|--|
| 3.1.1 Language of Page (Level A) | <ul style="list-style-type: none"> ✓ The language of the page is identified using the HTML lang attribute (<html lang="en">, for example). |
| 3.1.2 Language of Parts (Level AA) | <ul style="list-style-type: none"> ✓ When appropriate, the language of sections of content that are a different language are identified, for example, by using the lang attribute (<blockquote lang="es"> |

Guideline 3.2

Predictable: Make Web pages appear and operate in predictable ways

| Success Criteria | Recommendations |
|---|--|
| 3.2.1 On Focus (Level A) | ✓ When a page element receives focus, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user. |
| 3.2.2 On Input (Level A) | ✓ When a user inputs information or interacts with a control, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user unless the user is informed of the change ahead of time. |
| 3.2.3 Consistent Navigation (Level AA) | ✓ Navigation links that are repeated on web pages do not change order when navigating through the site. |
| 3.2.4 Consistent Identification (Level AA) | ✓ Elements that have the same functionality across multiple web pages are consistently identified. For example, a search box at the top of the site should always be labeled the same way. |

Guideline 3.3

Input Assistance: Help users avoid and correct mistakes

| Success Criteria | Recommendatio |
|---|--|
| 3.3.1 Error Identification (Level A) | <ul style="list-style-type: none"> ✓ Required form elements or form elements that require a specific format, value, or length provide this information within the element's label. ✓ If utilized, form validation cues and errors (client-side or server-side) alert users to errors in an efficient, intuitive, and accessible manner. The error is clearly identified, quick access to the problematic element is provided, and user is allowed to easily fix the error and resubmit the form. |
| 3.3.2 Labels or Instructions (Level A) | ✓ Sufficient labels, cues, and instructions for required interactive elements are provided via instructions, examples, properly positioned form labels, and/or fieldsets/legends. |
| 3.3.3 Error Suggestion (Level AA) | ✓ If an input error is detected (via client-side or server-side validation), provide suggestions for fixing the input in a timely and accessible manner. |
| 3.3.4 Error Prevention (Legal, Financial, Data) (Level AA) | ✓ If the user can change or delete legal, financial, or test data, the changes/deletions are reversible, verified, or confirmed. |

4. Robust

Content can be used reliably by a wide variety of user agents, including assistive technologies

Guideline 4.1

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

| Success Criteria | Recommendations |
|--|---|
| 4.1.1 Parsing (Level A) | ✓ Significant HTML/XHTML validation/parsing errors are avoided. |
| 4.1.2 Name, Role, Value (Level A) | ✓ Markup is used in a way that facilitates accessibility. This includes following the HTML/XHTML specifications and using forms, form labels, frame titles, etc. appropriately. |

(adapted from WebAIM's Checklist)