

	Rule	Description	Tools FF/WD = Firefox Web Dev. toolbar WAT = Web Access. Toolbar	Instructions
1	All images have appropriate ALT text	A For each image on the page, the text alternative adequately replaces the image. If the image is purely decorative, the alternative is present and null.	FF/WD - Images - View Image Information WAT - Images - List Images	For each image, compare the content of the image and the alt text. PASS if alt text adequately replaces the image.
2	Documents can be read with images off	The site loses no information when images are disabled.	FF/WD - Images - Disable Image - All Images WAT - Images - Remove Images	FF/WD - Images - Disable Image - All Images WAT - Images - Remove Images
3	Multimedia has captions	B Captions for video are required for all audio/video content. Captions must be synchronized with the content. This applies to multimedia embedded on the page or downloaded from the page.	Any browser	For each multimedia presentation, start the presentation and turn on captions. PASS if the captions align with the dialogue and sounds in the presentation. FAIL if there is no way to turn on captions or captions do not appear when turned on.
4	Color isn't the only indicator of meaning	Color may not be used alone to convey meaning. There must be another cue (such as text) that expresses the same idea as color.	Any browser	Examine the page for meaning conveyed by color. PASS if the page uses another method (text, typography) to convey that same meaning.
5	Text has sufficient contrast	C All text on the page (incl. text in images) must be of sufficient contrast with its background - 5:1 for body text and 3:1 for headings (recommended: 7:1 for body, 5:1 for headings). These contrast ratios must apply regardless of colorblindness and whether or not images are on.	WAT - Colour - Contrast Analyser [application] CCA - Launch (Colour Contrast Analyser available as standalone. web search for executable)	Using the Colour Contrast Analyser, select each foreground and background combination used for text. For all colorblindness conditions (incl. none), PASS if color difference >=125 and brightness difference >=500 and contrast ratio passes.
6	Document is readable by without styles	D Web pages must maintain readability when stylesheets are turned off. The source order of the document is understandable, and proper structure is maintained without styles.	FF/WD - CSS - Disable Styles - All Styles WAT - CSS - Disable Styles & CSS - Disable inline styles	Examine the page. PASS if the unstyled page maintains coherency.

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7	The page does not use image maps (a)	E,F Although image maps can be made accessible with alt text and correct ordering of regions, they are strongly discouraged.	Automatic checker	Automatic checker
8	Data tables are accessible	G,H Tables use the table header <th> element appropriately for rows and headers, and use the scope attribute. If there is more than one logical level of headers, the id/headers technique must be used. All data tables must have a <caption> describing their contents, and the summary attribute is strongly suggested.	Any browser - View source	Search the source for <table>s. All of the following must PASS. If there is only one logical level of headers, PASS if all <th> tags have the correct scope ("row" or "col"). Otherwise, PASS if all relevant <th> elements have a unique id, and all <td> tags have a headers attribute that points to the appropriate id's of <th>s. PASS if the table has a <caption> element that accurately describes the purpose of the table.
9	Frames have appropriate titles	I Frames and iframes are described by their "title" attribute.	Any browser - View source	Search for <frame>s or <iframe>s. PASS if each has a descriptive "title" attribute.
10	There are no flashing elements on the page	J Nothing on the page flashes more than twice a second	Any browser - View source Any browser	Examine the page. PASS if no visual element blinks. FAIL if a <blink> or <marquee> tag is found in the source.
11	There is a way to request the content of the page in an alternate format.	K There must be a link for users to contact the site owner and request the page in an alternate format.	Any browser	Examine the page. PASS if there is a link (either a mailto or a link to a page with a contact form) where visitors can request the page in an alternate format.

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12	Javascript triggers are available both via mouse and keyboard	L If an action is triggered by the mouse (such as click or mouseover), a similar action may be triggered via the keyboard (e.g. using onfocus). This is not necessary if the action is purely decorative (e.g. rollovers).	Any browser	Determine functionality of the page using a mouse (clicks, mouseovers, etc.) PASS if all non-decorative actions possible with a mouse are possible with a keyboard.
13	Javascript is unobtrusive	Javascript is not required to perceive, operate, or understand the page.	Any browser - View source	Use the page with javascript disabled. PASS if all content in the javascript version is present or linked in the javascript-off version.
14	Embedded plugins have links to their readers	M Pages that use Flash, Real, Shockwave, or Quicktime must provide a link to download the plugin.	Any browser - View source	Search for any <object> or <embed> tags. If present, PASS if a link to the relevant plugin is offered near or within the tag.
15	Downloadable files and plugins are accessible	M Any plugin or document file embedded or downloaded from a website should be accessible.	Any browser Secondary evaluation	Download any document file (Word, PDF, etc) on the page and check for accessibility. PASS if all documents are accessible. This requires a secondary evaluation.

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16	All form controls are properly labelled (a)		All <input> (except type=hidden), <select> and <textarea> fields are explicitly linked to a <label> using the for attribute.	Automatic checker	Automatic checker
17	Form cues are used		If visual cues are used to provide extra information about forms (e.g. a required field), that information is available to assistive technology.	Any browser	PASS if form elements have adequate cues with respect to structure and instructions.
18	Tab order makes sense	N	When tabbing through the document, the order that elements receive focus is compatible with the visual layout of the page.	Any browser	Tab through the entire document. PASS if focus moves from element to element in an orderly way.
19	Related form fields are grouped.		If form elements can be logically grouped (e.g. radio buttons or check boxes), they are enclosed by a <fieldset> with a descriptive <legend>	Any browser Any browser - View Source	Inspect the page for form elements. PASS if related fields are grouped by <fieldset>/<legend>s.
20	Pages have “skip to content” link	O	The page has a “skip to content” link that links to an in-page anchor placed just before the main content of the page.	Any browser - View source	Examine the source and search for “skip to content”. PASS if found and the anchor referenced is appropriate as the start of the content.
21	Timed response requirements can be extended	P	If the page requires an action within a certain period of time, users have a way to request more time.	Any browser	PASS if the page requires a timed response and there is a method to extend it. (NOTE: this method may be accomplished on the page or elsewhere)
22	Tables aren’t used for layout		If a table is used solely to arrange elements on the page, that table must not be confused for a data table.	Any browser - View source	Search for all table elements, if the table is a layout table, PASS if the table has no <caption> or <th> descendants.

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23	The page correctly employs headings, paragraphs, and lists.	Paragraphs and lists should be marked up using <p> tags (for paragraphs) and either or for lists, including menus. tags should be used sparingly, if at all. Headings must be properly nested, and should only be used to provide an outline of the page.	WAT - Structure - Paragraphs WAT - Structure - List Items FF/WD - Information - View Document Outline WAT - Structure - Heading Structure Any Browser - View Source	Examine the page to ensure extraneous line breaks and empty paragraphs are absent. PASS if each paragraph is wrapped by a <p> and each semantic list is marked up as either a or and no heading level is greater than one more than the preceding heading (no <h4> immediately after <h1>).
24	Text remains usable when resized.	Resizing the text does not cause the layout to break, or text to disappear. This requires that all font sizes be specified in ems or % (and not px or pt).	FF - Ctrl + (Cmd + on the mac) to increase size. Press 3 times. IE - WAT - IE - Text Size - Largest	Examine the layout and text in the browser. PASS if all fonts are specified in ems or % AND if the text has increased in size and is still readable. (NOTE: height of <input> and <select> should be in percentage or ems)
25	Doctype, charset, and language are set	The doctype, character set, and default language are set.	Any browser - View source	PASS if the following are true: 1) The first line of the source is a doctype 2) The character set is defined by a <meta> tag (UTF-8 preferred) 3) The default language is set - <html lang="en">
26	The page has an appropriate title	The <title> of a page is often used to organize many browsers and windows when surfing. A page's title must accurately describe the content of the page. If the page exists at several levels (e.g. Faculty > Math Dept > Sac State), then the most specific level is listed first.	Any browser	Inspect the title of the page in the menubar. PASS if it accurately describes the content on the page.
27	A search box is present	Many users (regardless of disability) use search as a primary method of website navigation.	Any browser	PASS if there is a search box on the page.
28	HTML is valid	(X)HTML is valid, transitional or strict (strict recommended).	FF/WD - Tools - Validate HTML WAT - Check - W3C HTML Validator	PASS if the page has valid HTML.

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29	Tabindex and accesskeys are avoided in the HTML source.	Instead of using tabindex and accesskeys, the page should be designed with a tab order that makes sense in the source and headings that give the page browsability.	Any browser - View source	Examine the source. PASS if tabindex and accesskey are not found. Exception: if tabindex is used to enhance keyboard access and not to reorder the default taborder for the document, this may pass.
30	The page is operable via keyboard only	Every link and action must be available via the keyboard	Any browser	Press tab to navigate through the page. PASS if all links are reachable via the tab key and any functionality in the page is available to the keyboard.
31	Dropdown menus don't change the page	If navigation is managed by a dropdown menu, the page change happens when the user clicks a button, not when the dropdown is changed.	Any browser	Find all dropdowns that are used for navigation. PASS if a "go" button triggers the link but FAIL if the page changes when the dropdown selection is changed.
32	Page updates or media can be paused	If the page automatically updates with information, there is a way to pause or stop those updates.	Any browser	Inspect the page for content that automatically updates. PASS if
33	Audio-only files have transcripts	Audio-only files, such as podcasts or radio broadcasts must be accompanied by a transcript that includes all dialogue, meaningful sound and interaction. Instrumental music is exempt from this requirement.	Any browser	Identify audio files embedded or linked on the page. PASS if a transcript for each audio file is available on the page or linked to.
34	Links are descriptive and do not cause popups.	The destination of a link is clear from the link's text. In other words, there should be no links that are just "here" or "click here". Clicking the link does not cause a new window or tab to be created.	WAT - Doc Info - List Links Any browser	Examine the content of each link. PASS if the each link (in context) accurately describes the page being linked to and clicking on a link opens the page in the same window.

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35	The site uses consistent navigation	Navigation should be consistent across pages, both visually and structurally.	Any browser	Look at several pages in the site (ideally all of them). PASS if the navigation structure is visually and functionally the same across every page. Note that this includes using the same words, colors, and typography in the same locations.