DIGITAL ACCESSIBILITY TESTING QUICK START GUIDE

INTRODUCTION

The purpose of this guide is to provide an easy to follow, step-by-step checklist for testing digital accessibility compliance. This is not a comprehensive list of every benchmark and testing procedure available, but a starting point for determining if something is accessible or not.

If testing passes all applicable benchmarks, it is reasonable to assume that someone with disabilities will not experience difficulties with access. It does not guarantee compliance with any specific standard, nor does it ensure that something is completely accessible.

Testing benchmarks are based on the current Web Content Accessibility Guidelines (WCAG) 2.1. The reverse page explains testing benchmarks and procedures in more detail.

BENCHMARKS FOR TESTING

1. KEYBOARD NAVIGATION

BENCHMARK	WCAG 2.1 STANDARD	Y/N
a. Is content operable with only a keyboard?	2.1.1 Keyboard	
b. Is focus order logical?	2.4.3 Focus order	
c. Is focus always visible?	2.4.7 Focus visible	

2. RESIZE AND REFLOW

BENCHMARK	WCAG 2.1 STANDARD	Y/N
a. Can content be resized up to 200% without loss of quality?	1.4.4 Resize text	
b. Can content be resized up to 400% without horizontal scrolling?	1.4.10 Reflow	
c. Can content be read in both portrait and landscape orientation?	1.3.4 Orientation	

3. HEADINGS AND LABELS

BENCHMARK	WCAG 2.1 STANDARD	Y/N
a. Are headings used to reflect content structure?	2.4.6 Headings and labels	
b. Are labels associated with form fields?	3.3.2 Labels or instructions	
c. Are form errors clear and easy to understand?	3.3.1 Error Identification	

4. LINKS AND ACTION ITEMS

BENCHMARK	WCAG 2.1 STANDARD	Y/N
a. Do links have descriptive text?	2.4.4 Link purpose (in context)	
b. Do links have an identifier other than color?	1.4.1 Use of color	
c. Do links make sense out of context?	2.4.9 Link purpose (link only)	

5. IMAGES AND MULTIMEDIA

BENCHMARK	WCAG 2.1 STANDARD	Y/N
a. Do images have alternative text?	1.1.1 Non-text content	
b. Do images of text have text alternatives?	1.4.5 Images of text	
c. Do videos have captions?	1.2.2 Captions (prerecorded)	

6. COLOR CONTRAST

BENCHMARK	WCAG 2.1 STANDARD	Y/N
a. Is there a contrast ratio of at least 4.5:1 for text content?	1.4.3 Contrast (minimum)	
b. Is there a contrast ratio of at least 3:1 for non-text content?	1.4.11 Non-text contrast	
c. Is there something other than color used to convey information?	1.4.1 Use of color	

7. COMPATIBILITY

BENCHMARK	WCAG 2.1 STANDARD	Y/N
a. Is content compatible with different hardware and software?	2.5.6 Concurrent input mechanisms	
b. Is content compatible with a screen reader?	1.3.1 Info and relationships	
c. Is content markup semantic?	4.1.2 Name, role, value	

For more information, visit Kent State University's Digital Accessibility website at www.kent.edu/ict

1. KEYBOARD NAVIGATION

a. Use the TAB or ARROW keys to navigate to each interactive element. Use the ENTER or SPACE keys to interact with an element. Check that the functionality of each element is the same with a keyboard as it is with a mouse.

b. Place focus at the top of content. Use the TAB or ARROW keys to navigate to each interactive element. Check that the order each interactive element receives focus proceeds logically from top-to-bottom, left-to-right.

c. Use the TAB or ARROW keys to navigate to each interactive element. Examine the outline that appears around each interactive element that receives focus. Check that the focus outline is always visible and easy to see.

2. RESIZE AND REFLOW

a. On devices and software that support it, resize content up to 200%. Check that text is still legible and interactive elements still function as expected.

b. On devices and software that support it, resize content up to 400%. Check that content reflows responsively and does not require horizontal scrolling.

c. On devices and software that support it, change the device orientation from portrait to landscape or vice versa. Check that content adapts to be readable and functional in both orientations.

3. HEADINGS AND LABELS

a. In HTML markup, headings can be identified by heading <h> tags, such as <h1> for the title. Headings should not skip levels. Check that an <h1> tag is used for the title and heading <h> tags (h2, h3, etc.) are used for subsequent sections of content.

b. In HTML markup, labels can be identified by label <label> tags, such as <label for="">. The 'for' attribute should match the <input> 'id' attribute of the form field it applies to. Check that all form fields have a label <label> tag associated with them.

c. Submit a form with errors. Text should be made clearly visible to describe the nature of any errors that occur. Check that errors are easy to understand and are not identified by color alone.

4. LINKS AND ACTION ITEMS

a. Link text should be written to describe the purpose or action of the link, and not written as a long URL unless used in print materials. Check that link text uses clearly identifiable words or phrases.

b. Link text should have some means of identification other than color. Check that links have a non-color identifier, such as underline or bold to help them stand out.

c. Link text should be written in a way that it makes sense even out of context. Check that link text doesn't use wording that is too general like "Click here," or "Read more."

5. IMAGES AND MULTIMEDIA

a. In HTML markup, alternative (alt) text can be identified by an 'alt' attribute <img alt="">. All image <img> tags should have an 'alt' attribute. Check that important images have descriptive text provided in the image <img> 'alt' attribute.

b. Images of text should have a text alternative either in the image <img> 'alt' attribute or elsewhere in the content. Check that images of text have an equivalent text alternative.

c. Videos should have captions and audio descriptions that accurately describes the spoken words, sounds, and other important auditory information of the video. Check that videos have accurate Closed Captions 'CC' or audio descriptions.

6. COLOR CONTRAST

a. Color contrast ratio can be determined by measuring the contrast of the foreground color to the background color. Check that the color contrast ratio between text content and the background is at least 4.5:1.

b. Color contrast ratio can be determined by measuring the contrast of the foreground color to the background color. Check that the color contrast ratio between non-text content and the background is at least 3:1.

c. Status messages, alerts, and other important information should be conveyed through text or other means that don't rely on color. Check that color is not the only means of conveying important information.

7. COMPATIBILITY

a. Content should look and function similarly across multiple devices, operating systems, and browsers. Check that content is not limited to one specific configuration of hardware or software.

b. Content should be accessible to users of assistive technologies, such as screen reader software. Check that content can be read and functions with a screen reader, such as NVDA (Windows), VoiceOver (Mac, iOS), or TalkBack (Android).

c. In HTML markup, the presentation and function of content should be programmatically determined, such as using button <button> tags for buttons. Check that markup is semantic and avoid using <div> and <span> tags for important content.

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