



Accessibility Checklist

Choose your approach

- Do the minimum to pass basic requirements (*Basic*)
- Create a non-accessible version then accessible alternatives (*Intermediate*)
- Make accessibility the default (*Advanced*)

Colours and fonts

Text and fonts

- **Typeface:** Clear and simple typeface used (*e.g., Trebuchet, Arial, Verdana*) (*Basic*)
- **Font size:** Large fonts used (*14pt min*) (*Basic*)
- **Emphasis**
 - Use **bold** for importance and *Italics* for emphasis (*Basic*)
 - *Italics* and **coloured text** are used sparingly (*Basic*)
 - Underline reserved for hyperlinks (*Basic*)
- **Structure:** Paragraphs kept short. Broken up by headings (*Basic*)
- **Alignment:** Text left-aligned (*for Western audiences*) (*Basic*)
- **White space:** Clear space between paragraphs (*Basic*)

Colour

- **Differentiating:** Supplement to colour used to convey meaning (*Basic*)
 - Similar hues (*over distinct colours*) (*Intermediate*)
 - Patterns (*Intermediate*)
 - Symbols (*Intermediate*)
- **Contrast**
 - Contrast in colours is high (*Basic*)
 - Tint used to make text stand out on its background (*Basic*)
 - No text placed over busy backgrounds or patterns (*Intermediate*)
- **Customisation:** Choice of text and background colour offered (*Basic*)

Audio and Visual

- **Headings** (*H1, H2, etc.*) have been used effectively (*Basic*)
- **Alternatives** to audio and/or video have been provided (*Basic*)
- A written text **transcript** is downloadable (*Basic*)
- **Closed captions** and **subtitles** are synchronised and error-free (*Basic*)
- Descriptive **alternative (ALT) text** has been provided on all visuals used, giving an accurate explanation of what the picture is displaying (*Intermediate*)
- **Images are captioned** where necessary (*Intermediate*)
- **Charts and tables are embedded** (*not inserted as images*) (*Basic*)

Navigation and interactions

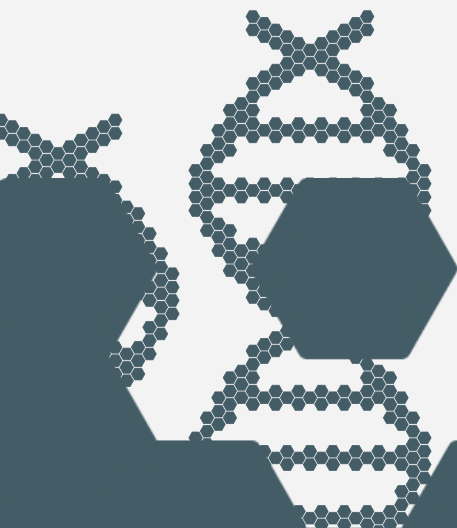
- Complex **interactions** (*such as drag and drop, sortable activities, dropdown lists, and drop-down lists*) have been avoided, or alternatives have been provided (*Intermediate*)
- Scrolling content can be paused (*Intermediate*)
- Time-bound and time-sensitive interactions can be turned off (*Intermediate*)
- Buttons are large, with text labels (*Basic*)
- Content can be navigated using a keyboard only (*Intermediate*)

Choice of words

- More appropriate **alternatives to 'click here'** have been used (*Intermediate*)
- Links are as descriptive as possible (e.g. 'select this link to find out more about...') (*Intermediate*)
- Links are self-sufficient and make sense out of context (*Intermediate*)
- **Longer links:** Hyperlinked text is at least two words (*Basic*)

Help and disclosure

- People have an opportunity to disclose accessibility requirements ahead of time (*as they would dietary requirements*) (*Intermediate*)
- People have multiple methods of reaching out for help (*i.e. click to call, email*) (*Basic*)

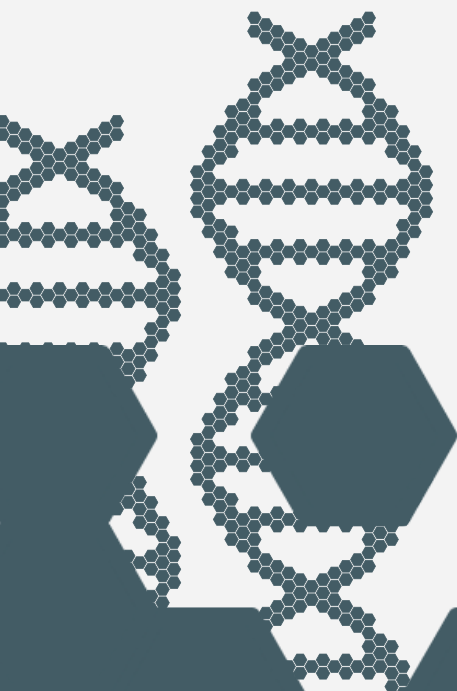


Alternatives

- Alternative to audio and/or video content is available as text (*Basic*)
 - A transcript (*Basic*)
 - Closed captions (*Basic*)
- Audio (*podcast style*) alternative to text is available (*Intermediate*)
- Alternative to interactive courses (*e.g., interactive videos or branching scenarios*): A workbook version is downloadable, printable, and compatible with all devices (*Intermediate*)

Customisation

- People can customise the experience to their specific needs (*Basic*)
 - People can increase/decrease the font size (*Basic*)
 - The colour of the text and the background colour can both be customised (*Basic*)
 - There is a 'high contrast mode' that can be turned on and off (*Basic*)
 - Option to add patterns, symbols, or other identifiers to anything colour-coded (*Basic*)
 - Data tables can be turned on with graphs if needed (*Intermediate*)



Checking

- I have used a [colour contrast checker](#) (*Intermediate*)
- I have printed in black and white (greyscale). Everything is legible (*Basic*)
- Navigation has been thoroughly tested (*Intermediate*)
- I have checked any hyperlinks used all work, and that linked text gives a clear indication of where it will take the user (*Intermediate*)
- I have [tested with a screen reader](#) (*Intermediate*)

Contact Information

Name

Michael Osborne

Company Website

accessibleme.solutions

Title

Founder & CEO

Email

mike@accessiblemeltd.onmicrosoft.com

Company

Accessible Me Ltd

Phone

+44 7708 951 567



WCAG Compliance

To comply with WCAG guidelines your learning experience must be **perceivable, operable, understandable, and robust**:

Perceivable

- Is all of your content **perceivable** to **everyone**?¹
- Can **all** of your learners consume **all** of your content?

Operable

- Can **all** users interact with **all** of your content?²

Understandable

- Is the layout and navigation of your content clearly labelled and organised?
- Does everyone **understand** their **options** and the **implications** of their choices?³

Robust

- Is your content designed for a **range of users** on a **range of devices**?⁴

¹ You may need to provide alternative text or resources so that a person who has reduced hearing, colour blindness, low vision or blind can learn effectively.

² You may need to rethink some of your interactive content, forms, quizzes, buttons, links and menus to ensure that they work with assistive technologies such as screen readers, voice browsers and Braille displays.

³ It is essential that users can scan content before choosing their next step and can confidently predict where links and menu items lead.

⁴ Your content should be designed for a range of users on a range of devices, ensuring that everyone gets the same high-quality experience.