

ADA Checklist – Level A



| GUIDELINE | TO DO |
|--|---|
| <p>1.1.1 Non-Text Content Provide text alternatives for non-text content</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Add alt-text to images <input type="checkbox"/> Add alt-text to videos <input type="checkbox"/> Add alt-text to audio <input type="checkbox"/> Add names to all controls (i.e. 'Search', 'Submit') |
| <p>1.2.1 Audio-Only and Video-Only (Pre-Recorded) Provide an alternative to video-only and audio-only content</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Add text transcripts for any audio only media <input type="checkbox"/> Record audio track for any video only media <input type="checkbox"/> Place text transcript close to original media |
| <p>1.2.3 Captions (Pre-Recorded) Provide captions for videos with audio</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Add captions to video with sound <input type="checkbox"/> Provide full text transcript of video, OR <input type="checkbox"/> Provide a version of video with audio description |
| <p>1.3.1 Info and Relationships Logical structure</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Break up content with subheadings <input type="checkbox"/> Mark headings with HTML header tags <input type="checkbox"/> Use correct HTML for all structural elements <input type="checkbox"/> Use valid HTML everywhere else <input type="checkbox"/> Use clear labels on forms |
| <p>1.3.1 Info and Relationships Logical structure</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Break up content with subheadings <input type="checkbox"/> Mark headings with HTML header tags <input type="checkbox"/> Use correct HTML for all structural elements <input type="checkbox"/> Use valid HTML everywhere else <input type="checkbox"/> Use clear labels on forms |
| <p>1.3.2 Meaningful Sequence Present content in meaningful order</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Present content in a meaningful order <input type="checkbox"/> Separate navigation menus from content <input type="checkbox"/> Use paragraphs in order <input type="checkbox"/> Use headings to show importance <input type="checkbox"/> Choose whether a list needs numbering or not <input type="checkbox"/> Use valid HTML |
| <p>1.3.3 Sensory Characteristics Use more than one sense for instructions</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Use more than one sense for instructions <input type="checkbox"/> Avoid instructions that rely on sound |
| <p>1.4.1 Use of Color Don't use presentation that relies solely on color</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Instructions, charts, or graphs must not rely on color alone |
| <p>1.4.2 Audio Control Don't play audio automatically</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Don't have audio that plays automatically (let your users choose when to hear it) |

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| <p>2.1.1 Keyboard Only Accessible by keyboard only</p> | <p>Clean HTML/CSS will often have keyboard accessibility without further work. <i>Test: Unplug your mouse. Can you use your site with just the keyboard?</i></p> |
| <p>2.1.2 No Keyboard Trap Don't trap keyboard users</p> | <p><input type="checkbox"/> Test to make sure you can navigate away from and to all parts of your website with the keyboard only</p> |
| <p>2.2.1 Timing Adjustable Time limits have user controls</p> | <p><input type="checkbox"/> If website has a time limit, give user the option to turn it off before it begins</p> <p><input type="checkbox"/> Provide the option to adjust the time period before it begins</p> <p><input type="checkbox"/> Provide the option to extend the time period before it ends</p> |
| <p>2.2.2 Pause, Stop, Hide Provide user controls for moving content</p> | <p><input type="checkbox"/> Moving, blinking, scrolling content must have option to pause, stop, or hide it, AND</p> <p><input type="checkbox"/> Auto-updating content must have same options, OR</p> <p><input type="checkbox"/> Option to control frequency</p> |
| <p>2.3.1 Three Flashes or Below No content flashes more than three times per second</p> | <p><input type="checkbox"/> Don't include anything that flashes more than three times per second</p> |
| <p>2.4.1 Bypass Blocks Provide a 'Skip to Content' link</p> | <p><input type="checkbox"/> Add a "Skip to Content" link on all pages of your website</p> |
| <p>2.4.2 Page Titled Use helpful and clear page titles</p> | <p><input type="checkbox"/> Give each page a unique and descriptive title. <i>TIP: Make sure they make sense out of context</i></p> |
| <p>2.4.3 Focus Order Logical order</p> | <p>A well made website will comply with this guideline. Unplug your mouse, can you use the tab key to navigate to every part of the website and use every function?</p> |
| <p>2.4.4 Link Purpose (in Context) Every link's purpose is clear from its context</p> | <p><input type="checkbox"/> Purpose of link is clear from link text, OR</p> <p><input type="checkbox"/> The purpose of link is clear from surrounding content</p> <p><input type="checkbox"/> If link is an image, add alt-text</p> <p><input type="checkbox"/> Links with same destination should have a different description</p> |
| <p>3.1.1 Language of Page Page has a language assigned</p> | <p><input type="checkbox"/> Set the language of your website in your template. You'll need to do this only once</p> |
| <p>3.2.1 On Focus Elements do not change when they receive focus</p> | <p><input type="checkbox"/> Ensure links don't open automatically on focus</p> <p><input type="checkbox"/> Forms should not submit without the user taking action</p> <p><input type="checkbox"/> No automatic pop ups</p> <p><input type="checkbox"/> Focus doesn't just to another element automatically</p> |

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| <p>3.2.2 On Input Elements do not change when they receive input</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Forms do not auto-submit <input type="checkbox"/> Focus must not automatically jump to the next field once a field is complete |
| <p>3.3.1 Error Identification Clearly identify input errors</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Identify/explain to user any mistakes that you can detect automatically <input type="checkbox"/> Add error explanation close to the error showing what is wrong and how to fix it |
| <p>3.3.2 Labels or Instructions Label elements and give instructions</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Label input fields clearly and helpfully <input type="checkbox"/> When form needs a specific format, provide example (i.e. mm/dd/yyyy) <input type="checkbox"/> Mark required fields with an icon and explain it <input type="checkbox"/> Keep fields simple <input type="checkbox"/> Keep instructions simple |
| <p>4.1.1 Parsing No major code errors</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Hire a designer that understands parsing well |
| <p>4.1.2 Name, Role, Value Build all elements for accessibility</p> | <p>The majority of issues here will come from third party code</p> |

It is important to understand that no accessibility testing tool can provide complete coverage, even at the single Success Criterion level. Automated testing is not a replacement for manual testing, use case testing, or usability testing. Instead, automated testing is an important component of a robust accessibility and quality program and should be viewed as such.