Greater Lowell Technical High School (GLTHS) Web Accessibility Checklist – Printable

Formatting

- ☐ Minimum font size **SHOULD** be no less than **12pt**
- ☐ Underlining non-link text **SHOULD** be avoided
- ☐ Excessive *emphasis/italics* **SHOULD** be avoided
- ☐ Use semantically correct, correctly ordered, Hypertext Markup Language (HTML) headings (h1, h2, h3, h4, h5, h6) and **NOT** normal text made larger or bold to look like a heading
- ☐ Only one h1 heading **MUST** be used on each page
- ☐ Long strings of ALL CAPS text **SHOULD NOT** be used (CAPS do not make good headings, lengthy notices or warnings)
- ☐ Use semantically correct elements, (buttons, lists, headings, sections, labels, forms, etc.)
- ☐ Tables **MUST** have headings and can **ONLY** be used for tabular data, not formatting
- ☐ Table heading labels **CANNOT** change in the middle of the table by using bold text as this creates a semantically incorrect table

Design

- ☐ **Color contrast:** Any colors used **MUST** meet minimum contrast requirements
- ☐ Important information **MUST NOT** be conveyed through color alone

Context

- ☐ Page language **MUST** be identified in HTML (using a lang attribute)
- ☐ Changes in language within content **MUST** be marked up appropriately
- ☐ Reading order **MUST** be logical when content is presented in sequence
- ☐ Sensory instructions **MUST** be avoided (for example: "...at the top of this page...")
- ☐ Link text **MUST** make sense out of context. A user would need to know where that link is going to take them from the link text alone
- ☐ If your post is intended to be used as a post and printed media (e.g., a physical mailing list), the wording **MUST** be adapted to fit both media.
- ☐ Acronyms/Abbreviations **SHOULD** be defined on their first appearance on every page they appear on
- ☐ References to other parts of a web page **SHOULD** have an anchor link/bookmark to that section (especially if it was significantly earlier in the web page)

GREATER LOWELL TECHNICAL HIGH SCHOOL ACCESSIBILITY

GLTHS Web Accessibility Checklist (Continued)

Images

- [ ] Non-decorative images **MUST** have alternative text
- [ ] Decorative only images **MUST** have blank alternative text
- [ ] Alt text **MUST** describe the purpose of the image to a non-sighted user, if it's a linked image describe the action the link will take
- [ ] Graphs and charts **MUST** have alternative text **AND** supportive text describing the purpose, results, and significance of the graph

Audio/Video Content

- [ ] Captions **MUST** be provided for all pre-recorded audio content in videos
- [ ] Transcripts **MUST** be provided for all pre-recorded audio-only content
- [ ] Audio descriptions **MUST** be provided for pre-recorded video content
- [ ] Live captions **MUST** be provided for live audio content
- [ ] Auto-playing media **MUST NOT** play for more than 3 seconds, **OR** provide pause/stop controls

Motion & Timing

- [ ] Motion-triggered functionality **MUST** have alternative input methods (for users who cannot perform gestures)
- [ ] Users **MUST** be able to disable motion animations (unless essential for functionality)
- [ ] Time limits **MUST** be adjustable, extendable, or removable where possible
- [ ] Content that flashes **MUST NOT** exceed 3 times per second