



United States Department of Education

Accessibility Checklist

Introduction

This Checklist is a tool to assist you with the evaluation of your accessible products and to provide guidance concerning the "new" accessibility requirements of Section 508 of The Rehabilitation Act of 1973, as amended.

Provided in the Checklists are the applicable topics for a Learning Management System. Item (3.) Telecommunications Products is not provided. When evaluating your software applications, be sure to test them under the same circumstances that employees or members of the public with disabilities would be using them. For instance, use off-the-shelf software on a network environment; test the software on the same network, not in a stand-alone environment.

A complete copy of this document can be obtained by contacting the Assistive Technology Team in the Department of Education's Office of the Chief Information Officer Technology Center, 202/260-5055 (voice), 202/401-8510 (TTY), email: ocio_at_team@ed.gov.

1. Software Applications and Operating Systems (§1194.21)
2. Web-Based Intranet and Internet Information and Applications (§1194.22)
 2. (a) Applets and Plug-Ins (§1194.22(m))
3. Telecommunications Products (§1194.23)
4. Video and Multimedia Products (§1194.24)
5. Self contained, Closed Products (§1194.25)
6. Desktop and Portable Computers (§1194.26)

1. Software & OS Accessibility Checklist

Question	Y	N	N/A
(a) If the software is designed to run on a system that has a keyboard, are product functions executable from a keyboard where the function itself or the result of performing a function can be discerned textually?			
(b.i) Does the application avoid disrupting or disabling activated features of other products that are identified as accessibility features (where those features are developed and documented according to industry standards)?			
(b.ii) Does the application avoid disrupting or disabling activated features of any operating system that are identified as accessibility features (where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer)?			
(c.i) Is a well defined on-screen indication of the current focus provided that moves among interactive interface elements as the input focus changes?			
(c.ii) Is the focus programmatically exposed so that assistive technology can track focus and focus changes?			
(d.i) Is there sufficient information about a user interface element including the identity, operation and state of the element shall be available to assistive technology?			
(d.ii) If an image represents a program element, is the information conveyed by the image must also be available in text?			
(e) If bitmap images are used to identify controls, status indicators, or other programmatic elements, is the meaning assigned to those images consistent throughout an application's performance?			
(f) Is textual information provided through operating system functions for displaying text? (The minimum information that shall be made available is text content, text input caret location, and text attributes.)			
(g) Does the application avoid overriding user-selected contrast and color selections and other individual display attributes?			
(h) If animation is displayed, is information displayable in at least one non-animated presentation mode at the option of the user?			
(i) Does the application avoid using color-coding as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element?			
(j) If the product permits a user to adjust color and contrast settings, is a variety of color selections capable of producing a range of contrast levels provided?			
(k) Does the software avoid using flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz?			
(l) If electronic forms are used, does the form allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues?			

2. Web Site Accessibility Checklist

Question	Y	N	N/A
(a) Is there a text equivalent (e.g., via "alt", "longdesc", or in element content) for every non-text element?			
(b) For any multimedia presentations, are there equivalent alternatives and are they synchronized with the presentation?			
(c) Is all information conveyed with color also available without color (e.g. from context or markup)?			
(d) Are documents organized so they are readable without requiring an associated style sheet?			
(e) Are redundant text links provided for each active region of a server-side image map?			
(f) Are client-side image maps provided, instead of server-side image maps (except where the regions cannot be defined with an available geometric shape)?			
(g) Are row and column headers identified for data tables?			
(h) Is markup used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers?			
(i) Are frames titled with text that facilitates frame identification and navigation?			
(j) Are pages designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz?			
(k.i) Is a text-only page, with equivalent information or functionality, provided? (This is to ensure that a web site complies when compliance cannot be accomplished in any other way.)			
(k.ii) Is the content of the text-only page updated whenever the primary page changes?			
(l) If pages utilize scripting languages to display content, or to create interface elements, is the information provided by the script identified with functional text that can be read by assistive technology?			
(m) If a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, does the page provide a link to a plug-in or applet that complies with all specifications in item (1.) Software & OS Accessibility Checklist?			
(n) If electronic forms are designed to be completed on-line, does the form allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues?			
(o) Is a method provided that permits users to skip repetitive navigation links?			
(p) If a timed response is required, is the user alerted and given sufficient time to indicate more time is required?			

2a. Web Applet & Plug-In

Question	Y	N	N/A
(a) If the software is designed to run on a system that has a keyboard, are product functions executable from a keyboard where the function itself or the result of performing a function can be discerned textually?			
(b.i) Does the application avoid disrupting or disabling activated features of other products that are identified as accessibility features (where those features are developed and documented according to industry standards)?			
(b.ii) Does the application avoid disrupting or disabling activated features of any operating system that are identified as accessibility features (where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer)?			
(c.i) Is a well defined on-screen indication of the current focus provided that moves among interactive interface elements as the input focus changes?			
(c.ii) Is the focus programmatically exposed so that assistive technology can track focus and focus changes?			
(d.i) Is there sufficient information about a user interface element including the identity, operation and state of the element shall be available to assistive technology?			
(d.ii) If an image represents a program element, is the information conveyed by the image must also be available in text?			
(e) If bitmap images are used to identify controls, status indicators, or other programmatic elements, is the meaning assigned to those images consistent throughout an application's performance?			
(f) Is textual information provided through operating system functions for displaying text? (The minimum information that shall be made available is text content, text input caret location, and text attributes.)			
(g) Does the application avoid overriding user-selected contrast and color selections and other individual display attributes?			
(h) If animation is displayed, is information displayable in at least one non-animated presentation mode at the option of the user?			
(i) Does the application avoid using color-coding as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element?			
(j) If the product permits a user to adjust color and contrast settings, is a variety of color selections capable of producing a range of contrast levels provided?			
(k) Does the software avoid using flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz?			
(l) If electronic forms are used, does the form allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues?			

3. Telecommunications Accessibility Checklist

Question	Y	N	N/A
Not applicable			X

4. Video & Multimedia Accessibility Checklist

Question	Y	N	N/A
(c) Are all training and informational video and multimedia productions (which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content) open or closed captioned?			
(d) Are all training and informational video and multimedia productions (which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content) audio described?			
(e) Is the display or presentation of alternate text presentation or audio descriptions user-selectable unless permanent?			

5. Self-Contained Products Accessibility Checklist

Question	Y	N	N/A
(b) If a timed response is required, is the user alerted and given sufficient time to indicate more time is required?			
(c)(1) If the product utilizes touchscreens or contact-sensitive controls, are controls and keys tactilely discernible without activating the controls or keys?			
(c)(2.i) If the product utilizes touchscreens or contact-sensitive controls, are controls and keys operable with one hand and do not require tight grasping, pinching, or twisting of the wrist?			
(c)(2.ii) If the product utilizes touchscreens or contact-sensitive controls, is the force required to activate controls and keys 5 lbs. (22.2 N) maximum?			
(c)(3.i) If the product utilizes touchscreens or contact-sensitive controls, and key repeat is supported, is the delay before repeat adjustable to at least 2 seconds?			
(c)(3.ii) If the product utilizes touchscreens or contact-sensitive controls, and key repeat is supported, is the repeat rate adjustable to 2 seconds per character?			
(c)(4) If the product utilizes touchscreens or contact-sensitive controls, is the status of all locking or toggle controls or keys visually discernible, and discernible either through touch or sound?			
(d) If biometric forms of user identification or control are used, is an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, provided?			
(e.i) If products provide auditory output, is the audio signal provided at a standard signal level through an industry standard connector that will allow for private listening?			
(e.ii) If products provide auditory output, does the product provide the ability to interrupt, pause, and restart the audio at any time?			
(f.i) If the product delivers voice output in a public area, is incremental volume control provided with output amplification up to a level of at least 65 dB?			
(f.ii) If the product delivers voice output in a public area, and the ambient noise level of the environment is above 45 dB, is a volume gain of at least 20 dB above the ambient level user selectable?			
(f.iii) If the product delivers voice output in a public area, is there a function provided to automatically reset the volume to the default level after every use?			
(g) Are other of means besides color coding used to conveying information, indicating an action, prompting a response, or distinguishing a visual element?			
(h) If a product permits a user to adjust color and contrast settings, is a range of color selections capable of producing a variety of contrast levels provided?			
(i) Is the product designed to avoid screen flickering with a frequency greater than 2 Hz and lower than 55 Hz?			

6. Desktop & Portables Accessibility Checklist

When evaluating your desktops and portable computers, be sure to test them under the same circumstances that employees or members of the public with disabilities would be using them.

Question	Y	N	N/A
(b)(2.ii) If the product utilizes touchscreens or touch-operated controls, is the force required to activate controls and keys 5 lbs. (22.2 N) maximum?			
(b)(3.i) If the product utilizes touchscreens or touch-operated controls, and key repeat is supported, is the delay before repeat adjustable to at least 2 seconds?			
(b)(3.ii) If the product utilizes touchscreens or touch-operated controls, and key repeat is supported, is the repeat rate adjustable to 2 seconds per character?			
(b)(4) If the product utilizes touchscreens or touch-operated controls, is the status of all locking or toggle controls or keys visually discernible, and discernible either through touch or sound?			
(c) If biometric forms of user identification or control are used, is there an alternative form of identification or activation, which does not require the user to possess particular biological characteristics?			