Website Manual Accessibility Checklist (WMAC)

		Tool suggestions
Website name: **URL:**	**Name of evaluator:** **Browser/Version used:** **Date of review:**	● *WAVE* ● *Link Klipper* ● *Colour Contrast Analyser*

Summary of Accessibility barriers

Please list a summary of identify accessibility barriers below.

1.
2.
3.
4.

Data for Manual Accessibility Evaluation

For instructions on how to perform each test, please review Web Manual Accessibility Checklist Instructions

Type of test	Comments	Pass/Fail/NA
Accessibility Statement Is there a link to an Accessibility Statement on this page? If so, provide the link in the comments section.		
Navigation Theme ● From the user's perspective, is the navigation theme consistent for this page in relationship to campus web environment or the department or functional area the page is found within? ● Does the navigation theme appear to behave in an expected and understandable way?		
Keyboard Operable ● Tab through. Look for visual focus and consistent behavior for menus, etc. Look for consistent marking of links, e.g. bold, underlined. ● Check any video players on the site		
Keyboard Traps When tabbing through the page, do you get stuck, i.e., in video player or somewhere in a form?		
Tab Order Tabbing through the page, does it follow a logical order?		
Scrolling Content Pause, stop, navigate		

Type of test	Comments	Pass/Fail/NA
Resize screen Zoom to 200% Is all the information on the page is still displayed when content is zoomed?		
Link text ● Do links tell you where they will lead you? The reader should be able to discern the purpose of each link from the link text alone. Typically, link text will match somewhat to the Web Page Title it goes to and the H1 of that page		
Page Title When you open the web page, does a meaningful title appear in the tab?		
Document Language Helps screen readers to read the content in the appropriate language. It also helps with automatic translation of content		
Headings ● Are headings in order? ● Is there a clear hierarchy of the order that matches the visual display?		
Data Tables ● Are data tables properly marked up? ● Are captions provided for tables?		

Type of test	Comments	Pass/Fail/NA
Layout Tables Ensure tables are not used for layout.		
Abbreviations (Optional) ● Are abbreviations used on the page? Are they defined, or it is assumed the reader knows them? ● This is NOT a WCAG AA standard but it is helpful for all types of users and is a best practice for Universal Design.		
Images ● If there are images on a webpage consider if these images are conveying meaning. o If alternative text is used, it should NOT provide more information than what a sighted person would get. Any additional information should be available to everyone. For example, the name of a person in a photo would be placed in the caption. Hiding it in the alt text makes it only available to some.		
Forms If forms are used on the page, address the following: ● Form field should be coded to be related to the Label or text next to them, e.g. Last Name. Compliance Sheriff will identify any form fields that are coded incorrectly or not coded. Therefore, this does not need to be part of the manual evaluation. ● Required fields should be marked in such a way that lets everyone know they are required without relying on color. A meaningful error message should be		

Type of test	Comments	Pass/Fail/NA
provided to the user if the form field is left blank or filled out incorrectly. This can be achieved in a number of ways. ● When the user types letters in a number field the user is provided a message immediately. ● Form fields which are incorrectly filed out also need meaningful messages to the user. ● Automated testing tools can be used to alert web developers to improper coding of form fields, but cannot tell you if the Error Messaging is understandable to the human reader. Therefore, a manual check consists of filling out forms and seeing if you understand what the error message is telling the user and if the user is driven to the form field to correct it, or simply told the number of errors and the names of the fields which are incorrectly filled out or missing.		
Color Contrast In addition to checking for Color Contrast with an automated evaluation tool such as WAVE, there are many elements on a web page that require manual checking to determine how color is being presented to the user. Some users may be color blind or may not perceive color in the same way that you do. To allow everyone to enjoy the information on a web page to a usable extent, we need to consider contrast ratio as we design web pages. You are not expected to know the actual contrast ratio as a computer would, but as a user you may notice issues during the keyboard focus manual checking that require additional investigation. These may require the assistance of a web developer skilled in CSS to resolve.		

Type of test	Comments	Pass/Fail/NA

Multimedia

- Is there multimedia on the page? Spoken words or utterances should be captioned for prerecorded or live-streamed media.

- Check the media player of the video or materials for keyboard accessibility