

VA Section 508 Web Content Accessibility Guidelines Checklist

E201.1 Scope. Information and Communication Technology (ICT) that is procured, developed, maintained, or used by agencies shall conform to the Revised 508 Standards.

E205.4 Accessibility Standard. Electronic content shall conform to Level A and Level AA Success Criteria and Conformance Requirements in WCAG 2.0 (incorporated by reference). For referenced standards, including the Web Content Accessibility Guidelines and Section 255 of the Communications Act, See Chapter 7 - <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#E102-referenced-standards>. The Web Content Accessibility Guidelines (WCAG) references are located at <http://www.w3.org/WAI/WCAG20/quickref/>

Severity Level Grading Criteria

Critical: This issue results in severe barriers for users with disabilities, either because content is blocked or functionality is inoperable. It causes global issues across the project because people with disabilities are unable to use it. This violation must be resolved before content/functionality can be considered fully compliant. Remediation should be a top priority.

High: This issue results in significant barriers for individuals with disabilities. Some important content/functionality is not accessible. Users of Assistive Technology may not be able to access all content and/or functionality. Remediation should be a priority.

Medium: This issue results in some barriers for individuals with disabilities but will not prevent them from accessing fundamental elements or content. This violation must be resolved before content/functionality can be considered fully compliant.

Low: This issue causes minimal impact for users with disabilities. This may be a technical violation of the law but doesn't make the content inaccessible. This content/functionality should be remediated in order to be considered fully compliant, but remediation can be given a low priority.

WCAG Success Criteria Checklist

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 1.1.1	CRITICAL	<p>Non-text Content: All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below. (Level A)</p> <p>Controls, Input: If non-text content is a control or accepts user input, then it has a name that describes its purpose. (Refer to Guideline 4.1 for additional requirements for controls and content that accepts user input.)</p> <p>Time-Based Media: If non-text content is time-based media, then text alternatives at least provide descriptive identification of the non-text content. (Refer to Guideline 1.2 for additional requirements for media.)</p> <p>Test: If non-text content is a test or exercise that would be invalid if presented in text, then text alternatives at least provide descriptive identification of the non-text content.</p> <p>Sensory: If non-text content is primarily intended to create a specific sensory experience, then text alternatives at least provide descriptive identification of the non-text content.</p> <p>CAPTCHA: If the purpose of non-text content is to confirm that content is being accessed by a person rather than a computer, then text alternatives that identify and describe the purpose of the non-text content are provided, and alternative forms of CAPTCHA using output modes for different types of sensory perception are provided to accommodate different disabilities.</p> <p>Decoration, Formatting, Invisible: If non-text content is pure decoration, is used only for visual formatting, or is not presented to users, then it is implemented in a way that it can be ignored by assistive technology.</p> <ul style="list-style-type: none"> • Do all non-decorative graphics have a textual equivalent that expresses the meaning of the element? • Do all buttons, checkboxes, and other form fields have a label or text alternative? • Do all tables have a text equivalent describing the purpose of the table? • Do all other non-text objects (graphs, charts, audio players, etc) have a textual equivalent? 	

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 1.2.1	CRITICAL	<p>Audio-only and Video-only (Pre-recorded): For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such: (Level A)</p> <p>Prerecorded Audio-only: An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content.</p> <p>Prerecorded Video-only: Either an alternative for time-based media or an audio track is provided that presents equivalent information for prerecorded video-only content.</p> <ul style="list-style-type: none"> • For an audio file, do you have a transcript with the same information as in the audio file? • For a video file, do you have accurate audio descriptions in the video file? Or do you have a transcript that describes the content in the video file? 	
WCAG 1.2.2	CRITICAL	<p>Captions (Pre-recorded): Captions are provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such.(Level A)</p> <ul style="list-style-type: none"> • Are captions provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such? 	
WCAG 1.2.3	HIGH	<p>Audio Description or Media Alternative (Pre-recorded): An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such. (Level A)</p> <ul style="list-style-type: none"> • Is all the information in the video track provided in the audio track? If so, no audio description is necessary. • Is the visual information in the multi-media described in an available audio description file or a text based equivalent? 	
WCAG 1.2.4	CRITICAL	<p>Captions (Live): Captions are provided for all live audio content in synchronized media. (Level AA)</p> <ul style="list-style-type: none"> • Does the live video broadcast include captions? 	

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WCAG 1.2.5	HIGH	<p>Audio Description (Pre-recorded): Audio description is provided for all prerecorded video content in synchronized media. (Level AA)</p> <ul style="list-style-type: none"> • Is all the information in the video track already provided in the audio track? If so, no audio description is necessary? • Is the visual information in the multi-media described in an available audio description file or a text based equivalent? 	
WCAG 1.3.1	CRITICAL	<p>Info and Relationships: Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)</p> <ul style="list-style-type: none"> • If there is a visible structure that is necessary to understand the data on the page is that structure available to the screen reader? 	
WCAG 1.3.2	HIGH	<p>Meaningful Sequence: When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined. (Level A)</p> <ul style="list-style-type: none"> • If the sequence of content is important, does the Assistive Technology screen reader, i.e. JAWS or NVDA read the content in the correct sequence? 	
WCAG 1.3.3	CRITICAL	<p>Sensory Characteristics: Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound. (Level A)</p> <ul style="list-style-type: none"> • Is information portrayed by color, shape, size visual location, orientation or sound also portrayed in some other form? 	
WCAG 1.4.1	CRITICAL	<p>Use of Color: Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. (Level A)</p> <ul style="list-style-type: none"> • Is any information portrayed by color also portrayed in some other manner? 	

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WCAG 1.4.2	HIGH	<p>If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level. (Level A)</p> <ul style="list-style-type: none"> • If audio starts automatically on page load, does it stop before reaching three seconds OR is there a way to mute or stop the audio from playing without muting the screen reader? 	
WCAG 1.4.3	MEDIUM	<p>Contrast (Minimum): The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following: (Level AA)</p> <p>Large Text: Large-scale text and images of large-scale text have a contrast ratio of at least 3:1</p> <p>Incidental: Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.</p> <p>Logotypes: Text that is part of a logo or brand name has no minimum contrast requirement.</p> <ul style="list-style-type: none"> • Is the contrast of normal text at least 4.5 to 1? • Is the contrast of large text at least 3 to 1? 	
WCAG 1.4.4	MEDIUM	<p>Resize text: Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality. (Level AA)</p> <ul style="list-style-type: none"> • When zooming the content to 200% is all content and functionality clear and available? 	

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 1.4.5	CRITICAL	<p>Images of Text: If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text except for the following: (Level AA)</p> <p>Customizable: The image of text can be visually customized to the user's requirements</p> <p>Essential: A particular presentation of text is essential to the information being conveyed</p> <ul style="list-style-type: none"> • Is there valid justification for all uses of text in an image? 	
WCAG 2.1.1	CRITICAL	<p>2.1.1 Keyboard: All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints. (Level A)</p> <ul style="list-style-type: none"> • When tabbing through the application can all content and functionality be accessed? If not, can the actionable item be reached via a hot key? • If hot keys are used, do the hot keys have instructions to guide the user on how to use them? Do the instructions work with screen reader software? 	
WCAG 2.1.2	CRITICAL	<p>No Keyboard Trap: If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away. (Level A)</p> <ul style="list-style-type: none"> • If the user can move the cursor focus into a control or section of a page, can the user move the cursor focus away from that control or section? • If the user cannot tab away from the control or section, is there a documented method for the user to 'un-trap' the keyboard? 	

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 2.2.1	MEDIUM	<p>Timing Adjustable: For each time limit that is set by the content, at least one of the following is true: (Level A)</p> <p>Turn off: The user is allowed to turn off the time limit before encountering it; or</p> <p>Adjust: The user is allowed to adjust the time limit before encountering it over a wide range that is at least ten times the length of the default setting; or</p> <p>Extend: The user is warned before time expires and given at least 20 seconds to extend the time limit with a simple action (for example, "press the space bar"), and the user is allowed to extend the time limit at least ten times; or</p> <p>Real-time Exception: The time limit is a required part of a real-time event (for example, an auction), and no alternative to the time limit is possible; or</p> <p>Essential Exception: The time limit is essential and extending it would invalidate the activity</p> <p>20 Hour Exception: The time limit is longer than 20 hours.</p> <ul style="list-style-type: none"> • If the user requests more time, does the user have at least 20 seconds to acknowledge the request? • If the application has a time out, can the user turn off the time out, modify the timeout value or request more time when the timeout happens? 	

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 2.2.2	CRITICAL	<p>Pause, Stop, Hide: For moving, blinking, scrolling, or auto-updating information, all of the following are true: (Level A)</p> <p>Moving, blinking, scrolling: For any moving, blinking or scrolling information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it unless the movement, blinking, or scrolling is part of an activity where it is essential; and</p> <p>Auto-updating: For any auto-updating information that (1) starts automatically and (2) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it or to control the frequency of the update unless the auto-updating is part of an activity where it is essential.</p> <ul style="list-style-type: none"> • If the text movement is not essential to understanding the content, can the user pause, stop or hide the movement? • If the text is auto updating, can the user pause stop or hide the auto update or control the frequency of the update? 	
WCAG 2.3.1	CRITICAL	<p>Three Flashes or Below Threshold: Web pages do not contain anything that flashes more than three times in any one second period, or the flash is below the general flash and red flash thresholds. (Level A)</p> <ul style="list-style-type: none"> • Does any component on the screen flash for more than three times per second? 	
WCAG 2.4.1	HIGH	<p>Bypass Blocks: A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. (Level A)</p> <ul style="list-style-type: none"> • Does the application have a method for skipping content that is repeated across multiple web pages in the application? 	

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 2.4.2	LOW	<p>Webpages have titles that describe topic or purpose. (Level A)</p> <ul style="list-style-type: none"> • Does the web page have a descriptive title that can be read by assistive technology? • If the web page is a document or web application, does the page have a title that sufficiently describes its purpose? 	
WCAG 2.4.3	HIGH	<p>Focus Order: If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability. (Level A)</p> <ul style="list-style-type: none"> • Is every focusable component on the page in the order that follows a logical sequence? 	
WCAG 2.4.4	HIGH	<p>Purpose (In Context): The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general. (Level A)</p> <ul style="list-style-type: none"> • Is the purpose of the link understandable from the link text alone or from the link text along with its programmatically determinable link text? 	
WCAG 2.4.5	LOW	<p>Multiple Ways: More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process. (Level AA)</p> <ul style="list-style-type: none"> • 	
WCAG 2.4.6	MEDIUM	<p>Headings and Labels: Headings and labels describe topic or purpose (Level AA)</p> <ul style="list-style-type: none"> • Does the page have sufficient descriptive headings to allow easy navigation? • Does each interactive component have sufficient programmatically discernable descriptive text to identify the component? 	

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 2.4.7	CRITICAL	<p>Focus Visible: Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible. (Level AA)</p> <ul style="list-style-type: none"> • Does each user interface element have a visible focus? 	
WCAG 3.1.1	MEDIUM	<p>Language of Page: The default human language of each Web page can be programmatically determined. (Level A)</p> <ul style="list-style-type: none"> • Is the default human language of the document programmatically discernable? 	
WCAG 3.1.2	LOW	<p>Language of Parts: The human language of each passage or phrase in the content can be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text. (Level AA)</p> <ul style="list-style-type: none"> • Is any language in the document that is different from the default language of the document programmatically discernable? 	
WCAG 3.2.1	CRITICAL	<p>On Focus: When any component receives focus, it does not initiate a change of context. (Level A)</p> <ul style="list-style-type: none"> • Is the context of the document changed when a component receives focus? 	
WCAG 3.2.2	HIGH	<p>On Input: Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component. (Level A)</p> <ul style="list-style-type: none"> • Is the context of the document changed when a setting is changed on a component? • Does only one element at a time receive focus? • Are you able to discern what element you are on when you enter an input field? 	

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 3.2.3	HIGH	<p>Consistent Navigation: Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user. (Level AA)</p> <ul style="list-style-type: none"> • If the application use a navigational technique on multiple web pages, is the navigational technique consistent and in the same relative order on each page? 	
WCAG 3.2.4	MEDIUM	<p>Consistent Identification: Components that have the same functionality within a set of Web pages are identified consistently. (Level AA)</p> <ul style="list-style-type: none"> • Are components with the same functionality consistently identified? • Is the alternative text for non-text elements with the same functionality consistently identified? 	
WCAG 3.3.1	CRITICAL	<p>If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text. (Level A)</p> <ul style="list-style-type: none"> • When an error occurs while entering data into a component is the error message placed in text on the form so the AT can read the error?? • When an error occurs when submitting a form, is the generated error message placed in text when the form is reloaded so AT can read the error? Note: It is not required but we highly encourage focus be placed on the error message when the form is reloaded. 	
WCAG 3.3.2	CRITICAL	<p>Labels or Instructions: Labels or instructions are provided when content requires user input. (Level A)</p> <ul style="list-style-type: none"> • Are required fields clearly identified to the assistive technology? • Are examples provided of expected data formats to ensure information is entered correctly? • Are field labels in close proximity to the associated fields? • Is the label spoken by screen readers when the field receives focus? • Is each label on the page unique? 	

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 3.3.3	LOW	<p>Error Suggestion: If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content. (Level AA)</p> <ul style="list-style-type: none"> • Is the user given suggestions on what to do to fix an input error when an input error occurs? 	
WCAG 3.3.4	CRITICAL	<p>Error Prevention (Legal, Financial, Data): For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true: (Level AA)</p> <ol style="list-style-type: none"> 1. Reversible: Submissions are reversible. 2. Checked: Data entered by the user is checked for input errors and the user is provided an opportunity to correct them. 3. Confirmed: A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission. <ul style="list-style-type: none"> • If the page is submitting information that causes a legal or financial transaction, or modifies or deletes user controllable data, or submits user test responses is at least one of the following true? <ul style="list-style-type: none"> ○ The submission is reversible, ○ Data entered by the user is checked for input errors and the user is provided an opportunity to correct them or ○ A mechanism is available for reviewing, confirming and correcting information before finalizing the submission. 	
WCAG 4.1.1	HIGH	<p>Parsing: In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features. (Level A)</p> <ul style="list-style-type: none"> • Is the markup language properly structured? 	

REFERENCE #	SEVERITY LEVEL	WCAG SUCCESS CRITERIA	YES / NO / NOT PRESENT
WCAG 4.1.2	CRITICAL	<p>Name, Role, Value: For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies. (Level A)</p> <ul style="list-style-type: none"> • Is the name, role and value of each user interface component programmatically determinable? 	

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