Testing publications with **NVDA**
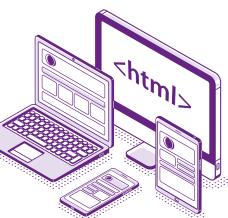
WEB PAGES CHECKLIST

N/A: not applicable

Preparation of the Web	N/A	Passed	Failed	Tools
The sample of web pages that has been tested are representative of the full website. e.g. the home page, all types of content pages and all pages containing any type of user interaction.	☐	☐	☐	
Identify the essential functionality of the website. • Is the navigation intuitive and easy to use? • Does the navigation match the architecture of the website? • What kind of information does your target audience expect and search for? • Is the information easy to find?	☐	☐	☐	
Identify the variety of web page types. • Test for all resolutions and target devices (responsive design). • Functions for different user groups may need extra tests.	☐	☐	☐	
Include processes. • For interactive websites, discover typical processes and test them. • Identify core functionalities, which need to be tested (e.g. online shopping).	☐	☐	☐	
Check if all downloadable documents are accessible. A website is considered to be accessible when all its components are accessible (e.g. PDF or Microsoft Word files).	☐	☐	☐	

Content	N/A	Passed	Failed	Tools
The language is easy to understand. It is adapted to the target audience.	☐	☐	☐	
The website offers a plain language version.	☐	☐	☐	

Meta-information	N/A	Passed	Failed	Tools
Each page of the website offers a title, author and description.	☐	☐	☐	
The document declares the language of its content.	☐	☐	☐	
The document declares the language of elements, which use a different language.	☐	☐	☐	

Document structure	N/A	Passed	Failed	Tools
The code is validated and error free.	☐	☐	☐	
The document has code for landmarks.	☐	☐	☐	
The document has code for roles.	☐	☐	☐	
The document has code for headings. Different levels, correct nesting.	☐	☐	☐	
The document has code for tables with table header and table description.	☐	☐	☐	
The document has code for lists.	☐	☐	☐	
The document offers meaningful texts for links.	☐	☐	☐	
The document offers forms with correctly labelled input fields.	☐	☐	☐	

Graphics	N/A	Passed	Failed	Tools
All graphics have alternative texts.	☐	☐	☐	
Decorative images without information are marked as such. Depending on the case: img alt="", 'aria-hidden'...	☐	☐	☐	
Graphics with functions are labelled in a way, that they can be understood.	☐	☐	☐	

Layout	N/A	Passed	Failed	Tools
The layout adapts to different screen sizes and rotations. Responsive design.	☐	☐	☐	
The document does not use tables for layout.	☐	☐	☐	
Interactive elements are coded ARIA compatible. [Modals, accordions, tab-bars, drop-downs, progress bars…]	☐	☐	☐	

Fonts	N/A	Passed	Failed	Tools
All characters can easily be perceived. The different letter shapes can be distinguished easily.	☐	☐	☐	
All characters are large enough. Letters that are displayed too small cannot be read easily.	☐	☐	☐	
There is enough space between the characters. Extra space around the text provides a cleaner layout and helps the reader to focus on the text.	☐	☐	☐	
There is enough space between paragraphs.	☐	☐	☐	
The text can be zoomed to 200% without damaging the layout.	☐	☐	☐	
Symbol font characters are enhanced by accessible alternative descriptions.	☐	☐	☐	

Colour	N/A	Passed	Failed	Tools
The text has sufficient colour contrast to the background. The WCAG AA defines a colour contrast of at least 4.5 to 1 for normal text and 3 to 1 for large text.	☐	☐	☐	
The colour contrast can be adapted by the user. e.g. dark mode.	☐	☐	☐	
Colour does not get used as only means to present information. e.g. red and green bullets for yes/no.	☐	☐	☐	
The document was tested without colours Switching to grayscale.	☐	☐	☐	

Audio	N/A	Passed	Failed	Tools
All audio content offers transcripts.	☐	☐	☐	
Player controls (start, stop, pause, volume) are accessible. They can be used with screen readers or keyboard only navigation.	☐	☐	☐	

Video / animation	N/A	Passed	Failed	Tools
All videos offer captions.	☐	☐	☐	
All videos offer transcripts.	☐	☐	☐	
Animations are subtle and do not flash too much. Strobing or flashing animations can trigger seizures.	☐	☐	☐	
Player controls (start, stop, pause, volume) are accessible. They can be used with screen readers or keyboard only navigation.	☐	☐	☐	

Forms	N/A	Passed	Failed	Tools
Forms support users to find and correct erroneous input. e.g. via meaningful error messages, the aria-invalid attribute.	☐	☐	☐	
All form input fields offer a corresponding label element.	☐	☐	☐	
All interactive elements can be reached by the TAB key. [Links, form fields.]	☐	☐	☐	
All form fields can be used with the keyboard. [Buttons, checkboxes, radio buttons, drop-downs, autocompletes, modals, sliders, menu bars, tab panels, trees.]	☐	☐	☐	

Testing with a screen reader/keyboard only	N/A	Passed	Failed	Tools
The document can be navigated easily. [Landmarks, headings, graphics, lists, tables, links, form fields…]	☐	☐	☐	
All parts of the document are reachable.	☐	☐	☐	
The content gets presented in the correct sequence.	☐	☐	☐	
The semantics fit the purpose of each element.	☐	☐	☐	
The spoken language matches the document language.	☐	☐	☐	
All alternative descriptions are applied to the correct visual elements.	☐	☐	☐	
There is a visible focus style for interactive elements. Make current position visible while using keyboard navigation.	☐	☐	☐	

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