Nelnet Web Accessibility Checklist

This checklist is organized into 10 categories based on the accessibility heuristics developed by Deque. These categories support accessible decision making throughout the software development lifecycle.

Table of Contents

Structure and Semantics

Users can make sense of the structure of the content on each page and understand how to operate within the system.

SS1 - Distinguishable Hierarchy and Sequence

- [ ] Does the page still read correctly if style sheets are disabled? (SC 1.3.1, SC 1.3.2)
- [ ] Does the page use style sheets for formatting instead of tables (avoid tables for layout unless there is no alternative)? (SC 1.3.2)

SS2 - Form Labels and Groups

- [ ] Do all form fields include appropriate labels or instructions to identify the purpose of each field? (SC 1.3.1, SC 2.4.6, SC 3.3.2)
- [ ] For radio buttons and checkboxes, are the form controls grouped with fieldset and legend? (SC 1.3.1, SC 3.3.2)

SS3 - Semantically Correct Data Tables

- [ ] Are data table row and/or column headers correctly identified programmatically? (SC 1.3.1)
- [ ] On complex tables, do the data cells include markup to associate cells with the correct heading? (SC 1.3.1)
- [ ] Is a caption element or an adjacent heading provided to identify the table? (SC 1.3.1)

SS4 - Valid Markup

- [ ] Does the page validate? (SC 1.3.1, SC 4.1.1)

Visual and Auditory Alternatives

Visual or auditory content that conveys information has text-based alternatives for users who can't see or hear.

VA1 - Images

- [ ] Do all meaningful images and non-text content include alternative text? If the image does not add value to the content, the image should have an empty alt attribute. (SC 1.1.1)

VA2 - Custom User Interface Components

- [ ] If your page includes a complex image or custom user interface widget, is information provided (e.g., via ARIA) that clearly explains the item's name, role (i.e., type), and value, as well as any changes of state during interaction with the item? (SC 1.1.1, SC 4.1.2)

VA3 - Video or Audio Content

- [ ] If video or audio content is present, does it pass the *Nelnet Prerecorded Video Accessibility Checklist*? (G 1.2, SC 2.2.2, SC 2.3.1)

☑ Multiple Interaction Methods

Users can efficiently interact with the system using the input method of their choosing.

MI1 - Keyboard Operable

- [ ] Is all functionality of the content operable through a keyboard interface? (SC 2.1.1, SC 2.1.2, SC 2.4.3, SC 2.4.7)
- [ ] Are users able to freely switch between input mechanisms (keyboard, mouse, etc.)? (SC 2.5.6)

MI2 - Screen Reader Operable

- [ ] Can the page or web based application be successfully read/completed by using screen-reading software? (Best for: G 1.1, G 1.3, G 2.1, G 2.4, G 4.1)
- [ ] Are content updates implemented in a way that notifies screen reader users? (SC 4.1.3)

MI3 - Speech Recognition Operable

- [ ] Does the accessible name for each interactive component include the text that is visually presented as part of the component? (SC 2.5.3)
- [ ] When custom keyboard shortcuts are implemented, do they require more than a single character key to activate? (SC 2.1.4)
- [ ] Are z-index values less than 100?

MI4 - Minimum Target Size

- [ ] Is the target area for interactive components at least 44 pixels in either length or width? (SC 2.5.5)

MI5 - Content on Hover or Focus

- [ ] If your page includes content that appears on hover or focus, such as a custom tooltip, is it dismissable, hoverable, and persistent? (SC 1.4.13)

MI6 - Custom Interactions

- [ ] Are custom interactions that are operated with a single pointer triggered on the up event instead of the down event? (SC 2.5.2)
- [ ] Is there an alternative for gesture based interactions that can be operated with single clicks? (SC 2.5.1)

- [ ] Is there an alternative to motion actuated functionality (e.g., "shake to undo")? (SC 2.5.4)

☑ Contrast and Legibility

Text and other meaningful information can be easily distinguished and read by users of the system.

CL1 - Zoom and Text Adjustments

- [ ] Can the text be enlarged or the page zoomed without detriment to the content of the page? Captions and images of text do not need to be resizable. (SC 1.4.4, SC 1.4.10)
- [ ] Can text spacing and line height be adjusted without loss of content? (SC 1.4.12)

CL2 - Color Contrast

- [ ] Does the visual presentation of functional content have an adequate contrast ratio? (SC 1.4.3, SC 1.4.11)

CL3 - Color Dependence

- [ ] Are there means used other than just color to indicate an action, prompt a response, or distinguish a visual element? (SC 1.4.1)

CL4 - Avoid Images of Text

- [ ] Text has been used to convey all textual information in the design rather than images of text. (SC 1.4.5)

CL5 - Allow Orientation Changes

- [ ] Does the orientation of your content change to match the orientation of the user's device? (SC 1.3.4)

☑ Navigation and Wayfinding

Users can easily navigate, find content, and determine where they are at all times within the system.

NW1 - Meaningful Headings and Captions

- [ ] Do the pages use HTML, such as headings and lists to aid users in navigation and finding content? (SC 1.3.1, SC 2.4.1, SC 2.4.6)

NW2 - Meaningful Links

- [ ] The purpose of each link can be determined from the link text alone and/or its current programmatic context within the document. (SC 2.4.4)

NW3 - Skip Links

- ☐ Are skip links provided to allow keyboard users to jump past repetitive content, such as the site header and navigation? (SC 2.4.1)

NW4 - Document and Section Titles

- ☐ Do the pages or sections (i.e., frames) have meaningful titles that describe the topic or purpose? (SC 2.4.2)

NW5 - 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. (SC 2.4.5)

☑ Error Prevention and States

Interactive controls have persistent, meaningful instructions to help prevent mistakes, and provide users with clear error states which indicate what the problems are — and how to fix them — whenever errors are returned.

EP1 - Error Identification, Suggestion, and Prevention

- ☐ Are error messages easy to read? (SC 3.3.1)
- ☐ Are suggestions for correction provided? (SC 3.3.3)
- ☐ For legal or financial data, are submissions reversible, checked (validated) or confirmed prior to submission? (SC 3.3.4)

EP2 - Field Format Examples and Context-Sensitive Help

- ☐ Are format examples included and context-sensitive help available for form fields (if applicable)? (SC 3.3.5)

EP3 - Identify Input Purpose

- ☐ When possible, is the purpose of an input field programmatically specified, such as by using the autocomplete attribute? (SC 1.3.5)

☑ Movement, Flashing, and Sound

Elements on the page that play sound or that move, flash, or animate in other ways can be stopped, and do not distract or harm the users.

MF1 - Don't Use Flashing Imagery That Could Cause Seizures

☐ Do your components avoid displaying content that flashes more than three times in any 1-second period, or the flash is below the general flash and red flash thresholds? (SC 2.3.1)

MF2 - Animated Content

☐ For auto-updating or moving content (e.g., carousels, animated gifs), does a mechanism exist to pause, stop, or hide the content from distracting the user? (SC 2.2.2)

MF3 - Avoid Auto-Playing Audio

☐ If any audio automatically plays for more than three seconds, is there a mechanism to pause, stop, or mute or decrease the volume of this audio? Auto-playing multimedia should be avoided altogether (unless it is the only critical content on the entire page). (SC 1.4.2)

☑ Predictability and Consistency

The purpose of each element is predictable, and how each element relates to the system as a whole is clear and meaningful, to avoid confusion for the users.

PC1 - Don't Change Context without User Activation

☐ Does the page appear and operate in a predictable way? (SC 3.2.1, SC 3.2.2)

PC2 - Consistent Navigation and Component Identification

- ☐ Does navigation remain consistent across pages? (SC 3.2.3)
- ☐ Are components that have the same functionality across pages identified consistently? (SC 3.2.4)

☑ Language and Readability

Content on the page can easily be read and understood by users of the system.

LR1 - Use Clear, Simple Language and Explain Industry Jargon and Abbreviations

- ☐ Are you using the clearest and simplest language appropriate for the site's content? (SC 3.1.5)
- ☐ Are explanations provided for all abbreviations? (SC 3.1.4)
- ☐ Is industry jargon avoided or explained if needed? (SC 3.1.3)

LR2 - Instructions Don't Depend on Only One Sense

- ☐ Does your content remain free of references to visual location, orientation, shape of other content (e.g., links, form elements, or buttons)? (SC 1.3.3)

LR3 - Document Language and Excerpt Language

- ☐ Is the page's primary language declared? (SC 3.1.1)
- ☐ If content is provided in a language other than the primary language, is the *lang* attribute used to introduce the language change? (SC 3.1.2)

☑ Time and Preservation

Users are given enough time to complete tasks and do not lose information if their time runs out.

TP1 - Provide Enough Time

- ☐ Is all functionality operable without requiring specific timings for individual keystrokes? Are users alerted to an impending time out and given the option to extend their session? (SC 2.2.1)