

Web Content Accessibility Guidelines 2.0 (WCAG):

Comprehensive Checklist

So, you've realized your website isn't up to snuff on the Web Content Accessibility Guidelines 2.0 (WCAG) that provides more accessibility to content for people with disabilities. WCAG's requirements are lengthy to say the least, and is broken into three levels of compliance (**A**, **AA**, and **AAA**). At a minimum, websites must conform the WCAG 2.0 Level A by the looming 2018 deadline. To help you understand what is required of your business, and to make sure you've covered all the guidelines, we created this checklist for each level of conformance.

Checklist: WCAG 2.0 Level A – Minimal Compliance

Guideline	What You Should Do
1.1.1 – Non-text Content	Provide text alternatives for non-text content
1.2.1 – Audio and Video-only Content	Write text transcripts for audio and visual-only media, record audio for video-only media
1.2.2 – Captions	Provide captions to all videos with sound
1.2.3 – Audio Description (Media Alternative)	Give a full text transcript of videos with audio, or include a video with audio description
1.3.1 – Info and Relationships	Structure your site logically and use headings, subheadings and use correct HTML form
1.3.2 – Meaningful Sequences	Present content in a meaningful order, make sure navigation menus are away from content.
1.3.3 – Sensory Features	Use more than one sense for instructions (visual, text, sound)
1.4.1 – Use of Color	Make sure instructions and charts don't rely on color alone
1.4.2 – Audio Control	Do not have audio that plays automatically
2.1.1 – Keyboard	Allow keyboard navigation for your website
2.1.2 – No Keyboard Trap	All parts of your website should be navigable by the arrow or 'Tab' keys
2.2.1 – Adjustable Timing	Try not to use time limits at all. But if you use time limits, give users options to turn off the limit before it begins
2.2.2 – Pause, Stop, Hide	Blinking or moving content must have an option to pause, hide, or stop
2.3.1 – Three Flashes or Below	No content can flash more than 3 times/second
2.4.1 – Bypass Blocks	Provide a 'Skip to Content' link to each page on your site
2.4.2 – Page Titled	Helpful and clear page titles are needed
2.4.3 – Focus Order	Set pages to work in a logical order
2.4.4 – In Context Link Purpose	Make sure to have clear links, and that the purpose of the link is clear by the surrounding content (ex: 'Visit my portfolio')
3.1.1 – Language of Page	Ensure that a language is assigned to each page on your website
3.2.1 – On Focus	Ensure no links, forms, etc. change at all when focused on (when mouse/keyboard is on the element)
3.2.2 – On Input	When forms receive input from users, the site must not automatically skip to another field
3.3.1 – Error Identification	Clearly identify and explain any errors users make while visiting your website
3.3.2 – Labels/Instructions	Label all input fields, mark required fields, and insert instructions when needed
4.1.1 – Parsing	Make sure your site has no major code errors
4.1.2 – Name/Role/Value	Build every element for accessibility, and make sure all plugins from third parties do as well

Checklist: WCAG 2.0 **Level AA – Intermediate Compliance**

Guideline	What You Should Do
1.2.4 – Live Video Captions	Make sure live videos have captions
1.2.5 – Audio Description	Give users access to audio descriptions for videos
1.4.3 – Contrast (Minimum)	Make contrast ratio 4.5:1 between text and background
1.4.4 – Resize Text	Allow text to be sized to 200% without losing function
1.4.5 – Images of Text	Don't use images of text
2.4.5 – Multiple Ways	Give several options to find pages
2.4.6 – Labels and Headings	Use clearly defined labels and headings
2.4.7 – Focus Visible	Provide a clear and visible keyboard focus
3.1.2 – Language of Parts	Tell users when language changes on pages
3.2.3 – Consistent Navigation	Provide consistency in menu use
3.2.4 – Consistent Identification	Provide consistency in buttons and icons
3.3.3 – Error Suggestion	When errors are made, suggest fixes
3.3.4 – Error Prevention	Try to reduce the risk of input errors for data that's sensitive

Checklist: WCAG 2.0 Level AAA – Advanced Compliance

Guideline	What You Should Do
1.2.6 – Pre-recorded Sign Language	Offer sign language translations for videos
1.2.7 – Extended Audio Description	Provide prolonged audio descriptions for videos
1.2.8 – Alternative for Media	Create text alternatives for videos
1.2.9 – (Live) Audio Only	Offer alternatives for live audio
1.4.6 – Enhanced Contrast	Make contrast ratio between background and text at least 7:1
1.4.7 – Low/No Background Audio	Make sure audio is very clear for listeners
1.4.8 – Visual Presentation	Create a variety of presentation options
1.4.9 – Images of Text (No Exception)	Never use text-specific images
2.1.3 – Keyboard (No Exception)	Create your site to be accessible by keyboard only
2.2.3 – No Timing	Never have time limits on your site
2.2.4 – No Interruptions	Do not interrupt users
2.2.5 – Re-authenticating	Make sure your site saves user's data when re-authenticating
2.3.2 – Three Flashes	Be sure to not allow any content to flash more than three times per second
2.4.8 – Location	Allow users to know where they are
2.4.9 – Link-Only Link Purpose	Provide clear link purpose text for every link
2.4.10 – Section Headings	Break up content with headings
3.1.3 – Uncommon words	Explain any unusual words you use throughout your site
3.1.4 – Abbreviations	Provide an explanation for abbreviations
3.1.5 – Reading Level	Use the rule of thumb that users with 9 years of school can read all your content
3.1.6 – Pronunciation	Explain any difficult-to-pronounce words
3.2.5 – Change Upon Request	Only allow changes to your site's elements if your user asks
3.3.5 – Help	Offer detailed instructions for help
3.3.6 – Error Prevention	Diminish the risk of any input errors