

Use these items to check your multimedia for accessibility	Yes	No
Are captions and transcripts available?		
Do captions appear at the same time as the spoken text?		
Can captions be turned off and turned on with the keyboard?		
Is the captioning on the screen long enough to provide an adequate time to read?		
Do captions and transcripts identify who is speaking?		
Are the captioning and transcription error free? This includes punctuation, grammar, missing words, misspelling.		
Are all visuals represented in the transcript? This includes changes of speakers and text on the screen.		
Are all relevant sounds included in the transcript?		

If all questions were not answered with Yes, the item does not meet accessibility requirements. For assistance with making multimedia accessible, please contact [AcademicQualityAssurance@uagc.edu](mailto:AcademicQualityAssurance@uagc.edu).