



CHECKLIST FOR EXTERNAL WEBSITES

The checklist provides a general overview of items needed to meet accessibility guidelines. Please ensure you have all external websites reviewed if they are used in a course or for course content. For review, please contact [Academic Quality Assurance](#).

Perceivable

- **Text Alternatives:**
 - ☐ Provide text alternatives (alt text) for all non-text content (images, videos, audio).
 - ☐ Ensure that decorative images are marked as decorative.
- **Time-Based Media:**
 - ☐ Offer captions and transcripts for video content.
 - ☐ Provide audio descriptions for video content where necessary.
- **Adaptable:**
 - ☐ Ensure content is structured logically and is compatible with assistive technologies.
 - ☐ Ensure text can be resized up to 200% without loss of content or functionality.
- **Distinguishable:**
 - ☐ Use sufficient color contrast (4.5:1 for normal text, 3:1 for large text).
 - ☐ Ensure that color is not the sole means of conveying information.
 - ☐ Provide controls to pause, stop, or hide any moving or flashing content.

Operable

- **Keyboard Accessible:**
 - ☐ Ensure all functionality is accessible via a keyboard.
 - ☐ Ensure focus indicators are visible for all interactive elements.
- **Enough Time:**
 - ☐ Provide users with enough time to read and use content.
 - ☐ Ensure that time limits are adjustable or can be turned off when needed.

- **Seizures and Physical Reactions:**

- ☐ Avoid content that flashes more than 3 times per second.

- **Navigable:**

- ☐ Provide clear and consistent navigation.
- ☐ Use descriptive and unique page titles.
- ☐ Use headings and labels to describe sections clearly.
- ☐ Provide multiple ways to navigate, such as a search function or site map.

Understandable

Readable:

- ☐ Ensure that text content is readable and understandable (aim for a reading level suitable for the audience).
- ☐ Provide definitions for jargon or complex terms.

Predictable:

- ☐ Ensure that navigation elements and user interface components behave consistently.
- ☐ Avoid unexpected changes in content when a component receives focus.

Input Assistance:

- ☐ Provide error messages when users input incorrect information.
- ☐ Offer suggestions for correcting errors and help users avoid common mistakes.

Robust

Compatible:

- ☐ Ensure content is compatible with current and future user agents, including assistive technologies.
 - ☐ Use valid HTML/CSS to avoid issues with parsing and rendering.
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