

Accessibility Checklist

The following are common issues that are found during accessibility reviews. This is not a comprehensive checklist for making an application or website accessible and usable, but it is one of many tools available to help developers and designers create accessible and usable products. All State of Minnesota electronic products are required to adhere to:

[WCAG 2.0, level AA \(https://www.w3.org/WAI/WCAG2AA-Conformance\)](https://www.w3.org/WAI/WCAG2AA-Conformance)

Document structure

- Each page uses the meta title tag (<title>) to convey the relationship of the page to the site. The meta title should match the page title.
- There is a unique and meaningful page title (must be <h1>) and only one h1 per page.
- Heading tags reflect the outline of the page (h1, h2, h3 in hierarchical order).

Tools for testing:

- Manual check for <title>.
- [WAVE Evaluation Tool plug-in \(https://chrome.google.com/webstore/detail/wave-evaluation-tool/jbbplnplkjmmeebpijfedlgcdilcofh\)](https://chrome.google.com/webstore/detail/wave-evaluation-tool/jbbplnplkjmmeebpijfedlgcdilcofh) – also available in Edge and Firefox.
- [Axe plug-in \(https://chrome.google.com/webstore/detail/axe-devtools-web-accessib/lhdoppoijpmngadmndneiefpokejbdd\)](https://chrome.google.com/webstore/detail/axe-devtools-web-accessib/lhdoppoijpmngadmndneiefpokejbdd) – also available in Edge and Firefox.
- [ANDI Accessibility Testing Tool \(https://www.ssa.gov/accessibility/andi/help/install.html\)](https://www.ssa.gov/accessibility/andi/help/install.html)

Data tables

- Follow the WebAIM guidance for all tables:
[Creating Accessible Tables \(https://webaim.org/techniques/tables/\)](https://webaim.org/techniques/tables/).
- Do not use layout tables. Instead, use CSS for layout. Layout tables should be used sparingly and should **not** include data table elements, such as <caption> and <th>.
- When there is a data table present, appropriate HTML markup should be used to mark the column and/or row header cells.

Tools for testing: WAVE, Axe, or ANDI; manual check.

Navigation and links

- Use consistent navigation on every page (predictable).
- Make sure all links are unique.
(For example, there must not be two help links going to two different pages.)
- Make sure linked text is the same for hyperlinks going to the same page.
(For example, there must not be two links going to the same place using different linked text.)

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- Use a “skip to” link to bypass long navigation menus and take the user to the main content area. [For more information, see [Skip Navigation Links \(https://webaim.org/techniques/skipnav/\)](https://webaim.org/techniques/skipnav/)]
- All links use meaningful text that conveys information and purpose. (For example, instead of “more” use “More Tax Information” for a link going to a page titled “Tax Information.”)
- Links are underlined or are tested for contrast with the surrounding text. [For more information, see [Link Contrast Checker \(https://webaim.org/resources/linkcontrastchecker/\)](https://webaim.org/resources/linkcontrastchecker/)]

Tools for testing: WAVE, ANDI; manual check.

Mouse and keyboard issues

- All elements are accessible via keyboard only. Do not rely upon a mouse for navigating or for form interaction. [For more information, see [Keyboard Accessibility \(https://webaim.org/techniques/keyboard/\)](https://webaim.org/techniques/keyboard/)]
- Ensure there is a visual focus for tabbing (form fields, buttons, links, navigation, etc. must be highlighted when tabbing and have sufficient color contrast). Newer guidance helps by giving a contrast ratio target of 3:1, when developing. [For more information, see [2.4.11: Focus Appearance \(https://www.w3.org/WAI/WCAG22/Understanding/focus-appearance-minimum.html\)](https://www.w3.org/WAI/WCAG22/Understanding/focus-appearance-minimum.html)]
- The tab order is logical, and when using the screen reader, the visual focus matches the audible focus.
- Pay close attention to how different languages may affect tabbing and focus. Use Wai-Aria when needed, but only after trying standard html.

Tools for testing:

- Manual check and ANDI for tab order and reading order.
- [Free NVDA Screen Reader \(https://www.nvaccess.org/download/\)](https://www.nvaccess.org/download/)
- [WebAIM Color Contrast Checker \(https://webaim.org/resources/contrastchecker/\)](https://webaim.org/resources/contrastchecker/)

Images and non-text elements

- Use short, meaningful ALT text (under 150 characters) for informative, non-decorative images.
- Avoid putting text in an image. If you need a fancy background, use CSS to create the look.
- Do not use flashing objects.
- When there is an image that conveys data, such as a pie chart, provide a complimentary data table.
- Ensure you have sufficient contrast ratio between background and foreground elements. (See: [WebAIM Color Contrast Checker](#) link above)

Tools for testing: WAVE, Axe, a color contrast checker; manual check.

Forms

- Ensure that all input elements have a corresponding label (can be a hidden label). Labels need to be unique and descriptive, see:
[WC3 Web Accessibility Tutorials for Labels \(https://www.w3.org/WAI/tutorials/forms/labels/\)](https://www.w3.org/WAI/tutorials/forms/labels/)
- Do not use access keys (keyboard shortcuts) because accessibility features may be overridden.
- Ensure you are able to navigate and submit with the keyboard only; pay special attention to modal/pop-up windows. They must receive focus, be announced properly, and have an escape via the keyboard. The focus must stay in the modal, until the user closes it.

Tools for testing: WAVE, Axe, ANDI; manual check.

Other

- Do not use color alone to convey meaning. For example, do not make a field name red to convey "required." You must have something other than (or along with) the color, such as an asterisk, to identify the required items.
- Only use underlined text for hyperlinks. Do not use underlines for any other text.
- Make sure all functionality remains when zoomed to 200%.
- Do not use , <i>, or <u> code. If using bold, use and for italics.

WAVE Evaluation Tool

- Red errors – always fix.
- Yellow alerts – possible errors. If you are unsure, ask the MDH Accessibility Coordinator.

Questions?

Contact the MDH Accessibility Coordinator.

Other Resources

Please refer to these websites for actual specifications on compliance and how to implement the guidelines listed above:

- [WC3 Web Accessibility Tutorials \(https://www.w3.org/WAI/tutorials/\)](https://www.w3.org/WAI/tutorials/)
- [Section 508 Standards \(https://www.section508.gov/manage/laws-and-policies\)](https://www.section508.gov/manage/laws-and-policies)
- [Web Content Accessibility Guidelines \(WCAG\) 2.0 \(https://www.w3.org/TR/WCAG20/\)](https://www.w3.org/TR/WCAG20/)
- [WebAIM's WCAG 2.0 Checklist \(https://webaim.org/standards/wcag/checklist\)](https://webaim.org/standards/wcag/checklist)

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To obtain this information in a different format, call: 651-201-4989.