Principle 1: Perceivable

Your service must present information in ways people can recognise and use, no matter how they consume content (by touch, sound or sight for example)

Guideline 1.1: Provide text alternatives

1.1.1 Provide a text description for images, and make sure the description serves the same purpose as the image.

Guideline 1.2: Provide alternatives for time-based media

1.2.1 Provide a text description for video content that has no audio, or a transcript for audio content that has no video, and make sure the description and transcript serve the same purpose as the original content.
1.2.2 Provide real-time captions for video content that has audio, and make sure the captions include all dialogue and important sound-effects.
1.2.3 Provide a text description or a transcript for video content that has audio, and make sure the description or transcript serves the same purpose as the original content.
1.2.4 Provide real-time captions for live video content that has audio, and make sure the captions include all dialogue and important sound-effects.
1.2.5 Provide audio description for video content, and make sure the description includes all important activity that takes place on-screen.

Guideline 1.3: Create content that can be presented in different ways

1.3.1 Use elements like headings, lists and tables to properly convey the structure of content.
1.3.2 Make sure content can always be read in a logical order even when stylesheets are disabled.
1.3.3 Do not use colour, size, shape, sound or location as the only way to convey instructions.
1.3.4 [NEW] Make sure a page view is not be locked to either horizontal or vertical views only, unless this is essential.
1.3.5 [NEW] In forms that collect information about the user add HTML autocomplete attributes to identify the purpose of the input.

Guideline 1.4: Make content easy for people to see and hear

1.4.1 Do not use colour as the only way to convey information of any kind.
1.4.2 Give people a way to stop audio content if it plays automatically and lasts longer than three seconds, or give them a way to change the volume without changing their system settings.
1.4.3 Make sure that the colour of text contrasts clearly against its background colour.
1.4.4 Make sure it is possible to complete all tasks when text is resized up to 200% in the browser.
1.4.5 Do not use images that contain text.
1.4.10 [NEW] Make sure content will reflow to a single column when zoomed and not produce scrolling in both directions.
1.4.11 [NEW] Make sure sight impaired users can see important controls and understand graphics.
1.4.12 [NEW] Make sure users can modify text line height, letter or word spacing.
1.4.13 [NEW] Provide a way to control how people can interact with or dismiss any 'extra' content that becomes visible.

Principle 2: Operable

Your service must be navigable and usable no matter how someone uses it (without a mouse, with voice commands, or with a screen magnifier for example).

Guideline 2.1: Make functionality work with a keyboard

2.1.1 Make sure every task can be completed without a mouse.
2.1.2 Make sure that keyboard users don't get stuck when navigating through content.
2.1.4 [NEW] Provide a way to switch off or remap keyboard shortcuts.

Guideline 2.2: Give people enough time to read and use content

2.2.1 Give people a way to turn off or extend time limits.
2.2.2 Give people a way to stop content that updates frequently, blinks or scrolls automatically.

Guideline 2.3: Do not cause seizures

2.3.1 Do not use content that flashes more than three times a second.

Guideline 2.4: Provide ways to help people navigate and find content

2.4.1 Give people who do not use a mouse a way to move to the start of the main content.
2.4.2 Give every page a unique and helpful title that indicates the purpose of the page.
2.4.3 Make sure that things receive focus in an order that makes sense.
2.4.4 Make sure the purpose of a link is obvious from its link text, or its link text in association with nearby content.
2.4.5 Unless a page is a step in a process, give people different ways of finding content (like searching or browsing links).
2.4.6 Provide headings and form labels that will help people find content and complete tasks.
2.4.7 Make sure that people using a keyboard to navigate can always see where they are on a page.
2.5.1 [NEW] Do not require complex gestures to do things.
2.5.2 [NEW] Do not have controls or user interface components that fire as soon as they are touched.

2.5.3 [NEW] Make sure that for user interface components with a visible label the accessible name matches.
2.5.4 [NEW] Make sure functionality can not only be activated by skaing or tilting the device.

Principle 3: Understandable

Your service must make information understandable, and make it easy for people to understand how to complete tasks.

Guideline 3.1: Make text readable and understandable

3.1.1 Identify the language that the content is written in.
3.1.2 Identify any changes in the default written language of the content.

Guideline 3.2: Make things appear and behave in consistent ways

3.2.1 Do not cause surprising things to happen (like opening a new page), when someone focuses on something.
3.2.2 Do not cause surprising things to happen when someone interacts with content (like scrolling through a set of options).
3.2.3 Make sure that ways to find and navigate content (like search) look and behave the same way when they are used in multiple places.
3.2.4 Make sure that features look and behave the same way when they are used in multiple places.

Guideline 3.3: Help people avoid and correct mistakes

3.3.1 When someone makes a mistake, provide an error message and make it obvious where the mistake was made.
3.3.2 Provide form labels to make it clear what information is expected, and optionally provide extra hints to help people avoid mistakes.
3.3.3 When someone makes a mistake give them suggestions on how to correct it, but do not offer suggestions that will have a negative impact on security.
3.4.4 Give people a way to review and check the information they have entered, and to correct any mistakes they have made.

Principle 4: Robust

Your service must work with different browsers and assistive technologies in use now, and use technologies in ways that will make your service usable with the browsers and assistive technologies of the future.

Guideline 4.1: Make content compatible with different browsers and assistive technologies

4.1.1 Make sure the code of each page does not contain errors that will have a negative impact on the way browsers and assistive technologies work together.
4.1.2 Make sure the code of each page enables assistive technologies to discover the purpose of every feature, the way that feature is identified, and the state it is currently in.
4.1.3 [NEW] Make sure status messages are shown in a way that AT understands without recieving focus.

Content	Design	Code

Perceivable	Homepage	Our new heritage – standard page	New College Society City and Professional Network Talk and Drinks, Tuesday 25 June 2019 – Form	Notes		
Do all images have an appropriate text equivalent? Is essential visual information also available as text?	Alt text is available for images and it seems that it is added to images.	Alt text is available for images and it seems that it is added to images.	There are no images on the form.	As a rule when there's an image on its own and is relevant to the content, an alt text needs to be added. Provide a null text alternative (alt="") when the only purpose of an image is to add visual decoration to the page, rather than to convey information that is important to understanding the page. If "" is added to alt text, screen readers will skip it.	Content	
Do all images have an appropriate text equivalent? Is essential visual information also available as text?	Social media icons are font awesome icons with an aria-hidden class.	Social media icons are font awesome icons with an aria-hidden class.	Social media icons are font awesome icons with an aria-hidden class.		Code	
Do all audio files have a transcript? Is essential audio information availble as text?	There's no audio files on the homepage.	There's no audio file on this page.	There's no audio file on this page.	We're not aware of audio files used on the site.	Content	
Do all videos have captions that are synchronised with the audio?	There's no video on the homepage.	There's an embedded YouTube video that has YouTube's automatic description but it is in Spanish.	There's no video on this page.		Content	
Does video that includes important visual information have an audio description?	There's no video on the homepage.	There's no video like this on the page.	There's no video on this page.	We're not aware of this type of videos on the site. Caption is more important or could create transcript for these videos.	Content	
Is all content structure that is communicated visually available to assistive technologies?	Yes.	Yes.	Yes.		Code	
If styling is removed is the content in a logical order?	Yes, but menus are showing twice and they keep appearing and disappearing.	Menus are showing twice and they keep appearing and disappearing and there's a big gap between skip to main content link and menu. The sidemenu appears before the feature boxes	Menus are showing twice.		Code	
Have you avoided using visual characteristics to communicate information?	Yes.	Yes.	Yes.	The site may use tables, lists and forms but they are communicated in ways that AT can understand.	Content	Design
Have you avoided using colour as the only way to convey some information?	Yes.	Link colour is different from body text colour.	Yes.	Links need to be either different colour and underlined or bigger font or different font.	Design	
Can users stop audio that auto plays?	There's no audio on the homepage.	There's no audio on this page.	There's no audio on this page.	We're not aware of auto play being used on the site.	Code	
Does all text have sufficient contrast against the background colour?	The main menu and cookie pop-up buttons failed the contrast check. The search placeholder text and the footer menu links would pass for large text only but they are 14px normal font weight. Banner text and logo isn't always readable.	The following failed the contrast check: quote, gallery captions, Gallery featue box title and side menu items. The header links would only pass if they were large text but they are 13px	Yes.	Text is large text: at least 18 point (24px) or 14 point (18.5px) bold.	Design	
Is the content fully usable when text is enlarged up to 200%?	Yes.	Yes.	Yes.		Code	
Have you avoided using images of text?	Yes.	Yes.	Yes.	Text shouldn't be presented as part of an image because it cannot be resized, and it deteriorates in quality when magnified.	Content	Design
Can users flip the content horizontally and vertically?	Yes.	Yes.	Yes.		Code	
Have you added HTML autocomplete tokens to any forms collectino information about the user?	There's no form on the homepage.	There's no form on this page.	No.		Code	
Does the page content resize to a single column with no horizontal and vertical scrolling?	Yes.	Yes.	Yes.		Code	
Do all important graphical objects, interface components, and states have a colour contrast of 3:1?	The main menu and cookie pop-up buttons failed the contrast check. The search placeholder text and the footer menu links would pass for large text only but they are 14px normal font weight. Banner text and logo isn't always readable.	The following failed the contrast check: quote, gallery captions, Gallery featue box title and side menu items. The header links would only pass if they were large text but they are 13px	Yes.	Text is large text: at least 18 point (24px) or 14 point (18.5px) bold.	Design	
Can line height, spacing between paragraphs and letter and word spacing be changed without breaking anything?	Yes.	Yes.	Yes.	Requriements are: - Line height (line spacing) is at least 1.5 times the font size; - Spacing following paragraphs is at least 2 times the font size; - Letter spacing (tracking) to at least 0.12 times the font size; - Word spacing to at least 0.16 times the font size.	Code	
Where extra content is shown or hidden on focus, can it be dismissed, interacted with (and not disappear when the user moves to it) and will stay visible until dismissed by the user?	There's the cookie pop-up on the homepage that is visible until the user dismisses it.	There's the cookie pop-up on the page that is visible until the user dismisses it. The YouTube video can also be made full screen.	There's the cookie pop-up on the page that is visible until the user dismisses it.	We're not aware of any other pop-ups.	Code	
Operable						
Can all menus, links, buttons, and other controls be operated by keyboard?	The skip to main content doesn't appear but can see the link to it at the bottom of the screen. It takes user to banner images. Can't access submenus and cookie pop-up	Skip to main content link appears and takes users to banner image. Can't access submenus in dropdowns	Yes.		Code	
Do pages that have time limits include mechanisms for adjusting those limits?	We're not aware of this being used on the site.	We're not aware of this being used on the site.	We're not aware of this being used on the site.		Code	
Can any content that moves or auto updates be stopped?	There are rotating banners but they can't be stopped.	There are rotating galleries but they can't be stopped.	There's no moving content on this page.		Code	
Have you avoided using content that flashes or flickers?	We're not aware of any content that would flash or flicker.	We're not aware of any content that would flash or flicker.	We're not aware of any content that would flash or flicker.		Design	
Can blocks of links and other interactive elements be bypassed by keyboard users?	Skip to main content takes user to banner images.	Skip to main content link appears and takes users to banner image.	Skip to main content takes users to message at the top of the form.		Code	
Does each page have a unique title that indicates its purpose and context?	All pages have their own title and it appears in the browser tab.	All pages have their own title and it appears in the browser tab.	All pages have their own title and it appears in the browser tab.		Code	
When using a keyboard to move through a page does the order make sense?	Yes but there's no styling to show what's in focus and users can't get to the cookie pop-up.	There's no styling to show what's in focus.	No styling to show what's in focus, but you can see when you're in the form fields.		Code	
Is the purpose of every link clear from its link text?	Yes.	Yes.	Yes.	It's important to make text links clear on what they link to. Linking the word 'here' only isn't sufficient.	Content	
Does the website have two or more ways of finding content, such as a navigation menu, search feature, or site map?	There are two menus and site search.	There's menu, side menu and site search.	There's menu and site search.		Design	
Are headings and labels clear and descriptive?	Yes.	Yes.	Yes.		Content	
When using a keyboard to move through a page can you tell where you are?	There's no styling to show what's in focus.	There's no styling to show what's in focus, apart from the sidemenu and footer menu.	No, unless we reach the fields. You can see which field you're in.		Code	
Do you have shortcuts triggered by only one letter or character? If so can they be turned off or remapped by the user?	There are no shortcuts.	There are no shortcuts.	There are no shortcuts.		Code	
Does some of your site functionality need several fingers or complex gestures to operate it?	No.	No.	No.		Code	
Does some of your site functionality work using a single point (e.g fingertip) and is it triggered the moment it is touched?	We're not aware of any functionality like this.	We're not aware of any functionality like this.	We're not aware of any functionality like this.		Code	
On forms and other components is the accessible name or label the same as any on-screen text?	There are no forms on the homepage.	There are no forms on this page.	Yes.		Content	
Does your site respond to motion or movement to operate parts?	We're not aware of any functionality like this.	We're not aware of any functionality like this.	We're not aware of any functionality like this.		Code	
Understandable						
Has the language of the web page or document (or individual parts of a multilingual document) been defined?	Yes.	Yes.	Yes.		Code	
Have you avoided links, controls, or form fields that automatically trigger a change in context?	Yes.	Yes.	Yes.		Content	
Does the website include consistent navigation?	Yes.	Yes.	Yes.		Design	
Are features with the same functionality labelled consistently?	Yes.	Yes.	Yes.		Content	
Do forms provide helpful, understandable error and verification messages?	There are no forms on the homepage.	There are no forms on the homepage.	Errors aren't summarised at the top of the form, but you're taken to the first required field you've missed which then says to fill it out.		Code	
Robust						
Is the web page coded using valid HTML?					Code	
Do all interactive components have an accessible name and role, and when required state? Has the correct ARIA markup been used and does it validate?			Aria-required appears		Code	
Are status messages and updates given appropriate roles that can be understood by AT, without receiving focus?	We're not aware of any status messages and updates used on the site.	We're not aware of any status messages and updates used on the site.	We're not aware of any status messages and updates used on the site.		Code	

Area	Checklist	Comment	Area	Action needed	Who	Olamalu notes
ALT TEXT & CAPTIONS	Do all videos have captions that are synchronised with the audio?	There's an embedded YouTube video that has YouTube's automatic description but it is in Spanish.	content	Review captions.	Customer	done
STYLING	If styling is removed is the content in a logical order?	Menus are showing twice and they keep appearing and disappearing. There's a big gap between skip to main content link and menu. The sidemenu appears before the feature boxes.	code	Look at the banner slider and mobile menu.	Olamalu	done
COLOUR & CONTRAST	Does all text have sufficient contrast against the background colour?	On the homepage, the main menu and cookie pop-up buttons failed the contrast check. The search placeholder text and the footer menu links would pass for large text only but they are 14px normal font weight. On the standard page, the following failed the contrast check: quote, gallery captions, Gallery feature box title and side menu items. The header links would only pass if they were large text, but they are 13px.	design	Suggest alternative colours.	Olamalu	done on live site
	Do all important graphical objects, interface components, and states have a colour contrast of 3:1?	On the homepage, the main menu and cookie pop-up buttons failed the contrast check. The search placeholder text and the footer menu links would pass for large text only but they are 14px normal font weight. On the standard page, the following failed the contrast check: quote, gallery captions, Gallery feature box title and side menu items. The header links would only pass if they were large text, but they are 13px.	design	As above.	Olamalu	done on live site
	Have you avoided using colour as the only way to convey some information?	Link colour is different from body text colour.	design	Undeline links. Can be done on accessibility view only if needed.	Olamalu	done on live site
IMAGES	colour contrast	The College logo isn't always visible and the banner text isn't always readable on some of the banner images.	Content / code	Review choice of banner images or we could look into adding an overlay on banner.	Customer / Olamalu	overlay in test
HEADER	Can all menus, links, buttons, and other controls be operated by keyboard?	Homepage - The skip to main content doesn't appear but can see the link to it at the bottom of the screen. It takes users to banner images. Can't access submenus and cookie pop-up. Standard page - Skip to main content link appears and takes users to banner image. Can't access submenus in dropdowns.	code	Investigate having alternative accessibility view with different menu layout and styling for in focus item. Investigate having alternative accessible sidemenu. Look at why skip to main content link doesn't appear for homepage.	Olamalu	done
	When using a keyboard to move through a page can you tell where you are?	There's no styling to show what's in focus.	code	Investigate having alternative styling for in focus item.	Olamalu	done
	Can any content that moves or auto updates be stopped?	The rotating banners and rotating galleries can't be stopped.	code	Look at pause on focus for rotating banners.	Olamalu	done on live
STRUCTURE	Is the web page coded using valid HTML?	Need to check:https://validator.w3.org/nu/?showsource=yes&showoutline=yes&showimagereport=yes&doc=https%3A%2F%2Fwww.new.ox.ac.uk%2F#l869c137	code	Check through validator results.	Olamlau	done on live site
FORMS	Do forms provide helpful, understandable error and verification messages?	Errors aren't summarised at the top of the form, but you're taken to the first required field you've missed which then says to fill it out.	code	Investigate adding the summary at the top of the form. / Consider giving an alternative way to complete the form.	Olamalu / Customer	Done on live site / customer to give alternative way to complete forms
	Do all interactive components have an accessible name and role, and when required state? Has the correct ARIA markup been used and does it validate?	Aria-required appears.	code	Need to check ARIA markup and validation. / Consider giving an alternative way to complete the form.	Olamalu / Customer	review of forms in progress
	Have you added HTML autocomplete tokens to any forms collecting information about the user?	No. https://www.w3.org/WAI/WCAG21/Techniques/html/H98 https://www.w3.org/TR/WCAG21/#input-purposes	code		Olamalu	done