



DIGITAL-FIRST CREATIVE SERVICES FOR NONPROFITS
THEFORMGROUP.COM

WEBSITE ACCESSIBILITY WORKSHEET

PAGE NAME

DATE COMPLETED

PAGE HYPERLINK

AUDIT COMPLETED BY

ITEM	TEST	PASS	FAIL	DATE CORRECTED
Accessibility Statement	Check for link to accessibility statement			
Page Title and URL	Is the page title descriptive of the content on the page? Does the url have a clear folder structure with words separated by hyphens?			
Transcripts for Audio Video	For any audio or video on the page, are transcripts or closed captioning available?			
File Naming	Download any images or files contained on the page. Are the names descriptive and human readable with words separated by hyphens?			
Meaningful Link Text	Check all hyperlinks and buttons on the page. Does the link text clearly indicate the content contained at the link?			
Contrast Ratios	Use the WAVE accessibility tool and enter the URL. Under the Contrast tab, check the results.			
Form Labels	Use the WAVE accessibility tool and enter the URL. Under Details, check for any form label errors.			
Keyboard Navigation	On the page, hit your 'TAB' key. Does this bring up an option to skip the navigation? Does hitting it multiple times focus on different items in the navigation?			
Structured Headings and Elements	Use the WAVE accessibility tool and enter the URL. Under Structure, check to see what headings and structural elements are in place. Do they follow a hierarchical order that makes sense?			
Alt Text for Images	Use the WAVE accessibility tool and enter the URL. Under Details, check for any missing alt tag errors.			

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