

| QC Checklist for PDF Accessi |
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| Asset Name/URL:                 |  |
|---------------------------------|--|
| Tester Name / Signature:        |  |
| Testing Date:                   |  |
| Authorization Name / Signature: |  |
| Authorization Date:             |  |

## **Requirements:**

The following checklist should be used to verify that each PDF document is in compliance (one checklist per form):

| ID | Basic Elements   | Pass | Fail | N/A |
|----|--|------|------|-----|
| 1  | Is the document file name concise, generally limited to 20-30 characters or less, contains no spaces or special characters and does it make the content of the file clear in the context in which it is presented? |      |      |     |
|    | Has a full Accessibility Report been completed on the document in Adobe Acrobat Professional 8 or higher, showing no errors are present?   |      |      |     |
|    | Have PDF Document properties for Title, Author, Subject (AKA Description), Keywords, Language, and Copyright Status been applied?  |      |      |     |
| 4  | Does the document use recommended fonts: e.g., Verdana, Arial, Tahoma, Helvetica or Times New Roman?   |      |      |     |
| 5  | Have bookmarks been included in all PDFs that are more than 9 pages long?  |      |      |     |
| 6  | Have Acrobat Accessibility Tags been added to the document?  |      |      |     |

After a preliminary review, we have found this document is not tagged. Since many of the following features rely on the presence of tags, it is recommended that tags be added prior to further evaluation. To add tags, do one of the following:

Re-create the PDF file from the authoring application with tagging enabled; or

Choose Advanced>Accessibility>Add Tags to Document to infer the tags.

| ID | 1.0 Document Layout and Formatting Requirements   | Pass | Fail | N/A |
|----|---|------|------|-----|
| 7  | Does the document have a logical reading order; i.e., is the tab order correct?   |      |      |     |
| 8  | Have the multi-column texts, tables, or call-out boxes been checked for correct reading order using the Acrobat Pro 'Read Aloud' function?  |      |      |     |
| 9  | Has a check been performed on the document to ensure that no hidden data from Word (or other applications used to create the original document) is present in the PDF file?                       |      |      |     |
| 10 | Have all comments, sticky notes, and reviews been removed from the PDF document?  |      |      |     |
| 11 | Do all URL's contain the correct hyperlink and display the fully qualified URL (i.e., <a href="http://www.ets.org">http://www.ets.org</a> and not <a href="http://www.ets.org">www.ets.org</a> )? |      |      |     |
| 12 | Are all URL's linked to the correct Web destinations?   |      |      |     |

| ID | 2.0 Document Image Requirements  | Pass | Fail | N/A |
|----|--|------|------|-----|
| 13 | Is the document free of scanned images of text or hidden text?   |      |      |     |
|    | Do all images, grouped images, and non-text elements that convey information have alternative text descriptions? |      |      |     |
| 15 | Do complex images provide a reference to the descriptive text of the image?                                      |      |      |     |



| ID | 2.0 Document Image Best Practices  | Pass | Fail | N/A |
|----|--|------|------|-----|
| 16 | Are multiple associated images on the same page (e.g., boxes in an organization chart) grouped as one object?  |      |      |     |
|    | Have all multi-layered objects been flattened into one image and has one Alternative Text (Alt Tag) been provided for this image?                            |      |      |     |
| 18 | Has a separate accessible version of the document been provided when there is no other way to make the content accessible? (Example: An organization chart). |      |      |     |

| ID | 3.0 Document Table Requirements   | Pass | Fail | N/A |
|----|---|------|------|-----|
| 19 | Do all data tables in the document have Row and Column headers?   |      |      |     |
| 20 | Are tables being used to create a tabular structure (not tabs or spaces)?   |      |      |     |
| 21 | Do all data tables in the document have a logical reading order from left to right, top to bottom?                              |      |      |     |
| 22 | Are data cells in the tables logically associated with the Row/Column Header elements?  |      |      |     |
| 23 | If the table is a simple table, does it have scoping applied to the appropriate Row/Column Headers?                             |      |      |     |
|    | If the table is a complex table, does it have id and header attributes to associate the data cells with the column/row headers? |      |      |     |
| 25 | Are all table cells, with the exception of those associated with the Header Row, designated as data cells?                      |      |      |     |

| ID | 3.0 Document Forms Requirements   | Pass | Fail | N/A |
|----|---|------|------|-----|
| 26 | Do all form fields in the document have on-screen labels?                                     |      |      |     |
| 27 | Do all form fields in the document have instructions?   |      |      |     |
| 28 | Do all form fields in the document have a logical reading order?                              |      |      |     |
| 23 | Have keyboard traps or non-user initiated changes in focus been removed from all form fields? |      |      |     |

## **Non-Compliant Element Tracking**

The following table should be used to document any elements of the asset that failed or were identified as being non-compliant. Identify each failed/non-compliant element of the asset by ID Number and include a description of the reason why the element failed or is non-compliant.

| ID | Description of Failure/Non-Compliance |
|----|---------------------------------------|
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