

**Arkansas State University  
Office of Operational Excellence  
Web Site Testing Checklist**

**Department Information**

Date Requested: \_\_\_\_\_ Date Needed By: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Product Name: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

**Display Operability**

**Select the appropriate testing outcome option for each action listed below. Test Web site links and web applications using all internet browsers (Chrome, Firefox, Internet Explorer, Microsoft Edge, Safari, etc.)**

1. High contrast features for the web browser change the web site to high contrast within Chrome, Firefox, Internet Explorer, Microsoft Edge, Safari, and other

Pass       Partial       Fail       N/A

Comments: \_\_\_\_\_

2. The operating system's high contrast theme transfers to the web site within Chrome, Firefox, Internet Explorer, Microsoft Edge, Safari, and other

Pass       Partial       Fail       N/A

Comments: \_\_\_\_\_

3. Supports existing accessibility features in the operating system and within browsers (e.g., magnification, zoom, inverted colors, etc.)

Pass       Partial       Fail       N/A

Comments: \_\_\_\_\_

4. Color and contrast levels are adjustable, and a variety of selections are provided

Pass       Partial       Fail       N/A

Comments: \_\_\_\_\_

5. A user can adjust or disable flashing, rotating, or moving displays. No flashing more than three times per second

Pass       Partial       Fail       N/A

Comments: \_\_\_\_\_

6. Color is not the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element (e.g., "Click the red button")

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

7. Alternative text is used behind images and icons/graphics are consistent throughout

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

8. Links are distinguishable from surrounding text

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

9. Every window, object, and control is clearly labeled

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

10. No patterned backgrounds behind any text or graphics

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

## Sound Operability

1. Sound can be disabled or adjusted and does not play automatically

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

2. Information in an audio format is capable of being displayed in a visual format (e.g.; closed captioning)

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

3. Notifications or alerts with sound provide a visual cue also

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

## Keyboard Operability

1. Keyboard equivalents for all mouse actions including selecting, scrolling, text entry, etc. are present

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

2. Keyboard navigation allows access to all menus and submenus

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

3. Using the tab button creates a logical order when navigating and navigation is consistent

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

4. User can modify timed responses

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

5. All hyper links can be selected using keyboard

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

## Screen Reader Operability

1. Screen reader reads all text on all web pages as well as all menus and submenus

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

2. Screen reader identifies and reads all alternative text descriptions for images and icons

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

3. Online forms allow usage of assistive technology to read and complete

Pass     Partial     Fail     N/A

Comments: \_\_\_\_\_

## Documentation and Support

1. Manufacturer provides a VPAT (Voluntary Product Accessibility Template)

Pass       Partial       Fail       N/A

Comments: \_\_\_\_\_

2. Provides user manuals or instructions in alternate formats (e.g., audio, enlarged, braille) and provides technical support for users with assistive technology

Pass       Partial       Fail       N/A

Comments: \_\_\_\_\_

## Required Signatures

To my knowledge, this product has been fully tested for accessibility using assistive technology, and the information provided is accurate and complete.

Tester Name: \_\_\_\_\_ Date: \_\_\_\_\_

Tester Signature: \_\_\_\_\_

Please return completed forms to [vpat@astate.edu](mailto:vpat@astate.edu) or deliver to Admin Building - Office of Finance - Attn: Eric Jones. Contact the Office of Operational Excellence at 870-972-2005 for further assistance.