These guidelines have been created to help you test your website and meet basic accessibility requirements.

Use the checklist below and fill in the template to get started.

Tester:
Test date:
Web address:

| Item | Edge<insert version no> | Chrome<insert version no> | Firefox<insert version no> | Note |
| --- | --- | --- | --- | --- |
| Colours and contrast* Colours for graphics and text need to be in the recommended colour palette - refer to the NTG brand guidelines for details.
* The foreground and background colour combinations must provide sufficient contrast.
 |  |  |  |  |
| Keyboard access* All interactions and information that can be accessed with a mouse must be accessible with a keyboard.
* The tab order must be logical and follow the visual order of elements on the page.
* The focus must always be visible when moving through the page with the tab key.
 |  |  |  |  |
| Text resize* Text must be easily resizable using the default browser mechanisms - up to 200% without a loss of content or functionality.
 |  |  |  |  |
| Page titles* The title tag must contain the page title and the name of the website eg page title – nt.gov.au
* The title must be unique. No two pages on the website can have the same title.
 |  |  |  |  |
| Banner* NTG logos (if any) must link to the nt.gov.au homepage.
* The website name must link to the website’s homepage.
 |  |  |  |  |
| Search* On the homepage, the search should be a type-in field and not a link.
* The search input field must be wide enough to contain a typical query.
* The search option must be included on all pages to help users if they get lost at any stage.
 |  |  |  |  |
| Search results page* Search results must be sorted by relevance.
* Each result must contain at least a page title and description.
* Pagination links must work.
 |  |  |  |  |
| Carousels and slideshows* Carousels or slideshows that provide a gallery of self-updating images or teasers for news stories must have prominent controls that enable users to pause or play content.
* All controls must be operable with a keyboard, and must have clear visible focus.
 |  |  |  |  |
| Breadcrumbs* Breadcrumbs must be used for websites that have a hierarchy of three or more levels.
* They must display the current location in the site’s hierarchical structure, not the session history.
* The breadcrumb trail must start with a link to the homepage.
* The current page must be included as the last item and not be a link.
 |  |  |  |  |
| Navigation* Hover must not be used to expand dropdown lists as it doesn’t work on touch screens.
* Navigation elements must be repeated in a consistent way throughout the website.
 |  |  |  |  |
| Headings* Heading elements must be nested in a logical way.
* Styling must not be applied directly to a Heading element (e.g. H1). Use additional CSS classes.
 |  |  |  |  |
| Accordions* Open panels must not collapse when another one is open (i.e. users must have full control over what content remains visible to minimise possible confusion).
* The ‘Expand all’ and ‘Close all’ links must be included for accordions in the main content area that have more than two accordion panels.
 |  |  |  |  |
| In-page tabs* The active tab must be highlighted with a fine colour (i.e. high contrasting colours between the active and inactive tabs) and visual cue so users can tell which tab is selected.
 |  |  |  |  |
| Tables* Tables must only be used for presenting rows and columns of data, not for organising the layout of the page.
* Tables must have proper headers and column attributes.
* Tables must contain a summary attribute.
 |  |  |  |  |
| Links* The contrast ratio between links and surrounding text must be at least 3:1.
* Include another feature to easily distinguish links from surrounding text (e.g. links are underlined when they are hovered over).
* External links must include an external link icon.
* File links must include file type and size.
* Internal links must open in the same window. External links must open in new windows or tabs.
 |  |  |  |  |
| Images* Images that convey simple information must be described with alternative (alt) text.
* Images that convey complex information (e.g. graphs, charts or diagrams) must include a long description or caption on the same or separate page.
* If an image is purely decorative:
	+ avoid using the HTML <img> element, instead present it as a background image using CSS.
	+ if using the HTML <img> element, add an empty alt attribute alt="" and role="presentation".
 |  |  |  |  |
| Forms* Online forms must not be nested content.
* All form fields must be accessible via the keyboard.
* All form fields must contain appropriate labels in the HTML markup.
* All form fields must be usable on touch devices without the need to “pinch and zoom”.
* Include an explanation if asking for sensitive information (e.g. full name, phone, email, address). See Information Commissioner Northern Territory website for details.
* All forms must have human verification (Google reCAPTCHA) installed.
* File type restrictions must be applied to all file upload fields.
* Error messages must be clear and positioned in an intuitive location (i.e. don’t list all errors at the top of the page).
* A thank you or confirmation message must appear when a form is submitted successfully.
* Submitted forms must go to the correct recipient.
 |  |  |  |  |
| Multimedia* Audio content must be accompanied by a transcript
* Videos must be provided with captions and transcripts. Note: YouTube’s auto-captioning isn’t always accurate.
* Audio and video controls must be accessible via the keyboard.
 |  |  |  |  |
| Modals, lightboxes and other pop-ups* Keyboard users must be able to easily use and dismiss modal dialog boxes, lightboxes and other pop-ups.
 |  |  |  |  |
| Last updated date* Last updated date must be auto-generated.
* Last updated date must be displayed on all standard pages, unless the use case requires an exemption.
 |  |  |  |  |
| Copyright notice* Copyright notice must include a copyright symbol, current year and author’s name e.g. © Copyright 2019 Northern Territory Government of Australia
* Current year should be calculated automatically.
 |  |  |  |  |
| Back to top* Back to top button must be used for pages that are longer than four screens.
 |  |  |  |  |
| Visible site map* A visible site map must show all findable URLs in a single view.
 |  |  |  |  |
| XML sitemap* A website must have a sitemap.xml file at the top level of website e.g. domain.com/sitemap.xml.
* The sitemap must follow the sitemaps.org protocol.
 |  |  |  |  |
| URLs* URLs must be human readable web addresses.
* URLs must be in lowercase as they are case sensitive.
* URLs must not contain punctuation such as commas.
* URLs must not contain auto-generated numeric characters e.g. about-us-2
* Hyphens (-) must be used to separate words.
* Underscores (\_) must not be used to separate words.
* URLs and query strings must not contain personally identifiable information.
 |  |  |  |  |
| Web analytics* Google Analytics must be used for external websites.
* Matomo must be used for internal websites.
 |  |  |  |  |
| Print* A standard page must contain at least the website branding (e.g. logo), website name, page title, body content and copyright.
 |  |  |  |  |

# Mobile testing

| Item | iPad<insert version no> | iPhone<insert version no> | Galaxy<insert version no> | <Insert><insert version no> | Note |
| --- | --- | --- | --- | --- | --- |
| Important content* Important content must appear on all devices.
* Supporting content can be hidden but discoverable on smaller devices.
 |  |  |  |  |  |
| Breadcrumbs* Breadcrumbs must not be too small or too crowded – for touchscreens, tap targets need to be at least 1cm x 1cm.
 |  |  |  |  |  |
| Navigation* Navigation elements must not run or overflow edges of the screen.
* The hamburger menu must be used on smaller devices.
 |  |  |  |  |  |
| Typography* All text must be readable across devices.
* Font, style and colours must be consistent.
 |  |  |  |  |  |
| Tables* Tables must be responsive (e.g. allowing tables to be scrolled horizontally or collapsing table rows into a readable design pattern).
 |  |  |  |  |  |
| Modals, lightboxes and other pop-ups* Users must always have access to a large dismiss button.
 |  |  |  |  |  |
| Other controls* Controls must be tap-friendly and big enough for finger taps.
 |  |  |  |  |  |

# Edit interface

Content editors must be able to insert and edit content using the following:

| Item | IE<insert version no> | Edge<insert version no> | Chrome<insert version no> | Firefox<insert version no> | Note |
| --- | --- | --- | --- | --- | --- |
| Heading style* Editors must be able to add a header tag (e.g. H1-H6) to selected content.
 |  |  |  |  |  |
| Bold |  |  |  |  |  |
| Italic |  |  |  |  |  |
| Unordered list |  |  |  |  |  |
| Ordered list |  |  |  |  |  |
| Insert and remove link |  |  |  |  |  |
| Upload and replace files* Users must be able to upload and replace PDF, Word, Excel, PowerPoint, image, video and audio files.
 |  |  |  |  |  |
| Insert table and table properties |  |  |  |  |  |
| Insert image and alt text |  |  |  |  |  |
| Accordion* Users must be able to create up to 10 accordion panels.
* Users must be able to reorder accordion panels.
 |  |  |  |  |  |
| Insert special character (e.g. copyright symbol (©), quotation marks) |  |  |  |  |  |
| Embed YouTube video |  |  |  |  |  |
| Source view |  |  |  |  |  |
| Remove format* Editors must be able to remove any text formatting and styling (e.g. bold, italic, underline, tables, borders, CSS classes) while maintaining the text itself.
 |  |  |  |  |  |

# References

* NTG brand guidelines:
<https://ntgcentral.nt.gov.au/ntg-tools-services/communications-and-marketing/ntg-branding-and-logos>
* NTG digital toolkit
<https://toolkit.nt.gov.au>
* Australian Government – Digital guides
<https://guides.service.gov.au>
* W3C
<https://www.w3.org>
* WebAIM
<https://webaim.org>
* Nielsen Norman Group
<https://www.nngroup.com>
* GOV.UK - Service Manual
<https://www.gov.uk/service-manual>
* Information Commissioner Northern Territory
<https://infocomm.nt.gov.au/privacy/information-privacy-principles>