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>