

Manual Review Checklist

1.3.2 Meaningful Sequence

- Tables are NOT created using white space characters (space, tab, return, ;nbsp, etc) to layout the data
- Text columns are NOT created using white space characters to lay out the information
- None of the words on the web page contain white space characters (E x a m p l e)
- Reading and navigation order (determined by code order) is logical and intuitive

1.3.3 Sensory Characteristics

- Instructions do not rely upon shape, size, or visual location (“click the square icon to continue”)
- Instructions do not rely upon sound (“A beeping sound indicates you may continue”)

1.4.4 Resize text

- The page is readable and functional when the text size is doubled

2.1.1 Keyboard

- The keyboard can navigate to all interactive elements
- When focus is placed on each element, focus remains there until user moves it
- Functions triggered by mouse can also be triggered with a keyboard

2.1.2 No Keyboard Trap

- Keyboard focus is never locked or trapped on any page element. Users can navigate to and from all navigable page elements

2.2.2 Pause, Stop, Hide

- On a page with moving or scrolling content, either movement completes within 5 seconds or there is a mechanism in the page to pause moving or scrolling content

- If a mechanism is provided to pause moving or scrolling content, another mechanism is provided to restart the paused content
- The page is free of blinking content, or blinking completes within 5 seconds

2.3.1 Three Flashes or Below Threshold

- No page content flashes more than 3 times per second
 - OR -
- Flashing content is sufficiently small and the flashes are of low and contrast and do not contain too much red ([See general flash and red flash thresholds](#))

3.2.1 On Focus

- Load the web page, ensure that a new window has not been opened as a result of loading the new page. When a new window is opened it is not automatically given focus
- For each link that opens automatically in a new window or, there is a warning spoken in assistive technology that this link opens to a new window. Also, there is a visual warning in text that this link opens to a new window

3.2.3 Consistent Navigation

- Navigation links that are repeated on web pages do not change order when navigating through the site

3.2.4 Consistent Identification

- Elements that have the same functionality across multiple web pages are consistently identified the same way (search box at the top of the site always labeled 'search')

3.3.4 Error Prevention (Legal, Financial, Data)

- If the user can change or delete legal, financial, or test data, the changes/deletions are reversible, verified or confirmed