

# Manual evaluation report

For a full description of each step and the tools required, please refer to my [Manual accessibility evaluation](http://www.tomjewett.com/accessibility/evaluation.html) page. (www.tomjewett.com/accessibility/evaluation.html)

*Page* Campus:

URL:

*Reviewed by* Name:

Department or office:

Email:

Date reviewed:

Time Started:

Time End:

Time Elapsed:

## 1. Visual check.

1. Is the text legible in size and font selection?

Yes No — if **no**, difficulty to repair: Low Medium High

2. Is there sufficient visual contrast between text and background colors?

Yes No — if **no**, difficulty to repair: Low Medium High

3. Are page elements positioned in a logical, organized, easy-to-find layout?


Yes No — if **no**, difficulty to repair: Low Medium High

4. Are any page elements moving or blinking at an unhealthy rate?  
**(MUST FIX)**

Yes No — if **yes**, difficulty to repair: Low Medium High

5. Does the page require frames, image maps, timed response, or active content such as video, audio, applets, or scripts?

Yes No — if **yes**, please refer to the specialized evaluation guides for those elements (to be developed).

2. Browser: View -> Text Size, enlarge, and shrink window width.
  1. Does all text (except in banner graphics) respond to the change in size? (fix no)  
Yes    No
  2. Does text wrap within columns as the width is changed? (fix no)  
Yes    No
  3. Is text hidden past the right side of the page? (fix yes)  
Yes    No
  4. Do columns, page elements, or text lines overlap each other when enlarged? (fix yes)  
Yes    No
3. Keyboard Tab key, through all links and form elements.
  1. Is there a logical progression from element to element? (fix no)  
Yes    No
  2. Does the tab order between form elements make sense? (fix no)  
Yes    No
4. Firefox toolbar: Information -> View Document Outline.
  1. Are headings properly nested by level? (fix no)  
Yes    No
  2. Do headings make sense in the context of the document? (fix no)  
Yes    No
5. Information -> Display Link Details.
  1. Do all links look "clickable"? (fix no)  
Yes    No
  2. Are images of text (other than banners) used as links? (fix yes)  
Yes    No
  3. Do any links contain "href='javascript...'"? (fix yes) **(MUST FIX)**  
Yes    No 
6. Images -> Display Alt Attributes. **(MUST FIX)**
  1. Do images that convey content have *equivalent* alt-text? (fix no)  
Yes    No
  2. Do images that convey complex content have longdesc attributes or equivalent text content elsewhere on the page? (fix no)  
Yes    No
  3. Do purely decorative images have empty alt-text (alt="")? (fix no)

Yes No

7. Information -> Display Table Information. **(MUST FIX)**

1. Are column and row headers identified (with scope) in tables that contain data? (fix no)

Yes No

2. Do complex tables associate the headers with data cells? (fix no)

Yes No

3. Is a summary attribute provided for data tables if their meaning is not clear from context? (fix no)

Yes No 

4. Do tables used for layout only have summary or headers? (fix yes)

Yes No

8. CSS -> Disable Styles -> All Styles.

1. Is color and font information rendered in the browser's default style? (fix no)

Yes No

2. Are headings, paragraphs, and lists obvious and sensible? (fix no)

Yes No

3. Is most text (other than logos and banners) rendered in text rather than images? (fix no)

Yes No

4. Does any content appear that was invisible before? (fix yes)

Yes No

9. Images -> Disable Images -> All Images.

1. Does any text content disappear entirely? (fix yes)

Yes No

2. Does alternate text make sense in the context of the page? (fix no)

Yes No

3. Is there still sufficient contrast between text and background colors? (fix no)

Yes No

10. Images still disabled: CSS -> Disable Styles -> All Styles, then Miscellaneous -> Linearize Page.

1. Does the reading order of headings and page elements make sense? (fix no)

Yes No

2. Does each group of navigation links have a way to skip reading? (fix no) **(MUST FIX)**

Yes No

3. Do multiple groups of links have easy navigation from one to the other? (fix no)

Yes No 

11. Tools -> Validate HTML.

1. Does the HTML code pass the automated validation? (fix no)

Yes No

12. Tools -> Validate CSS.

1. Does the CSS code pass the automated validation? (fix no)

Yes No

13. Tools -> View Speed Report.

1. Is the overall page size and download time reasonable for its intended use? (fix no)

Yes No

2. Are images reasonably sized for download? (fix no)

Yes No

3. Is there an excessive number of images? (fix yes)

Yes No

14. Color analyzer, foreground and background.

1. Does the normal vision foreground/background contrast meet standards? (fix no)

Yes No

2. Do the color-blindness tests meet standards? (fix no)

Yes No

15. Color, Simulations -> Select window (List).

1. Is all information on the page intelligible in each simulation? (fix no)

Yes No

16. Firefox toolbar: View Source -> View Source.

1. Are styles used to simulate headings or other semantic markup? (fix yes) **(MUST FIX)**

Yes No

2. Is the code free of extraneous elements used for layout or decoration? (fix no)

Yes No

3. Does each form input have an associated <label> element or other appropriate grouping element? (fix no) **(MUST FIX)**

Yes No

4. Does each data table column (and row, if applicable) have a head element with the scope attribute? (fix no)

Yes No

5. Do tables with multiple-level headings include id= attributes in the headings and headers= attributes in the data cells? (fix no)

Yes No

6. Do layout-only tables contain any markup other than row and cell elements? (fix yes)

Yes No

7. Are there any other items identified by automated evaluation that the code confirms to be problems? (fix yes)

Yes No

17. Low vision user test.

1. Briefly describe any problems observed and the difficulty to repair them:

18. Voice reader user test.

1. Briefly describe any problems observed and the difficulty to repair them: