**Accessibility Audit**

**Month DD, YYYY**

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| **Auditor:** | [David Best, Accessibility IT Specialist](https://www.bestaccessibility.consulting/) |
| **Vendor:** | Organization name |
| **Client Website:** | Website URL |
| **Platform:** | Windows11Ios18 |
| **Browser:** | Google ChromeEdge |
| **Screen Reader:** | JAWS2025Voiceover |
| **Video Demos:** | MP4 video clips |
| **Resources:** | [Web Content Accessibility Guidelines](https://www.w3.org/TR/WCAG21/)[WCAG Techniques](https://www.w3.org/WAI/WCAG21/Techniques/)[WCAG ARIA](https://www.w3.org/TR/wai-aria-1.1/)[WCAG AChecker](https://achecker.achecks.ca/checker/index.php)[WEBAIM Colour Checker](https://webaim.org/resources/contrastchecker/)[WCAG Perspectives](https://www.youtube.com/watch?v=3f31oufqFSM) |

## Executive Summary

Text description of overall WCAG and user issues.

## WCAG Failure Criteria Summary

### Perceivable

Information and user interface components must be presentable to users in ways they can perceive. This means that users must be able to perceive the information being presented. User agents, like screen readers, require clearly defined HTML elements within a structured web page. The Accessibility Rich Internet Application (ARIA) Landmarks and a hierarchy of Headers should be used to define page regions and content context. The Banner, Navigation panel, Main section, and Footer are visually perceivable on a standard computer screen, but not necessarily on a screen reader device.

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| --- | --- |
| **WCAG** | **Description** |
| [WCAG1.1.1A](https://www.w3.org/WAI/WCAG21/Understanding/non-text-content.html) | Criteria: Non-text Content.Issue: N/A |
| [WCAG1.2.1A](https://www.w3.org/WAI/WCAG21/Understanding/audio-only-and-video-only-prerecorded.html) | Criteria: Audio-only and Video-only (Prerecorded).Issue: N/A |
| [WCAG1.2.2A](https://www.w3.org/WAI/WCAG21/Understanding/captions-prerecorded.html) | Criteria: Captions (Prerecorded).Issue: N/A |
| [WCAG1.2.3A](https://www.w3.org/WAI/WCAG21/Understanding/audio-description-or-media-alternative-prerecorded.html) | Criteria: Audio Description or Media Alternative (Prerecorded).Issue: N/A |
| [WCAG1.2.4AA](https://www.w3.org/WAI/WCAG21/Understanding/captions-live.html) | Criteria: Captions (Live).Issue: N/A |
| [WCAG1.2.5AA](https://www.w3.org/WAI/WCAG21/Understanding/audio-description-prerecorded.html) | Criteria: Audio Description (Prerecorded).Issue: N/A |
| [WCAG1.2.6AAA](https://www.w3.org/WAI/WCAG21/Understanding/sign-language-prerecorded.html) | Criteria: Sign Language (Prerecorded).Issue: N/A |
| [WCAG1.2.7AAA](https://www.w3.org/WAI/WCAG21/Understanding/extended-audio-description-prerecorded.html) | Criteria: Extended Audio Description (Prerecorded).Issue: N/A |
| [WCAG1.2.8AAA](https://www.w3.org/WAI/WCAG21/Understanding/media-alternative-prerecorded.html) | Criteria: Media Alternative (Prerecorded).Issue: N/A |
| [WCAG1.2.9AAA](https://www.w3.org/WAI/WCAG21/Understanding/audio-only-live.html) | Criteria: Audio-only (Live).Issue: N/A |
| [WCAG1.3.1A](https://www.w3.org/WAI/WCAG21/Understanding/info-and-relationships.html) | Criteria: Info and Relationships.Issue: N/A |
| [WCAG1.3.2A](https://www.w3.org/WAI/WCAG21/Understanding/meaningful-sequence.html) | Criteria: Meaningful Sequence.Issue: N/A |
| [WCAG1.3.3A](https://www.w3.org/WAI/WCAG21/Understanding/sensory-characteristics.html) | Criteria: Sensory Characteristics.Issue: N/A |
| [WCAG1.3.4AA](https://www.w3.org/WAI/WCAG21/Understanding/orientation.html) | Criteria: Orientation.Issue: N/A |
| [WCAG1.3.5AA](https://www.w3.org/WAI/WCAG21/Understanding/identify-input-purpose.html) | Criteria: Identify Input Purpose.Issue: N/A |
| [WCAG1.3.6AAA](https://www.w3.org/WAI/WCAG21/Understanding/identify-purpose.html) | Criteria: Identify Purpose.Issue: N/A |
| [WCAG1.4.1A](https://www.w3.org/WAI/WCAG21/Understanding/use-of-color.html) | Criteria: Use of Color.Issue: N/A |
| [WCAG1.4.2A](https://www.w3.org/WAI/WCAG21/Understanding/audio-control.html) | Criteria: Audio Control.Issue: N/A |
| [WCAG1.4.3AA](https://www.w3.org/WAI/WCAG21/Understanding/contrast-minimum.html) | Criteria: Contrast (Minimum).Issue: N/A |
| [WCAG1.4.4AA](https://www.w3.org/WAI/WCAG21/Understanding/resize-text.html) | Criteria: Resize text.Issue: N/A |
| [WCAG1.4.5AA](https://www.w3.org/WAI/WCAG21/Understanding/images-of-text.html) | Criteria: Images of Text.Issue: N/A |
| [WCAG1.4.6AAA](https://www.w3.org/WAI/WCAG21/Understanding/contrast-enhanced.html) | Criteria: Contrast (Enhanced).Issue: N/A |
| [WCAG1.4.7AAA](https://www.w3.org/WAI/WCAG21/Understanding/low-or-no-background-audio.html) | Criteria: Low or No Background Audio.Issue: N/A |
| [WCAG1.4.8AAA](https://www.w3.org/WAI/WCAG21/Understanding/visual-presentation.html) | Criteria: Visual Presentation.Issue: N/A |
| [WCAG1.4.9AAA](https://www.w3.org/WAI/WCAG21/Understanding/images-of-text-no-exception.html) | Criteria: Images of Text (No Exception).Issue: N/A |
| [WCAG1.4.10AA](https://www.w3.org/WAI/WCAG21/Understanding/reflow.html) | Criteria: Reflow.Issue: N/A |
| [WCAG1.4.11AA](https://www.w3.org/WAI/WCAG21/Understanding/non-text-contrast.html) | Criteria: Non-text Contrast.Issue: N/A |
| [WCAG1.4.12AA](https://www.w3.org/WAI/WCAG21/Understanding/text-spacing.html) | Criteria: Text Spacing.Issue: N/A |
| [WCAG1.4.13AA](https://www.w3.org/WAI/WCAG21/Understanding/content-on-hover-or-focus.html) | Criteria: Content on Hover or Focus.Issue: N/A |

### Operable

User interface components and navigation must be operable. This means that users must be able to operate the interface. All web page elements must be operable by a keyboard, speech input, and other non-mouse devices. Some of the Java scripts may not be keyboard accessible, and preventing non-mouse users from performing some functions. Many people do not use the mouse and rely on the keyboard to interact with the web. This requires keyboard access to all functionality, including form controls, input, and other user interface components.

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| **WCAG#** | **Description** |
| [WCAG2.1.1A](https://www.w3.org/WAI/WCAG21/Understanding/keyboard.html) | Criteria: Keyboard.Issue: N/A |
| [WCAG2.1.2A](https://www.w3.org/WAI/WCAG21/Understanding/no-keyboard-trap.html) | Criteria: No Keyboard Trap.Issue: N/A |
| [WCAG2.1.3AAA](https://www.w3.org/WAI/WCAG21/Understanding/keyboard-no-exception.html) | Criteria: Keyboard (No Exception).Issue: N/A |
| [WCAG2.1.4A](https://www.w3.org/WAI/WCAG21/Understanding/character-key-shortcuts.html) | Criteria: Character Key Shortcuts.Issue: N/A |
| [WCAG2.2.1A](https://www.w3.org/WAI/WCAG21/Understanding/timing-adjustable.html) | Criteria: Timing Adjustable.Issue: N/A |
| [WCAG2.2.2A](https://www.w3.org/WAI/WCAG21/Understanding/pause-stop-hide.html) | [**2.2.2 Pause, Stop, Hide**](https://www.w3.org/TR/WCAG21/#pause-stop-hide) |
| [WCAG2.2.3AAA](https://www.w3.org/WAI/WCAG21/Understanding/no-timing.html) | Criteria: No Timing.Issue: N/A |
| [WCAG2.2.4AAA](https://www.w3.org/WAI/WCAG21/Understanding/interruptions.html) | Criteria: Interruptions.Issue: N/A |
| [WCAG2.2.5AAA](https://www.w3.org/WAI/WCAG21/Understanding/re-authenticating.html) | Criteria: Re-authenticating.Issue: N/A |
| [WCAG2.2.6AAA](https://www.w3.org/WAI/WCAG21/Understanding/timeouts.html) | Criteria: Timeouts.Issue: N/A |
| [WCAG2.3.1A](https://www.w3.org/WAI/WCAG21/Understanding/three-flashes-or-below-threshold.html) | Criteria: Three Flashes or Below Threshold.Issue: N/A |
| [WCAG2.3.2AAA](https://www.w3.org/WAI/WCAG21/Understanding/three-flashes.html) | Criteria: Three Flashes.Issue: N/A |
| [WCAG2.3.3AAA](https://www.w3.org/WAI/WCAG21/Understanding/animation-from-interactions.html) | Criteria: Animation from Interactions.Issue: N/A |
| [WCAG2.4.1A](https://www.w3.org/WAI/WCAG21/Understanding/bypass-blocks.html) | Criteria: 2.4.1 Bypass Blocks.Issue: N/A |
| [WCAG2.4.2A](https://www.w3.org/WAI/WCAG21/Understanding/page-titled.html) | Criteria: Page Titled.Issue: N/A |
| [WCAG2.4.3A](https://www.w3.org/WAI/WCAG21/Understanding/focus-order.html) | Criteria: Focus Order.Issue: N/A |
| [WCAG2.4.4A](https://www.w3.org/WAI/WCAG21/Understanding/link-purpose-in-context.html) | Criteria: Link Purpose (In Context).Issue: N/A |
| [WCAG2.4.5AA](https://www.w3.org/WAI/WCAG21/Understanding/multiple-ways.html) | Criteria: Multiple Ways.Issue: N/A |
| [WCAG2.4.6AA](https://www.w3.org/WAI/WCAG21/Understanding/headings-and-labels.html) | Criteria: Headings and Labels.Issue: N/A |
| [WCAG2.4.7AA](https://www.w3.org/WAI/WCAG21/Understanding/focus-visible.html) | Criteria: Focus Visible.Issue: N/A |
| [WCAG2.4.8AAA](https://www.w3.org/WAI/WCAG21/Understanding/location.html) | Criteria: Location.Issue: N/A |
| [WCAG2.4.9AAA](https://www.w3.org/WAI/WCAG21/Understanding/link-purpose-link-only.html) | Criteria: Link Purpose (Link Only).Issue: N/A |
| [WCAG2.4.10AAA](https://www.w3.org/WAI/WCAG21/Understanding/section-headings.html) | Criteria: Section Headings.Issue: N/A |
| [WCAG2.5.1A](https://www.w3.org/WAI/WCAG21/Understanding/pointer-gestures.html) | Criteria: Pointer Gestures.Issue: N/A |
| [WCAG2.5.2A](https://www.w3.org/WAI/WCAG21/Understanding/pointer-cancellation.html) | Criteria: Pointer Cancellation.Issue: N/A |
| [WCAG2.5.3A](https://www.w3.org/WAI/WCAG21/Understanding/label-in-name.html) | Criteria: Label in Name.Issue: N/A |
| [WCAG2.5.4A](https://www.w3.org/WAI/WCAG21/Understanding/motion-actuation.html) | Criteria: Motion Actuation.Issue: N/A |
| [WCAG2.5.5AAA](https://www.w3.org/WAI/WCAG21/Understanding/target-size.html) | Criteria: Target Size.Issue: N/A |
| [WCAG2.5.6AAA](https://www.w3.org/WAI/WCAG21/Understanding/concurrent-input-mechanisms.html) | Criteria: Concurrent Input Mechanisms.Issue: N/A |

### Understandable

Information and the operation of user interface must be understandable. This means that users must be able to understand the information as well as the operation of the user interface. Page Titles must be unique and meaningful. Links and Buttons must have concise and clearly marked text labels. Images must have descriptive alternative text. The page foreground and background � and icons � must have contrasting colours for low vision users. The web page must have clearly defined user instructions, and a separation of information content.

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| **WCAG#** | **Description** |
| [WCAG3.1.1A](https://www.w3.org/WAI/WCAG21/Understanding/language-of-page.html) | Criteria: Language of Page.Issue: N/A |
| [WCAG3.1.2AA](https://www.w3.org/WAI/WCAG21/Understanding/language-of-parts.html) | Criteria: Language of Parts.Issue: N/A |
| [WCAG3.1.4AAA](https://www.w3.org/WAI/WCAG21/Understanding/unusual-words.html) | Criteria: Unusual Words.Issue: N/A |
| [WCAG3.1.4AAA](https://www.w3.org/WAI/WCAG21/Understanding/abbreviations.html) | Criteria: Abbreviations.Issue: N/A |
| [WCAG3.1.5AAA](https://www.w3.org/WAI/WCAG21/Understanding/reading-level.html) | Criteria: Reading Level.Issue: N/A |
| [WCAG3.1.6AAA](https://www.w3.org/WAI/WCAG21/Understanding/pronunciation.html) | Criteria: Pronunciation.Issue: N/A |
| [WCAG3.2.1A](https://www.w3.org/WAI/WCAG21/Understanding/on-focus.html) | Criteria: On Focus.Issue: N/A |
| [WCAG3.1.2A](https://www.w3.org/WAI/WCAG21/Understanding/on-input.html) | Criteria: On Input.Issue: N/A |
| [WCAG3.2.3AA](https://www.w3.org/WAI/WCAG21/Understanding/consistent-navigation.html) | Criteria: Consistent Navigation.Issue: N/A |
| [WCAG3.2.4AA](https://www.w3.org/WAI/WCAG21/Understanding/consistent-identification.html) | Criteria: Consistent Identification.Issue: N/A |
| [WCAG3.2.5AAA](https://www.w3.org/WAI/WCAG21/Understanding/change-on-request.html) | Criteria: Change on Request.Issue: N/A |
| [WCAG3.3.1A](https://www.w3.org/WAI/WCAG21/Understanding/error-identification.html) | Criteria: Error Identification.Issue: N/A |
| [WCAG3.3.2A](https://www.w3.org/WAI/WCAG21/Understanding/labels-or-instructions.html) | Criteria: Labels or Instructions.Issue: N/A |
| [WCAG3.3.3AA](https://www.w3.org/WAI/WCAG21/Understanding/error-suggestion.html) | Criteria: Error Suggestion.Issue: N/A |
| [WCAG3.3.4AA](https://www.w3.org/WAI/WCAG21/Understanding/error-prevention-legal-financial-data.html) | Criteria: Error Prevention (Legal, Financial, Data).Issue: N/A |
| [WCAG3.3.5AAA](https://www.w3.org/WAI/WCAG21/Understanding/help.html) | Criteria: Help.Issue: N/A |
| [WCAG3.3.6AAA](https://www.w3.org/WAI/WCAG21/Understanding/error-prevention-all.html) | Criteria: Error Prevention (All).Issue: N/A |

### Robust

Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, like browsers and assistive technologies. This means that users must be able to access the content as technologies advance. Meeting this requirement helps maximize compatibility with current and future user agents, like screen readers. In particular, it enables assistive technologies to process the content reliably, and to present or to operate it in different ways. This includes non-standard (scripted) buttons, input fields, and other controls. To deliver a desirable user experience, there must be a separation between web page design and user content. The web page may not render as expected in all browsers, and will not perform as expected in differing screen readers. A design utilizing Java Scripts and widgets may require ARIA coding to achieve a robust implementation.

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| **Issue#** | **Description** |
| [WCAG4.1.1A](https://www.w3.org/WAI/WCAG21/Understanding/parsing.html) | Criteria: Parsing.Issue: N/A |
| [WCAG4.1.2A](https://www.w3.org/WAI/WCAG21/Understanding/name-role-value.html) | Criteria: Name, Role, Value.Issue: N/A |
| [WCAG4.1.3AA](https://www.w3.org/WAI/WCAG21/Understanding/status-messages.html) | [**4.1.3 Status Messages**](https://www.w3.org/TR/WCAG21/#status-messages) |

# Accessibility Issues

## Issue1: WCAG Success Criteria

Screen Shot image

Web Page: Page Title

Web URL: Web page address

### Issue1 Failure Description

### Issue1 Code Example

### Issue1 Resources and Techniques

## Issue#: WCAG Success Criteria

Screen Shot image

Web Page: Page Title

Web URL: Web page address

### Issue# Failure Description

### Issue# Code Example

### Issue# Resources and Techniques

# Appendices

## Appendix 1: WCAG Conformance

1. For Level A conformance (the minimum level of conformance), the Web page satisfies all the Level A Success Criteria, or a conforming alternate version is provided.
2. For Level AA conformance, the Web page satisfies all the Level A and Level AA Success Criteria, or a Level AA conforming alternate version is provided.
3. For Level AAA conformance, the Web page satisfies all the Level A, Level AA and Level AAA Success Criteria, or a Level AAA conforming alternate version is provided.
4. [Understanding Conformance Levels](https://www.w3.org/TR/UNDERSTANDING-WCAG20/conformance)

## Appendix 2: Severity Description

1. **Critical:** Must fix to allow even the most basic use of the application. User with a disability cannot complete a task, and no alternate means is provided to complete that task. The issue is a violation of the Web Accessibility Checklist.
2. **High:** Must fix in order to meet accessibility standards and allow full use of the system. User with a disability will likely not be able to easily complete a task, and no alternate means is provided to complete the task. The issue is a violation of the Web Accessibility Checklist.
3. **Medium:** Should fix to allow productive, accessible use of the application. User with a disability will likely be able to complete a task, but the issue prevents the user from completing the task efficiently. The issue may or may not be a violation of the Web Accessibility Checklist.
4. **Low:** User with a disability will be able to complete a task, but the issue may cause confusion to the user, and should be resolved. The issue may not be a violation of the Web Accessibility Checklist. These may be functionality bugs that may effect all users.