

Accessibility Checklist

Organization of Content

- Contents are organised under headings and subheadings
- Headings and subheadings should be structured in a logical sequence (e.g., H1, H2)
- Bold, italics, or font size are not used to create the visual appearance of a document structure.

Images

- Images that convey information include concise descriptive alternative text (alt text)
- Images are in line with text
- Images, charts etc. do not rely on colours to convey information
- Every image has a caption
- Graphs, Charts, and maps also include supporting details in the text surrounding image
- Figures are numbered consecutively and referenced in the adjacent text

Tables

- Tables include row and column headers
- Avoid using merged or split cells
- Adequate cell padding for visual learners

Multimedia

- Video and audio files should be captioned/transcribed
- H5P activities [are accessible](#)

Links

- When links open or download a file, a textual reference is provided (e.g., PDF, 50MB)
- Link text denotes a specific destination. Avoid "click here" links).

Lists

- All lists are styled properly using the list option
- Numbered lists are only used when the items are sequential
- Bulleted lists are used for non-sequential items

Download formats

- Digital PDF is available, formatted and checked for accessibility in Adobe
- EPUB is available and has been formatted appropriately