



IDEATING & TESTING

Accessibility Quick-Check

A first-pass check for the most common, highest-impact barriers

Use this when	Reviewing any digital product
Time needed	45-60 minutes
Who's involved	Anyone; some checks need dev tools
You'll end up with	A list of barriers to fix

How to use this check

This is a fast first-pass check for the most common, highest-impact accessibility issues — not a full WCAG audit. Passing it doesn't make you compliant, but failing it means real people are being shut out. Work through each item on a representative set of pages.

Perceivable

Check	How to verify	Pass / Fail / N/A
Images have text alternatives	Every meaningful image has alt text; decorative images are marked empty.	
Colour contrast is sufficient	Body text is at least 4.5:1 against its background (use a contrast checker).	
Colour isn't the only signal	Errors, links, and states are shown with more than colour alone.	
Text resizes cleanly	Zoom to 200% — nothing is cut off or overlapping.	
Video has captions	Pre-recorded video provides captions or a transcript.	

Operable

Check	How to verify	Pass / Fail / N/A
Everything works by keyboard	Tab through the page; every control is reachable and usable.	
Focus is visible	The currently focused element has a clear visible outline.	
No keyboard traps	You can tab out of every component, including menus and modals.	
Skip link present	A “skip to content” link lets keyboard users bypass the nav.	
No surprise motion	Nothing flashes more than 3×/sec; auto-moving content can be paused.	

Understandable

Check	How to verify	Pass / Fail / N/A
Form fields have labels	Every input has a visible, programmatically linked label.	
Errors are described in text	Error messages say what's wrong and how to fix it, in words.	
Navigation is consistent	Menus and patterns stay in the same place across pages.	
Link text makes sense alone	Links read meaningfully out of context — not “click here.”	
Language is plain	Content is written as simply as the subject allows.	

Robust

Check	How to verify	Pass / Fail / N/A
Headings are structured	One H1; headings nest in order (H2 under H1, etc.).	
Semantic HTML is used	Buttons are buttons, lists are lists — not styled divs.	
ARIA is correct or absent	ARIA roles/labels are accurate; no ARIA is better than wrong ARIA.	
Screen-reader pass done	Listen through one key flow with a screen reader; it makes sense.	