

Checklist for OER Accessibility

ORGANIZING CONTENT

- Contents is organized under headings and subheadings
- Headings and subheadings are used sequentially (e.g. Heading 1, Heading 2, etc.)

IMAGES

- Images that convey information include alternative text (alt-text) descriptions of the image's content or function.
- Graphs, charts, and maps also include contextual or supporting details in the text surrounding the image.
- Images do not rely on colour to convey information.
- Images that are purely decorative contain empty alternative text descriptions. (Descriptive text is unnecessary if the image doesn't convey contextual content information).

TABLES

- Tables include row and column headers.
- Table includes title or caption.
- Table does not have merged or split cells.
- Table has adequate cell padding.

WEBLINKS

- The weblink is meaningful in context, does not use generic text such as "click here" or "read more".
- Weblinks do not open new windows or tabs.
- If weblink must open in a new window, a textual reference is included in the link information.

MULTIMEDIA

- A transcript has been made available for a multimedia resource that includes audio narration or instruction. Transcript includes:
 - Speaker's name
 - All speech content
 - Relevant descriptions of speech
 - Descriptions of relevant non-speech audio

HEADINGS AND SUBHEADINGS

- Captions of all speech content and relevant non-speech content are included in the multimedia resource that includes audio synchronized with a video presentation.
- Audio descriptions of contextual visuals (graphs, charts, etc.) are included in the multimedia resource.

FORMULAS

- Formulas have been created using MathML.
- Formulas are images with alternative text descriptions, if MathML is not an option.

FONT SIZE

- Font size is 12 point or higher for body text.
- Font size is 9 point for footnotes or end notes.
- Font size can be zoomed to 200%.

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Adapted from Coolidge, A., Doner, S., Robertson, T., & Gray, J. and Gray, J. (2019) *Accessibility toolkit* (2nd Edition). CC BY 4.0.

<https://opentextbc.ca/accessibilitytoolkit/front-matter/accessibility-statement/>