

Accessibility checklist for digital content

Below is list of the things that editors publishing content on the main College website or other online platforms need to do in order for it to meet [WCAG 2.1 accessibility regulations](#) and [College standards](#). For each section there is also links to guidance on how to meet this standard.

		Guidance
Images and audio visual content		
<input type="checkbox"/>	All images have appropriate alternative text (alt-text)	Text alternatives for images
<input type="checkbox"/>	All complex images e.g. infographic or chart have a text alternative provided in context (e.g. below the image) or on a separate linked page.	Text alternatives for images (some examples of text alternatives)
<input type="checkbox"/>	Images of text are not used if text alone can be used to present the information	Text alternatives for images
<input type="checkbox"/>	All videos must have a clear description or caption that describes the main purpose of the video.	Creating accessible video and audio
Headings and titles		
<input type="checkbox"/>	Correct heading styles are used for content sections	Using clear and effective headings
<input type="checkbox"/>	The web page has a descriptive and informative page title	Using clear and effective headings
<input type="checkbox"/>	Headings are clear, informative and unique (i.e. avoid having two heading 2 with the same name)	Using clear and effective headings
Links		
<input type="checkbox"/>	All link text is clear and descriptive so that it can be understood without any contextual content	Writing descriptive links
<input type="checkbox"/>	The same link text is not used to go to different destinations	Writing descriptive links
Documents		
<input type="checkbox"/>	Content in downloadable documents is published as HTML web pages	Publishing accessible documents online
	Or	GOV.UK guidance on publishing accessible documents
	All downloadable documents are accessible PDFs	Creating accessible Office documents
Tables		
<input type="checkbox"/>	Tables are only used for tabular data and not for standard content layout.	Using tables Contact Geoff Day (Content Designer) for advice on alternative ways to present your content.

There is an accessible [HTML version](#) of this checklist available in the Web guide.