

WEBSITE ACCESSIBILITY GUIDELINES

The following list contains a basic guide for how to maintain the site to the same level of Accessibility Compliance. The current level of Accessibility compliance is AAA. The guidelines listed below are based on the current content of the website, if any advanced elements such as videos or embedded flash are added, then these guidelines will also need updating.

1. Do not rely on colour alone to convey meaning.
2. Provide alternate texts for all images, and other non-text elements such as video, that are used for more than just decorative purposes.
3. Make sure all elements that provide meaning or information have sufficient contrast against their background.
4. Always use Cascading Style sheets to style and format the look and layout of all website content.
5. Ensure that the information provided on the website is complete and easily read by the websites' primary users.
6. Ensure that all symbols are written using their XHTML equivalent. For example, the symbol '&' is written, &, and the symbol, '"', is written, ".
7. Always include sufficient metadata on each page, including at the very least, the language, description and keywords.
8. Create tables that are accessible and transform gracefully. The table located on the courses page can be used as a template. Elements that must be included are caption, summary, td to identify data cells and th to identify headers, scope="col" and scope=

“row” to identify columns and rows, . Also ensure that the table can be read in a logical manner using the wave tool: <http://wave.webaim.org/>

9. Do not under any circumstances use tables to format the general layout of the website, always use a cascading style sheet. Tables must ONLY be used to convey data, which is usually numerical.
10. Ensure that all documents can be read if the styles sheets are inaccessible for some reason. This can be checked by unlinking the style sheets from a document or by visiting the website, <http://wave.webaim.org/>
11. After any changes to the websites code, ensure that all CSS and XHTML are valid by using the W3C Unicorn Validator: <http://validator.w3.org/unicorn/>
12. After any changes to the websites code, ensure that it is still accessible by validating it at <http://www.cynthiasays.com>. After using an automated program to validate the website it is important to manually check the accessibility as some features cannot be checked with an automated program.
13. Do not use any images that flicker, blink or contain any movement unless there is the ability for them to turn them off.
14. Create forms that are accessible and transform gracefully. All forms must include the following elements: form id, field set ids, legend, labels that match the id of an element and are unique, Id’s that are unique to each item, tab indexes.
15. Avoid the use of deprecated Features. A list of deprecated features for XHTML 1.0 can be found at the following link:
http://webdesign.about.com/od/htmltags/a/bltags_deprctag.htm
16. Provide a clear and consistent main navigation, that is always located in the same place on each page created for the website.

17. Ensure that all links, whether they link to a document, an internal page or an external website, have a correct and descriptive title and that they link to the correct pages or documents.
18. If unsure about any accessibility guideline, check with the W3C Guidelines, which can be found at the following link: <http://www.w3.org/TR/WCAG10/>